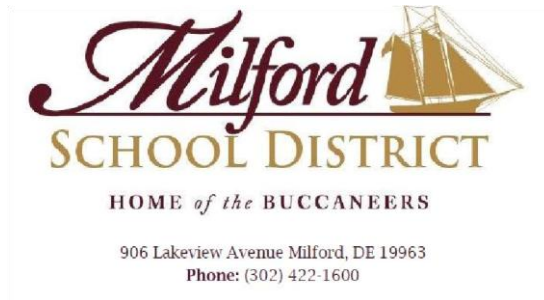




**AGENDA FOR MONDAY, SEPTEMBER 22, 2025, AT 7:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting electronically and in-person in the Milford Middle School Auditorium, 612 Lakeview Avenue, Milford, DE 19963.

Webinar topic:
Milford School District Board Meeting

Date and time:
Monday, September 22, 2025, 7:00 PM | (UTC-04:00) Eastern Time (US & Canada)

Join link:
<https://milford.webex.com/milford/j.php?MTID=m21a5f4b11742619f3fc9c584f3b4cda4>

Webinar number: 2630 506 2511

Webinar password:
inQbDhj8Z74 (46723458 when dialing from a phone or video system)

Join by phone +1-415-655-0001 US Toll Access code: 263 050 62511

1. **Call to Order by President**
2. **Swearing in of New Board Member Area C – Cynthia McKenzie Action Item**
3. **Adjournment to Executive Session Action Item**
 - A. Personnel
 - B. Student Discipline
 - C. Legal Matters
4. **Return to Open Session Action Item**
5. **Pledge of Allegiance**

6. Roll Call

_____ Mr. Scott Fitzgerald
_____ Mr. Matt Bucher
_____ Mrs. Ashlee Connell
_____ Mr. Victor “Butch” Elzey

_____ Mrs. Jennifer Massotti
_____ Mrs. Yanelle Powell
_____ Mrs. Cynthia McKenzie

7. Approval of Minutes

A. Regular Meeting Minutes from August 18 2025, [Action Item](#)

8. Changes to Agenda

9. Recognitions and Presentations

10. Public Comment

Members of the public that wish to address the Board in person must complete a request form that is available before each meeting. Anyone wishing to address the Board via our online meeting broadcast must submit a request to do so via the link below no later than 24 hours prior to each meeting. No personnel issues may be discussed, and names of Board members or District employees should not be used in public comment. Each person signed up will receive three (3) minutes to speak and this time is not transferable. Due to the number of business items that will be addressed during the course of the meeting on September 22, 2025, public comment will be limited to a period not exceeding 20 minutes and shall remain subject to MSD Policy 8503." [MSD Request for Online Public Comment](#)

11. Superintendent’s Report

12. Academic Excellence: Dr. Bobbie Kilgore

A. Field Trip Approvals [Action Item](#)

13. Building Our Future: Mrs. Tammy Smith

A. Bus Contract Changes [Action Item](#) Mr. Jon LoBiondo

B. Monthly Revenue, Expenditures, and Major Capital Reports as of August 31, 2025 [Action Item](#)

C. Construction Change Order Approvals [Action Item](#)

14. Empowering and Investing in our People: Dr. Laura Bond

A. Personnel [Action Item](#)

15. Board Discussion

A. DSBA Updates

B. Recommended Revised Draft Board Policies for Action

1. Policy 3303 - Student Fees – Child Nutrition Program Meal Price – Daily. (*First Read*) Ms. Ashleigh Ling
 2. Policy 6103 – Promotion and Diploma Requirements (*First Read*) Dr. Bobbie Kilgore
 3. Policy 6201 – Promotion Policy (*First Read*) Dr. Bobbie Kilgore
 4. Policy 6303 – Diploma Requirements (*Deletion First Read*) Dr. Bobbie Kilgore
 5. Policy 8503 – Public and Employee Participation at BOE Meetings (*First Read*) Mr. Travis Moorman
-
6. Policy 4309D Limited Contract Positions **Action Item** Dr. Laura Bond
 7. Policy - Policy Adoption, Review and Revision **Action Item** Mr. Travis Moorman
 8. Policy 8103 - Policy Absence **Action Item** Mr. Travis Moorman
 9. Policy 8104 – Board Member Compensation and Expenses **Action Item** Mr. Travis Moorman
 10. Policy 8204 – Student Representative to Board of Education **Action Item** Dr. Bobbie Kilgore

16. Adjournment **Action Item**

I do solemnly swear 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 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 a vote at the election at which I was elected to said office, so help me God (or I so affirm).



Milford School District
Regular Meeting.
August 18, 2025

**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING
August 18, 2025**

Board Members in Attendance	
Mr. Scott Fitzgerald	Mrs. Ashlee Connell
Mr. Matt Bucher	Mr. Victor “Butch” Elzey
Mrs. Jennifer Massotti	Mr. Travis Moorman, Executive Secretary
Ms. Yanelle Powell	

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 6:01 PM on Monday August 18, 2025, at the Milford High School, 1019 N. Walnut Street, Milford, DE 19963

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 accept the August 4, 2025, minutes as presented. **Motion passed with one abstention by Ms. Yanelle Powell.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti at 6:03 PM to adjourn to executive session. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Jennifer Massotti at to return to open session at 7:03 PM. Motion passed unanimously.

CHANGES TO AGENDA

One change was made to the agenda. Superintendent Travis Moorman proposed that 14C Revised Board Meeting Schedule be added.

PUBLIC COMMENT – Public comments were made by various community members expressing concern regarding policy 6111. Candidates for Area C Vacancy gave a five-minute presentation expressing their interest in being selected for the temporary position.

SUPERINTENDENT’S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last meeting. He stated that new hire orientation that took place. The Buccaneer Sports schedule was referenced and information about the upcoming school year was given. Parents and community members were directed to go to the website for updates and more information.

An Action was taken to fill the Board Vacancy took place for Area C. **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Jennifer Massotti Cyndi McKenzie be voted in to fill the Board Member vacant seat covering Area C. Motion passed unanimously.**

ACADEMIC EXCELLENCE

Academic Excellence report was given by Dr. Bobbie Kilgore. Dr. Kilgore presented student field trips for the board to review. **MOTION MADE BY Mrs. Jennifer Masotti / SECONDED BY Mrs. Ashley Connell to approve all field trips presented. Motion passed unanimously.**

BUILDING OUR FUTURE

Mrs. Tammy Smith presented Monthly Revenue, Expenditure and Major Capital Reports as of June 2025, and July 21, 2025, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve monthly revenue, expenditure, and major capital reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented the DDOE Financial Position Report as of July 1, 2025, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashley Connell to approve DDOE Financial Position Report. Motion passed unanimously.**

Mrs. Tammy Smith presented the construction change orders for approval. **MOTION MADE BY Mr. Matt Bucher/ SECONDED BY Mrs. Jennifer Massotti to approve all construction change orders presented. Motion passed unanimously.**

Mrs. Tammy Smith presented the Board Resolution: Certificate of Necessity Milford Senior High School and Elementary Renovations. **MOTION MADE BY Mrs. Ashley Connell / SECONDED BY Ms. Yanelle Powell to approve Board Resolution: Certificate of Necessity Milford Senior High School and Elementary Renovations as presented. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

Personnel report was presented by Dr. Laura Bond requesting report be accepted as presented in executive session. **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve the Personnel report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION: The DSBA had a monthly meeting at Surf and Turf in Milford Delaware. There were 30 in attendance. The following board policies were introduced as first reads: Policy 4309D – Limited Contract Positions, Policy Adoption – Review and Revision, Policy 8103 – Policy Absence Administration in the Absence of Policy, Policy 8104 – Board Member Compensation and Expenses. The following policies were voted on and approved by the board. Policy 4227 Use of Force **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Matt Bucher that Policy 4227 Use of Force be approved. Motion passed unanimously.**

Policy 6111 was brought to the board for approval. Board Member, Mr. Matt Bucher proposed changes to the policy A. Instructional Materials B. To delete Section B. Mr. Bucher explained that there was enough support for marginalized children and stated “we are trying to avoid adult centered behavior and remain student centered. **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Victor Butch Elzey that Policy 6111 be approved with the proposed changes from Mr. Bucher. Motion passed unanimously.**

Proposed change to agenda was presented by Superintendent Travis Moorman that the Executive Sessions of all board meetings moving forward begin at 5:30 PM instead of 7:00 PM and that the Public Session start at 6:00 PM as is. Board Meeting Locations will remain as previously approved. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Victor Butch Elzey that Executive Session begin at 5:30 PM with Public Meeting Session remain as started at 7:00 PM. Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Victor Butch Elzey that the Regular meeting of the Milford Board of Education held on Monday August 18, 2025, be adjourned at 8:06 PM. Motion passed unanimously.



Dear Ms. Parks,

It is our great honor to inform you that you have been selected as one of the three American Civic Education Teacher Award winners! Congratulations! Our 2025 ACETA honorees include:

- Shae Parks, U.S. government educator teaching in Milford, Delaware
- Robert Schulte, middle school civics educator teaching in Hamilton, New Jersey
- Phillip Wrigley, U.S. government educator teaching in Topeka, Kansas

The award sponsors from the Center on Representative Government at Indiana University, the National Education Association, and the Center for Civic Education faced a difficult yet rewarding task in reviewing the multitudes of nominations. Your submission was one of many applications reviewed by the selection committee, from which only three could be chosen. Your self-portrait stood out among a very competitive field and we are thrilled to be able to recognize the passion and expertise you bring to engaging your students in civic education on a daily basis.

All of the members of the selection committee agreed that reading the self-narratives and recommendations was an inspiring experience. It is clear that all of our educator applicants are individuals that place a priority on civic engagement as well as expanding their own personal and professional growth mindset. The country could do no better than to hold teachers like you in the highest esteem as models for all our children. You should be very proud of your accomplishments and this recognition - we know we are!

In addition to the honor of being named an ACETA winner, you will also enjoy a trip to the National Council for the Social Studies (NCSS) annual conference, participation in a NCSS panel presentation, be honored at the Civics Renewal Network reception and other NCSS events, an introduction during the Center's national Constitutional Day webinar, along with many other opportunities to share your professional journey and best practices with fellow educators throughout the year.

Our most timely tasks and calendar commitments for you to consider include:

- Complete our [Doodle poll for ACETA Winners' Meet & Greet](#) by August 18th
- August date TBD for our ACETA Winners' Meet & Greet zoom

- September 17, 2025 (6:45-8:15P ET): Teaching Excellence in Action: Constitution Day webinar
- December 5-7, 2025: NCSS annual conference in Washington, D.C. (travel, lodging & registration expenses included)
- Other opportunities to be added throughout the school year based on your availability

Please confirm that you are available to attend these events noted. We will be in touch with more specifics on building our press release announcement, collecting your headshot and coordinating travel arrangements. Our press release will launch in early September.

Again, please accept our congratulations. We are thrilled to call you one of the 2025 ACETA winners and look forward to continuing to collaborate with you throughout the 25-26 school year. We are grateful for your dedication to lifting up civic education for all our students!

Yours in service,

Elizabeth Osborn
Center on Representative Government
at Indiana University

Jennifer Locke
National Education
Association

Kelly Reichardt
Center for Civic
Education

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Kelly Reichardt, M.Ed.
Manager of Civic Learning and Curriculum
Center for Civic Education

Email: reichardt@civiced.org

Mobile: 443.695.4956

Online at:

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10th for School Board approval for the following school year)

Morris ☐

Bannaker ☐

Central Academy ☐

High School ☐

Mispillion ☐

Ross ☐

In-State ☐

Out-of-State ☐

Overnight ☐

DATE(S) OF TRIP: 9/19/2025
of School Days missed:

TRIP DESTINATION: Towson University

TEACHER(S): McPike

NUMBER OF STUDENTS: 20

CONTENT AREA/COURSE: Field Hockey

GRADE(S): 9-12

1. Instructional Unit Title: Watching 2 alumni players teams play against each other.

2. Dates of Instructional Unit: From: 12:30 pm To: 9:00 pm

3. Will technology be used in preparation for this trip? (Check One)

Internet Virtual Tour Research Video Software Other (specify)

n/a

4. Relationship of trip to instructional objective(s) (purpose of trip):

- team unity
- school spirit
- community pride
- exposure to college campus/collegiate extra curricular
- supporting two former alumni

Field Trip Cost

Transportation:

Meals:

Other expenses (explain):

Funding Used: MHSFH Boosters

Individual student expense:

n/a Total Cost

Closest Medical Facility (with address & phone #): Greater Baltimore Medical Center - 443-849-2000

Nurse Initials: _____

APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).

Comments:

PRINCIPAL'S SIGNATURE: _____

DIRECTOR'S SIGNATURE: _____

STUDENT'S SIGNATURE: _____

For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final list summary and detailed itinerary must be submitted 30 days prior to the trip.

12/19/16

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10th for School Board approval for the following school year)

Morris ☐ Bancker ☐ Central Academy ☐ High School ☒ Misspillion ☐ Ross ☐
In-State ☐ Out-of-State ☒ Overnight ☐

DATE(S) OF TRIP: 11/2/2025 # of School Days missed: 0		TRIP DESTINATION: Hersheypark Stadium		TEACHER(S): Brandon Mast	
NUMBER OF STUDENTS: 60		CONTENT AREAS: Marching Band, Band Front		GRADE(S): 9-12	
1. Instructional Unit Title: Atlantic Coast Championships 2. Dates of Instructional Unit: From: 5/8/2025 To: 11/7/2025 3. Will technology be used in preparation for this trip? (Check One) Internet ☒ Virtual Tour ☐ Research ☐ Video ☐ Software ☐ Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): This trip is to the Tournament of Bands Atlantic Coast Championships Marching Band Competition. Students will perform alongside other bands from close by and far away. We will receive feedback from judges who are certified through the National Judges Association.				Field Trip Cost Transportation: \$2,782.14 Meals: On their own Other expenses (explain): N/A Funding Used: Music Boosters Individual student expense: 0 \$2,782.14 Total Cost	
Closest Medical Facility (with address & phone #): UPMC Outpatient Center 121 Towne Square Dr. Hershey, PA 17033 (717) 231-8900 Nurse Initials: <u>AK</u>					
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:					
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> SPT'S SIGNATURE: <u>[Signature]</u> For all Out-of-State or overnight field trips, a group of students advances in a sequential activity such as a dance, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip. 12/19/16					

To the Milford Board of Education,

The transportation office is requesting the approval of the transfer of three vacated bus contracts to two current transportation contractors. In accordance with Policy 3401 B. Transfer of Transportation Contracts (Reference 14 Delaware Code §2908) The transfers requests are as follows.

1. RJK Transportation asks to acquire the contracts for bus #16 and bus #19. Bus #16 contract has been relinquished by Steven's Transportation. This was due to the lack of a driver for that route. Bus #19 contract has been relinquished by Young's Bus Service. Ms. Cassie Young retired from the transportation business.
2. Hill's Bus Service asks to acquire the contract for bus 20. This contract was relinquished by D&N Transportation. D&N Bus Service no longer employed a driver for this route.

During the initial phase of the process Hill's Bus Service and RJK Transportation were the only two current contractors who showed interest. During the second phase, each contractor created their own terms of agreement for the transfer. The current requests are a result of this process.

Both Hill's Bus Service and RJK Transportation are longstanding contractors for Milford School District utilizing 12 and 18 buses in our district respectively. Their decades of professional service to this district have made a seamless transition into the start of the year.

For your convenience is a clip of Board Policy 3401 B, pertaining to the "Transfer of Transportation Contracts". Also included are letters request from the current contractors pertaining to the contracts. Additional documentation can be provided upon your request.

We thank you for your consideration of this matter.

Regards,

Jon LoBiondo

Supervisor of Transportation

Milford School District.

B. Transfer of Transportation Contracts (Reference 14 Delaware Code §2908)

1. Transfers of public school transportation contracts shall comply with 14 Delaware Code, Section 2908, and procedures outlined by the State Board of Education. No contract shall be deemed effectively transferred until said transfer is approved by the Milford Board of Education and the State Board of Education.

2. Requirements and Procedures

(a) Transfer of school bus contracts from one contractor to another party is permitted under the following conditions.

(1) Proof of financial ability to acquire necessary equipment.

(2) Proof of insurability.

(3) Current Contractors, both under contract or providing independent services to children of the Milford School District -- Any contractors with two or more letters of warning or reprimand in the past five years, issued by the superintendent or assistant superintendent, are not eligible for consideration.

(4) Potential Contractors - The names, addresses and phone numbers of four business and personal references.

C. Contractor Expectations and Responsibilities:

1. Compliance with the District Discipline Code for Bus Transportation

2. Compliance with Delaware Code and DDOE Transportation Regulations

3. Drivers may be excluded from driving a school bus in the district for failing to comply with requirements and policies of the Milford School District, DDOE regulations and/or Delaware Code.

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of August 31, 2025
17% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2026 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	38,922,522.74	39,071,488.72	100.38%
Cafeteria Salaries	745,521.00	664,266.00	89.10%
Division II, All Other Costs	1,115,494.00	190,779.00	17.10%
Division II, All Other Costs - VOC	115,046.00	86,285.00	75.00%
Division II, Energy	847,099.00	762,389.00	90.00%
Division III, Equalization	6,138,589.00	5,464,856.00	89.02%
State Transportation	4,172,159.82	2,090,804.00	50.11%
Homeless Transportation	645,492.00	457,746.00	70.91%
Foster Care Transportation	191,196.00	120,598.00	63.08%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	151,760.58	136,585.00	90.00%
Drivers' Education	23,355.00	21,020.00	90.00%
Unique Alternatives	62,382.48	-	0.00%
Delaware Sustainment Fund	794,671.00	715,204.00	90.00%
Technology Block Grant	106,353.00	95,718.00	90.00%
World Language Expansion	125,575.18	-	0.00%
Education Opportunity Grant	2,584,339.84	1,297,950.00	50.22%
Education Opportunity Grant - Mental Health	463,657.00	227,170.00	49.00%
Student Success Block Grant - Reading	374,860.00	407,740.00	108.77%
Mental Health Block Grant Grades 9-12	455,213.00	271,919.00	59.73%
Substitute Reimbursement- Paid Parental Leave	60,662.75	63,672.00	104.96%
School Safety and Security	287,717.00	-	0.00%
CPR Instruction/Child Safety Awareness	1,050.72	9,046.00	860.93%
Athletic Trainer Block Grant	59,867.00	66,113.00	110.43%
Professional Development	-	21,041.00	
Minor Capital Improvements	838,454.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	59,284,038.11	52,243,389.72	88.12%
LOCAL FUNDS			
Current Expense (tax rate)	10,234,625.00	22,404.08	0.22%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,000,000.00	40,228.01	2.01%
Debt Service - County Impact Fees	92,500.00	-	0.00%
Tuition	1,500,000.00	3,199.18	0.21%
Minor Capital Improvements	558,969.00	792.01	0.14%
Interest	1,835,000.00	226,528.54	12.34%
Athletics	32,500.00	-	0.00%
CSCR	45,000.00	9,990.58	22.20%
Indirect Costs	75,000.00	13,399.40	17.87%
Cafeteria	2,700,000.00	110,516.34	4.09%
District Donations	98,500.00	175.00	0.18%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	-	-	
Net Choice Billings	(235,427.24)	-	0.00%
Net Charter Billings	(294,701.28)	-	0.00%
Tuition Billings	(2,100,000.00)	-	0.00%
Other Local Revenue	35,000.00	7,915.68	22.62%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	16,581,665.48	437,068.82	2.64%
FEDERAL FUNDS			
IDEA Part B	1,316,991.00	-	0.00%
IDEA - Preschool	58,767.00	-	0.00%
Title I	1,760,148.00	-	0.00%
Title II	340,367.00	-	0.00%
Title III English Acquisition	115,869.00	-	0.00%
Title IV	215,270.00	-	0.00%
Perkins	146,886.00	-	0.00%
Other federal revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,954,298.00	-	0.00%
GRAND TOTAL ALL FUNDS	79,820,001.59	52,680,458.54	66.00%

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of August 31, 2025
17% of the Fiscal Year completed

Operating Unit	Budget Line	Preliminary Budget			% Remaining	
		Amount	Encumbered	Expended	Budget Remaining	
9180668A	Benjamin Bancker Elementary School	\$ 52,240.00	176.55	3,789.42	\$ 48,274.03	92.41%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,490.00	4,704.51	7,404.32	\$ 42,381.17	77.78%
9180672A	Lulu M. Ross Elementary School	\$ 70,030.00	15,002.59	3,854.01	\$ 51,173.40	73.07%
9180673A	Mispillion Elementary School	\$ 61,840.00	7,472.44	1,674.40	\$ 52,693.16	85.21%
9180675A	Milford Central Academy	\$ 80,480.00	5,106.44	5,384.15	\$ 69,989.41	86.96%
9180676A	Milford Middle School	\$ 80,102.50	500.00	-	\$ 79,602.50	99.38%
9180678A	Milford Senior High School	\$ 174,850.00	17,513.40	17,371.63	\$ 139,964.97	80.05%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
	School Resource Officer	\$ 15,000.00	-	373.26	\$ 14,626.74	97.51%
99900100	Legal Services, Audit and Insurance Premiums	\$ 90,000.00	17,775.00	21,784.65	\$ 50,440.35	56.04%
99900300	District Expenditures	\$ 100,000.00	-	10,917.98	\$ 89,082.02	89.08%
	School Safety and Security	\$ 287,717.00	167,500.00	1,646.89	\$ 118,570.11	41.21%
	Public Relations and Communication	\$ 40,000.00	-	1,699.12	\$ 38,300.88	95.75%
	Copy Center (District Wide)	\$ 185,000.00	168,932.24	20,533.40	\$ (4,465.64)	-2.41%
99910100	Superintendent	\$ 1,500.00	-	525.00	\$ 975.00	65.00%
99920000	World Language Immersion (State Grant)	\$ 125,575.18	-	-	\$ 125,575.18	
	Student Success Block Grant (Reading)	\$ 374,860.00	-	-	\$ 374,860.00	100.00%
	Opportunity Grant Mental Health	\$ 918,870.00	-	-	\$ 918,870.00	100.00%
	Education Opportunity Grant	\$ 2,584,339.84	-	-	\$ 2,584,339.84	100.00%
	CPR Instruction (State)	\$ 1,050.72	-	-	\$ 1,050.72	100.00%
	Summer School	\$ 30,000.00	-	57,124.23	\$ (27,124.23)	-90.41%
	Translators	\$ 5,000.00	-	-	\$ 5,000.00	100.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 150,000.00	-	13,395.36	\$ 136,604.64	91.07%
99920700	Athletics - High School	\$ 220,000.00	17,523.00	25,252.33	\$ 177,224.67	80.56%
	Athletics - Middle Schools	\$ 46,500.00	-	4,511.85	\$ 41,988.15	90.30%
99920800	Driver's Education	\$ 23,355.00	-	1,300.98	\$ 22,054.02	94.43%
99930200	Tuition - Special Services	\$ 330,000.00	-	33,020.07	\$ 296,979.93	89.99%
	Tuition - Special Services - ILC	\$ 275,000.00	949.31	24,417.29	\$ 249,633.40	90.78%
	Unique Alternatives (State Funds)	\$ 62,382.48	-	-	\$ 62,382.48	100.00%
99930300	Special Services	\$ 59,500.00	5,143.90	1,914.72	\$ 52,441.38	88.14%
	Special Services - State Related Services	\$ 151,760.58	-	-	\$ 151,760.58	100.00%
99940100	Contingencies and One-Time Items	\$ 425,000.00	47,767.19	47,991.75	\$ 329,241.06	77.47%
99940200	Division I/Formula Salaries	\$ 39,043,052.49	-	6,610,065.93	\$ 32,432,986.56	83.07%
99940300	Division II - Vocational	\$ 115,046.00	-	-	\$ 115,046.00	100.00%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	2,056,796.15	\$ 11,052,166.79	84.31%
	Union agreed Limited Contracts	\$ 385,000.00	-	666.20	\$ 384,333.80	99.83%
99940500	Title I	\$ 1,760,148.00	-	-	\$ 1,760,148.00	100.00%
	Title II	\$ 340,367.00	-	-	\$ 340,367.00	100.00%
	Title III	\$ 115,869.00	-	-	\$ 115,869.00	100.00%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	100.00%
	IDEA Part B	\$ 1,316,991.00	-	-	\$ 1,316,991.00	100.00%
	IDEA Preschool	\$ 58,767.00	-	-	\$ 58,767.00	100.00%
	Perkins	\$ 146,886.00	-	-	\$ 146,886.00	100.00%
99940600	Insurance Expense	\$ 160,000.00	-	15,460.00	\$ 144,540.00	90.34%
99940700	District Donations	\$ 25,000.00	-	-	\$ 25,000.00	100.00%
99940810	Technology Equipment & Repair	\$ 286,500.00	16,463.67	43,936.07	\$ 226,100.26	78.92%
	Technology Block Grant	\$ 106,353.00	1,850.00	4,049.91	\$ 100,453.09	94.45%
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	\$ 12,500.00	549.43	777.22	\$ 11,173.35	89.39%
99960000	Child Nutrition Operations	\$ 2,700,000.00	901,828.93	496,103.50	\$ 1,302,067.57	48.22%
	Cafeteria Salaries	\$ 745,521.00	-	-	\$ 745,521.00	100.00%
99960100	Facilities Maintenance	\$ 100,000.00	612.32	10,176.74	\$ 89,210.94	89.21%
	Custodial Services and Supplies	\$ 165,000.00	-	30,308.09	\$ 134,691.91	81.63%
99960200	Operations and Utilities	\$ 356,500.00	12,648.57	72,549.63	\$ 271,301.80	76.10%
	Energy Division II	\$ 847,099.00	-	155.39	\$ 846,943.61	99.98%
99960300	State Transportation	\$ 4,172,159.82	-	-	\$ 4,172,159.82	100.00%
	State Homeless Transportation	\$ 645,492.00	-	-	\$ 645,492.00	100.00%
	State Foster Transportation	\$ 191,196.00	-	-	\$ 191,196.00	100.00%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 20,000.00	4,998.80	101.20	\$ 14,900.00	74.50%
	Local Homeless Transportation Match	\$ 71,721.33	-	-	\$ 71,721.33	100.00%
	Local Transportation Match	\$ 462,351.10	-	13,912.57	\$ 448,438.53	96.99%
Total Operating Budget		\$ 74,875,195.98	\$ 1,415,018.29	\$ 9,660,945.41	\$ 63,799,232.28	85.21%
99970000	Local Debt Service	\$ 2,050,844.57	-	83,161.44	\$ 1,967,683.13	95.95%
99970200	Minor Capital Improvements	\$ 1,397,423.00	-	-	\$ 1,397,423.00	100.00%
Total Capital Budget		\$ 3,448,267.57	\$ -	\$ 83,161.44	\$ 3,365,106.13	97.59%
Grand Total		\$ 78,323,463.55	\$ 1,415,018.29	\$ 9,744,106.85	\$ 67,164,338.41	85.75%

Note: Budgets are based on the 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		Orders	New Contract Total	Current Encumbrance	Expended to date	Contract Balance							
Construction																			
Zack Excavating Inc				B-1	677961	\$	3,495,949.00	\$	288,890.69	\$	3,784,839.69	\$	559,028.37	\$	3,225,811.32	\$	-	\$	3,784,839.69
Expense Reduction - CTF Funding (Zack Excavating)											(462,500.00)				(377,375.00)				(377,375.00)
Blue Heron Contracting Inc			650093	B-4	677958	\$	1,590,069.00	\$	10,420.00	\$	1,600,489.00	\$	40,012.26	\$	1,560,476.74	\$	-	\$	1,600,489.00
L. Wilson Masonry Inc			244015	B-5	677956	\$	2,960,000.00	\$	55,630.76	\$	3,015,630.76	\$	103,324.29	\$	2,912,306.47	\$	-	\$	3,015,630.76
Delmarva Veteran Builders LLC			317909	B-7	677955	\$	5,149,786.00	\$	(15,900.73)	\$	5,133,885.27	\$	1,601,293.43	\$	3,532,591.84	\$	-	\$	5,133,885.27
Quality Exteriors Inc			26893	B-8	677952	\$	2,324,188.00	\$	(49,800.00)	\$	2,274,388.00	\$	523,444.05	\$	1,750,943.95	\$	-	\$	2,274,388.00
Selma Inc DBA Salisbury Door & Hardware			28649	B-9	677948	\$	596,815.00	\$	-	\$	596,815.00	\$	35,365.00	\$	561,450.00	\$	-	\$	596,815.00
Walker & Laberge of Delaware Inc.			31519	B-10	677945	\$	2,172,000.00	\$	5,580.00	\$	2,177,580.00	\$	118,379.00	\$	2,059,201.00	\$	-	\$	2,177,580.00
Master Interiors Inc			26048	B-12	677943	\$	698,097.00	\$	8,407.89	\$	706,504.89	\$	61,925.25	\$	644,579.64	\$	-	\$	706,504.89
Jamestown Painting & Decorating Inc			26542	B-14	677941	\$	585,570.00	\$	47,538.75	\$	633,108.75	\$	222,434.42	\$	410,674.33	\$	-	\$	633,108.75
Modular Concepts Inc			26631	B-15	677940	\$	550,000.00	\$	934.00	\$	550,934.00	\$	73,183.75	\$	477,750.25	\$	-	\$	550,934.00
11400 Inc			137841	B-16	677938	\$	878,000.00	\$	-	\$	878,000.00	\$	54,065.00	\$	823,935.00	\$	-	\$	878,000.00
Ralph G. Degli Obizzi & Sons, Inc			24941	B-17	677936	\$	8,375,000.00	\$	108,771.95	\$	8,483,771.95	\$	450,584.28	\$	8,033,187.67	\$	-	\$	8,483,771.95
Bear Industires Inc			25487	B-18	677928	\$	879,150.00	\$	-	\$	879,150.00	\$	46,712.31	\$	832,437.69	\$	-	\$	879,150.00
Continental Electrical Services Inc			125778	B-19	677931	\$	4,015,000.00	\$	136,071.00	\$	4,151,071.00	\$	320,512.01	\$	3,830,558.99	\$	-	\$	4,151,071.00
Peninsula Acoustical Co. Inc.			24549	B-20	677925	\$	1,030,000.00	\$	146,640.85	\$	1,176,640.85	\$	145,152.95	\$	1,031,487.90	\$	-	\$	1,176,640.85
North East Contractors Inc			28982	B-11	678374	\$	4,140,000.00	\$	103,053.39	\$	4,243,053.39	\$	272,628.15	\$	3,970,425.24	\$	-	\$	4,243,053.39
RC Fabricators			26366	B-6	678391	\$	4,670,000.00	\$	-	\$	4,670,000.00	\$	167,937.50	\$	4,502,062.50	\$	-	\$	4,670,000.00
Flooring Solutions, Inc			28899	B-13	687909	\$	2,404,266.00	\$	5,218.90	\$	2,409,484.90	\$	237,372.89	\$	2,172,112.01	\$	-	\$	2,409,484.90
CM																			
Richard Y Johnson & Son Inc			24881		605301	\$	3,731,124.00	\$	344,598.67	\$	4,075,722.67	\$	256,345.49	\$	3,819,377.18	\$	-	\$	4,075,722.67
Architect																			
Buck Simpers Architect and Associates			25833		612154	\$	4,473,229.00	\$	-	\$	4,473,229.00	\$	329,361.67	\$	4,143,867.33	\$	-	\$	4,473,229.00
Environmental and Demo																			
DIS Associates			701815		664108	\$	1,296,787.00	\$	20,821.56	\$	1,317,608.56	\$	-	\$	1,317,608.56	\$	-	\$	1,317,608.56
Modulus LLC			671154		648148	\$	1,140,425.00	\$	-	\$	1,140,425.00	\$	-	\$	1,140,425.00	\$	-	\$	1,140,425.00
Other																			
G.A. Blanco (Furniture)						\$	1,761,836.54	\$	22,086.60	\$	1,783,923.14	\$	231,936.40	\$	1,551,986.74	\$	-	\$	1,783,923.14
Visual Sound				715486		\$	195,281.40	\$	-	\$	195,281.40	\$	1,060.00	\$	194,221.40	\$	-	\$	195,281.40
Dell (Student Devices)						\$	388,974.00	\$	2,730.00	\$	391,704.00	\$	-	\$	391,704.00	\$	-	\$	391,704.00
Technology Equipment and Consulting						\$	902,256.22	\$	-	\$	902,256.22	\$	74,689.72	\$	827,566.50	\$	-	\$	902,256.22
Cunningham Recreation/Playcore (Playground)						\$	507,951.00	\$	-	\$	507,951.00	\$	507,951.00	\$	-	\$	-	\$	507,951.00
A3 Communications (Advantech) Construction Funded				678196		\$	3,535,324.40	\$	20,120.00	\$	3,555,444.40	\$	482,889.40	\$	3,072,555.00	\$	-	\$	3,555,444.40
Magnum Electronics Radio Repeater				695443		\$	20,592.01	\$	-	\$	20,592.01	\$	9,863.00	\$	10,729.01	\$	-	\$	20,592.01
Department Equipment & Supplies				various		\$	696,435.52	\$	-	\$	696,435.52	\$	520,113.80	\$	176,321.72	\$	-	\$	696,435.52
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						\$	191,650.05	\$	-	\$	191,650.05	\$	-	\$	191,650.05	\$	-	\$	191,650.05
Total Project							\$65,569,357.79		\$1,261,814.28		\$66,368,672.07		\$7,447,565.39		\$59,006,231.68		\$	-	\$66,453,797.07

1.92%	Total Per DSC	\$ 7,447,565.39	\$ 59,006,231.68	\$ -	\$ 66,453,797.07
	Difference	\$ -	\$ -	\$ -	\$ -
					\$ 66,453,797.07
				Balance	\$ 5,816,702.93

REVENUE

FISCAL YEAR	BOND NO.	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
TOTAL REVENUE BUDGET				\$ 53,480,200.00	\$ 18,790,300.00	\$ 72,270,500.00

8/31/2025

September 22, 2025

Contract Vendor	Change Order Number	Description	Change Order Amount
Advantech		media center data drops	\$ 3,885.00
L. Wilson Masonry	B5-07	Area D work, including sills, repointing, cast stone entrance, and caulking	49,955.00
Master Interiors, Inc.	B12-02	time & material overtime - ceiling grids	12,117.60
Continental Electrical Services LLC	B19-18	time & material overtime - electrical work	13,113.75
Continental Electrical Services LLC	B19-19	supply and install 2 VFD drives for RF-1 and RF-2	8,827.81
Sallisbury Door & Hardware, Inc.	B9-01	cylindrical classroom lockset	700.00
TOTAL COST ADJUSTMENT			\$ 88,599.16

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3303

STUDENT FEES – CHILD NUTRITION PROGRAM

MEAL PRICE – DAILY

	Lunch	Breakfast
High School	\$0.00	\$0.00
<u>Middle School</u>	<u>\$0.00</u>	<u>\$0.00</u>
Central Academy	\$0.00	\$0.00
Elementary School	\$0.00	\$0.00

ADULT FEES – DAILY

	Lunch	Breakfast
All Schools	\$5.00 <u>\$5.50</u>	\$3.25

Ala carte prices are subject to change based on market prices.

Students purchasing a second breakfast will be charged \$2.50, and
Students purchasing a second complete lunch meal will be charged \$4.00.

APPROVED: 8/18/75; 9/20/76; 3/21/77; 7/24/78; 2/26/79; 2/23/81; 8/17/81; 8/16/82; 8/15/83;
8/9/85; 8/24/87; 7/10/89; 4/13/92; 4/26/93; 7/1/98; 4/26/04; 4/21/08

AMENDED: 8/22/11; 6/24/13; 7/15/13; 9/9/16; 11/20/17; 8/20/18; 9/21/20; 9/19/22; 9/18/23;
8/19/24; 9/11/2025

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6103

PROMOTION AND DIPLOMA REQUIREMENTS

Student grade placement in the Milford School District is based upon evaluation of each student's academic performance, with additional factors considered when necessary. The goal of the District is to ensure that students are placed in the most supportive environment for their continued growth.

When academic performance criteria for promotion are not met, each school will have a School Success Team chaired by the principal to evaluate the whole student. Other considerations may include attendance, standardized test results, teacher evaluations, social-emotional development, and intervention services. All promotion decisions will be made in consultation with the appropriate staff and the student's family, and in the best interest of the student's future success.

If a student is retained, an individual plan for support in the next school year will be developed by the School Success Team. In grades K - 8, efforts will be made to place the student with a new teacher or instructional team, unless otherwise agreed upon. In grades 9-12, course placement will reflect the student's plan for academic recovery and continued progress toward graduation.

Academic Criteria for Promotion

In Grades K–8, students will be promoted to the next grade level if they meet the minimum criteria of passing 3 of the 4 core subjects: English Language Arts, Mathematics, Science, and Social Studies. Of the three passed subjects, at least one must be English Language Arts and one must be Mathematics.

In Grades 9–12, students must earn a minimum number of credits each year to stay on track for graduation. Students must meet the following requirements to earn a Milford High School diploma:

Grade Level	Minimum Total Credits Earned for Promotion
9	6 Credits
10	12 Credits
11	18 Credits
12	24 Credits
Graduation Credit Requirements: English Language Arts – 4; Mathematics – 4; Science – 3; Social Studies – 3; Physical Education – 1; Health Education – 0.5; World Language – 2; Career Pathway – 3; Electives – 3.5	

Note to the Board: This policy is new and combines and replaces Board Policies 6201 and 6303 so that we have one policy for all grades. Policy number 6103 is a vacant policy number that can be used to number this new draft.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6201

PROMOTION POLICY

I. KINDERGARTEN THROUGH GRADE 2 STUDENT PLACEMENT AND/OR PROMOTION

Promotion will follow the procedure stated below:

Students are expected to perform in the regular curriculum on grade level.

The fundamental purpose of standards-based grading is to compare student performance to established levels of proficiency in knowledge, understanding and skills. The intent is to evaluate student work in relation to pre-established learning standards as indicated by the achievement scale listed below. The promotion of each student will be determined individually, and the decision to promote a student is made on the basis of multiple factors including progress toward meeting English language arts, math, social studies, science standards and school attendance. When a student does not meet the promotion criteria, the student will be retained or assigned remediation through interventions at the school administration's discretion. The school administration, in consultation with a student support team, may retain/place/promote a student under certain circumstances, including excessive absences.

1	2	3	4
Limited Progress Towards the Standard	Approaching the Standard	Meets the Standard	Exceeds the Standard
Attempts with minimal success	Can do but inconsistently	Can do consistently	Can do consistently above grade level

Promotion Requirements:

Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies.

II. GRADE 3 THROUGH GRADE 5 STUDENT PLACEMENT AND/OR PROMOTION

Students are expected to perform in the regular curriculum on grade level. There are grading standards for reading, math and writing at each grade level. The final grade is determined by an average of marking period report card grades. When a student does not meet the promotion

~~criteria, he/she will be retained or assigned remediation through interventions such as summer school, Multi-Tiered System of Supports (MTSS) or school tutoring, at the administration's discretion. The administration, in~~

~~consultation with a student support team, may promote or place a student under certain circumstances (i.e., IEP recommendation) and/or develop special unique alternative programs which are deemed to be in the best interest of the child, except where this is not allowed by state law. Likewise, the administration, in consultation with a student support team may retain a student who has been processed during the school year for truancy court due to excessive absences.~~

Promotion Requirements:

~~Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies~~

~~From 3rd to 4th, 4th to 5th, and 5th to 6th Grade:~~

~~Criteria:~~

- ~~a) English Language Arts: Final grade of "R" or higher or at the administration's discretion~~
- ~~b) Final grade of "D" or higher in core content courses: Mathematics, Science and Social Studies, or at administration's discretion.~~

III. GRADE 6 THROUGH GRADE 8 STUDENT PLACEMENT OR PROMOTION

~~Promotion will follow the procedure stated below:~~

~~Students are expected to perform in the regular curriculum on grade level. There are grading standards for English language arts, mathematics, science, and social studies at each grade level. The final grade is determined by an average of marking period report card grades. When a student does not meet the promotion criteria, the student will be retained or assigned remediation through interventions at the school administration's discretion. The school administration, in consultation with a student support team, may retain/place/promote a student under certain circumstances, including excessive absences.~~

Promotion Requirements:

~~Demonstrate evidence of consistent progress towards meeting grade level standards in English Language Arts, Mathematics, Science, and Social Studies:~~

~~From 6th to 7th, 7th to 8th and 8th to 9th Grade~~

~~Criteria:~~

- ~~(a) Final grade of "D" or higher in four core content courses: English Language Arts, Mathematics, Science and Social Studies, or at administration's discretion.~~

IV. SPECIAL POPULATIONS

~~Any student with an IEP, 504, or Multilingual Learner needs will continue to receive the accommodations for which they are eligible.~~

~~Teachers will continue to provide appropriate instructional supports and interventions.~~

~~Students will continue to receive quarterly progress updates which provide information pertaining to the progress made by students towards achieving their individual goals and objectives.~~

V. MINIMUM ENROLLMENT TIME

~~A. Kindergarten to Grade 5 – 6 years~~

~~B. 6 to 8 – 3 years~~

~~ADOPTED: 8/25/86; 7/20/87; 7/11/88; 6/26/89; 7/9/90; 7/1/91; 6/22/92; 7/12/93; 6/27/94; 6/26/95;
6/24/96; 6/24/97; 6/29/98; 6/14/99; 1/24/00; 11/26/01; 12/17/01; 11/18/02; 11/24/03; 5/24/04;
6/20/05; 8/28/06; 6/30/08; 1/26/09~~

~~REVISED: 4/26/10; 8/23/10, 4/29/14, 4/20/15, 8/22/22, 9/18/23~~

Note to Board: This policy is recommended to be removed from the policy manual as it has now been condensed and represented as the new Board Policy 6103 – Promotion and Diploma Requirements

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6303

DIPLOMA REQUIREMENTS

Graduates are required to earn:

1. ~~Minimum graduation credit requirements — 24 credits*~~
2. ~~English — 4 credits of required courses~~
3. ~~Social Studies — 3 credits of required courses. Students must earn a United States History credit as one of their Social Studies credits.~~
4. ~~Mathematics — 4 credits of required courses. One of the four credits must be in the student's senior year. Students must earn an Algebra II credit or Integrated Math III credit as one of their math credits, and complete Mathematics coursework that includes no less than the equivalent of the traditional requirements of Geometry, Algebra I and Algebra II.~~
5. ~~Science — 3 credits of required courses. Students must earn a Biology credit as one of their science credits.~~
6. ~~Physical Education — 1 credit of required courses~~
7. ~~Health Education — 1/2 credit of required courses~~
8. ~~World Language — 2 credits~~
9. ~~Career Pathway — 3 credits~~
10. ~~Electives — 3.5 credits~~

*~~*Options for awarding credit, modifications for transfer students and Diploma of Alternate Achievement Standards are included within Delaware Code Title 14, Regulation 505 High School Graduation Requirements and Diplomas~~*

~~Minimum Enrollment:~~ ~~Students must attend high school (grades 9-12) at least four full school years. During the senior year, students shall maintain a credit load each semester that earns the student at least a majority of credits that could be taken that semester. A student who transfers to Milford High School during their senior year must be enrolled throughout the end of the school year and meet the district's attendance requirements to be eligible for a high school diploma or alternate certificate. Any exceptions must be approved by the Superintendent or designee.~~

~~Course/Schedule Changes:~~ ~~Students are required to take a challenging Program of Study. Schedule changes may only be requested for academic and career choice reasons.~~

~~Adopted: 10/18/21~~

Note to Board: This policy is recommended to be removed from the policy manual as it has now been condensed and represented as the new Board Policy 6103 – Promotion and Diploma Requirements

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8503

PUBLIC AND EMPLOYEE PARTICIPATION
AT BOARD OF EDUCATION MEETINGS

The **Milford School Board of Education** recognizes its responsibility to hear from the public and its employees regarding their concerns. Therefore, a ~~Public-Comment~~ **public comment** period will be a standing agenda item on all school board meeting agendas. Since it is the Board's intent to complete meetings in a reasonable amount of time, **the Board will allot up to 20 minutes for the public comment period to be completed.** ~~the~~ The presiding officer is directed to enforce the following rules regarding public comment.

1. ~~Public Comment~~ **comment** is meant to be an opportunity to address the ~~board~~ **Board**. To comply with Sunshine Laws and FOIA rules, the public comment period is not to be ~~a~~ considered a conversation. The ~~board~~ **Board** will not respond to any comments made during the public comment period unless the topic is included in the meeting's agenda, and then only during the appropriate ~~board~~ **Board** discussion period.
2. A ~~sign-in-sheet~~ **form** will be made available before every regular meeting to request time to address the board. Requests should include the **full name and , address, and phone number** of the speaker along with the topic or concern. **A form to request public comment via each meeting's online broadcast will be made available through an electronic link found on each meeting agenda and on the Milford School District website. Any member of the public requesting to comment online must do so no later than 24 hours prior to each meeting and comply with guidelines included on the form.**
3. No personnel issues may be discussed in open session. Names of ~~personnel,~~ **board** ~~Board~~ members, ~~or any employees of Milford School~~ **the** District should not be used in ~~open session~~ **public comment**.

4. Each person signed up for public comment will receive three (3) minutes to speak. The three-minute time period is non-transferable. ~~The presiding officer may extend the time allotted at their discretion.~~

ADOPTED: 7/14/75

REVISED: 8/22/05; 10/21/24

**MILFORD SCHOOL DISTRICT
POLICY 4309D
LIMITED CONTRACT POSITIONS**

Limited contracts may not be added during the school year. In addition, new contracts require Superintendent discretion and subsequent Board approval prior to commencing.

Limited Contract Compensation Payment Schedule	
Athletics Categories	Instruction Categories
A - \$3,500.00	1 - \$2,500.00
B - \$2,500.00	2 - \$1,750.00
C - \$1,750.00	3 - \$1,250.00
D - \$1,250.00	4 - \$1,000
E - \$1,000	5 - \$750.00

- **Limited Contract for Athletics:** Add \$50 per year (no limit)
- **Limited Contract for Instruction:** Add \$50 per year (no limit)

District - Athletics

Role	Program	Category
Director	Athletics	A

District - Instruction

Role	Program	Category
Coordinator	Comprehensive Induction Program: Semester 1	1
Coordinator	Comprehensive Induction Program: Semester 2	1
Coordinator	Odyssey of the Mind: Elementary	5
Coordinator	Odyssey of the Mind: Secondary	5
Lead	School Counselor: Elementary	3
Lead	School Counselor: Secondary	3

High School – Athletics

Role	Program	Category
Coordinator	Athletics Events: Fall	D
Coordinator	Athletics Events: Spring	D
Coordinator	Athletics Events: Winter	D
Head Coach	Baseball	B
Assistant Coach	Baseball	D
Assistant Coach	Baseball: Junior Varsity	D
Head Coach	Basketball: Boys	B

Assistant Coach	Basketball: Boys	D
Assistant Coach	Basketball: Boys - Freshmen	D
Head Coach	Basketball: Girls	B
Assistant Coach	Basketball: Girls	D
Coach	Cheerleading: Fall	C
Coach	Cheerleading: Winter	C
Head Coach	Cross Country	B
Assistant Coach	Cross Country	D
Head Coach	Field Hockey	B
Assistant Coach	Field Hockey	D
Head Coach	Football	A
Assistant Coach	Football	D
Assistant Coach	Football	D
Assistant Coach	Football	D
Assistant Coach	Football	E
Assistant Coach	Football: Defensive Coordinator	B
Assistant Coach	Football: Offensive Coordinator	B
Head Coach	Golf	C
Head Coach	Lacrosse: Boys	B
Assistant Coach	Lacrosse: Boys	D
Head Coach	Lacrosse: Girls	B
Assistant Coach	Lacrosse: Girls	D
Head Coach	Soccer: Boys	B
Assistant Coach	Soccer: Boys	D
Head Coach	Soccer: Girls	B
Assistant Coach	Soccer: Girls	D
Head Coach	Softball: Girls	B
Assistant Coach	Softball: Girls	D
Assistant Coach	Softball Girls: Junior Varsity	D
Head Coach	Swim	B
Assistant Coach	Swim	D
Assistant Coach	Swim	D
Head Coach	Tennis: Boys	C

Assistant Coach	Tennis: Boys & Girls	E
Head Coach	Tennis: Girls	C
Head Coach	Track	B
Assistant Coach	Track	D
Assistant Coach	Track	D
Assistant Coach	Track	D
Head Coach	Track: Winter	C
Assistant Coach	Track: Winter	D
Assistant Coach	Track: Winter	D
Coach	Unified Basketball	D
Coach	Unified Track	D
Head Coach	Volleyball	B
Assistant Coach	Volleyball	D
Head Coach	Wrestling	B
Assistant Coach	Wrestling	D

High School – Instruction

Role	Program	Category
Coordinator	Advanced Placement	4
Director	Band	1
Assistant Director	Band	3
Coordinator	Band: Front Color Guard	5
Advisor	Business Professional of America (BPA)	4
Director	Chorus	2
Advisor	DECA	4
Advisor	Educators Rising	4
Advisor	FFA	4
Advisor	Freshman Class	4
Advisor	Health Occupations Student Association (HOSA)	4
Advisor	Homecoming	4
Advisor	Interact Club	3
Advisor	International Club	5
Advisor	Junior Class/Prom	3
Advisor	National Honor Society	4

Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: CTE	3
Member	School Leadership Team: Language Arts	3
Member	School Leadership Team: Mathematics	3
Member	School Leadership Team: Related Arts/Health/PE/Drivers' Ed	3
Member	School Leadership Team: Science	3
Member	School Leadership Team: Social Studies	3
Member	School Leadership Team: Special Education	3
Advisor	Senior Class	4
Advisor	Skills USA	4
Advisor	Sophomore Class	4
Advisor	Student Government Association (SGA)	3
Advisor	Technology Student Association (TSA)	4
Choreographer	Theatrical Choreography	3
Director	Theatrical Drama Musical	1
Technician	Theatrical Lighting	3
Conductor	Theatrical Pit Conductor	3
Producer	Theatrical Producer	3
Designer	Theatrical Stage/Set	3

Milford Central Academy – Athletics

Role	Program	Category
Coordinator	Athletics Event Coordinator: Fall	E
Coordinator	Athletics Event Coordinator: Spring	E
Coordinator	Athletics Event Coordinator: Winter	E
Head Coach	Baseball	C
Assistant Coach	Baseball	D
Head Coach	Basketball: Boys	C
Assistant Coach	Basketball: Boys	E
Head Coach	Basketball: Girls	C
Assistant Coach	Basketball: Girls	E

Coach	Cheerleading: Fall	E
Coach	Cheerleading: Winter	E
Head Coach	Cross Country	B
Head Coach	Field Hockey	C
Assistant Coach	Field Hockey	E
Head Coach	Football	B
Assistant Coach	Football	D
Assistant Coach	Football	D
Head Coach	Lacrosse: Boys	C
Head Coach	Soccer: Boys	C
Assistant Coach	Soccer: Boys	E
Head Coach	Soccer: Girls	C
Assistant Coach	Soccer: Girls	E
Head Coach	Softball: Girls	C
Assistant Coach	Softball: Girls	D
Head Coach	Track	C
Assistant Coach	Track	E
Assistant Coach	Track	E
Head Coach	Volleyball	C
Assistant Coach	Volleyball	E
Head Coach	Wrestling	C
Assistant Coach	Wrestling	E

Milford Central Academy – Instruction

Role	Program	Category
Director	Band	2
Advisor	Business Professional of America (BPA)	4
Director	Chorus	3
Advisor	FFA	4
Advisor	Health Occupations Student Association (HOSA)	4
Advisor	National Junior Honor Society	4
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3

Member	School Leadership Team: Language Arts	3
Member	School Leadership Team: Mathematics	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: Science	3
Member	School Leadership Team: Social Studies	3
Member	School Leadership Team: Special Education	3
Advisor	Student Council	4
Advisor	Technology Student Association (TSA)	4
Director	Theatrical	2
Assistant Director	Theatrical	3
Choreographer	Theatrical Choreography	3
Advisor	Yearbook	4

Milford Middle School

Role	Program	Category
Advisor	Girls on the Run	5
Advisor	Honor Society	4
Advisor	School Choice: Club	4
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: Grade 5	3
Member	School Leadership Team: Grade 5	3
Member	School Leadership Team: Grade 6	3
Member	School Leadership Team: Grade 6	3
Member	School Leadership Team Literacy Team (Reading/MLL)	3
Member	School Leadership Team Related Arts/Specialists	3
Member	School Leadership Team Special Education	3
Advisor	Student Council	4
Director	Theatrical	3
Advisor	Yearbook	4

Misphillion Elementary School and Ross Elementary School

Role	Program	Category
Advisor	Girls on the Run	5
Member	School Leadership Team: At-Large	3

Member	School Leadership Team: At-Large	3
Member	School Leadership Team: Grade 2	3
Member	School Leadership Team: Grade 3	3
Member	School Leadership Team: Grade 4	3
Member	School Leadership Team: Literacy Team (Reading/MLL)	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: Special Education	3
Advisor	Student Council	4
Advisor	Yearbook	4

Banneker Elementary School and Morris Elementary Early Childhood Center

Role	Program	Category
Member	School Leadership Team: PreK	3
Member	School Leadership Team: Grade K	3
Member	School Leadership Team: Grade 1	3
Member	School Leadership Team: Literacy Team (Reading/MLL)	3
Member	School Leadership Team: Special Education	3
Member	School Leadership Team: Related Arts/Specialists	3
Member	School Leadership Team: At-Large	3
Member	School Leadership Team: At-Large	3
Advisor	Yearbook	4

Updated on 9/17//2025

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

8103

Policy Adoption, Review and Revision

The Milford Board of Education is committed to governing the Milford School District through clearly written policies that reflect current law, best practices, and the values of the school community. The Board shall adopt all policies through a formal process that ensures public accountability, legal compliance, and stakeholder input. To maintain effective governance and ensure compliance with federal, state, and local laws and regulations, the Board shall engage in a continuous process of policy review and evaluation.

Policy Adoption Process:

1. Proposal and Drafting:

New policies or policy revisions may be proposed by a Board member, the Superintendent, district administrators, legal counsel, or through stakeholder input. The Superintendent or designee shall research the proposal, prepare a draft, and submit it to the Board Policy Committee for review.

2. Legal and Administrative Review:

All proposed policies shall be reviewed by appropriate administrative staff. Legal counsel shall review any policy with potential legal implications to ensure compliance with state and federal laws and regulations.

3. First Reading:

The proposed policy shall be presented to the full Board for a first reading during a regularly scheduled public Board meeting. No action will be taken at this stage unless an emergency or time-sensitive issue requires immediate adoption.

4. Public Input:

Between the first and second readings, the policy shall be made available for public review and comment. The Board encourages stakeholders to submit written or oral feedback.

5. Second Reading and Adoption:

The proposed policy, incorporating any revisions, shall be presented for a second reading and adoption at a subsequent public meeting. A majority vote of the Board is required for adoption.

6. Emergency Adoption:

In circumstances requiring immediate policy action, the Board may adopt a policy on first reading by a two-thirds vote. Such policies shall be reviewed through the standard process as soon as practical.

Policy Review Schedule:

1. Comprehensive Review Cycle:

The Board shall review each policy at least once every **five years**, or more frequently as necessary. A review calendar shall be maintained by the Superintendent or designee, ensuring all policies are systematically evaluated within the established timeframe.

2. Trigger-Based Review:

Policies shall also be reviewed and revised when:

- a. Changes occur in applicable laws or regulations.
- b. Judicial rulings or administrative decisions require modifications.
- c. The Board or Superintendent identifies operational or programmatic changes necessitating policy updates.
- d. Concerns or suggestions are raised by stakeholders, staff, or community members warranting policy reevaluation.

Evaluation and Revision Process:

1. Initial Review:

The Superintendent or designee shall conduct the initial review of policies and recommend revisions to the Board Policy Committee.

2. Board Policy Committee:

The Committee shall review proposed revisions with the opportunity to provide feedback and/or suggested changes prior to the presentation to the full Board.

3. Board Adoption:

Policy revisions or new policies shall be considered by the full Board in accordance with procedures outlined in this policy.

Publication and Dissemination:

Adopted policies shall be published on the district's website and made available in printed format upon request. Staff and stakeholders will be notified of changes that significantly impact operations or responsibilities.

Maintenance and Codification:

The Superintendent or designee is responsible for maintaining an up-to-date policy

manual, ensuring all adopted policies are organized, indexed, and accessible. Each policy shall include an adoption date and revision history.

Adopted: [Insert Date]

Amended: [Insert Date(s)]

Next Review Due: [Insert Date]

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

8103 8104

POLICY ABSENCE ADMINISTRATION IN THE ABSENCE OF POLICY

~~In situations where there is no clear Board policy, the superintendent shall act on behalf of the district. If the situation is deemed by the superintendent to be of sufficient magnitude, then (s)he shall bring the matter to the Board for the purpose of its considering a future policy.~~

In the absence of specific Milford School Board policy, the Superintendent is authorized to take appropriate administrative action consistent with federal and state laws, local ordinances, and the goals, values, and mission of the Milford School District. Decisions made under this provision should reflect sound judgment, be in the best interest of students and staff, and support the efficient operation of the District.

Authority and Responsibility:

- When a situation arises for which no board policy exists, the Superintendent shall have the authority to make a decision or implement a temporary procedure or rule necessary to address the issue promptly.
- The Superintendent shall inform the Board as soon as practicable of any significant decisions made under this policy. Where appropriate, the Superintendent may recommend that the Board consider adopting a formal policy to address similar future situations.
- All actions taken under this policy must be consistent with the Board's mission, strategic goals, and applicable law.

Review and Policy Development:

The Board encourages the Superintendent to identify any recurring or foreseeable issues that arise due to the absence of policy and to propose new or revised policies per Board Policy 8103: Policy Adoption, Review and Revision.

Reference: ~~§1091, Title 14, Delaware Code~~ 14 Del. C. § 122(h)(1-2)

ADOPTED: July 14, 1975

AMENDED: January 12, 1976

NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

8104 8105

BOARD MEMBER COMPENSATION AND EXPENSES

~~A school board member~~ **Members of the Milford School Board** shall receive no compensation for his/her services. ~~School board~~ **Board** members shall be reimbursed for normal expenses incurred in attending state and national meetings and in representing the ~~school district~~ **Milford School District** at other official functions. Board members shall be responsible for presenting receipts for their expenses as noted in the District Travel Policy (4210). ~~A board~~ **An individual Board** member shall not attend more than one (1) national meeting per fiscal year.

Reference: ~~§1043, 1046, Title 14, Delaware Code State of Delaware, Budget and Accounting Manual~~ **14 Del. C. § 1046**

ADOPTED: July 14, 1975

AMENDED: 1/12/76; 2/23/81; 1/19/87; 5/22/00; 11/24/03

NEXT REVIEW DUE: [Insert Date]

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8204

STUDENT REPRESENTATIVE TO BOARD OF EDUCATION

Whereas the Board of Education considers it helpful in its deliberations on certain educational matters to receive direct input from students, it is agreed that a Milford High School Student Representative may attend and appropriately participate in regular School Board meetings. **The role of Student Representative may be shared between two students who alternate attendance at scheduled board of education meetings.**

The Student Representative will serve as a liaison to the students of the Milford School District. **Interested students must complete an application to serve as the Student Representative and meet the nomination criteria. An orientation to the role of Student Representative will be provided by the Superintendent, their designee, and/or an officer of the Board.** ~~Nomination of the Student Representative will be accomplished mutually by the Milford High School Principal, Milford High School Student Council Advisor and Milford High School Student Council President.~~ The nominee must be either a junior or a senior. The nominee will be confirmed by the Board of Education. **If concerns arise regarding a student representative, the matter shall first be reviewed by the appropriate committee. The student has the right to be accompanied by an adult advocate during the review process. Based on the committee's findings, the Board reserves the right to dismiss the student and initiate the selection of a new representative through an affirmative vote.**

The following guidelines will assist in guiding the Student Representative's honorary involvement at School Board meetings:

1. The Student Representative may attend all regular School Board meetings and will be notified of the regular meeting dates.
2. The Student Representative will receive a copy of the agenda.

3. The Student Representative will be encouraged to participate in open session Board discussions on matters that are applicable to students.
4. In accordance with laws of the State of Delaware, the Student Representative will not vote on any matter coming before the Board.
5. The Student Representative cannot be present in Executive Session.

Reference: Chapter 10, Title 14, Delaware Code

ADOPTED: 9/18/72; 12/18/89, 8/1/22