



HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR TUESDAY, JANUARY 21, 2025 AT 6:00 PM  
REGULAR SCHOOL BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person at Milford High School, in Dr. Gerald Thompson Auditorium, 1019 N. Walnut Street, Milford, DE 19960. Public comment will be held at Milford in-person only.*

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=m5c3bf9908789f9070848c8eac8e467ea>

Webinar Number: 2862 940 9938

Webinar Password: ApKdaDry552 (27532379 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: 286 294 09938

*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 December 16, 2024 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

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
  - A. Winter Weather
10. ***Building Our Future: Dr. Sara Hale***
  - A. Monthly Revenue, Expenditure and Major Capital Reports as of December 31, 2024 Action Item
  - B. Construction Change Order Approval Action Item
  - C. DDOE Financial Position Report as of December 31,2024 Action Item
  - D. Perry Weather Program Update
11. ***Empowering and Investing in our People: 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 4332 Federal Family and Medical Leave Policy Action Item
    2. Revised Board Policy 4339 Paid Leave for Birth or Adoption of a Child Action Item
  - C. Introduction of Recommended Draft Revision of Board Policies
    1. Revised Board Policy 6111 Curriculum Development
13. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
DECEMBER 16, 2024

Board Members in Attendance	
Mr. Matt Bucher, Vice President	Mrs. Jennifer Massotti
Dr. Adam Brownstein	Mrs. Jean Wylie
Mrs. Ashlee Connell	Dr. Bridget Amory, Executive Secretary
Mr. Victor "Butch" Elzey (Departed Mtg. 8:11 pm)	

The Regular Meeting of the Milford Board of Education was called to order by Vice President Bucher at 6:00 PM on Monday evening, December 16, 2024.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** to approve the Regular Meeting Minutes for November 18, 2024, with corrections. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

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

**RETURN TO OPEN SESSION**

**MOTION MADE BY MR. ELZEY/SECONDED BY MRS. CONNELL** to adjourn Executive Session at 7:14 PM.

**CHANGES TO AGENDA**

Remove 11B Construction Change Order Approval

**PUBLIC COMMENT**

Mr. French expressed his concern with the elementary grading system based upon behaviors.

**SUPERINTENDENT'S REPORT**

***Milford Central Academy***

Dr. Amory thanked staff for hosting the board meeting.

***Community Partner: Hertrich***

Hertrich Cash for Class Winners were announced by Ms. Meredith Shockley from Hertrich.

***Cash for Class Winners:***

Diana Dill	MIS	Just Right Flexible Seating	\$1,000
Tenesha Duffy	Ross	School Store	\$1,000
Louise Holleger & Sherrie Bontrager-Thomas	MCA	Peanut Butter & Jelly Community Service Project	\$1,000
Daniel Huffman	BAN	Sofa Tables	\$1,000
Christina McConnell	Ross	We Need Seats	\$1,000
Stephany Vecchiolli	Ross	Non-Fiction Books for Early Learner	\$1,000

***Academic Excellence: Dr. Carvajal-Hageman, Dr. Kilgore, Ms. Stump***

***2025 Career and Technical Education Innovation Grant: Culinary and Hospitality Management***

MHS was awarded a grant of \$20,000 to support the structure and changes to the new pathway program Culinary and Hospitality Management.

***Student Growth Reports – Dr. Kilgore***

Dr. Kilgore explained that the K-5 growth reports align the State of Delaware approved Common Core Standards in English Language Arts, Mathematics, DE Social Studies Standards and Next Generation Science Standards. The purpose of the standards-based student growth reports is to communicate a learner's proficiency level as they progress toward meeting the defined learning standards.

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

Dr. Weller shared safety and climate highlights and discipline data.

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

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

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** to approve the Revenue, Expenditure and Major Capital Reports as of November 30, 2024. **Motion passed unanimously.**

Milford School District was awarded a \$65,000 grant to purchase a weapons detection system at Milford High School. The remaining funds will be allocated towards updating the audio system at Milford High School.

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

***Personnel Report***

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

***Administrator Contracts***

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** to approve Administrator Contracts as presented during the Executive Session. **Motion passed unanimously.**

**BOARD DISCUSSION**

**DSBA UPDATES**

None.

**RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION**

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

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. WYLIE** to approve revised Board Policy 5111 Suicide Prevention. **Motion passed unanimously.**

**ADJOURNMENT**

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** that the Regular Meeting of the Milford Board of Education held on Monday, December 16, 2024, adjourned @ 8:46 PM. **Motion passed unanimously.**

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2025 Monthly Revenue Report**  
**As of December 31, 2024**  
**50% of the Fiscal Year completed**

REVENUE SOURCE	Preliminary FY 2025 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	35,599,968.05	33,846,846.05	95.08%
Cafeteria Salaries	639,693.00	745,521.00	116.54%
Division II, All Other Costs	844,206.40	970,521.00	114.96%
Division II, All Other Costs - VOC	98,778.50	115,046.00	116.47%
Division II, Energy	862,232.00	847,099.00	98.24%
Division III, Equalization	6,251,388.00	6,111,943.00	97.77%
State Transportation	4,215,330.42	4,179,432.66	99.15%
Homeless Transportation	454,736.40	645,492.00	141.95%
Foster Care Transportation	78,532.35	191,196.00	243.46%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	189,705.15	293,092.00	154.50%
Drivers' Education	19,693.65	23,355.00	118.59%
Unique Alternatives	346,924.70	62,382.48	17.98%
Operations	-	140,509.00	
Delaware Sustainment Fund	823,122.00	794,671.00	96.54%
Technology Block Grant	93,636.00	106,353.00	113.58%
World Language Expansion	25,000.00	125,575.18	
Education Opportunity Grant	1,970,924.40	2,584,339.84	131.12%
Education Opportunity Grant - Mental Health	436,848.00	463,657.00	106.14%
Student Success Block Grant - Reading	344,620.00	374,860.00	108.77%
Mental Health Block Grant Grades 9-12	-	283,418.00	
Year Long Teacher Residencies	37,131.40	-	0.00%
Substitute Reimbursement- Paid Parental Leave	41,214.00	60,662.75	147.19%
School Safety and Security	246,471.95	287,717.00	116.73%
CPR Instruction/Child Safety Awareness	-	1,050.72	
Athletic Trainer Block Grant	-	59,867.00	
Minor Capital Improvements	521,502.00	521,502.00	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>54,142,658.37</b>	<b>53,837,108.68</b>	<b>99.44%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	9,851,690.00	9,473,645.77	96.16%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,300,000.00	2,512,124.17	109.22%
Debt Service - County Impact Fees	92,500.00	36,477.67	39.44%
Tuition	1,400,000.00	1,346,756.25	96.20%
Minor Capital Improvements	347,668.00	332,806.44	95.73%
Interest	1,350,000.00	917,902.55	67.99%
Athletics	32,500.00	17,551.00	54.00%
CSCRIP	45,000.00	29,254.07	65.01%
Indirect Costs	75,000.00	49,516.32	66.02%
Cafeteria	2,700,000.00	928,520.51	34.39%
District Donations	98,500.00	67,029.34	68.05%
Building Rental	2,000.00	3,760.00	188.00%
E-Rate	-	2,653.20	
Net Choice Billings	(209,563.67)	(235,427.24)	112.34%
Net Charter Billings	(202,385.26)	(294,701.28)	145.61%
Tuition Billings	(2,100,000.00)	(896,905.46)	42.71%
Other Local Revenue	35,000.00	14,505.08	41.44%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>15,818,109.07</b>	<b>14,305,468.39</b>	<b>90.44%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,292,973.00	1,316,991.00	101.86%
IDEA - Preschool	58,844.00	58,767.00	99.87%
Title I	1,805,919.00	1,760,148.00	97.47%
Title II	346,873.00	340,367.00	98.12%
Title III English Acquisition	108,406.00	115,869.00	106.88%
Title IV	215,270.00	215,270.00	100.00%
Perkins	127,837.00	146,886.00	114.90%
Other federal revenue	-	-	
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,956,122.00</b>	<b>3,954,298.00</b>	<b>99.95%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>73,916,889.44</b>	<b>72,096,875.07</b>	<b>97.54%</b>

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended December 31, 2024**

Operating Unit	Budget Line	Preliminary Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Bancker Elementary School	\$ 55,441.25	6,512.55	22,026.18	\$ 26,902.52	48.52%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,910.00	6,548.30	29,856.18	\$ 18,505.52	33.70%
9180672A	Lulu M. Ross Elementary School	\$ 74,311.25	2,166.96	31,900.45	\$ 40,243.84	54.16%
9180673A	Misphillion Elementary School	\$ 59,840.00	5,988.57	25,909.39	\$ 27,942.04	46.69%
9180675A	Milford Central Academy	\$ 111,681.50	2,600.27	43,731.69	\$ 65,349.54	58.51%
9180678A	Milford Senior High School	\$ 160,773.75	6,301.83	88,011.46	\$ 66,460.46	41.34%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
	School Resource Officer	\$ 15,000.00	-	365.00	\$ 14,635.00	97.57%
99900100	Legal Services, Audit and Insurance Premiums	\$ 100,000.00	2,925.27	52,448.16	\$ 44,626.57	44.63%
99900300	District Expenditures	\$ 100,000.00	-	32,977.25	\$ 67,022.75	67.02%
	School Safety and Security	\$ 246,471.95	89,479.00	182,941.45	\$ (25,948.50)	-10.53%
	Public Relations and Communication	\$ 40,000.00	-	16,886.16	\$ 23,113.84	57.78%
	Copy Center (District Wide)	\$ 135,000.00	87,895.66	74,608.46	\$ (27,504.12)	-20.37%
99910100	Superintendent	\$ 1,500.00	-	298.54	\$ 1,201.46	80.10%
99920000	World Language Immersion (State Grant)	\$ 25,000.00	-	32,303.53	\$ (7,303.53)	
	Student Success Block Grant (Reading)	\$ 344,620.00	-	107,516.65	\$ 237,103.35	68.80%
	Opportunity Grant Mental Health	\$ 436,848.00	-	-	\$ 436,848.00	100.00%
	Education Opportunity Grant	\$ 1,970,924.40	-	6,113.24	\$ 1,964,811.16	99.69%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 10,000.00	-	2,785.61	\$ 7,214.39	72.14%
	Extra Time Programs	\$ 30,000.00	-	3,602.05	\$ 26,397.95	87.99%
	Curriculum and Instruction	\$ 150,000.00	-	74,424.26	\$ 75,575.74	50.38%
99920700	Athletics - High School	\$ 220,000.00	7,500.00	134,419.05	\$ 78,080.95	35.49%
	Athletics - Milford Central Academy	\$ 46,500.00	-	22,421.33	\$ 24,078.67	51.78%
99920800	Driver's Education	\$ 19,693.65	-	5,022.27	\$ 14,671.38	74.50%
99930200	Tuition - Special Services	\$ 330,000.00	-	181,347.50	\$ 148,652.50	45.05%
	Tuition - Special Services - ILC	\$ 275,000.00	492.66	92,557.21	\$ 181,950.13	66.16%
	Unique Alternatives (State Funds)	\$ 346,924.70	-	-	\$ 346,924.70	100.00%
99930300	Special Services	\$ 59,500.00	17,350.71	30,869.51	\$ 11,279.78	18.96%
	Special Services - State Related Services	\$ 189,705.15	5,347.50	169,270.00	\$ 15,087.65	7.95%
99940100	Contingencies and One-Time Items	\$ 425,000.00	19,988.05	133,522.50	\$ 271,489.45	63.88%
99940200	Division I/Formula Salaries	\$ 35,641,182.04	-	19,627,253.52	\$ 16,013,928.52	44.93%
99940300	Division II - Vocational	\$ 98,778.50	-	8,227.31	\$ 90,551.19	91.67%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	6,323,338.83	\$ 6,785,624.11	51.76%
	Union agreed Limited Contracts	\$ 385,000.00	-	188,099.92	\$ 196,900.08	51.14%
99940500	Title I	\$ 1,805,919.00	240,259.02	171,121.08	\$ 1,394,538.90	77.22%
	Title II	\$ 346,873.00	-	26,146.87	\$ 320,726.13	92.46%
	Title III	\$ 108,406.00	-	-	\$ 108,406.00	100.00%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	100.00%
	IDEA Part B	\$ 1,292,973.00	-	-	\$ 1,292,973.00	100.00%
	IDEA Preschool	\$ 58,844.00	-	14,862.24	\$ 43,981.76	74.74%
	Perkins	\$ 127,837.00	-	4,099.15	\$ 123,737.85	96.79%
99940600	Insurance Expense	\$ 142,000.00	142,757.00	15,510.00	\$ (16,267.00)	-11.46%
99940700	District Donations	\$ 98,500.00	-	13,258.36	\$ 85,241.64	86.54%
99940810	Technology Equipment & Repair	\$ 286,000.00	6,885.99	141,070.42	\$ 138,043.59	48.27%
	Technology Block Grant	\$ 93,636.00	19,436.58	338.73	\$ 73,860.69	78.88%
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	220.14	3,216.77	\$ 6,563.09	65.63%
99960000	Child Nutrition Operations	\$ 2,766,553.00	429,703.86	1,601,374.13	\$ 735,475.01	26.58%
	Cafeteria Salaries	\$ 573,140.00	-	392,712.25	\$ 180,427.75	31.48%
99960100	Facilities Maintenance	\$ 90,000.00	-	35,002.93	\$ 54,997.07	61.11%
	Custodial Services and Supplies	\$ 150,000.00	-	91,018.15	\$ 58,981.85	39.32%
99960200	Operations and Utilities	\$ 462,282.00	41,626.67	245,223.19	\$ 175,432.14	37.95%
	Energy Division II	\$ 862,232.00	600,000.00	6,430.17	\$ 255,801.83	29.67%
99960300	State Transportation	\$ 4,215,330.42	-	1,652,091.12	\$ 2,563,239.30	60.81%
	State Homeless Transportation	\$ 454,736.40	-	269,562.60	\$ 185,173.80	40.72%
	State Foster Transportation	\$ 78,532.35	-	67,727.00	\$ 10,805.35	13.76%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	478.60	14,962.74	\$ 7,558.66	32.86%
	Local Activities Transportation	\$ 2,000.00	-	-	\$ 2,000.00	100.00%
	Local Homeless Transportation Match	\$ 50,526.27	-	70,097.20	\$ (19,570.93)	-38.73%
	Local Transportation Match	\$ 467,435.05	-	189,205.65	\$ 278,229.40	59.52%
<b>Total Operating Budget</b>		<b>\$ 70,175,594.57</b>	<b>\$ 1,742,465.19</b>	<b>\$ 32,770,085.41</b>	<b>\$ 35,663,043.97</b>	<b>50.82%</b>
99970000	Local Debt Service	\$ 2,106,795.45	-	487,772.62	\$ 1,619,022.83	76.85%
99970200	Minor Capital Improvements	\$ 869,170.00	18,351.06	21,403.49	\$ 829,415.45	95.43%
<b>Total Capital Budget</b>		<b>\$ 2,975,965.45</b>	<b>\$ 18,351.06</b>	<b>\$ 509,176.11</b>	<b>\$ 2,448,438.28</b>	<b>82.27%</b>
<b>Grand Total</b>		<b>\$ 73,151,560.02</b>	<b>\$ 1,760,816.25</b>	<b>\$ 33,279,261.52</b>	<b>\$ 38,111,482.25</b>	<b>52.10%</b>

*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 Middle School Project

**EXPENDITURE**

VENDOR	VENDOR ID	BID #	PO Number	Contract Total	Contract Change		New Contract Total	Current Encumbrance	Expended to date	Contract Balance	
					Orders						
<b>Construction</b>											
Zack Excavating Inc	27581	B-1	677961	\$ 3,495,949.00	\$ 134,518.69	\$	\$ 3,630,467.69	\$ 1,811,451.14	\$ 1,819,016.55	\$ 3,630,467.69	
<i>Expense Reduction - CTF Funding (Zack Excavating)</i>							<i>(462,500.00)</i>		<i>(157,500.00)</i>	<i>(157,500.00)</i>	
Blue Heron Contracting Inc	650093	B-4	677958	\$ 1,590,069.00	\$ 10,420.00	\$	\$ 1,600,489.00	\$ 167,331.43	\$ 1,433,157.57	\$ 1,600,489.00	
L. Wilson Masonry Inc	244015	B-5	677956	\$ 2,960,000.00	\$ 35,879.76	\$	\$ 2,995,879.76	\$ 1,372,386.10	\$ 1,623,493.66	\$ 2,995,879.76	
Delmarva Veteran Builder	317909	B-7	677955	\$ 5,149,786.00	\$ (61,468.00)	\$	\$ 5,088,318.00	\$ 3,629,520.66	\$ 1,458,797.34	\$ 5,088,318.00	
Quality Exteriors Inc	26893	B-8	677952	\$ 2,324,188.00	\$ (49,800.00)	\$	\$ 2,274,388.00	\$ 1,728,250.33	\$ 546,137.67	\$ 2,274,388.00	
Selma Inc DBA Salisbury Door & Hardware	28649	B-9	677948	\$ 596,815.00		\$	\$ 596,815.00	\$ 215,865.00	\$ 380,950.00	\$ 596,815.00	
Walker & Laberge of Delaware Inc.	31519	B-10	677945	\$ 2,172,000.00		\$	\$ 2,172,000.00	\$ 1,739,085.00	\$ 432,915.00	\$ 2,172,000.00	
Master Interiors Inc	26048	B-12	677943	\$ 698,097.00		\$	\$ 698,097.00	\$ 688,597.00	\$ 9,500.00	\$ 698,097.00	
Jamestown Painting & Decorating Inc	26542	B-14	677941	\$ 585,570.00		\$	\$ 585,570.00	\$ 567,216.00	\$ 18,354.00	\$ 585,570.00	
Modular Concepts Inc	26631	B-15	677940	\$ 550,000.00		\$	\$ 550,000.00	\$ 550,000.00	\$ -	\$ 550,000.00	
11400 Inc	137841	B-16	677938	\$ 878,000.00		\$	\$ 878,000.00	\$ 865,460.00	\$ 12,540.00	\$ 878,000.00	
Ralph G. Degli Obizzi & Sons, Inc	24941	B-17	677936	\$ 8,375,000.00	\$ 100,012.00	\$	\$ 8,475,012.00	\$ 3,963,736.42	\$ 4,511,275.58	\$ 8,475,012.00	
Bear Industires Inc	25487	B-18	677928	\$ 879,150.00		\$	\$ 879,150.00	\$ 596,985.48	\$ 282,164.52	\$ 879,150.00	
Continental Electrical Services Inc	125778	B-19	677931	\$ 4,015,000.00		\$	\$ 4,015,000.00	\$ 3,023,225.65	\$ 991,774.35	\$ 4,015,000.00	
Peninsula Acoustical Co. Inc.	24549	B-20	677925	\$ 1,030,000.00		\$	\$ 1,030,000.00	\$ 1,017,460.00	\$ 12,540.00	\$ 1,030,000.00	
North East Contractors Inc	28982	B-11	678374	\$ 4,140,000.00	\$ 91,854.55	\$	\$ 4,231,854.55	\$ 2,967,115.34	\$ 1,264,739.21	\$ 4,231,854.55	
RC Fabricators	26366	B-6	678391	\$ 4,670,000.00		\$	\$ 4,670,000.00	\$ 573,476.50	\$ 4,096,523.50	\$ 4,670,000.00	
Flooring Solutions, Inc	28899	B-13	687909	\$ 2,404,266.00		\$	\$ 2,404,266.00	\$ 2,309,354.15	\$ 94,911.85	\$ 2,404,266.00	
<b>CM</b>											
Richard Y Johnson & Son Inc	24881		605301	\$ 3,731,124.00	\$ 214,570.23	\$	\$ 3,945,694.23	\$ 1,257,336.46	\$ 2,688,357.77	\$ 3,945,694.23	
<b>Architect</b>											
Buck Simperts Architect and Associates	25833		612154	\$ 4,473,229.00		\$	\$ 4,473,229.00	\$ 498,450.67	\$ 3,974,778.33	\$ 4,473,229.00	
<b>Environmental and Demo</b>											
DIS Associates	701815		664108	\$ 1,296,787.00	\$ 44,350.00	\$	\$ 1,341,137.00	\$ 23,528.44	\$ 1,317,608.56	\$ 1,341,137.00	
Modulus LLC	671154		648148	\$ 1,140,425.00		\$	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ 1,140,425.00	
<b>Other</b>											
Visual Sound			715486	\$ 195,281.00		\$	\$ 195,281.00	\$ 195,281.40		\$ 195,281.40	
A3 Communications (Advantech) Construction Funded			678196	\$ 3,535,324.40		\$	\$ 3,535,324.40	\$ 2,511,139.40	\$ 1,024,185.00	\$ 3,535,324.40	
Magnum Electronics Radio Repeater			695443	\$ 10,729.01		\$	\$ 10,729.01	\$ 10,729.01	\$ -	\$ 10,729.01	
L&W Insurance			Dir. Claim	\$ 95,786.00		\$	\$ 95,786.00	\$ -	\$ 95,786.00	\$ 95,786.00	
Auditors Office			Dir. Claim	\$ 117,815.65		\$	\$ 117,815.65	\$ -	\$ 117,815.65	\$ 117,815.65	
Administration				\$ 84,148.12		\$	\$ 84,148.12	\$ -	\$ 84,148.12	\$ 84,148.12	
<b>Total Project</b>				<b>\$61,194,539.18</b>	<b>\$520,337.23</b>	<b>\$</b>	<b>\$61,168,228.29</b>	<b>\$32,282,981.58</b>	<b>\$29,274,395.23</b>	<b>\$ -</b>	<b>\$61,557,376.81</b>

Total Per DSC	\$ 32,282,981.58	\$ 29,274,395.23	\$ -	\$ 61,557,376.81
Difference	\$ -	\$ -	\$ -	\$ -
			Balance	\$ 10,713,123.19

**REVENUE**

FISCAL YEAR	BOND NO.	DATE OF ISSUANCE	PROJECT	STATE	LOCAL	TOTAL REVENUE
2022	Local Bond 239	3/2/2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00
2023	Local Bond 240	5/10/2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00
2024	TBD	May-24	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00
Market Pressure Funding			Milford Middle School	\$ 11,100,000.00	\$ 3,900,000.00	\$ 15,000,000.00
<b>TOTAL REVENUE BUDGET</b>				<b>\$ 53,480,200.00</b>	<b>\$ 18,790,300.00</b>	<b>\$ 72,270,500.00</b>



# Financial Position Report

**as of 31-December-2024**

Forecast Period: Q3-2024

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31	Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31	Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$31,396,540.31	\$303,473.73	\$302,087.00	\$32,002,101.04	\$2,948,082.00	\$333,821.10	\$3,281,903.10	\$28,720,197.94	\$278,487.10	\$2,948,082.00	\$473,349.54	\$25,577,253.50	\$982,694.00
Div II	\$971,914.16	\$713,260.73	\$0.00	\$1,685,174.89	\$0.00	\$345,208.07	\$345,208.07	\$1,339,966.82	\$0.00	\$0.00	\$1,325,000.00	\$14,966.82	
Div III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$488,692.90	\$0.00	\$0.00	\$488,692.90	\$103,804.86	\$0.00	\$103,804.86	\$384,888.04	\$0.00	\$384,888.04	\$0.00	\$0.00	
<b>Total Discretionary Fund Revenue</b>	<b>\$32,857,147.37</b>	<b>\$1,016,734.46</b>	<b>\$302,087.00</b>	<b>\$34,175,968.83</b>	<b>\$3,051,886.86</b>	<b>\$679,029.17</b>	<b>\$3,730,916.03</b>	<b>\$30,445,052.80</b>	<b>\$278,487.10</b>	<b>\$3,332,970.04</b>	<b>\$1,798,349.54</b>	<b>\$25,592,220.32</b>	

Approved by Superintendent: \_\_\_\_\_

Approved by Board President: \_\_\_\_\_

Preparer: \_\_\_\_\_

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

4332

**Federal Family and Medical Leave Policy**

An employee of the Milford School District may be eligible to take family and medical leave under the federal law, the Family and Medical Leave Act or certain leave under the National Defense Authorization Act, which amends FMLA (collectively, "FMLA").

The Milford School District's policy is to follow FMLA, its regulations and the Department of Labor's (DOL's) notices governing leaves of absence. In addition to the Family Medical Leave Act, 29 U.S.C. § 2601 et seq., its implementing regulations, 29 C.F.R. Part 825, 14 Del. Code §1333 and any applicable Collective Bargaining Agreement, the District shall comply with the regulations set forth by the Delaware Department of Labor, Division of Paid Leave, in 19 Del. Admin. Code §1401 et. seq. regarding paid leaves of absence. The District reserves the right to deny any leave of absence which is not otherwise protected by law.

The District elects to use the following definition of a 12-month period:

"A 'rolling' 12-month period measured backward" is 12-month period measured backward from the date an employee uses any family and medical leave. Under the "rolling" 12-month period, each time an employee takes family and medical leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12-months. The District shall uniformly apply this "rolling 12-month period measured backward" to all employees. Any change to the District's selected application year shall be made consistently with FMLA standards.

The District reserves all rights to revise or rescind this Section of the Policy if the Department of Labor, Division of Paid Leave, amends its regulations or if 19 Del. Admin Code §1401 et. Seq. is repealed. The Paid Leave Section of the Policy shall take effect on January 1, 2026.

Milford School District counts FMLA leave concurrently with paid leave, meaning that used FMLA leave, which is unpaid, will be paid to the extent there is available leave days, which will reduce the leave balance, to the extent permitted by law. It is the employee's responsibility to notify a supervisor or the Chief Operating Officer of absences that may be covered by FMLA.

The need to take non-emergency leave should generally be requested at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, notice should be given as soon as possible (or by a representative if the

employee is incapacitated), and the application form should be completed as soon as practical.

Failure to provide adequate notice or documentation may result in a delay or denial of the leave. The employee must provide sufficient information regarding the reason for an absence for Milford School District to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against the employee's record for purposes of discipline for attendance or similar matters. All absence procedures must be followed unless otherwise preapproved.

This policy is separate from any policy or guidance related to the State of Delaware Paid Family Leave Act. If an employee has questions regarding FMLA, they should contact the Chief Operating Officer or the Finance and Benefits department.

### Policy Revisions:

An employee of the Milford School District may be eligible to take ~~unpaid~~ family and medical leave under the federal law, the Family and Medical Leave Act or certain leave under the National Defense Authorization Act, which amends FMLA (collectively, "FMLA").

The Milford School District's policy is to follow FMLA, its regulations and the Department of Labor's (DOL's) notices ~~governing leaves of absence. In addition to the Family Medical Leave Act, 29 U.S.C. § 2601 et seq., its implementing regulations, 29 C.F.R. Part 825, 14 Del. Code §1333 and any applicable Collective Bargaining Agreement, the District shall comply with the regulations set forth by the Delaware Department of Labor, Division of Paid Leave, in 19 Del. Admin. Code §1401 et. seq. regarding paid leaves of absence. The District reserves the right to deny any leave of absence which is not otherwise protected by law. If an employee has questions regarding FMLA, they should contact the Chief Financial Officer or the Finance and Benefits department.~~

The District elects to use the following definition of a 12-month period:

"A 'rolling' 12-month period measured backward" is 12-month period measured backward from the date an employee uses any family and medical leave. Under the "rolling" 12-month period, each time an employee takes family and medical leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12-months. The District shall uniformly apply this "rolling 12-month period measured backward" to all employees. Any change to the District's selected application year shall be made consistently with FMLA standards.

~~Milford School District reserves all rights under FMLA and other leave laws, and counts available FMLA leave using the rolling calendar basis. This is measured backward from the date an employee uses any FMLA leave.~~

The District reserves all rights to revise or rescind this Section of the Policy if the Department of Labor, Division of Paid Leave, amends its regulations or if 19 Del. Admin Code §1401 et. Seq. is repealed. Theis Paid Leave Section of the Policy shall take effect on January 1, 2026.

Milford School District counts FMLA leave concurrently with paid ~~parental~~ leave, meaning that used FMLA leave, which is unpaid, will be paid to the extent there is available leave days, which will reduce the leave balance, to the extent permitted by law. It is the employee's responsibility to notify a supervisor or the Chief ~~Financial~~ **Operating** Officer of absences that may be covered by FMLA.

The need to take non-emergency leave should generally be requested at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, notice should be given as soon as possible (or by a representative if the employee is incapacitated), and the application form should be completed as soon as practical.

Failure to provide adequate notice or documentation may result in a delay or denial of the leave. The employee must provide sufficient information regarding the reason for an absence for Milford School District to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against the employee's record for purposes of discipline for attendance or similar matters. All absence procedures must be followed unless otherwise preapproved.

This policy is separate from any policy or guidance related to the State of Delaware Paid Family Leave Act. **If an employee has questions regarding FMLA, they should contact the Chief ~~Financial~~ Operating Officer or the Finance and Benefits department.**

ADOPTED: 12/19/94

AMENDED: 8/25/03; 2/25/08; 4/27/09; 3/25/13; 2/19/19; **1/21/25**

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4339

PAID LEAVE FOR BIRTH OR ADOPTION OF A CHILD

I. Purpose

The purpose of this policy is to provide guidelines under which ~~full-time eligible~~ employees may exercise their right to take paid leave upon the birth or adoption of a child pursuant to Section 1333 of Title 14 of the Delaware ("Section 1333").

II. Definitions

- A. **Full-time Eligible employee** means a full-time ~~or part-time State pension~~ ~~eligible~~ employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months in a 9-month, 10-month, 11-month, or 12-month position requiring ~~30~~ 25 or more hours of work during a standard workweek ~~and 1250 hours in the past 12 months.~~
- B. **12 weeks of paid leave** means 12 workweeks, interpreted as 60 workdays.
- C. **The District** refers to the Milford School District.
- D. **Intermittent leave** is leave taken in separate blocks of time due to a single qualifying reason. If an employee works less than 12 months in a year, paid leave taken for a period ending at the end of a school year and resuming at the beginning of the following school year if leave is taken consecutively rather than intermittently.
- E. **Reduced leave schedule** is a leave schedule that reduces an employee's usual number of working hours per workweek, or per workday.

F. **Paid leave** refers to the paid leave taken pursuant to Section 1333(a).

G. **Parent** means legal parent as evidenced by birth certificate, adoption documents, court order, or other legal documents.

H. **Multiple births/adoptions** mean more than one child is born from the same pregnancy, or more than 1 child who is 6 years old or younger adopted through the same adoption process, or on the same date.

I. **FMLA** refers to the Family Medical Leave Act.

J. **STD** refers to Short Term Disability.

K. **Written notice** means written notice to the District's Human Resources Department.

### III. **Paid Leave Entitlement**

A. An ~~eligible full-time~~ employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months immediately prior to the date of birth or adoption (see definition of "full-time employee" in Section II.A.) shall be entitled to 12 weeks of paid leave upon the birth of a child of the employee, or upon adoption by the employee of a child who is 6 years old or younger.

~~The birth of a child, or adoption of a child, must occur on or after April 1, 2019.~~ Multiple births/adoptions do not increase the length of paid leave.

B. Paid leave is for the purpose of caring for and bonding with the child. If the employee is not caring for and bonding with the child, the employee is not eligible for paid leave. If, for whatever reason, the child is no longer in the care of the employee, the paid leave shall terminate.

C. The entitlement to paid leave shall expire at the end of the 12-month period beginning on the date of the birth or adoption creating the entitlement to paid leave. If, for example, an employee entitled to paid leave takes 6 weeks of paid leave during this 12-month period, there will be no entitlement to take the remaining 6 weeks of paid leave subsequent to the expiration of the 12-month period following the birth or adoption creating the entitlement to paid leave. If an employee receiving paid leave terminates employment prior to the end of the 12-month period, there shall be no payment for unused paid leave.

D. Paid leave cannot be taken on an intermittent basis or be used to create a reduced leave schedule. Paid leave must be taken for a continuous block of time up to a maximum of 60 workdays.

E. If two District employees are eligible for paid leave for the same birth or adoption, each of the employees is eligible for 60 workdays of paid leave. Paid leave for the employees ends at the expiration of the 12-month period beginning on the date of the birth or adoption.

#### **IV. Right to Use Accumulated Sick Leave**

A. Employees who are not eligible for paid parental leave may use accumulated sick leave upon the birth or adoption of a child pursuant to Section 1333(c). Employees eligible for paid parental leave cannot use accumulated sick leave to extend paid leave upon the birth or adoption of a child beyond the 60 workdays of paid parental leave provided by Section 1333(a).

#### **V. Impact on FMLA Leave Entitlement and STD**

The use of paid leave, or the use of accumulated sick leave under § 1333(c), shall run concurrently with FMLA leave, and STD. If, for example, a full-time employee uses 60 workdays of paid leave, the use of the 60 workdays of paid leave will also result in the use of 60 workdays of FMLA leave. When the use of paid leave runs concurrently with STD, STD shall pay 75% of the employee's salary, and paid leave shall pay 25% of the employee's salary.

## **VI. Notice and Certification**

A. If an employee intends to take paid leave upon the birth of the employee's child, the employee shall provide the District written notice of intent to take paid leave at least 30 days in advance of the expected date of birth. If an employee intends to take paid leave based upon the adoption of a child, the employee must provide written notice of intent to take paid leave at least 30 days in advance of the adoption if the date of the adoption is foreseeable. If the date of the adoption is not foreseeable, the employee shall provide the District written notice of the date of adoption as soon as practicable.

B. If an employee requests paid leave based upon the birth or adoption of a child, the employee shall provide documentation of the birth or adoption within 30 days of the birth or adoption, or as soon as documentation is available. The name of a legal parent must appear on the birth certificate, a legal document establishing paternity, or a legal document establishing adoption. Situations where a legal document cannot be provided at the time of birth or adoption, or within a reasonable time, thereafter, will be considered on a case-by-case basis. Legal documents considered include a report of birth, a birth certificate, and an adoption order. The documents provided shall show the date of the birth or adoption age of the adopted child, and name of the parent(s). An



employee's stepchild is not the child of the employee unless the employee adopts the stepchild.

**VII. Amendment or Repeal of Section 1333**

The Board reserves the right to revise or rescind this policy. If Section 1333 is amended, the policy will be revised to conform the policy to the amendment. If Section 1333 is repealed, this policy is null and void.

**VIII. ~~Effective Date~~**

~~———— This policy takes effect on April 1, 2019.~~

ADOPTED: 2/19/19

REVISED: 10/21/19, 1/21/25

## CURRICULUM DEVELOPMENT POLICY

### GUIDING PRINCIPLES

This district shall conduct a **regular review of instructional materials as necessary to assess the efficacy of the curriculum. Through constant evaluation and reevaluation, the district can ensure that all curriculum is standards-aligned, responsive, and meets the needs of all learners.** ~~and/or replacement of textbooks, instructional materials, lab equipment, and computers at least every five (5) years.~~

Curriculum development will include **All instructional materials will be selected in accordance with:**

- ~~• Broad-based representation and involvement of all teachers in the program development and may include parents, students and other community groups.~~
- ~~• Continuous program improvement through evaluating, modifying and changing based on assessment data.~~
- **Applicable state and federal laws.**
- **Professional learning** ~~Staff development~~ focusing on **state standards**, analysis of student assessment data and the appropriate application of ~~new evidence-based~~ instructional strategies.
- Instruction that is developmentally appropriate, student-centered and research-based.
- An appropriate and embedded assessment system to be implemented by all teachers involved with the curricular program.
- Implementation of integrated/interdisciplinary instruction where appropriate.
- Universal utilization of technology supports where adopted as part of the program.
- Technology resources (including staff development, hardware, and software) will be focused, as part of the curricular adoption (not as add-ons).

## PROCESS COMPONENTS

### IDENTIFYING AND ASSESSING NEEDS:

1. The administration will first review student data to determine if there is a need for instructional materials updates. When the administration determines there is a need, they will define direction and procedure parameters for the committee.
2. Instructional materials review will include representation and involvement from multiple stakeholder groups; to include teachers, administrators and may include parents, students and other community groups as appropriate. A formally appointed curricular committee will conduct the process. All schools and grade clusters relevant to program area will be represented on the committee.
3. The strengths and weaknesses of the current program will be evaluated. This will include consideration of data results. A needs analysis will be completed to determine parameters for which instructional materials will be reviewed.

### ESTABLISHING CRITERIA:

4. Program criteria will be established, taking into consideration using research, and professional literature, national trends, state standards/assessment, district assessments, and instructional technology. and the recommendations of other professional educational organizations. State standards and the assessment system, as well as a district assessment system, Research-based evidence will be the key foundational pieces for the curricular instructional material review and adoption.
5. The focus for the district instructional assessment system is the state content standards, not the instructional resources (such as textbooks) or district objectives. Prior to curriculum selection screening, piloting or selecting textbooks or other instructional resources, the assessment system for that content area must be defined and fully developed such that the instructional materials are fully aligned to the state content standards and district assessment system. The assessment system should be supported by technology. so that labor is reduced and analysis of data is enhanced.
6. Technological resource requirements will be considered, so that the infusion of technology into instruction is appropriate. and existing technology is emphasized. The Loti classification system may be used as one of sources of information for making decisions regarding the adoption and purchase of technology.
7. A plan for the development of reporting student progress, promotion, and graduation issues will be a part of the curriculum development process.

8. The ~~committee~~ curriculum department will create a staff development plan. ~~for: a) the committee; b) the pilot teachers; c) all staff.~~
9. The instructional approach must be student-centered and activity-based.
10. The curriculum ~~being developed must~~ should articulate with other grade levels and subject areas, as appropriate.

### PILOTING AND INITIAL IMPLEMENTATION

11. When a pilot is necessary, it must be developed, implemented, and evaluated including opportunities for teachers and ~~parents~~ stakeholders to observe and understand the new approaches. The structure and organization of the pilot should be designed by the curriculum department ~~curricular review committee~~. It should include an appropriate number of teachers ~~at the necessary schooling levels. It may be linked with the development of units as they are completed.~~ Professional development will be provided to the pilot teachers, ~~as needed~~. Evaluation of the pilot must be linked with the assessment system.
12. ~~If not selected from existing published programs, the curriculum must be written using the district standardized unit format.~~
13. ~~All teachers who will be using the new/revised curriculum must have an opportunity to review and make recommendations for modification, if needed.~~
14. ~~Committee will make modifications based on the evaluation of pilot experiences.~~
15. ~~Presentation of the program will be made to all teachers for their approval.~~
16. The final curriculum will be presented to the school board for adoption. The committee and administration will consider opportunities to inform the community and strengthen support for the adopted instructional program as an enhancement of the district's strategic plan ~~mission and goals~~.
17. As part of the full implementation process, the administration and committee conduct professional development for all involved staff. All involved teachers are required to teach the adopted program and to participate fully in the staff development.
18. ~~The administration and committee will meet and confer periodically to check progress, share experiences and outcomes, address questions and concerns, and make changes as needed based on student assessment data.~~