

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963
Phone: (302) 422-1600

**AGENDA FOR MONDAY, OCTOBER 16, 2023 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting in-person in the Milford High School Auditorium. Public comment will be held in-person only.

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=m5bf5b0fce3bc8d3789c1fb92382db167>

Webinar Number: 2622 836 6204

Webinar Password: 8XEv9sdSdM8 (89389737 from phones and video systems)

To access the meeting via audio conference, members of the public may use the following information:

Dial in: +1-415-655-0001 US Toll

Access Code: 262 283 66204

It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of this meeting for the reasons identified below, then adjourn into a regular session meeting at approximately 7:00 pm.

1. Call to Order by President

2. Roll Call

_____ Dr. Adam Brownstein

_____ Mr. Matt Bucher

_____ Mrs. Ashlee Connell

_____ Mr. Victor "Butch" Elzey

_____ Mr. Scott Fitzgerald

_____ Mrs. Jennifer Massotti

_____ Mrs. Jean Wylie

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for September 18, 2023 Action Item

B. Regular Meeting Minutes for September 26, 2023 Action Item

5. Adjournment to Executive Session Action Item

A. Personnel Matters – See 29 Del. C § 10004(b)(9)

1. Discussion of the personnel report and the competencies of staff recommended for hire

- B. Discussion of Tax Exemption Request Case 2023-1
- C. Discussion of Tax Exemption Request Case 2023-2

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
 - A. Milford School District's Core Beliefs
 1. We believe the foundation of excellence is rooted in rigorous curriculum, supportive instruction, and high expectations for each learner.
 2. We believe in ensuring that each student has equitable access to the appropriate resources and supports to thrive.
 3. We believe in the mindset that improvement is always possible, and mistakes are learning opportunities.
 4. We believe in honoring each individual's identity, opinions, and dignity leads to a sense of belonging for each member of the school community.
 5. We believe the district's partnerships with families and community are integral to the success of our students and community at large.
 6. We believe the arts, extra-curriculum, and co-curricular activities are integral components of a well-rounded education fostering much personal growth.
10. ***Building Our Future: Business – Dr. Sara Hale***
 - A. Monthly Revenue and Expenditure Reports as of September 30, 2023 Action Item
 - B. Tax Exempt Request Case 2023-1 Action Item
 - C. Tax Exempt Request Case 2023-2 Action Item **action required immediately and cannot be deferred to another meeting*
 - D. **Mr. Mike Sharp** - Banneker Elementary Water Heater Replacement Action Item
11. ***Empowering and Investing in our People: Personnel – Ms. Laura Manges***
 - A. Personnel Action Item
12. **Board Discussion**
 - A. DSBA Updates
 - B. Recommended Revised Draft Board Policies for Action
 1. Revised Board Policy 3107 Naming of School Facilities Action Item
 2. Revised Board Policy 4502 Report Employee Absences Action Item
 - C. Recommended New Board Policy for Action
 1. Board Policy 5314 Use of Video and Audio Recording Devices Action Item
13. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 18, 2023

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mr. Victor "Butch" Elzey (departed mtg. at 7:30 pm)
Mr. Matt Bucher, Vice President	Mrs. Jennifer Massotti
Dr. Adam Brownstein	Mrs. Jean Wylie
Mrs. Ashlee Connell	Dr. Bridget Amory, Executive Secretary

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 PM on Monday evening, September 18, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. CONNELL/SECONDED BY MR. ELZEY to approve the Regular Meeting Minutes for August 21, 2023. **Motion passed unanimously.**

APPROVAL OF MINUTES

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. BUCHER to approve the Regular Meeting Minutes for August 30, 2023. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. WYLIE/SECONDED BY MRS. MASSOTTI to adjourn into Executive Session at 6:04 PM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to adjourn Executive Session at 7:35 PM.

CHANGES TO AGENDA

Dr. Amory requested a moment of silence in remembrance of Mrs. Sharon Forrest, Supervisor of Nutrition Services.

Dr. Amory requested that 13A Milford High School FFA presentation be moved to 9D under Superintendent's report.

PUBLIC COMMENT

Ms. Robison expressed concerns regarding the dress code policy.

Ms. Duffie expressed concerns regarding the dress code policy.

Mr. McCain expressed concerns regarding the dress code policy.

Ms. Smith expressed concerns and interpretation of the dress code policy.

Ms. Mackert expressed concerns regarding the dress code policy, and she is willing to serve on a committee to review the policy.

Ms. Hall expressed concerns regarding the dress code policy.

SUPERINTENDENT'S REPORT

Mission and Vision of Milford School District

The mission of Milford School District is to provide all learners a comprehensive, individualized education in a safe, supportive, rigorous environment where learners are prepared to grow and thrive in a global society. The vision is that Milford School District students will be prepared with the attributes, knowledge, and skills to fulfill their life pursuits.

School Opening Update

Dr. Amory thanked the community, families, students, and staff for the very successful opening of school.

Dress Code Policy

The district is working on the development of a committee to review and potentially make recommendations for the dress code policy.

Dr. Amory made a recommendation for the MHS FFA presentation be moved from item 13 to the superintendent's report.

Milford High School FFA Presentation by Mason Foxwell, Milford FFA Chapter President, Lucy Chorman, Milford FFA Secretary, Jacob Wilkins, Milford FFA Vice President, Caitlin Rozell, Advisor, Joshua Bethard, Advisor and Trina Stump, Advisor.

Academic Excellence: Instruction and Student Programs – Dr. Kilgore

Field Trip Approvals

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to table the Costa Rica field trip request. **Motion passed unanimously.**

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. MASSOTTI to approve the Rowan University field trip request. **Motion passed unanimously.**

Building Our Future: BUSINESS – Dr. Hale

Revenue and Expenditure Report

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. WYLIE to approve the Revenue and Expenditure Reports as of August 31, 2023. **Motion passed unanimously.**

Approval to Purchase Replacement Freezer for Ross School

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNEL to approve the purchase of a replacement freezer for Ross School as recommended by Dr. Hale. **Motion passed unanimously.**

Sussex County Voluntary School Assessment

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve the Sussex County Voluntary School Assessment Resolution. **Motion passed unanimously.**

Empowering and Investing in our People: PERSONNEL – Ms. Manges

Personnel Report

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to accept the Personnel Report as presented during the Executive Session. **Motion passed unanimously.**

MOU between MSD & MEA 2023-2024 HIGH SCHOOL COVERAGE – Ms. Manges & Dr. Clarke

MOTION MADE BY MRS. WYLIE/SECONDED BY MR. BUCHER to approve the Memorandum of Understanding between Milford School District and Milford Education Association 2023-2024 High School Coverage. **Motion passed unanimously.**

Supporting the Whole Student: Student Services – MHS & Mrs. Hallman

Review of 2023 Autism Program Assessment (APERS) with Philip Concors & Melissa Martin – ABC Consultants

Presentation on the support and programs from Morris to the High School for students with autism.

BOARD DISCUSSION

DSBA UPDATES – Committees reconvene October 4, 2023. The Legislative Committee elected Mr. Bucher as the Committee Chair.

RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION

Revised Board Policy 3303 Student Fees – Child Nutrition Program

MOTION MADE BY MRS. WYLIE/SECONDED BY MRS. MASSOTTI to approve revised Board Policy 3303 Student Fees – Child Nutrition Program. **Motion passed unanimously.**

Revised Board Policy 6201 Promotion

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to approve revised Board Policy 6201 Promotion. **Motion passed unanimously.**

Revised Board Policy 1014 Buccaneer Logo

MOTION MADE BY MS. MASSOTTI/SECONDED BY MRS. CONNELL to approve revised Board Policy 1014 Buccaneer Logo. **Motion passed unanimously.**

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR FIRST READ

- Dr. Hale presented revised Board Policy 3107 Naming of School Facilities
- Dr. Hale presented revised Board Policy 4201 Report Employee Absences

INTRODUCTION OF NEW DRAFT BOARD POLICY FOR FIRST READ FOR ACTION

- Ms. Manges presented new Board Policy 5314 Use of Video and Audio Recordings Devices. Policy will be reviewed for language change regarding recording for safety and security purposes.

ADJOURNMENT

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL that the Regular Meeting of the Milford Board of Education held on Monday, September 18, 2023, adjourn @ 8:50 PM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 26, 2023

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mr. Victor "Butch" Elzey
Mr. Matt Bucher, Vice President	Mrs. Jennifer Massotti
Dr. Adam Brownstein	Mrs. Jean Wylie
Mrs. Ashlee Connell	Dr. Bridget Amory, Executive Secretary

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 PM on Tuesday evening, September 26, 2023.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

APPROVAL OF MINUTES

MOTION MADE BY MR. BUCHER/SECONDED BY MR. ELZEY to approve the Regular Meeting Minutes for August 21, 2023 with corrections. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. WYLIE/SECONDED BY DR. BROWNSTEIN to adjourn into Executive Session at 6:02 PM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY to adjourn Executive Session at 7:04 PM.

CHANGES TO AGENDA

Dr. Amory requested to remove 9A Student Request Case 2023-1 from the agenda.

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to remove 9A Student Request Case 2023-1 from the agenda. **Motion passed unanimously.**

Empowering and Investing in our People: PERSONNEL – Ms. Manges
Personnel Report

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to accept the Personnel Report as presented during the Executive Session. **Motion passed unanimously.**

BOARD DISCUSSION

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR FIRST READ

- Ms. Manges presented new Board Policy 5314 Use of Video and Audio Recording Devices

ADJOURNMENT

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. MASSOTTI that the Regular Meeting of the Milford Board of Education held on Tuesday, September 26, 2023, adjourn @ 7:07 pm. **Motion passed unanimously.**

Accountability Data Overview



Charting the Course to Excellence

Board of Education Meeting
October 16, 2023
Dr. Carvajal Hageman



Data Driven Decision Making

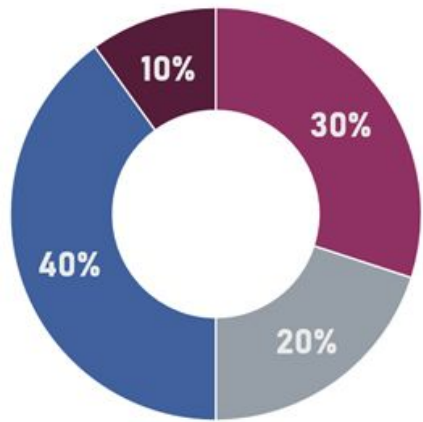
- Transparency & Accountability
- Identify Trends & Future Planning
- Continuous Growth
- Collaboration for Student Success



How are Delaware Schools Measured?

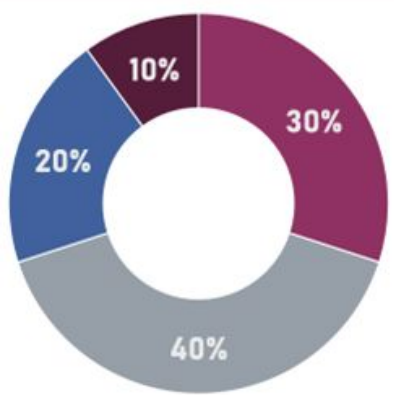
Delaware School Success Framework (DSSF) is a statewide system for measuring how schools perform in key areas. It is a tool to help schools and the public understand school performance. The DSSF outlines the accountability standards by which all Delaware public schools are measured. This state- and school-level data helps identify each school's needs and determine how best to support students across the state. This annual data is publicly available on the Delaware Report Card website.

4 DSSF CATEGORIES FOR ES & MS



- Academic Achievement
- School Quality & Student Success
- Academic Progress
- English Language Proficiency-ELP

4 DSSF CATEGORIES FOR HS



- Academic Achievement
- Graduation Rate
- School Quality & Student Success
- English Language Proficiency-ELP

DSSF Categories Defined

Academic Achievement = Reading and Math proficiency rates on state assessments, Smarter Balance (3-8) and SAT (11).

Academic Progress = Student growth target attainment on Reading and Math Smarter Balance (3-8).

Progress Toward English Language Proficiency = Multilingual learner student growth target attainment on the state assessment for reading, writing, listening, and speaking in the English language.

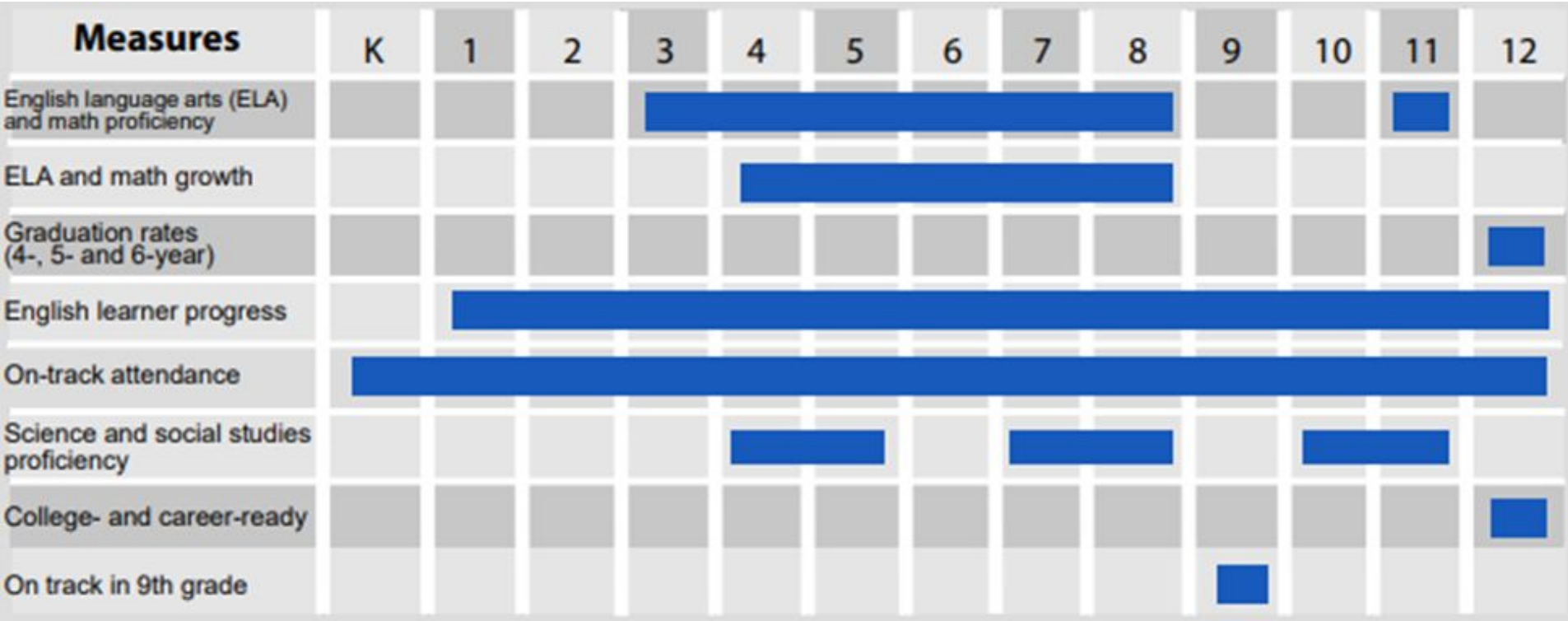
School Quality & Student Success = is a measurement for how well schools engage, support and prepare students for success throughout the K-12 system, and as they transition beyond high school.

- On-Track Attendance
- Proficiency in Science & Social Studies
- College and Career Preparedness
- On-Track in 9th Grade



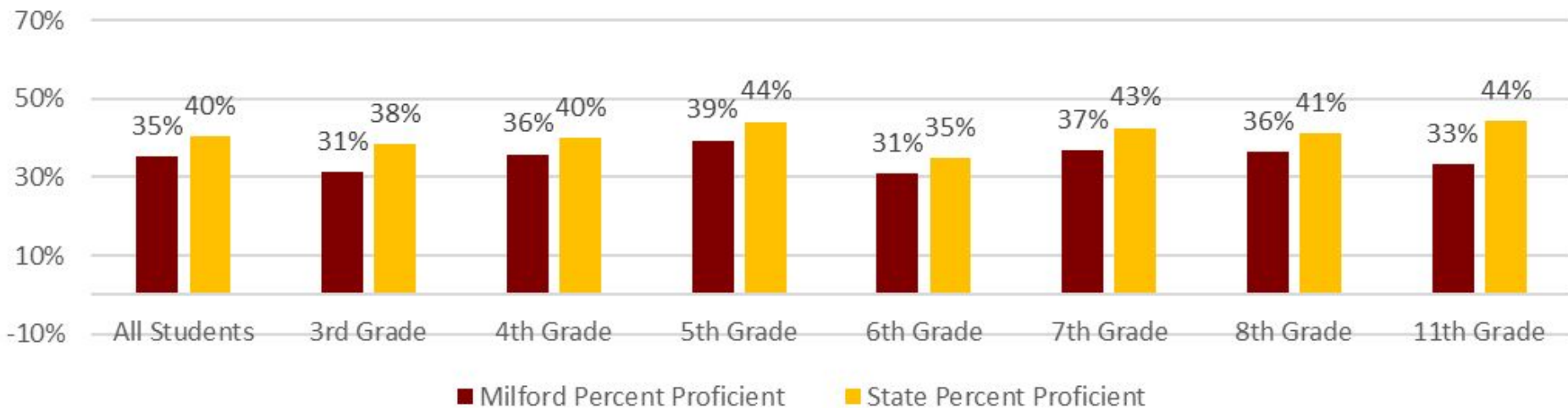


DSSF Data Measures by Grade



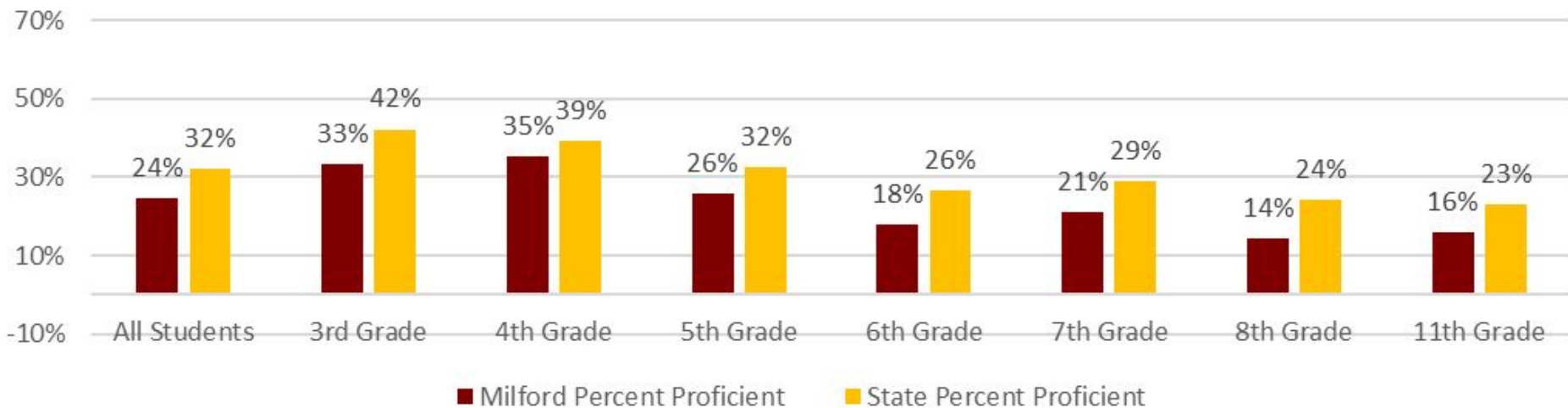


SY2023 Proficiency Rate ELA





SY 2023 Proficiency Rate Math





On-Track Attendance

is defined as less than 10% days missed due to full-day excused, unexcused, & OSS absences between 9/30 – 5/31. In SY2023, this = 15 days

SY23*	All	KG	1	2	3	4	5	6	7	8	9	10	11	12
Off Track	24%	33%	27%	23%	20%	20%	17%	9%	15%	15%	23%	35%	37%	50%
On track	76%	67%	73%	77%	80%	80%	83%	91%	85%	85%	77%	65%	63%	50%

% On-Track Attendance	Description
95% - 100%	Low chronic absenteeism
90% - 94%	Moderate chronic absenteeism
80% - 89%	Significant chronic absenteeism
70% - 79%	High chronic absenteeism
0% - 69%	Extreme chronic absenteeism

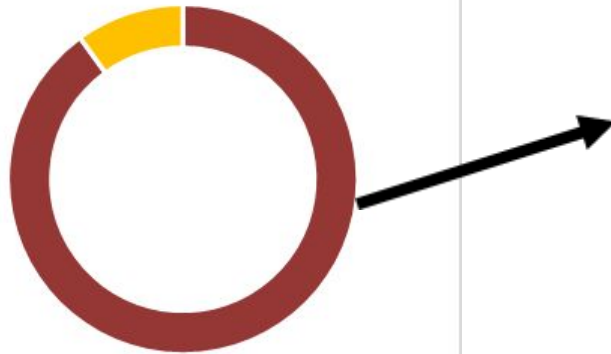


College and Career Preparedness

is measured in 12th grade. These experiences prepare students for success beyond high school. These experiences include opportunities to earn an industry-recognized credential; earn college credit; and engage in meaningful work-based learning experiences. Students that demonstrate success in these areas have an increased likelihood of entry and success in pursuing postsecondary education and a career after high school.

SY2023 Milford High School Seniors

- 90% College and/or Career Ready; 220 out of 245 students
- 10% Not yet demonstrating College nor Career Readiness; 25 out of 245 students



Of the 90% who have demonstrated readiness for post-secondary success:

- 72% are *both* College AND Career Ready; 159 out of 220 students.
- 28% are either College OR Career Ready; 61 out of 220 students.



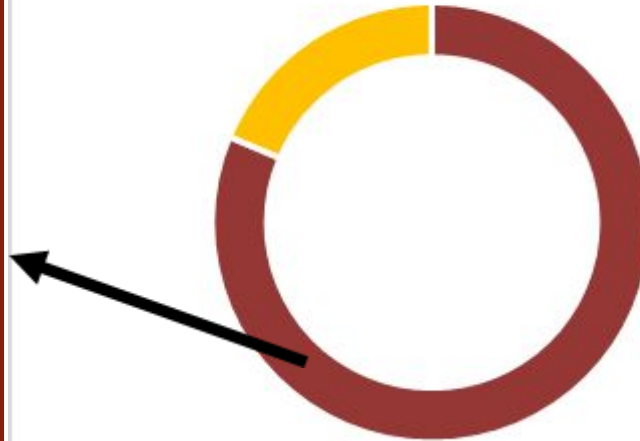
On-Track in 9th Grade

is measured by the percentage of first-time 9th graders who earned 4 or more credits in core content areas; illustrating they are “on-track” to graduate as part of their 4-year cohort.

Of the 81% of grade 9 students who were on-track:

- 62% of on-track 9th graders met the expectation and earned 4 core credits; 176 out of 284 students.
- 38% of on-track 9th graders exceeded the expectation and earned 5 core credits; 108 out of 284 students.

SY2023 Milford High School 9th Graders



- 81% of 9th graders on-track; 284 out of 349 students
- 19% of 9th grade students off-track; 65 out of 349 students

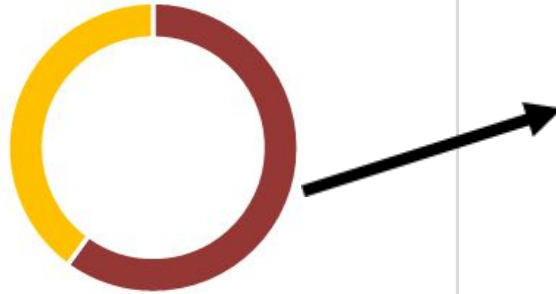


Progress Toward English Language Proficiency

is measured through an annual English language speaking, listening, reading and writing assessment called the WIDA ACCESS Test. All MLL K-12th grade students take this assessment and individual annual growth targets are set until each student meets the state attainment benchmark for English language proficiency.

SY2023 MLL Student Growth on WIDA Targets

- 60% of MLLs made some growth towards their target; 427 out of 711 students
- 40% of MLLs made no growth towards their target; 284 out of 711 students



Of the 60% MLLs who demonstrated English Language Proficiency Growth:

- 84% met OR exceeded their annual growth target; 358 out of 427 students.



A prerequisite of **SUCCESS** is the organization of the data needed for decision making.

MILFORD SCHOOL DISTRICT
Fiscal Year 2024 Monthly Revenue Report
As of September 30, 2023
25% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2024 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	33,481,865.29	32,150,363.86	96.02%
Cafeteria Salaries	691,988.00	622,773.00	90.00%
Division II, All Other Costs	943,588.00	163,630.00	17.34%
Division II, All Other Costs - VOC	128,887.00	96,278.00	74.70%
Division II, Energy	838,004.00	754,204.00	90.00%
Division III, Equalization	5,987,867.00	5,347,309.00	89.30%
State Transportation	3,710,772.37	1,893,372.00	51.02%
Homeless Transportation	529,967.00	264,984.00	50.00%
Foster Care Transportation	114,781.00	92,391.00	80.49%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	196,990.50	177,291.00	90.00%
Drivers' Education	19,495.00	17,546.00	90.00%
Unique Alternatives	598,188.14	309,264.00	51.70%
Professional Development	-	43,039.00	
Delaware Sustainment Fund	743,045.00	734,653.00	98.87%
Technology Block Grant	109,245.00	98,321.00	90.00%
World Language Expansion	10,000.00	-	0.00%
Education Opportunity Grant	1,316,524.00	1,970,924.40	149.71%
Education Opportunity Grant - Mental Health	732,527.00	436,848.00	59.64%
Student Success Block Grant - Reading	334,648.00	344,620.00	102.98%
Child Safety Awareness	-	8,940.00	
Substitute Reimbursement- Paid Parental Leave	68,979.47	41,214.00	59.75%
School Safety and Security	263,950.51	-	0.00%
Minor Capital Improvements	417,339.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	51,239,651.28	45,568,965.26	88.93%
LOCAL FUNDS			
Current Expense (tax rate)	9,767,863.00	1,375,145.19	14.08%
Current Expense (capitations)	200.00	-	0.00%
Athletics	32,500.00	3,355.00	10.32%
Interest	200,000.00	320,504.68	160.25%
Building Rental	1,500.00	1,240.00	82.67%
Other Local Revenue	35,000.00	10,097.93	28.85%
CSCR	45,000.00	19,397.94	43.11%
Indirect Costs	75,000.00	1,187.62	1.58%
Cafeteria	2,700,000.00	132,869.91	4.92%
Net Choice Billings	(184,007.37)	-	0.00%
Net Charter Billings	(162,529.37)	(65,255.54)	40.15%
Tuition Billings	(1,500,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	39,844.76	37.24%
Debt Service	2,100,000.00	313,910.84	14.95%
Debt Service - County Impact Fees	92,500.00	-	0.00%
Tuition	1,800,000.00	270,785.42	15.04%
Minor Capital Improvements	278,226.00	41,105.41	14.77%
E-Rate	-	2,689.20	
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	15,388,252.26	2,466,878.36	16.03%
FEDERAL FUNDS			
IDEA Part B	1,207,533.00	-	0.00%
IDEA - Preschool	57,566.00	-	0.00%
Title I	1,812,394.00	-	0.00%
Title II	345,307.00	-	0.00%
Title III English Acquisition	85,388.00	-	0.00%
Title IV	212,439.00	-	0.00%
Education for the Homeless	10,000.00	-	0.00%
Perkins	124,470.00	-	0.00%
TOTAL FEDERAL/OTHER FUNDS	3,855,097.00	-	0.00%
GRAND TOTAL ALL FUNDS	70,483,000.54	48,035,843.62	68.15%

Milford School District
Monthly Report of Expenditures
For the month ended September 30, 2023

Operating Unit	Budget Line	Preliminary Budget			Budget Remaining	% Remaining
		Amount	Encumbered	Expended		
9180668A	Benjamin Banneker Elementary School	\$ 49,835.50	11,270.61	5,594.58	\$ 32,970.31	66.16%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 50,107.50	2,798.10	9,834.33	\$ 37,475.07	74.79%
9180672A	Lulu M. Ross Elementary School	\$ 67,796.00	5,359.02	9,449.45	\$ 52,987.53	78.16%
9180673A	Mispillion Elementary School	\$ 56,754.50	628.57	6,715.65	\$ 49,410.28	87.06%
9180675A	Milford Central Academy	\$ 105,485.00	12,423.08	12,279.71	\$ 80,782.21	76.58%
9180678A	Milford Senior High School	\$ 149,634.50	18,119.19	25,214.05	\$ 106,301.26	71.04%
99900000	Board Of Ed/District Expenses	\$ 15,000.00	-	783.50	\$ 14,216.50	94.78%
	School Resource Officer	\$ 9,000.00	-	16.99	\$ 8,983.01	99.81%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	8,531.22	6,363.78	\$ 115,105.00	88.54%
99900300	District Expenditures	\$ 50,000.00	656.10	2,902.42	\$ 46,441.48	92.88%
	School Safety and Security	\$ 263,950.51	-	-	\$ 263,950.51	100.00%
	Public Relations and Communication	\$ 40,000.00	-	5,872.76	\$ 34,127.24	85.32%
	Copy Center (District Wide)	\$ 120,000.00	92,584.68	29,520.24	\$ (2,104.92)	-1.75%
99910100	Superintendent	\$ 1,500.00	408.34	3,291.66	\$ (2,200.00)	-146.67%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	25.73	\$ 9,974.27	99.74%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	-	\$ 334,648.00	100.00%
	Opportunity Grant Mental Health	\$ 732,527.00	-	422.22	\$ 732,104.78	99.94%
	Education Opportunity Grant	\$ 1,316,524.00	-	1,624.12	\$ 1,314,899.88	99.88%
	School Improvement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
	Summer School	\$ 30,000.00	-	56,392.29	\$ (26,392.29)	-87.97%
	Translators	\$ 20,000.00	-	-	\$ 20,000.00	100.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 100,000.00	-	3,429.63	\$ 96,570.37	96.57%
99920700	Athletics - High School	\$ 170,000.00	16,734.57	10,150.20	\$ 143,115.23	84.19%
	Athletics - Milford Central Academy	\$ 30,000.00	1,000.00	2,514.44	\$ 26,485.56	88.29%
99920800	Driver's Education	\$ 19,495.00	-	2,029.72	\$ 17,465.28	89.59%
99930200	Tuition - Special Services	\$ 330,000.00	-	70,027.44	\$ 259,972.56	78.78%
	Tuition - Special Services - ILC	\$ 275,000.00	1,345.15	80,656.17	\$ 192,998.68	70.18%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	83,056.76	\$ 515,131.38	86.12%
99930300	Special Services	\$ 57,000.00	32,378.55	13,347.81	\$ 11,273.64	19.78%
	Special Services - State Related Services	\$ 196,990.50	45,278.08	7,455.62	\$ 144,256.80	73.23%
99940100	Contingencies and One-Time Items	\$ 425,000.00	20,052.00	13,445.07	\$ 391,502.93	92.12%
99940200	Division I/Formula Salaries	\$ 33,550,844.75	-	8,130,052.99	\$ 25,420,791.76	75.77%
99940300	Division II - Vocational	\$ 128,887.00	786.24	13.46	\$ 128,087.30	99.38%
99940400	Division III/Local Salaries	\$ 12,678,750.00	-	2,694,196.88	\$ 9,984,553.12	78.75%
	Union agreed Limited Contracts	\$ 385,000.00	-	5,102.66	\$ 379,897.34	98.67%
99940500	Title I	\$ 1,812,394.00	-	-	\$ 1,812,394.00	100.00%
	Title II	\$ 345,307.00	-	-	\$ 345,307.00	100.00%
	Title III	\$ 85,388.00	-	-	\$ 85,388.00	100.00%
	Title IV	\$ 212,439.00	-	-	\$ 212,439.00	100.00%
	IDEA Part B	\$ 1,207,533.00	-	-	\$ 1,207,533.00	100.00%
	IDEA Preschool	\$ 57,566.00	-	-	\$ 57,566.00	100.00%
	Perkins	\$ 124,470.00	-	-	\$ 124,470.00	100.00%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	-	15,010.00	\$ 112,510.50	88.23%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	51,529.75	\$ 55,470.25	51.84%
99940810	Technology Equipment & Repair	\$ 272,800.00	6,233.11	95,893.10	\$ 170,673.79	62.56%
	Technology Block Grant	\$ 109,245.00	-	17,493.42	\$ 91,751.58	83.99%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
	Tuition Reimbursement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	430.37	69.63	\$ 9,500.00	95.00%
99960000	Child Nutrition Operations	\$ 2,700,000.00	668,562.49	488,896.92	\$ 1,542,540.59	57.13%
	Cafeteria Salaries	\$ 691,988.00	-	160,511.50	\$ 531,476.50	76.80%
99960100	Facilities Maintenance	\$ 90,000.00	-	13,568.09	\$ 76,431.91	84.92%
	Custodial Services and Supplies	\$ 90,000.00	-	48,617.62	\$ 41,382.38	45.98%
99960200	Operations and Utilities	\$ 361,500.00	52,441.22	88,743.93	\$ 220,314.85	60.94%
	Energy Division II	\$ 838,004.00	316,759.58	12,730.40	\$ 508,514.02	60.68%
99960300	State Transportation	\$ 3,710,772.37	-	395,522.90	\$ 3,315,249.47	89.34%
	State Homeless Transportation	\$ 529,967.00	-	4,958.10	\$ 525,008.90	99.06%
	State Foster Transportation	\$ 114,781.00	-	1,740.00	\$ 113,041.00	98.48%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	575.72	1,799.28	\$ 20,625.00	89.67%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	-	10,759.60	\$ 48,125.62	81.73%
	Local Transportation Match	\$ 411,309.37	-	47,089.08	\$ 364,220.29	88.55%
Total Operating Budget		\$ 66,788,787.36	\$ 1,315,355.99	\$ 12,746,715.65	\$ 52,726,715.72	78.95%
99970000	Local Debt Service	\$ 2,162,746.41	-	127,741.08	\$ 2,035,005.33	94.09%
99970200	Minor Capital Improvements	\$ 695,565.00	-	-	\$ 695,565.00	100.00%
Total Capital Budget		\$ 2,858,311.41	\$ -	\$ 127,741.08	\$ 2,730,570.33	95.53%
Grand Total		\$ 69,647,098.77	\$ 1,315,355.99	\$ 12,874,456.73	\$ 55,457,286.05	79.63%

*Note: Budgets are based on the preliminary budget allocations as voted by the MSD Board of Education
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

**Milford School District
Milford, Delaware 19963**

Policy 3107

NAMING OF SCHOOL FACILITIES

A. Purpose

To establish an equitable process by which the Board of Education can assume its responsibility for naming or renaming school facilities. In addition, naming in this policy also refers to placing a plaque, planting a tree, or placing any other symbol or object that names or honors an individual, group, or entity of any kind on district-owned property.

B. Policy

It is the responsibility of the School Board to select names of all schools and facilities. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The School Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that make an exceptional contribution or significant financial contribution to benefit the District.

C. New Schools

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school within the Milford School District.

- a. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the School Board, who will make the final choice.
- b. The committee membership shall consist of a minimum of three (3) community members who live in the area, in which the site is located, two (2) students, two (2) staff members, and one (1) district administrator.
- c. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being discontinued as public schools.
- d. If a geographic name is not appropriate, schools may be named for distinguished persons, retired, who have made an outstanding contribution to the community, county, state, or nation. The person's name should be widely known and easily recognized.

D. Existing Schools and Related School Facilities.

The School Board may name or rename a school and/or other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the School District.

- a. *Schools.* The renaming of schools shall follow the same requirements of *Ancillary Facilities*. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
- b. *Buildings.* The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the Milford School District Board of Education.
- c. *Components of Facilities.* The Milford School Board may name significant building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site.
- d. *Financial Contributions.* The Milford School Board may vote to recognize exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.

ADOPTED: 8/18/14; 10/16/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4201

REPORTING EMPLOYEE ABSENCES

I. General

An employee who is to be absent from his/her duties must report the absence in the appropriate leave system as far in advance as possible. If an employee fails to submit the absence request in a timely manner, the employee's absence may be unexcused resulting in a reduction of pay. Those responsible for the maintenance of attendance records may make reasonable rules to administer this policy. Exceptions to this policy may only be approved by an employee's immediate supervisor in writing.

II. Record of Absences

The Milford Board of Education delegates the Superintendent, or designee, the right to require a physician's certificate from an employee when absent if, deemed necessary. In addition, the Milford Board of Education requires that an employee absent due to illness for four (4) or more consecutive days present a physician's certificate upon returning to work. Each leave eligible employee receives the option of using five (5) personal days per year from their leave balance. Personal days need to be approved in the leave system in advance by the immediate supervisor. If additional sick days are taken adjacent to any approved personal day(s), the Superintendent or designee will require a physician's certificate from an employee when absent if, deemed necessary. Failure to produce a doctor's note will result in a reduction of pay for the missed sick day(s) and the sick day(s) will be returned to the employee. Approval of the sick day(s) in the leave management system does not indicate that the employee will not receive a reduction in pay upon further examination. The Superintendent shall develop procedures to implement this policy.

III. Maintenance of Attendance Records

The principal is responsible for maintaining a record of absences of all personnel

assigned to his/her building. All itinerant personnel are assigned to a specific building for the purpose of teachers' meetings, inter-school mail, reporting, etc. Therefore, the principal of the "home base" building will be responsible for absence reports.

All leave reporting will be maintained in the appropriate leave management system and maintained in employee personnel files as required at district office.

DRAFT

ADOPTED: 10/1/71

AMENDED: 1/12/76; 7/18/77; 6/20/83; 6/28/04; 4/18/11; 6/20/11; 1/19/16; 10/16/23

USE OF VIDEO AND AUDIO RECORDING DEVICES

In furtherance of the orderly administration of schools, avoiding disruptions, protecting privacy, and not inadvertently or intentionally recording teachers in violation of the law, students shall not record in Milford School District classrooms using video or audio without notification to the school principal.

There shall be no recording in counselor's offices, nurses' offices, changing rooms, locker rooms, restrooms, or any location where there is a reasonable expectation of privacy.

Additionally, notification will be given to any faculty before being recorded.

ADOPTED: 10/16/23