

June 27, 2025, Time Stamped: 3:00 PM
Repost: July 7, 2025, Time Stamped: 10:00 AM

**AGENDA FOR MONDAY, JULY 7, 2025, AT 6:00 PM
REORGANIZATION AND REGULAR BOARD MEETING**

The Milford Board of Education will hold this meeting electronically and in-person in the Dr. Gerald W. Thompson Center of Performing Arts (Milford High School Auditorium), 1019 N. Walnut Street, Milford. 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=m80cc9295fb46725fad46b7b4c56defb2>

Webinar Number: 2620 065 9136

Webinar Password: MHf9UYkqS88 (64398957 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:** 262 006 59136

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 Member(s)**
- 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. **President Appoints Executive Secretary as Temporary Chairperson of the New Board** (to take over after 2024-2025 Board is adjourned.)

7. **President requests a Motion to Adjourn 2024-2025 Board** **Action Item**

Procedure:

A. Motion: I move that the 2024-2025 Milford Board of Education be Adjourned Sine Die.

B. Second to motion required.

C. Vote: All those in favor signifying by saying aye

D. **If adopted, the President announces: “The 2024-2025 Milford Board of Education is Sine Die.”**

8. **Executive Secretary Calls the 2025-2026 Milford Board of Education to Order**

9. **Roll Call**

___ **Mr. Matthew Bucher**

___ **Mr. Scott Fitzgerald**

___ **Dr. Adam Brownstein**

___ **Mrs. Jennifer Massotti**

___ **Mrs. Ashlee Connell**

___ **Ms. Yanelle Powell**

___ **Mr. Victor “Butch” Elzey**

10. **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.

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

A. If one nominee – voice vote

1. If unanimous “yes”, Chairperson declares results.

2. If not unanimous, Chairperson calls for roll call vote, announces count, and declares winner (If majority of 4).

B. If more than one nominee, Chairperson calls for roll call vote, announces count, and declares winner (If majority of 4).

C. If no one received four (4) votes, call for another roll call vote.

12. **Newly Elected President Assumes Office**

13. **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.

14. **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.
- C. If no one received four (4) votes, Executive Secretary calls for another roll call vote.

15. President, On Behalf of Board, Designates Mr. Travis Moorman, Superintendent, as Executive Secretary of The Milford Board of Education for 2025-2026 School Year

16. Approval of Minutes

- A. Regular Meeting Minutes for June 16, 2025, Action Item

17. Adjournment to Executive Session Action Item 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.

18. Return to Open Session (anticipated at 7:00 pm) Action Item

19. Public Comment

20. Superintendent Report – Mr. Travis Moorman

21. Academic Excellence – Dr. Jennifer Hallman

- A. Field Trips Action Item
- B. School Climate and Culture update: Dr. Weller

22. Building Our Future – Mr. Scott Kessel

- A. 2025 Tax Warrants for Kent and Sussex County Action Item
- B. Construction Change Orders Action Item

23. Empowering and Investing in Our People – Dr. Laura Bond

- A. Personnel Action Item

24. 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 Policy
1. Revised Board Policy 4303(a) – Local Salary Supplement: Maintenance
 2. Revised Board Policy 4303(b) – Local Salary Supplement: Chief Custodians
 3. Revised Board Policy 4339 - Paid Leave for Birth or Adoption of a Child
- C. Introduction of New Board Policy
1. New Board Policy 5406 – Gun Free School Act Weapons Policy - Read Only

25. Adjournment Action Item



**MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
June 16, 2025**

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

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 6:00 PM on Monday evening, May 19, 2025

PLEDGE OF ALLEGIANCE

Mr. Scott Fitzgerald led everyone in reciting the Pledge of Allegiance

APPROVAL OF MINUTES

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the Regular Meeting Minutes for May 19, 2025, and May 30, 2025, **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey to adjourn into Executive Session at 6:04 PM. **Motion passed unanimously.** While the board members were in executive session, Dr. Bridget Chaves announced that the students present at the meeting would be presented their awards and photos. Dr. Bobbie Kilgore was called upon to present the awards to the students. The students received their awards and had photos taken with their principal.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey to adjourn Executive Session and return to Open Session at 7:50 PM. **Motion passed unanimously.**

CHANGES TO AGENDA

As a result of no Field Trips being presented to the board, Item 10A on the agenda was deleted. An additional item 11.5 was added to the agenda to adjourn to Executive Session #2.

PUBLIC COMMENT

No Public Comments were made.

SUPERINTENDENT'S REPORT

Dr. Bridget Chaves thanked the Milford Central Academy for hosting the board meeting. She thanked the parents and students who came out to receive rewards. Dr. Chaves proceeded to recognize staff members by presenting staff awards. The staff awards ranged from excellence in service to teacher of the year. Mrs. Jean Wylie was recognized for her 50 plus years of service to the Milford School District and specifically her five years of service as a Milford School District Board Member. She was presented with a plaque. Mrs. Jean Wylie gave remarks. She encouraged everyone to work together regardless of the challenges, which are to be expected. She inspired each one to put in the work and to continue to chart the course to excellence.

ACADEMIC EXCELLENCE:

Field Trip Approvals were deleted from the agenda. No Field Trips to review for the month of June. Dr. Jessica Weller presented the school climate and culture. Dr. Jessica Weller stated that there is ongoing training taking place with her security staff. Security Officers are currently taking a class in crisis management and first responder procedures.

BUILDING OUR FUTURE: Mr. Scott Kessel

Monthly Revenue, Expenditure and Major Capital Reports as of May 31, 2025

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey to approve monthly revenue, expenditures, and major capital reports presented. **Motion passed unanimously.**

Preliminary FY2026 Revenue and Expenditure budget

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Dr. Adam Brownstein to approve the Preliminary FY2026 Revenue and Expenditure budget as presented to the board. **Motion passed unanimously.**

2025-2026 Waiver of Opportunity Fund Allocation Requirements MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the 2025-2026 Waiver of Opportunity. **Motion passed unanimously.**

Construction Change Orders

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to accept Change Orders as presented. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION #2

MOTION MADE BY MR. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to adjourn into Executive Session #2 at 8:10 PM. **Motion passed unanimously.**

9:00 PM Mrs. Ashlee Connell left the meeting.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Jean Wylie to adjourn Executive Session and return to Open Session at 9:11 PM. **Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE report given by Ms. Laura Manges

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Jean Wylie to accept the Personnel Report #1. Mr. Scott Fitzgerald, Board President announced the selection of the new superintendent. He stated that the decision was not made lightly. There was considerable time and effort invested in the decision. Mr. Travis Moorman was named as the new Milford School District Superintendent. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti** to accept personnel report #2, the selection of the new superintendent, Travis Moorman. **Motion passed unanimously.**

BOARD DISCUSSION

A. DSBA UPDATES

Mr. Matt Bucher stated he was reelected as legislative chair. No additional DSBA reports were given.

B. Recommended Revised Board Policies for Action

- It was discussed that Board Policy 6111 be tabled until the new Academic Director is in place. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey** to table the vote on Policy 6111 until the July 7, 2025, Board Meeting. **Motion passed unanimously.**
- Board Policy 4302(c) Local Salary Supplement: Technology Specialists was revised to reflect an updated salary change **MOTION MADE BY Mr. Matt Bucher/ SECONDED BY Mrs. Jennifer Masotti** to accept the changes made to Policy 4302(c) and approve. **Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY Mrs. Massotti / SECONDED BY Mr. Butch Elzey that the Regular Meeting of the Milford Board of Education held on Monday June 16, 2025, adjourned @ 9:20 PM

BOARD AGENDA #1

June 16, 2025

PERSONNEL REPORT – *Action Item*

NOTICE OF TERMINATION – PARAPROFESSIONAL **CASE NO. 25-0616-14**

RECOMMEND FOR ADMINISTRATIVE TRANSFER*

KILGORE, Bobbie

District – From Supervisor of Instruction to Director of Student Learning

Effective: July 1, 2025

RECOMMEND FOR EMPLOYMENT – PERMANENT CONTRACT*

GRACE, Helena

Morris – Music Teacher

Effective: August 18, 2025

FULLERTON, Molly

Middle – Music Teacher

Effective: August 18, 2025

BUTTERFIELD, Lauren

Ross – Elementary Teacher

Effective: August 18, 2025

DUPICHE, Juliann

Ross- Elementary Teacher

Effective: August 18, 2025

MCEVOY, Samantha

High - English Language Arts

Effective: August 18, 2025

CAVERLY, Ashley

High/Central - Special Education Teacher - ABA Secondary Program

Effective: August 18, 2025

BROOME, Justin

High/Central - Special Education Teacher - ILC Secondary Program

Effective: August 18, 2025

TAYLOR, Rebekah

High - Health and Physical Education Teacher

Effective: August 18, 2025

PERRY, Austun

High - Special Education Teacher

Effective: August 18, 2025

RECOMMEND FOR EMPLOYMENT*

RICHARDSON, Gabriel

District - Technology Summer Intern

Effective: TBD

REED, Braedon
District - Technology Summer Intern
Effective: TBD

TRANSFER

ROBERTS, Justice
From Central Science Teacher to High Science Teacher
Effective: August 18, 2025

BAKER, David
From Child Nutrition Assistant Cafeteria Manager (10 month) to District Child Nutrition Operations Manager (12 month)
Effective: July 1, 2025

WARD, Brandy
From Central Special Education Teacher to High/Central Special Education Teacher - ABA Secondary Program
Effective: August 18, 2025

JULIUS, Michael
From High Special Education Teacher to High/Central Special Education Teacher - ILC Secondary Program
Effective: August 18, 2025

WEILER, Amy
From Mispillion Library Media Specialist to District Library Media Specialist
Effective: August 18, 2025

RESIGNATION

WHITE, Leona
Central – Girls Basketball Head Coach
Effective: June 3, 2025

LYNCH, Kate
High – Career and College Counselor
Effective: July 3, 2025
Service to MSD: 14 years

COOK, Andrea
High – Math Teacher
Effective: July 31, 2025
Service to MSD: 2 years

SANTOS, Angela
High - Full-Time Educational Support Paraprofessional
Effective: June 30, 2025
Service to MSD: 1 year

ATEN, Olivia
Central - Agriscience Teacher
Effective: August 8, 2025
Service to MSD: 6 years

JONES, Ashlee
Mispillion - Special Education Teacher
Effective: June 30, 2025

Service to MSD: 1 year

SMITH, Amaya

Ross - Part-Time Educational Support Paraprofessional

Effective: June 30, 2025

Service to MSD: 2 years

WALLS, Caitlyn

Banneker - Full-Time Educational Support Paraprofessional

Effective: July 11, 2025

Service to MSD: 2 years

SMITH, Sharone

Morris - Full-Time Educational Support Paraprofessional

Effective: June 30, 2025

Service to MSD: 6 years

RECOMMEND FOR EMPLOYMENT – SUMMER PROGRAMMING*

Recommend for employment in summer school, contingent upon funding and enrollment

TEACHERS

SMITH, Paige

PARAPROFESSIONALS

NURSES

NASH, Ann-Marie

BOYD, Jane (NE)

CARABALLO, Kelly (NE)

WHITE, Yvonne

RECOMMEND FOR EMPLOYMENT COMPREHENSIVE INDUCTION COACHES

Induction Coordinator	BROOKS, Montessa
Lead Coach, High School	REED, Jessica
Lead Coach, Central	METZ, Trevor
Lead Coach, Middle	LOCKWOOD, Ashley
Lead Coach, Mispillion	ZEVENY, Toni
Lead Coach, Ross	DUFFY, Tenesha
Lead Coach, Banneker	HUDSON, Vicki
Lead Coach, Morris	ALLEN, Erika
Coach, High School	STUMP, Trina
Coach, Middle	WORLEY, Darren
Coach, Middle	SHARP, Kelly
Coach, Mispillion	HENRY, Jamie
Coach, Ross	LEE, Courtney
Coach, Banneker	LEYANNA, Candice
Coach, Banneker	TABORDA, April
Coach, Morris	LAYTON, Janelle

RECOMMEND FOR HIRE LIMITED CONTRACTS 2025-2026*

Morris	School Leadership Team, Pre-K	KRAJEWSKI, Amber
Morris	School Leadership Team, Grade K	SIMON, Sarah
Morris	School Leadership Team, Grade 1	STEIGERWALT, Alexandra
Morris	School Leadership Team, Literacy	LAYTON, Janelle
Morris	School Leadership Team, Spec Ed	CREAMER, Teri
Morris	School Leadership Team, Related Arts	TKACH, Christine

Milford School District
Regular Meeting.
June 16, 2025

Morris	School Leadership Team, At-Large	BEISAW, Ashleigh
Morris	School Leadership Team, At-Large	ALLEN, Erika
Middle	School Leadership Team, Grade 5	LOCKWOOD, Ashley
Middle	School Leadership Team, Grade 5	CRAIG-EVANS, Heather
Middle	School Leadership Team, Grade 6	CONAWAY, Jenna
Middle	School Leadership Team, Grade 6	DAVIS, Trisha
Middle	School Leadership Team, Literacy	VECCHIOLLI, Stephany
Middle	School Leadership Team, Spec Ed	FRENCH, Lauren
Middle	School Leadership Team, Related Arts	JOHNS, Marcy
Middle	School Leadership Team, At-Large	HOLLEGER, Carrie
Mispillion	School Leadership Team, Grade 2	REYNA, Yaritza
Mispillion	School Leadership Team, Grade 3	SCHOEPP, Catherine
Mispillion	School Leadership Team, Grade 4	SANCHEZ, Itzel
Mispillion	School Leadership Team, Literacy	BUCKSON, Krisanne
Mispillion	School Leadership Team, Spec Ed	BLIZZARD, Kristine
Mispillion	School Leadership Team, Related Arts	CAMPBELL, Vicki
Mispillion	School Leadership Team, At-Large	DILL, Diana
Mispillion	School Leadership Team, At-Large	WHITE, Alyssa

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

JUNE FIELD TRIP FORM

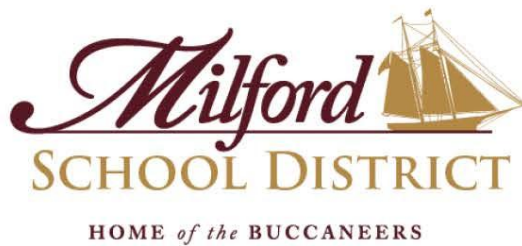
BOARD INFORMATION

Field Trip Name Purpose	Trip Date	Location	Trip Duration	Total Cost	Funding Source	School & Grade
Students will have the opportunity to perform at the adjudicated festival. The band and the choir will perform. Clinician will work with the students the day before the festival. Color Guard students will also work with clinicians. The student will spend time researching hisical history in Chicago.	April 16, 2025 - April 19, 2026	Magnificent Mile Chicago, IL	2 Days of school and 2 Days of the weekend	\$111,944.00	PTO	High School Grades 9-12



SCHOOL IMPROVEMENT PLAN

Presented By: Dr. Jessica Weller



July 7, 2025

ADMINISTRATION

Travis C. Moorman, M.Ed.
Superintendent

Tammy B. Smith, CPA, CFE
Chief Operating Officer

Laura Bond, Ed.D.
Director of Human Resources

Bobbie Kilgore, Ed.D.
Director of Student Learning

Jennifer Hallman, Ed.D.
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

Yanelle Powell

Mailing Address

906 Lakeview Avenue
Milford, DE 19963

Telephone

(302) 422-1600

Fax

(302) 422-1608

Website

www.milfordschooldistrict.org

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

Dear Ms. Bundeck:

On July 7, 2025, the Milford School District Board of Education approved the following tax rate for Fiscal Year 2026 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:

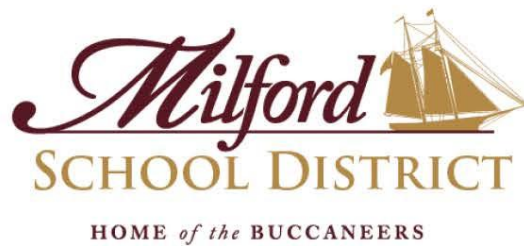
The tax rate of \$0.2633 per every one hundred dollars of assessed value.

TAX DISTRIBUTION	REAL
Local Operations	0.1929
Debt Service	0.0347
Tuition	0.0260
Match Tax	0.0097
Total	\$0.2633

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 7, 2025

ADMINISTRATION

Travis C. Moorman, M.Ed.
Superintendent

Tammy B. Smith, CPA, CFE
Chief Operating Officer

Laura Bond, Ed.D.
Director of Human Resources

Bobbie Kilgore, Ed.D.
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Jennifer Hallman, Ed.D.
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BOARD OF EDUCATION

Scott L. Fitzgerald
President

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Vice President

Adam S. Brownstein

Ashlee N. Connell

Victor C. Elzey

Jennifer L. Massotti

Yanelle Powell

Mailing Address

906 Lakeview Avenue
Milford, DE 19963

Telephone

(302) 422-1600

Fax

(302) 422-1608

Website

www.milfordschooldistrict.org

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

Dear Ms. Faucett:

On July 7, 2025, the Milford School District Board of Education approved the following tax rate for Fiscal Year 2026 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 \$0.2634 per everyone hundred dollars of assessed value.

TAX DISTRIBUTION	REAL
Local Operations	0.1885
Debt Service	0.0369
Tuition	0.0277
Match Tax	0.0103
Total	\$0.2634

SIGNED: _____
PRESIDENT, MILFORD BOARD OF EDUCATION

ATTEST: _____
CHIEF OPERATING OFFICER, MILFORD SCHOOL DISTRICT

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July 7, 2025

Contract Vendor	Change Order Number	Description	Change Order Amount	
Zack Excavating Inc	B@-06	Curb and sidewalk removal	\$	43,110.00
L. Wilson Masonry	B5-06	T&M work for patching	\$	12,651.00
Continental Electrical Services, LLC.	B19-15	Install motor starter in garage	\$	1,376.29
Continental Electrical Services, LLC.	B19-16	Overtime 6/27 high reach in gym	\$	2,816.00
TOTAL COST ADJUSTMENT			\$	59,953.29

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY 4303(a)
LOCAL SALARY SUPPLEMENT: MAINTENANCE
TWELVE MONTH EMPLOYEES

A maintenance employee who qualifies for the state 'skilled craftsman' designation shall receive an additional local annual stipend of ~~\$1,000~~ **\$1,500**

ADOPTED: 12/21/74; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/20/84; 8/19/85;
8/25/86; 7/11/88; 8/28/89; 10/23/89; 12/16/91; 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; 4/21/08 REVISED: 3/22/10; 6/20/11;
9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 9/17/18; **7/1/25**

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4303(b)

**LOCAL SALARY SUPPLEMENT: CHIEF CUSTODIAN
TWELVE-MONTH EMPLOYEES**

<u>EXPERIENCE</u>	<u>CHIEF CUSTODIAN</u>
0	10,650
1	10,863
2	11,080
3	11,302
4	11,528
5	11,758
6	11,993
7	12,233
8	12,478
9	12,727
10	13,257
11	13,517
12	13,781
13	14,052
14	14,327
15	15,118
16	15,552
17	15,552
18	15,552
19	15,552
20	15,552

Potential Performance Stipends Based Upon Evaluation

Chief Custodians Elementary	\$1,500 -1,750
Chief Custodians Middle School/High School	\$2,500 -2,750

ADOPTED: 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; 10/18/21; 7/11/22;
7/1/23; 7/1/24; 7/1/25

**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 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. **Eligible employee** means a full-time or part-time 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 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 work days.
- 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, is leave 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** means 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 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 ~~of a child~~ by the employee ~~of a child who is 6 years old or younger~~. 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 work days.

E. If two District employees are eligible for paid leave for the same birth or adoption, each of the employees is eligible for 60 work days 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 work days 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 work days of paid leave, the use of the 60 work days of paid leave will also result in the use of 60 work days 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.

ADOPTED: 2/19/19

REVISED: 10/21/19

Milford School District
Board Policy 5406
Gun Free Schools Act Weapons Policy

PURPOSE

To set forth a policy that establishes a gun free school zone in accordance with the Gun-Free Schools Act of 1994 (20 U.S.C. §7961) and 11 *Del. C.* §1457A.

DEFINITIONS

“Safe School Zone” Any building, structure, athletic field, sports stadium or real property owned, operated, leased or rented by the District; or any motor vehicle owned, operated, leased or rented by the District.

“Deadly Weapon” includes a firearm (any weapon from which a shot, projectile or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, whether operable or inoperable, loaded or unloaded. It does not include a BB gun), a bomb, a knife of any sort (other than an ordinary pocketknife carried in a closed position), switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain or ice pick or any “dangerous instrument” (any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury, or any disabling chemical spray or any electronic control devices including but not limited to a neuromuscular incapacitation device designed to incapacitate a person), which is used, or attempted to be used, to cause death or serious physical injury. For the purpose of this definition, an ordinary pocketknife shall be a folding knife having a blade not more than 3 inches in length.

“Firearm” is defined in Section 921 of Title 18, United States code.

"Gun Free Schools Violation" shall mean students are prohibited from bringing a Firearm into a Safe School Zone, or Possession of a Firearm while in a Safe School Zone.

POLICY STATEMENT

The Board of Education of the Milford School District (“Board”) supports Delaware’s establishment of a gun free school zone and prohibits possession of a Firearm or other Deadly Weapon while in or on a Safe School Zone in compliance with the Gun-Free Schools Act of 1994 and 11 *Del.C.* §1457A.

The District prohibits any person from bringing, possessing, or transferring a Firearm or

Deadly Weapon in a Safe School Zone, including those individuals who have a permit to carry a concealed weapon.

A student who is determined to have brought a Firearm to a Safe School Zone, or to have possessed a Firearm in a Safe School Zone, shall be expelled for a period of not less than 180 school days.

Pursuant to 11 *Del.C.* §1457A(f), modification to the expulsion requirement may be made on a case-by-case basis by the Board. Any modification to the expulsion requirement must be reported to the Delaware Department of Education.

All students shall receive a Student Handbook that contains this policy at the beginning of each school year, and whenever a student enters or re-enters the District during the school year, to be shared with their parent/guardian/custodial adult. This policy will be accessible on the District's website and a paper version can be requested from the front office in each school.

This policy shall apply to all students. Nothing in this policy shall alter the District's duties pursuant to the Individuals with Disabilities Education Act.

EXCEPTIONS

The following are exceptions to possession of a firearm while in a Safe School Zone:

- (1) Police officer
- (2) A constable employed by the District who is acting in an official capacity within a Safe School Zone.
- (3) An active-duty member of the United States Armed Forces or Delaware National Guard who is acting in an official capacity within a Safe School Zone.
- (4) A holder of a valid license to carry concealed deadly weapons issued by the Superior Court, but only if the firearm is in a motor vehicle.
- (5) Employees of the Department of Services for Children, Youth, and Their Families who are authorized by the Secretary of the Department to carry a firearm or projectile weapon while acting in the employee's official capacity.
- (6) Probation and parole officers acting within the officer's official capacity.
- (7) A qualified retired law-enforcement officer who is employed or contracted by the District to assist with security or investigations and who is acting in an official capacity within a Safe School Zone.