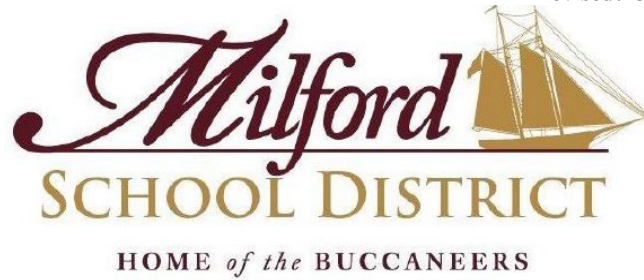


Posted: June 21, 2024, Time Stamped: 2:15 PM

Revised: June 27, 2024, Time Stamped: 9:00 AM



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

**AGENDA FOR TUESDAY, JULY 1, 2024, AT 6:00 PM  
REORGANIZATION AND REGULAR BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person in the Milford High School Dr. Gerald Thompson Auditorium, 1019 N. Walnut Street, Milford, DE 19963. Public comment will be held in person only.*

**Public may access this electronic meeting at the following link:**

<https://milford.webex.com/milford/j.php?MTID=m2eb4b27295d43b8b4071f23bd4a0dbf3>

**Webinar Number: 2634 179 2542**

**Webinar Password: ptUjWPMN323 (78859766 when dialing from a phone or video system)**

**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: : 263 417 92542**

*The board will open in regular session for the reorganization portion of the meeting prior to adjourning into executive session for the reasons identified below, then return back into open session for the regular meeting portion at approximately 7:00 pm.*

- 1. Call to Order by President**
- 2. Pledge of Allegiance**
- 3. Changes to Agenda**
- 4. Superintendent Verifies the Issuance of Certificate of Election to Newly Elected Board Members**
- 5. President/Vice President Administers Oath of Office (14 Del. Code §1053) to New Elected Board Member**  
§1053 Oath of Office of the School Board Member  
*"I do solemnly swear (of affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Delaware, and the laws of Delaware governing public education and that I will faithfully discharge the duties of the office of school board member according to the best of my ability; and I do further solemnly swear (of affirm) that I have not directly or indirectly paid, offered, or promised to pay, contributed, or offered to or promised to contribute, any money or other valuable thing as consideration or reward for the giving or withholding of a vote at the election which I was elected to said office, so help me God (or so I affirm)."*

**6. Roll Call**

\_\_\_\_\_ Mr. Matthew Bucher  
\_\_\_\_\_ Dr. Adam Brownstein  
\_\_\_\_\_ Mrs. Ashlee Connell  
\_\_\_\_\_ Mr. Victor “Butch” Elzey

\_\_\_\_\_ Mr. Scott Fitzgerald  
\_\_\_\_\_ Mrs. Jennifer Massotti  
\_\_\_\_\_ Mrs. Jean Wylie

**7. President appoints Executive Secretary as Temporary Chairperson of the New Board**

**8. Procedure:**

- A. Board member’s motion: I move that this 2023-2024 Milford Board of Education adjourn sine die
- B. Second to motion required
- C. Vote
- D. If adopted, the President announces: The 2023-2024 Milford Board of Education is adjourned sine die

**9. Executive Secretary asks for Nominations for the Office of President**

- A. Board Members nominate (No second is required)
- B. Executive Secretary: Any other nominations?
- C. Board Member moves that the nominations be closed
- D. Second motion to close
- E. Temporary Chairperson reads list of nominees

**10. Executive Secretary – Election of President Action Item**

- A. If one nominee – voice vote.
  - 1. If unanimous “yes,” Executive Secretary declares results
  - 2. If not unanimous, Executive Secretary calls for roll call vote, announces count, and declares winner (If majority of 4)
- B. If more than one nominee, Executive Secretary calls for roll call vote, announces count, and declares winner (If majority of 4)
- C. If no one received four (4) votes, Executive Secretary calls for another roll call vote

**11. Newly Elected President Assumes Office**

**12. President Asks for Nominations for the Office of Vice President**

- A. Board Members nominate (No second is required)
- B. President: Any other nominations?
- C. Board Member moves that the nominations be closed
- D. Second motion to close
- E. President reads list of nominees

**13. President – Election of Vice President Action Item**

- A. If one nominee – voice vote
  - 1. If unanimous “yes,” President declares results
  - 2. If not unanimous, President calls for roll call vote, announces count, and declares winner (If majority of 4)
- B. If no one received four (4) votes, call for another roll call vote

**14. President, On Behalf of Board, Designates Dr. Amory, Superintendent, as Executive Secretary of The Milford Board of Education for 2024-2025 School Year Action Item**

**15. Approval of Minutes**

- A. Regular Meeting Minutes for June 17, 2024 Action Item

**16. 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.

17. **Return to Open Session** (anticipated at 7:00 pm) **Action Item**
18. **Public Comment**
19. **Superintendent Report – Dr. Bridget Amory**
20. **Academic Excellence: Dr. Carvajal-Hageman**
  - A. 2024-2025 Revised Academic Calendar **Action Item**
  - B. Field Trip Approval **Action Item** *\*action required immediately and cannot be deferred to a later meeting*
21. **Building Our Future: Dr. Sara Hale**
  - A. Fiscal Year 2025 Preliminary Revenue and Expenditure Budgets **Action Item**
  - B. Kent and Sussex County Tax Warrant **Action Item**
  - C. Construction Change Order Approval **Action Item**
22. **Empowering and Investing in our People: Ms. Laura Manges**
  - A. Personnel **Action Item**
23. **Board Discussion**
  - A. DSBA Updates
    1. Election of Executive Committee Representative **Action Item**
    2. Election of Executive Committee Alternate **Action Item**
    3. Election of Legislative Committee Representative **Action Item**
    4. Election of Legislative Committee Alternate **Action Item**
  - B. Introduction of Recommended Draft Revisions of Board Policies for Read Only
    1. Revised Board Policy 4304 Local Salary Supplement: Food Service Manager – Read Only
    2. Revised Board Policy 4323 Local Salary Supplement: Cafeteria Workers – Read Only
24. **Adjournment** **Action Item**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JUNE 17, 2024

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

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 PM on Monday evening, June 17, 2024.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY DR. BROWNSTEIN** to approve the Regular Meeting Minutes for May 20, 2024. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to adjourn into Executive Session at 6:03 PM. **Motion passed unanimously.**

**RETURN TO OPEN SESSION**

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. BUCHER** to adjourn Executive Session at 7:05 PM.

**CHANGES TO AGENDA**

Dr. Amory proposed moving public comment #8 to after academic excellence #10.  
Mr. Bucher proposed moving 14C1, 14D1, 14D2, 14D3, and 14D4 to after 14F6.

**SUPERINTENDENT'S REPORT**

***2023-2024 Academic Year Wrap Up***

Dr. Amory shared that the district wrapped up a successful 2023-2024 school year, highlighting JOY throughout the year. This was not possible without the culminating efforts of our bus drivers, child nutrition staff, paraprofessionals, custodians/maintenance, secretaries, teachers, administrators, students, and families.

***Milford Central Academy***

Dr. Gaglione and staff highlighted programs at MCA. Ms. Aten highlighted Agricultural Science and CTE programs. Mrs. Stahl highlighted self-contained and ABA classrooms. Ms. Deeney reviewed SEL MTSS Data Analysis and talked about the Sister/Sister Program. Mr. Dutton highlighted NJHS program, Spring for Change Program and 354 students participated in the promotion ceremony. Gaglione thanked Dr. Clarke and Dr. Hazzard for their hard work and dedication to students and staff.

***Academic Excellence: Dr. Carvajal-Hageman***

***Student Climate & Safety Update – Dr. Weller***

The district is looking back and reflecting on the end of the school year and looking forward to another successful school year.

Constables are fully staffed and certified with one substitute constable. The district is working on ordering and distributing supplies to staff in case of a violent intruder situation.

**PUBLIC COMMENT**

The following stakeholders expressed their concerns with revised board policy 6103 Controversial/Sensitive Issues: Dr. Foster-Lewis, Ms. Fleming, Ms. Parfitt, Mr. M. McKain, Mr. Rainey, Mr. Raven, Ms. Raven, Ms. Scuito, Ms. Maloney, Mr. Baltazar-Lopez, Ms. Powell, Mr. Bittner, Ms. Cinelli-Miller, Mr. Gregory, and Mr. Curry. Ms. Messick expressed her concerns with student safety at MHS in the bathroom, lunchroom, and parking lots.

***Building Our Future: Dr. Hale***

***Revenue, Expenditure and Major Capital Reports***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL** to approve the Revenue, Expenditure and Major Capital Reports as of May 31, 2024. **Motion passed unanimously.**

***Construction Change Order Approval***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI** to approve the Construction Change Order Approval. **Motion passed unanimously.**

***2024-2025 Waiver of Opportunity Fund Allocation Requirements***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to approve the 2024-2025 Waiver of Opportunity Fund Allocation Requirement. **Motion passed.**

***Empowering and Investing in our People: Ms. Manges***

***Personnel Report***

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** to accept the Personnel Report as presented during the Executive Session. **Motion passed unanimously.**

***Supporting the Whole Student: Mrs. Hallman***

***Spring Sports Update video presentation with Athletic Director, Mr. Jed Bell***

**BOARD DISCUSSION**

**DSBA UPDATES**

There was not an executive session meeting. Mr. Bucher was nominated as Chairperson of the Legislative Committee. A lot of bills were discussed at the legislative session. Mr. Bucher highlighted HB382, SB259, SB292 and SB279.

**INTRODUCTION OF NEW DRAFT BOARD POLICY FOR READ ONLY**

Dr. Weller presented new Board Policy 5113 Crisis Response

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL** for a 10-minute break at 8:40 pm.

**MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN** to return to open session at 8:50 pm.

**INTRODUCTION OF NEW DRAFT BOARD POLICY FOR ACTION**

***New Board Policy 5112 Threat Assessment***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI** to approve new Board Policy 5112 Threat Assessment. **Motion passed unanimously.**

**RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION**

***Revised Board Policy 4335 Donated Sick Leave***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. WYLIE** to approve revised Board Policy 4335 Donated Sick Leave. **Motion passed unanimously.**

***Revised Board Policy 5111 Suicide Prevention***

**MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. BUCHER** to approve revised Board Policy 5111 Suicide Prevention. **Motion passed unanimously.**

***Revised Board Policy 5415 K-12 Dress Code Policy***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL** to table revised Board Policy 5415 K-12 Dress Code. **Motion passed unanimously.**

***Revised Board Policy 6103 Controversial/Sensitive Issues***

Dr. Brownstein read proposed changes to board policy 6103.

**MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. CONNELL** to table revised Board Policy 6103 K-12 Controversial/Sensitive Issues. **Motion passed unanimously.**

**RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR READ ONLY**

- Dr. Weller presented revised Board Policy 5306 Student Rights – Regarding Police
- Dr. Hallman presented revised Board Policy 5403 Student Attendance K-12
- Dr. Weller presented revised Board Policy 5309 Use of Canine Scans and Drug Detection Dogs
- Dr. Weller presented revised Board Policy 5407 Student Rights – Establishments of Discipline System

**RECOMMENDED DELETION OF BOARD POLICIES FOR READ ONLY**

- Dr. Hallman presented delete Board Policy 5403 K-12 Student Attendance Policy Extension: Remote/Hybrid
- Dr. Weller presented board policies 5305 Student Rights – Establishment of Discipline System, 5407 Student Discipline – Student Behavior Committee, 5413 Student Discipline – Evaluation of Discipline Program, and 5412 Discipline Data Review for deletion. These policies were merged into revised Board Policy 5407 Student Rights – Establishment of Discipline System.

**ADJOURNMENT**

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL** that the Regular Meeting of the Milford Board of Education held on Monday, June 17, 2024, adjourned @ 9:18 PM. **Motion passed unanimously.**

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Bridget Amory, Ed.D., Executive Secretary

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Theresa Blocker, Recording Secretary

# 2024-2025 CALENDAR



HOME of the **BUCCANEERS**

Student K-11= 1105 hours  
StateRequired= 1060 hours  
Student Gr.12= 1040 hours  
StateRequired= 1032 hours  
Teacher = 188 Days  
Paraprofessional = 185 Days  
Non Work Days for Paraprofessionals  
11/26, 2/10, 6/11

## August 2024

		Su	M	Tu	W	Th	F	Sa		
						1	2	3		
		4	5	6	7	8	9	10		
		11	12	13	14	15	16	17		
		26 District Meet & Greet Day 11am-7pm								
		27 Full School Day Grades: K, 1, 6, 9 only								
		28 All students return								
Stdnt	Tchr	18	19	20	21	22	23	24		
Aug	3	9	25	26	27	28	29	30	31	

## February 2025

		Su	M	Tu	W	Th	F	Sa		
								1		
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		16	17	18	19	20	21	22		
		17 President's Day								
		23	24	25	26	27	28	1		
Stdnt	Tchr	9	10	11	12	13	14	15		
Feb	18	19	16	17	18	19	20	21	22	
Total	106.5	121	23	24	25	26	27	28	1	

## September 2024

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		2 Labor Day								
		10 State Primary Day								
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		30 Mid-Marking Period 1								
Stdnt	Tchr	15	16	17	18	19	20	21		
Sept	19	20	22	23	24	25	26	27	28	
Total	22	29	29	30						

## March 2025

		Su	M	Tu	W	Th	F	Sa		
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		3 Mid-Marking Period 3								
		7 Family Conferences								
		16	17	18	19	20	21	22		
		7 Student Test Prep 1/2 Day								
		23	24	25	26	27	28	29		
		30	31							
Stdnt	Tchr	16	17	18	19	20	21	22		
Mar	20.5	21	23	24	25	26	27	28	29	
Total	127	142	30	31						

## October 2024

		Su	M	Tu	W	Th	F	Sa		
				1	2	3	4	5		
		6	7	8	9	10	11	12		
		13	14	15	16	17	18	19		
		20	21	22	23	24	25	26		
		27	28	29	30	31				
		31 End of Marking Period 1								
Stdnt	Tchr	13	14	15	16	17	18	19		
Oct	22	23	20	21	22	23	24	25	26	
Total	44	52	27	28	29	30	31			

## April 2025

		Su	M	Tu	W	Th	F	Sa		
				1	2	3	4	5		
		6	7	8	9	10	11	12		
		3 End of Marking Period 3								
		13	14	15	16	17	18	19		
		18 Good Friday								
		20	21	22	23	24	25	26		
		21-25 Spring Break								
		27	28	29	30					
Stdnt	Tchr	13	14	15	16	17	18	19		
Apr	15	16	20	21	22	23	24	25	26	
Total	142	158	27	28	29	30				

## November 2024

		Su	M	Tu	W	Th	F	Sa		
							1	2		
		3	4	5	6	7	8	9		
		5 Election Day								
		7 Return Day								
		10	11	12	13	14	15	16		
		11 Veteran's Day								
		17	18	19	20	21	22	23		
		25 Student Test Prep 1/2 Day								
		24	25	26	27	28	29	30		
		25-26 Family Conferences								
		27-29 Thanksgiving Break								
Stdnt	Tchr	10	11	12	13	14	15	16		
Nov	12.5	16	17	18	19	20	21	22	23	
Total	56.5	68	24	25	26	27	28	29	30	

## May 2025

		Su	M	Tu	W	Th	F	Sa		
						1	2	3		
		4	5	6	7	8	9	10		
		11	12	13	14	15	16	17		
		12 Mid-Marking Period 4								
		18	19	20	21	22	23	24		
		26 Memorial Day								
		25	26	27	28	29	30	31		
		29 Graduation								
Stdnt	Tchr	11	12	13	14	15	16	17		
May	21	21	18	19	20	21	22	23	24	
Total	163	179	25	26	27	28	29	30	31	

## December 2024

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		11 Mid-Marking Period 2								
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		23-31 Winter Break								
		29	30	31						
Stdnt	Tchr	15	16	17	18	19	20	21		
Dec	15	15	22	23	24	25	26	27	28	
Total	71.5	83	29	30	31					

## June 2025

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		9 End of Marking Period 4								
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30							
Stdnt	Tchr	15	16	17	18	19	20	21		
June	7	9	22	23	24	25	26	27	28	
Total	170	188	29	30						

## January 2025

		Su	M	Tu	W	Th	F	Sa	
					1	2	3	4	1-3 Winter Break
		5	6	7	8	9	10	11	
	Stdnt	Tchr	12	13	14	15	16	17	18
Jan	17	19	19	20	21	22	23	24	20 Martin Luther King Jr. Day
Total	88.5	102	26	27	28	29	30	31	24 End of Marking Period 2





## FIELD TRIP REQUEST FORM

**Directions:** All teachers and others seeking to take students on a field trip must obtain permission. This form must be completed in its entirety and submitted **using the SUBMIT button at the bottom of this form**. Submitting this form will open a draft email to an executive secretary with your completed form attached. Send the email and the executive secretary will assign the form to the appropriate staff members for review and signatures. The order of signatures will be as follows: first, building level school nurse and special education coordinator, the Supervisor of Transportation, the building principal, the Chief Academic Officer, and finally, the Superintendent. *If you run out of room you may attach additional documents to your request form (i.e.; detailed itinerary, instructional activities aligned with the trip, student rosters, etc.). Any incomplete forms will not be processed.*

### GENERAL INFORMATION

<b>School Name</b>	Milford High School	<b>Date of Request</b>	<b>Date of Field Trip</b>
<b>Field Trip Coordinator</b>	Joshua Bethard	6/26/2024	7/11/2024
<b>Coordinator Contact Information</b>	<b>Phone:</b> 3029439469 <b>Email:</b> jbethard@msd.k12.de.us	<b>Departure Time</b>	<b>Return Time</b>
<b>Grade Level(s)</b>	Officers : Grades 9-12	07:00	20:00/ 8 PM
<b>Destination:</b> Please identify the facility name and address	Hershey Park: 100 Hersheypark Dr. Hershey, PA 17033	<b>Location and Duration</b> Days Missed <u>1</u> <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Overnight <input type="checkbox"/> Within normal school day <input type="checkbox"/> Beyond normal school hours	<b>Total #</b> Students 6 Staff 3 Chaperones 0

### LEARNING AND ACCESSIBILITY

- ☒ This trip is aligned to standards  
☒ Students will have prior exposure to be prepared for the trip.  
☒ Students will synthesize learning after the trip.

#### Instructional Content Alignment:

*Please briefly explain the trip's alignment to grade level content and your pre/post trip plans (may attach documents if necessary)*

CTSO Chapter Officer Leadership Training

- ☒ I understand district policy is that all students have access to field trips.  
☒ I understand that all students (e.g., students with disabilities, Multilingual Learners, etc.) must have the appropriate supports they need for the trip.  
☒ I have communicated with the school-level Special Education Coordinator to ensure all required student accommodations are met

#### Accommodations Required:

*Please briefly explain any accommodations that will be provided to meet the needs of all students.*

N/A

  
Special Education Coordinator Signature

7/1/24  
Date

### PARENT INVOLVEMENT & BACKGROUND CHECKS

Will any adults be chaperoning with "direct and unmonitored contact" with students? ☐ Yes ☒ No *If yes, how many?*

ALL parents & volunteers must have their identification scanned through Raptor in the school's main office at least 1 week prior to field trip.

0

### MEDICAL CONSIDERATIONS

**Closest Medical Facility:**  
*Please identify the facility name, address, & phone #*

Penn State Health Milton S. Hershey Medical Center: 500 University Dr.,  
Hershey PA 17033

Has the roster of students been shared, and any medical concerns addressed? ☒ Yes ☐ No

Will an on-site nurse be required for this field trip?

☐ Yes ☒ No

*If yes, have you notified the Director of Student Services?* ☐ Yes ☒ No

**Medical Needs or Accommodations Required:**

PDMS Training will be completed prior to trip

The staff member(s) attending this trip have completed "I'm Ready" training in PDMS for the administration of a medication  
☐ Yes ☒ No

  
School Nurse Signature

7/1/24  
Date

## CHILD NUTRITION SERVICES

Has the school cafeteria manager been notified of this trip? ☐ Yes ☒ No

Will the students be eating lunch at the school on the date(s) of the trip? ☐ Yes ☒ No *If yes, will they need an alternative lunch time?* ☐ Yes ☒ No

Are you requesting any bag lunches or other food for this trip? ☐ Yes ☒ No

*If yes, please provide the date scheduled to discuss food details with your school cafeteria manager. Date:*

## TRANSPORTATION SERVICES

Will transportation be needed? ☐ Yes ☒ No *If yes, continue specifying details in the section below:*

**Note:** School buses have 24 seats. Elementary students can sit three to a seat. Coach buses have between 47-57 seats depending on size. District vans can accommodate up to 7 passengers including the driver. District employees can drive district vehicles, but must submit DMV personal information release form and separate request for district vehicle form.

What type of transportation will be used?	How many are needed?	Trip Details	
<input type="checkbox"/> School Bus <i>(local destinations only)</i>		Departure Time from School:	07:00
<input type="checkbox"/> Coach Bus		Bus Departure Location:	MHS Bus Pl <sub>+</sub>
<input type="checkbox"/> Alternative transportation <i>(flight, train)</i>		Amount of Time At Location:	6 Hours
<input checked="" type="checkbox"/> Specialized transportation <i>(lift bus, van)</i>		Departure Time from Location:	17:00/ 5 PM
<i>If selected, provide additional notes:</i>  10 passenger Fleet Van reserved by Bethard		Return Time to School:	20:00/ 8 PM
		Bus Return Location:	MHS Bus Pl <sub>+</sub>

Please indicate departure time in the event of a school delay: ☐ Adjust Departure Time to:

☒ Cancel

Supervisor of Transportation Signature: *[Signature]*

Date *1 July 2024*

## FIELD TRIP COSTS & FUNDING

Service	Estimated Funding Costs <i>Please include details, e.g., how did you calculate total cost?</i>	Funding Program <i>If other, please include notes.</i>
Transportation	Fleet Rate	<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input checked="" type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other: <b>Milford FFA Account</b>
Meals	Covered by advisors/students	<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other:
Other Expenses	N/A	<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other:
Individual Student Expenses	N/A	<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other:
Total Cost	Unknown: Pending Fleet Van Cost <b>\$ 180.00</b>	

## APPROVAL SIGNATURES

**Approval Sequence** *Field trips will be approved in the following order. Field trips not approved at one level will not advance to the next level (no appeals). For all overnight field trips (except where a group of students advances in a sequential activity such as a contest) a final cost summary and detailed itinerary must be submitted 30 days prior to the field trip. Incomplete forms will not be processed.*

	Approved?	Signature	Date
Principal:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>[Signature]</i>	<i>7/1/24</i>
Chief Academic Officer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>KC Hageman</i>	<i>7/1/2024</i>
Superintendent:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>[Signature]</i>	<i>7/1/2024</i>

Completed by District Office Staff: Board Approval Date *(if necessary)*:

Documents Received: Student Roster ☐ Yes ☐ No

Itinerary ☐ Yes ☐ No Transportation Quote ☐ Yes ☐ No



**SUBMIT**



### Preliminary Fiscal Year 2025 Revenue Budget

REVENUE SOURCE	Final FY 2024 Budget	Preliminary FY 2025 Budget
<b>STATE FUNDS</b>		
Formula Salaries	34,396,104.39	35,599,968.04
Cafeteria Salaries	639,693.00	639,693.00
Delaware Sustainment Fund	823,122.00	823,122.00
Academic Excellence Cash Option	-	-
Related Services Cash Option	316,175.25	189,705.15
Division II, All Other Costs	993,184.00	844,206.40
Division II, All Other Costs - VOC	116,210.00	98,778.50
Division II, Energy	862,232.00	862,232.00
Division III, Equalization	6,251,388.00	6,251,388.00
State Transportation	4,045,110.98	4,206,915.42
Transportation - Driver Training	9,900.00	8,415.00
Homeless Transportation	534,984.00	454,736.40
Foster Transportation	92,391.00	78,532.35
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	408,146.71	346,924.70
Drivers' Education	23,169.00	19,693.65
Technology Block Grant	110,160.00	93,636.00
CPR Instruction/College Access	1,147.01	-
Education Opportunity Grant	1,970,924.40	1,970,924.40
Education Opportunity Grant - Mental Health	436,848.00	436,848.00
Student Success Block Grant Reading	344,620.00	344,620.00
Year-Long Teacher Residencies	43,684.00	37,131.40
State School Recognition Award - Banneker	8,000.00	-
School Safety and Security Fund	289,967.00	246,471.95
World Language Expansion	-	25,000.00
Substitute Reimbursement - Parental Leave	41,214.00	41,214.00
Minor Capital Improvements	417,339.00	521,502.00
State Filter First Funds	100,782.00	-
Major Capital Improvements	-	-
<b>TOTAL STATE FUNDS</b>	<b>53,277,495.74</b>	<b>54,142,658.37</b>
<b>LOCAL FUNDS</b>		
Current Expense (tax rate)	9,767,863.00	9,851,690.00
Current Expense (capitations)	200.00	200.00
Athletics	32,500.00	32,500.00
Interest	1,259,000.00	1,350,000.00
Building Rental	2,000.00	2,000.00
Other Local Revenue	35,000.00	35,000.00
CSCR	45,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Cafeteria	2,700,000.00	2,700,000.00
Net Choice Billings	(209,563.67)	(209,563.67)
Charter Billings	(202,385.26)	(202,385.26)
Tuition Billings	(2,100,000.00)	(2,100,000.00)
Tuition	1,800,000.00	1,400,000.00
Donations	98,500.00	98,500.00
Debt Service	2,100,000.00	2,300,000.00
Debt Service - County	92,500.00	92,500.00
Match Tax - Minor Capital Improvements	278,226.00	347,668.00
Match Tax - Education Opportunity	-	-
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
<b>TOTAL LOCAL FUNDS</b>	<b>15,773,840.07</b>	<b>15,818,109.07</b>
<b>FEDERAL FUNDS</b>		
IDEA	1,292,973.00	1,292,973.00
IDEA - Preschool	58,844.00	58,844.00
TITLE I	1,805,919.00	1,805,919.00
TITLE II	346,873.00	346,873.00
TITLE III	108,406.00	108,406.00
TITLE IV	215,270.00	215,270.00
PERKINS	127,837.00	127,837.00
OTHER FEDERAL FUNDS	-	-
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,956,122.00</b>	<b>3,956,122.00</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>73,007,457.81</b>	<b>73,916,889.44</b>

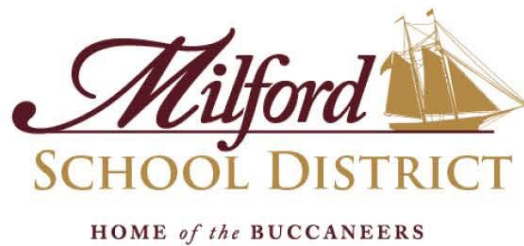
Projected Expenditure Budget  
Projected Current Year Surplus/(Deficit)

73,151,560.02  
765,329.42



**Milford School District**  
**Preliminary Expenditure Budget**  
**Fiscal Year 2025**

Operating Unit	Operating Unit Description	FY 2024 Final Budget	FY 2025 Prelim Budget	Difference between FY 24 and FY 25	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 65,225.00	\$ 55,441.25	\$ (9,783.75)	-15%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 64,600.00	\$ 54,910.00	\$ (9,690.00)	-15%
9180672A	Lulu M. Ross Elementary School	\$ 87,425.00	\$ 74,311.25	\$ (13,113.75)	-15%
9180673A	Misphillion Elementary School	\$ 70,400.00	\$ 59,840.00	\$ (10,560.00)	-15%
9180675A	Milford Central Academy	\$ 131,390.00	\$ 111,681.50	\$ (19,708.50)	-15%
9180678A	Milford Senior High School	\$ 188,175.00	\$ 160,773.75	\$ (27,401.25)	-15%
99900000	Board of Education - School Resource Officer	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99900000	Board of Education	\$ 9,000.00	\$ 9,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 130,000.00	\$ 100,000.00	\$ (30,000.00)	-23%
99900300	District Expenditures	\$ 55,000.00	\$ 100,000.00	\$ 45,000.00	82%
99900300	Public Relations and Communication	\$ 40,000.00	\$ 40,000.00	\$ -	0%
99900300	School Safety and Security	\$ 289,967.00	\$ 246,471.95	\$ (43,495.05)	-15%
99900300	Copy Center (District wide)	\$ 135,000.00	\$ 135,000.00	\$ -	0%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion <i>(State Grant)</i>	\$ -	\$ 25,000.00	\$ 25,000.00	
99920000	State Safe and Supportive Improvement Grant	\$ -	\$ -	\$ -	
99920000	Academic Achievement Award - Banneker	\$ 8,000.00	\$ -	\$ (8,000.00)	-100%
99920000	Educator Accountability <i>(State Grant)</i>	\$ 1,147.01	\$ -	\$ (1,147.01)	-100%
99920000	Student Success Block Grant - Mental Health	\$ 436,848.00	\$ 436,848.00	\$ -	0%
99920000	Student Success Block Grant Reading	\$ 344,620.00	\$ 344,620.00	\$ -	0%
99920000	Education Opportunity Grant	\$ 1,970,924.40	\$ 1,970,924.40	\$ -	0%
99920000	Summer School	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 10,000.00	\$ (10,000.00)	-50%
99920000	Extra Time Programs	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Curriculum/Instructional	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99920700	Athletics - Middle School	\$ 40,000.00	\$ 46,500.00	\$ 6,500.00	16%
99920700	Athletics - High School	\$ 180,000.00	\$ 220,000.00	\$ 40,000.00	22%
99920800	Driver's Education	\$ 23,169.00	\$ 19,693.65	\$ (3,475.35)	-15%
99930200	Special School - Tuition ILC	\$ 275,000.00	\$ 275,000.00	\$ -	0%
99930200	Special School - Tuition	\$ 330,000.00	\$ 330,000.00	\$ -	0%
99930200	Special School - Unique Alternatives <i>(State)</i>	\$ 408,146.71	\$ 346,924.70	\$ (61,222.01)	-15%
99930300	Special Services	\$ 59,500.00	\$ 59,500.00	\$ -	0%
99930300	Special Services - State Related Services	\$ 316,175.25	\$ 189,705.15	\$ (126,470.10)	-40%
99940100	Contingencies and One-Time Items	\$ 425,000.00	\$ 425,000.00	\$ -	0%
99940200	Division I Sal/Other State Prg	\$ 34,437,318.39	\$ 35,641,182.04	\$ 1,203,863.65	3%
99940300	Division II Vocational	\$ 116,210.00	\$ 98,778.50	\$ (17,431.50)	-15%
99940400	Local Limited Contracts	\$ 385,000.00	\$ 385,000.00	\$ -	0%
99940400	Division III/Local Salaries	\$ 12,723,962.94	\$ 13,108,962.94	\$ 385,000.00	3%
99940500	Title I	\$ 1,805,919.00	\$ 1,805,919.00	\$ -	0%
99940500	Title II	\$ 346,873.00	\$ 346,873.00	\$ -	0%
99940500	Title III	\$ 108,406.00	\$ 108,406.00	\$ -	0%
99940500	Title IV	\$ 215,270.00	\$ 215,270.00	\$ -	0%
99940500	IDEA Part B	\$ 1,292,973.00	\$ 1,292,973.00	\$ -	0%
99940500	IDEA Preschool	\$ 58,844.00	\$ 58,844.00	\$ -	0%
99940500	Perkins	\$ 127,837.00	\$ 127,837.00	\$ -	0%
99940500	Homeless	\$ -	\$ -	\$ -	0%
99940500	Other Federal Grants	\$ -	\$ -	\$ -	0%
99940600	Insurance	\$ 142,000.00	\$ 142,000.00	\$ -	0%
99940700	Private Grants/Donations	\$ 98,500.00	\$ 98,500.00	\$ -	0%
99940810	Technology Equipment & Repair	\$ 286,000.00	\$ 286,000.00	\$ -	0%
99940810	Technology Block Grant	\$ 110,160.00	\$ 93,636.00	\$ (16,524.00)	-15%
99940900	Tuition Reimbursement - Administrative	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99940900	Tuition Reimbursement	\$ 70,000.00	\$ 70,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99960000	Child Nutrition Operations	\$ 3,339,693.00	\$ 3,339,693.00	\$ -	0%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99960200	Energy - Division II	\$ 862,232.00	\$ 862,232.00	\$ -	0%
99960200	Delaware Filter First Funds	\$ 100,782.00	\$ 100,782.00	\$ -	0%
99960200	Local Energy/Utilities	\$ 87,000.00	\$ 87,000.00	\$ -	0%
99960200	Custodial Substitutes	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99960200	Operations/Utilities	\$ 259,500.00	\$ 259,500.00	\$ -	0%
99960300	State Transportation	\$ 4,683,385.98	\$ 4,749,599.17	\$ 66,213.19	1%
99960400	Local Transportation	\$ 533,899.44	\$ 542,961.31	\$ 9,061.87	2%
<b>Total Operating Budget</b>		<b>\$ 68,802,978.12</b>	<b>\$ 70,175,594.57</b>	<b>\$ 1,372,616.45</b>	<b>2%</b>
99970000	Local Debt Service	\$ 2,162,746.41	\$ 2,106,795.45	\$ (55,950.96)	-3%
99970200	Minor Capital Improvements	\$ 695,565.00	\$ 869,170.00	\$ 173,605.00	25%
<b>Total Capital Budget</b>		<b>\$ 2,858,311.41</b>	<b>\$ 2,975,965.45</b>	<b>\$ 117,654.04</b>	<b>4%</b>
<b>TOTAL</b>		<b>\$ 71,661,289.53</b>	<b>\$ 73,151,560.02</b>	<b>\$ 1,490,270.49</b>	<b>2.1%</b>
<i>Reserve Allocation</i>		<i>\$ 1,346,168.28</i>	<i>\$ 765,329.42</i>	<i>\$ (580,838.86)</i>	
<b>GRAND TOTAL</b>		<b>\$ 73,007,457.81</b>	<b>\$ 73,916,889.44</b>	<b>\$ 909,431.63</b>	<b>1.2%</b>



July 1, 2024

**ADMINISTRATION**

Bridget R. Amory, Ed.D.  
Superintendent

Kelly Carvajal Hageman, Ed.D.  
Chief Academic Officer

Sara E. Hale, DBA  
Chief Operating Officer

Laura L. Manges, M.Ed  
Director of Human Resources

Jennifer Hallman, M.Ed.  
Director of Student Services

**BOARD OF EDUCATION**

Scott L. Fitzgerald  
President

Matt Bucher  
Vice President

Adam S. Brownstein

Ashlee N. Connell

Victor C. Elzey

Jennifer L. Massotti

Jean A. Wylie

**Mailing Address**

906 Lakeview Avenue  
Milford, DE 19963

**Telephone**

(302) 422-1600

**Fax**

(302) 422-1608

**Website**

[www.milfordschooldistrict.org](http://www.milfordschooldistrict.org)

Ms. Cheryl Bundek, AAS  
Kent County Receiver of Taxes  
555 Bay Road  
Dover, DE 19901

Dear Ms. Bundek:

On July 1, 2024, the Milford School District Board of Education approved the following tax rate for Fiscal Year 2025 based on the total taxable value provided by Kent County.

Please note that the district eliminated its capitation tax. Please ensure that no capitation taxes are assessed for the Milford School District.

The district authorizes that you collect from the district assessment list the following:

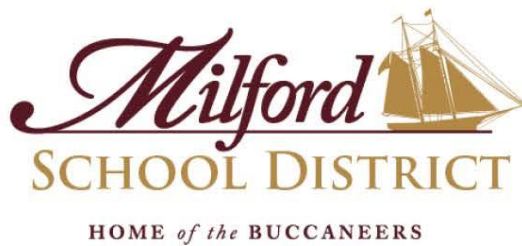
The tax rate of \$0.2807 per every one hundred dollars of assessed value.

TAX DISTRIBUTION	REAL
Local Operations	0.1929
Debt Service	0.0499
Tuition	0.0304
Match Tax	0.0075
<b>Total</b>	<b>\$0.2807</b>

SIGNED: \_\_\_\_\_  
PRESIDENT, MILFORD BOARD OF EDUCATION

ATTEST: \_\_\_\_\_  
CHIEF OPERATING OFFICER, MILFORD SCHOOL DISTRICT

The Milford School District is an Equal Opportunity Employer and does not discriminate in employment or in educational programs, services, or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry age, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Personnel, 906 Lakeview Avenue, Milford, DE 19963, telephone 302-422-1600.



July 1, 2024

**ADMINISTRATION**

Bridget R. Amory, Ed.D.  
Superintendent

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**Mailing Address**

906 Lakeview Avenue  
Milford, DE 19963

**Telephone**

(302) 422-1600

**Fax**

(302) 422-1608

**Website**

[www.milfordschooldistrict.org](http://www.milfordschooldistrict.org)

Ms. Patricia Faucett  
Sussex County Receiver of Taxes  
P.O. Box 429  
Georgetown, DE 19947

Dear Ms. Faucett:

On July 1, 2024, the Milford School District Board of Education approved the following tax rate for Fiscal Year 2025 based on the total taxable value provided by Sussex County.

Please note that the district eliminated its capitation tax. Please ensure that no capitation taxes are assessed for the Milford School District.

The district authorizes that you collect from the district assessment list the following:

The tax rate of \$4.4556 per every one hundred dollars of assessed value.

TAX DISTRIBUTION	REAL
Local Operations	3.2188
Debt Service	0.7028
Tuition	0.4278
Match Tax	0.1062
<b>Total</b>	<b>\$4.4556</b>

SIGNED: \_\_\_\_\_  
PRESIDENT, MILFORD BOARD OF EDUCATION

ATTEST: \_\_\_\_\_  
CHIEF OPERATING OFFICER, MILFORD SCHOOL DISTRICT

The Milford School District is an Equal Opportunity Employer and does not discriminate in employment or in educational programs, services, or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry age, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Personnel, 906 Lakeview Avenue, Milford, DE 19963, telephone 302-422-1600.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4304

**LOCAL SALARY SUPPLEMENT: FOOD SERVICE MANAGER**

<u>YEARS OF EXPERIENCE</u>	<u>LOCAL</u>
0	—5,857
1	—5,951
2	—6,043
3	—6,132
4	—6,226
5	—6,316
6	—6,408
7	—6,501
8	—6,591
9	—6,685
10	—6,776
11	—6,866
12	—6,960
13	—7,052
14	—7,143
15	—7,238
16	—7,238
17	—7,238
18	—7,238
19	—7,238
20	—7,388
21	—7,388
22	—7,388
23	—7,388
24	—7,388
25	—7,534
26	—7,534
27	—7,534
28	—7,534
29	—7,534
30	—7,534

<b>YEARS OF EXPERIENCE</b>	<b>0-350</b>	<b>351-500</b>	<b>501-800</b>	<b>801-1200</b>	<b>1200 +</b>
<b>0</b>	6442	6764	7103	7458	7831
<b>1</b>	6547	6874	7218	7579	7957
<b>2</b>	6647	6979	7328	7695	8080
<b>3</b>	6745	7082	7436	7808	8199
<b>4</b>	6848	7191	7550	7928	8324
<b>5</b>	6947	7295	7660	8042	8445
<b>6</b>	7049	7402	7772	8160	8568
<b>7</b>	7151	7509	7884	8278	8692
<b>8</b>	7250	7613	7993	8393	8813
<b>9</b>	7353	7721	8107	8512	8938
<b>10</b>	8131	8538	8965	9413	9884
<b>11</b>	8240	8652	9084	9539	10015
<b>12</b>	8352	8770	9208	9669	10152
<b>13</b>	8462	8885	9329	9796	10285
<b>14</b>	8572	9000	9450	9923	10419
<b>15</b>	8685	9120	9576	10054	10557
<b>16</b>	8685	9120	9576	10054	10557
<b>17</b>	8685	9120	9576	10054	10557
<b>18</b>	8685	9120	9576	10054	10557
<b>19</b>	8685	9120	9576	10054	10557
<b>20</b>	9604	10084	10589	11118	11674
<b>21</b>	9604	10084	10589	11118	11674
<b>22</b>	9604	10084	10589	11118	11674
<b>23</b>	9604	10084	10589	11118	11674
<b>24</b>	9604	10084	10589	11118	11674



<b>25</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>
<b>26</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>
<b>27</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>
<b>28</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>
<b>29</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>
<b>30</b>	<b>9794</b>	<b>10284</b>	<b>10798</b>	<b>11338</b>	<b>11905</b>

ADOPTED: 11/10/75; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/20/84; 8/19/85;  
8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00; 7/1/01;  
11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18; 7/1/23; **7/15/24**

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

4323(a)

**LOCAL SALARY SUPPLEMENT: CAFETERIA WORKERS**

YEARS EXPERIENCE	LOCAL
0	2.33
1	2.36
2	2.37
3	2.38
4	2.42
5	2.45
6	2.46
7	2.50
8	2.51
9	2.52
10	2.54
11	2.55
12	2.57
13	2.61
14	2.62
15	2.64
16	2.64
17	2.64
18	2.64
19	2.64
20	2.73
21	2.73
22	2.73
23	2.73
24	2.73
25	2.79
26	2.79
27	2.79
28	2.79
29	2.79
30	2.79

~~High School and Middle School Assistants: additional \$ .95 per hour~~

~~Elementary School Lead Workers: additional \$ .45 per hour~~

~~Effective July 1, 2023:~~

Completion of two (2) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: ~~Additional thirty (\$ 0.30) cents per hour~~ **added to local salary supplement.**

Completion of four (4) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: ~~Additional forty-five (\$0.75) cents per hour~~ **added to local salary supplement.**

**Schools with more than 800 students qualify for an Assistant Manager: Additional \$2,000 stipend**

**Schools with 800 students or less qualify for a Team Lead: Additional \$1,000 stipend**

ADOPTED: 1/19/81; 6/21/82; 8/20/84; 8/19/85; 8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13; 12/15/14, 10/19/15, 7/1/16, 7/1/18, 10/18/21,6/26/23,  
7/15/24