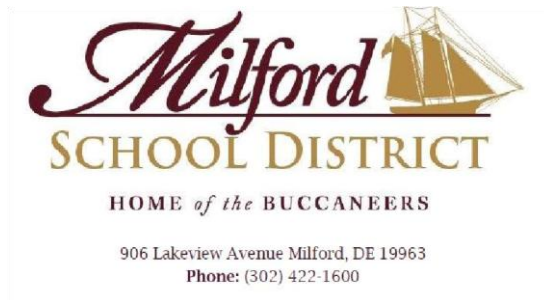


Posted: November 10, 2025 Time Stamped: 3:47 PM
Revised: November 10, 2025 Time Stamped: 8:20 PM



**AGENDA FOR MONDAY, NOVEMBER 17, 2025, AT 7:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting electronically and in-person at the Lulu Ross School Auditorium, 310 Lovers Ln, Milford, DE 19963, Milford, DE 19963

Webinar topic:

Milford School District Board Meeting

Date and time:

Monday, November 17, 2025 7:00 PM | (UTC-05:00) Eastern Time (US & Canada)

Join link:

<https://milford.webex.com/milford/j.php?MTID=m92bd585e9cd06aacaeb799519e3377d7>

Webinar number:

2863 124 6199

Webinar password:

2T34JafTqYs (28345238 when dialing from a phone or video system)

Join by phone

+1-415-655-0001 US Toll

Access code: 286 312 46199

1. **Call to Order by President**
2. **Adjournment to Executive Session Action Item**
 - A. Student Matters
 - B. Legal Matters
 - C. Personnel Matters

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

3. **Return to Open Session** Action Item

4. **Pledge of Allegiance**

5. **Roll Call**

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

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

6. **Approval of Minutes**

A. Regular Meeting Minutes from October 20, 2025 Action Item

7. **Changes to Agenda**

8. **Recognitions and Presentations**

1. Lulu Ross Elementary School – Ms. Kim Webb, Principal
2. FY26 Unit Count – Mrs. Tammy Smith
3. Maximum Student-Instructor Ratio Audit Report– Mrs. Tammy Smith
4. Weapons Detection System – Mr. Travis Moorman & Dr. Jessica Weller
5. Renaming of Facilities Components – Mr. Travis Moorman

9. **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. [MSD Request for Online Public Comment](#)

10. **Superintendent’s Report: Mr. Travis Moorman**

11. **Academic Excellence: Dr. Bobbie Kilgore**

12. **Building Our Future: Mrs. Tammy Smith**

- A. Monthly Revenue, Expenditures, and Major Capital Reports as of October 31, 2025 Action Item
- B. Construction Change Order Approvals Action Item
- C. Class Size and 98% Waivers Action Item

13. **Empowering and Investing in our People: Dr. Laura Bond**

- A. Personnel Report Action Item

14. **Board Discussion**

- A. DSBA Updates

B. Recommended Revised Draft Board Policies for **First Read**

1. Policy 1002 – Parent and Family Engagement
2. Policy 3301 – Policy Statement for Child Nutrition Meals (Recommended for Deletion)
3. Policy 4102 – Employment Procedures
4. Policy 4209 – Homebound Instruction/Tutoring (Recommend for Deletion)
5. Policy 4317 – Death Benefit for Employees
6. Policy 4327 – Retirement Gift and Early Notification Compensation
7. Policy 4330 – Employee of the Year Awards
8. Policy 4336 – Sabbatical Leave
9. Policy 5201 – Elementary School Assignments (Recommended for Deletion)
10. Policy 5202 – Milford Attendance Areas (Recommended for Deletion)
11. Policy 5310 – School Locker Policy
12. Policy 6107 – Personal Errands

C. Recommended Revised Draft Board Policies for **Approval**

1. Policy 4339 – Paid Leave for Birth or Adoption of a Child **Action Item**
2. Policy 8206 – Vacancy on School Board Other than Expiration of Term **Action Item**
3. Policy 8301 – Election of School Board Officers **Action Item**
4. Policy 8401 – Board-Superintendent Relations **Action Item**
5. Policy 8402 – Board Attorney **Action Item**
6. Policy 8403 – Board Negotiator **Action Item**

D. Renaming of Facilities Components

1. Rename the library at Morris ECC to “The Mary Louise O’Bier Library” **Action Item**
2. Rename the main office at Milford Middle School to “The Marvin P. Schelhouse Quarterdeck”.
Action Item

15. Good of the Order

The phrase "good of the order" refers to matters concerning the general welfare of an organization. Most often found in meetings following parliamentary procedure (like in *Robert's Rules of Order*), this agenda item allows members to make informal comments, observations, or suggestions for the benefit of the group.

16. Adjournment



**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING
October 20, 2025**

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

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:32pm PM on Monday October 20, 2025, at the Milford Middle School, 612 Lakeview Ave, Milford, DE 19963. A Motion was made to go immediately into Executive Session.

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell at 5:32 PM to open in executive session. Motion passed unanimously.

ADJOURNMENT OF EXECUTIVE SESSION

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Butch Elzey at 6:55 PM adjourn Executive Session. Motion passed unanimously.

ENTER OPEN SESSION

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti at 7:00pmPM to enter Open Session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 6 Board Members were present, there was a quorum.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to accept the minutes. Minutes as presented with no changes. Motion passed unanimously with one abstention.

CHANGES TO AGENDA

No changes to the agenda were made.

RECOGNITIONS AND PRESENTATIONS

Ms. Shae Parks was recognized by the Center American Civic Education. She was given an award for motivating student to learn about the constitution, government, and public policy. Ms. Parks ensured her students leave school with essential civic knowledge. Mr. Moorman honored Ms. Parks with a certificate from the Milford School District. A group photo was taken with Ms. Parks and the Milford School District Board Members.

Milford School District Regular
Meeting.
October 20, 2025

Mrs. Tammy Smith presented the School Districts Unit Count and Authorized Position Audit Report. 19 districts were selected for audit, the other nine were selected to audit on career and technical education funds. The Milford School District had one finding as a result of the audit. It was advised that the district develop a uniform consistent method in their records. This was an advisement made to all districts.

Mr. Moorman presented a 30-60-90 Entry Plan. He reported on the following topics: MSD Strategic Plan Priorities, Supporting the Whole Student, Academic Excellence, Empowering and Investing in Our People, Building our Future, and Leadership and Governance. Each topic was presented with corresponding slides.

PUBLIC COMMENT –Mr. Moorman stated that moving forward anyone wishing to make a public comment must submit a form requesting to do so. For all virtual public comments, a request link is provided on the agenda. It must be submitted 24 hours prior to each meeting. A hard copy of the form will be available for those interested in making a public comment in person. Ms. Shae Parks gave a public comment thanking everyone who helped make homecoming a success. She said the floats, parade, and spirit week were phenomenal. She announced her appreciation for the district staff members who helped by volunteering to drive the vehicles and to those who chaperoned the Homecoming Dance. There were 530 students in attendance at the dance. Ms. Parks also thanked the board and Mr. Moorman for acknowledging her award and to all of those who assisted the students with their civic education.

SUPERINTENDENT'S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last meeting. Buccaneer Pride could be felt throughout. Spirit Week was very successful. Mr. Moorman encouraged participation in voting for the favored parade float. Congratulations was given to Melissa Schmidt, the library Paraprofessional at Morris Early Childhood Center for being selected as Milford's 2026 Educational Support Professional of the Year. Ms. Schmidt will represent the district in the statewide competition and attend a dinner at the Modern Maturity Center in Dover, DE in December. Ms. Courtney Lee from LuLu Ross was selected as Milford School District's Teacher of the Year and celebrated her selection this week along with others from the district. Mr. Moorman announced that October is National School Principals Month and extended his gratitude to all the hard work and commitment made every day. He stated we are looking forward to many more upcoming celebrations.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

Mr. Travis Morman presented one field trip on behalf of Dr. Bobbie Kilgore to the board for approval. MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve field trip presented. Motion passed unanimously.

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey to approve all field trips presented. Motion passed unanimously.

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented Monthly Revenue, Expenditures, and Major Capital Reports as of September 30, 2025. MOTION MADE BY Mr. Matt Bucher / SECONDED BY Ms. Yanelle Powell to approve Monthly Revenue, Expenditures, and Major Capital Reports as of September 30, 2025. Motion passed unanimously.

Mrs. Tammy Smith presented change orders for the month of October. MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to all change orders as presented. Motion passed unanimously.

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

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

BOARD DISCUSSION:

No DSBA updates were given.

The following policies were presented for First Read.

Policy 4339 – Paid Leave for Birth or Adoption of a Child

Policy 8206 – Vacancy on School Board Other than Expiration of Term

Policy 8301 – Election of School Board Officers

Policy 8401 – Board-Superintendent Relations

Policy 8402 – Board Attorney

Policy 8403 – Board Negotiator

The following policies were presented for Approval.

Policy 3303 - Student Fees – Child Nutrition Program Meal Price Daily. Presented by: Ms. Ashleigh Lee

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to approve Policy 3303. Motion passed unanimously.

Policy 6103 – Promotion and Diploma Requirements Presented by: Mr. Travis Moorman

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve Policy 6103. Motion passed unanimously.

Policy 6201 – Promotion Policy Presented by: Mr. Travis Moorman

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to approve Policy 6201 for deletion. Motion passed unanimously.

Policy 6303 – Diploma Requirements Presented by: Mr. Travis Moorman

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Cynthia McKenzie to approve Policy 6303 for deletion. Motion passed unanimously.

Policy 8503 – Public and Employee Participation at BOE Meetings Presented by: Mr. Travis Moorman

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve Policy 8503. Motion passed unanimously.

ADJOURNMENT

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti that the Regular meeting of the Milford Board of Education held on Monday October 20, 2025, be adjourned at 8:02 PM. Motion passed unanimously.

PERSONNEL REPORT – *Action Item*

RECOMMEND FOR EMPLOYMENT– STANDARD CONTRACT*

HAHN, Christopher
Central – English
Effective: November 3, 2025

RECOMMEND FOR EMPLOYMENT– TEMPORARY CONTRACT*

DARLING, Carrie
Middle – Special Education Teacher
Effective: TBD

PETERSON, Karen
Middle – Special Education Teacher
Effective: TBD

RECOMMEND FOR EMPLOYMENT*

LEETS, Felisha
High - 4.0-hour Child Nutrition Worker
Effective: November 3, 2025

MARTINO, Debbie
High – Child Nutrition Assistant Manager
Effective: November 3, 2025

DYPSKY, Leia
Middle – Full-Time Educational Support Paraprofessional
Effective: November 3, 2025

WIMER, Alexandria
Mispillion – Full-Time Educational Support Paraprofessional
Effective: November 3, 2025

COLEMAN, Michelle
Morris – Full-Time Educational Support Paraprofessional
Effective: November 3, 2025

TRANSFER

BARR, Hunter
From Central Night Custodian to Central Day Custodian
Effective: November 3, 2025

TURNER, Kenneth
From Mispillion Night Custodian to Mispillion Night Lead Custodian
Effective: November 3, 2025

FOGEL, Michelle
From High Assistant Child Nutrition Manager to Central 6.0-hour Child Nutrition Worker
Effective: October 20, 2025

**Milford School District
2025 - 2026 Unit Count**

	Number of Pupils							Units Earned										
	PKK-34-12BasicIntenseComplex						Total	K-3	4-12	Basic	Total Regular & Basic	PK	Intense	Complex	Total PK, Intense, & Complex	Voc	Total Earned	
								16.20	20.00	8.40		8.40	6.00	2.60				
	PK	K-3	4-12	Basic	Intense	Complex	Total	16.20	20.00	8.40	8.40	6.00	2.60					
Banneker	12.00	297.00	-	12.00	25.00	11.00	357.00	18.33	-	1.43	19.76	1.43	4.17	4.23	9.83	-	29.59	
Morris	22.00	350.00	-	15.00	37.00	11.00	435.00	21.60	-	1.79	23.39	2.62	6.17	4.23	13.02	-	36.41	
Ross	-	356.00	176.00	41.00	27.00	14.00	614.00	21.98	8.80	4.88	35.66	-	4.50	5.38	9.88	-	45.54	
Mispillion	-	283.00	132.00	37.00	24.00	7.00	483.00	17.47	6.60	4.40	28.47	-	4.00	2.69	6.69	-	35.16	
MMS	-	-	571.00	90.00	35.00	8.00	704.00	-	28.55	10.71	39.26	-	5.83	3.08	8.91	-	48.17	
MCA	-	-	565.00	93.00	19.00	13.00	690.00	-	28.25	11.07	39.32	-	3.17	5.00	8.17	1.51	49.00	
MHS	-	-	1,034.00	153.00	33.00	11.00	1,231.00	-	51.70	18.21	69.91	-	5.50	4.23	9.73	8.12	87.76	
District																		
Total	34.00	1,286.00	2,478.00	441.00	200.00	75.00	4,514.00	79.38	123.90	52.50	255.78	4.05	33.33	28.85	66.23	9.63	331.63	

as of 10/31/25

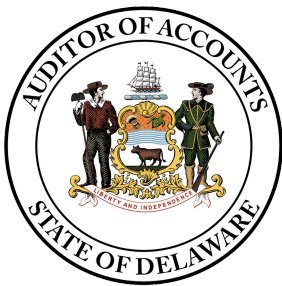
	98% of Reg and Spec. Ed Basic	100% PreK, Intense or Complex	Building Entitlement	Div. 1 Used	Difference Used vs. Entitlement	% of Entitlement	Academic Excellence	State Allotted Positions ¹	Nurse	Mental Health Services Units	IDEA B/PRE	Title I Title II Title III	Opportunity Grant	Student Success Block Grant	Total Other Support	Total Staffing	Total Staffing vs. Div. I Earned
Banneker	19.36	9.83	29.19	32.85	3.66	112.52%	0.50	-	1.00	2.00	0.35	-	3.00	1.00	7.85	40.70	11.11
Morris	22.92	13.02	35.94	37.75	1.81	105.03%	0.50	-	1.00	2.00	0.35	-	-	1.00	4.85	42.60	6.19
Ross	34.95	9.88	44.83	41.50	(3.33)	92.58%	0.50	-	1.00	1.00	1.00	-	3.00	1.00	7.50	49.00	3.46
Mispillion	27.90	6.69	34.59	38.00	3.41	109.86%	0.50	-	1.00	2.00	-	-	2.50	1.00	7.00	45.00	9.84
MMS	38.47	8.91	47.38	44.60	(2.78)	94.12%	1.50	-	1.00	1.00	-	-	3.00	-	6.50	51.10	2.93
MCA	38.53	8.17	46.70	50.91	4.21	109.01%	0.50	-	1.09	3.20	-	-	2.50	-	7.29	58.20	9.20
MHS	68.51	9.73	78.24	84.10	5.86	107.49%	1.70	3.50	2.00	-	-	1.50	2.00	-	10.70	94.80	7.04
District				0.23	0.23		12.07	2.00	-	5.40	0.50	3.10	5.10	-	28.17	28.40	28.40
Total	250.65	66.23	316.88	329.94	13.06		17.77	5.50	8.09	16.60	2.20	4.60	21.10	4.00	79.86	409.80	78.17

¹ - Positions include Driver's Ed, Athletic Trainer, Visiting Teacher, and Dual Language Immersion Funding

NOTE:

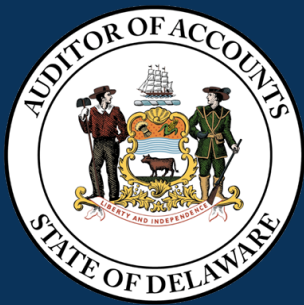
(1) This analysis does not include the following: administrators, administrative assistants, custodial and maintenance staff, related services staff, and child nutrition staff

(2) Actual staffing is as of 10/31/2025.



MAXIMUM STUDENT-INSTRUCTOR RATIO

AGREED-UPON PROCEDURES
FISCAL YEARS ENDED JUNE 30, 2022, 2023, 2024



MAXIMUM STUDENT-INSTRUCTOR RATIO

REPORT SUMMARY FISCAL YEARS ENDED JUNE 30, 2022-2024

BACKGROUND

The Auditor of Accounts (AOA) contracted with Gunnip & Company, LLP, to perform an Agreed-Upon Procedures engagement on the State of Delaware School Districts and Charter Schools Maximum Student-Instructor Ratio for the school years ended June 30, 2022, 2023, 2024. Management of each School District and Charter School is responsible for compliance with 14 Del. C. §1705A, which states:

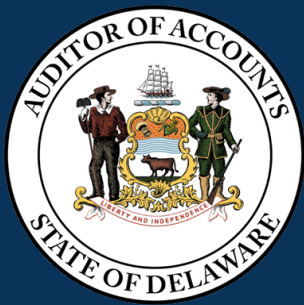
The ratio of students to instructors in any class in kindergarten or grades 1–3 in a Delaware public school shall not exceed twenty-two students as of the last school day of October. This subsection shall only apply to a class within which students are instructed in the core academic subjects of English/Language Arts, mathematics, science and social studies. A local school board may waive subsection (a) of this section after voting to waive such subsection at a public meeting notified for that purpose. Any local school board vote on such a waiver shall occur on or before December 1 of each year.

The State Auditor shall, in cooperation with the Department of Education, monitor compliance with this section in the audits of the boards of education of the schools district conducted pursuant to Title 14 §1504.

KEY INFORMATION AND FINDINGS

The procedures performed on this engagement were as follows:

- Obtain the Annual K–3 Class Size Survey (Survey) from the Delaware Department of Education (DDOE) website school years 2021–2022, 2022–2023 and 2023–2024 and determine the accuracy of the number of students reported for a sample of classrooms for each school year from both the school districts and the charter schools by comparing the amounts reported in the Survey to the class rosters maintained by the school districts and charter schools.
 - There were no exceptions for the school districts for each school year as a result of applying the procedure.
 - There were no exceptions for the charter schools for each school year as a result of applying the procedure. However, two charter schools – Academy of Dover and Sussex Montessori, had already moved their enrollment systems to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with DDOE.



MAXIMUM STUDENT-INSTRUCTOR RATIO

REPORT SUMMARY FISCAL YEARS ENDED JUNE 30, 2022-2024

KEY INFORMATION AND FINDINGS CONT. ---

- Based on the above samples, for those classrooms with twenty-three students or more, determine whether the classroom had an additional staff/aid in the classroom or obtained a waiver for the class size.
 - For the School Districts:
 - We found no exceptions for the nine sampled school districts for school year 2021-2022 as a result of applying the procedure. Additional staff were utilized for six school districts, while DDOE waivers were granted for three school districts.
 - We found no exceptions for the eleven sampled school districts for school year 2022-2023 as a result of applying the procedure. Additional staff were utilized for three school districts, while DDOE waivers were granted for eight school district.
 - We found no exceptions for the ten sampled school districts for school year 2023-2024 as a result of applying the procedure. Additional staff were utilized for three school districts, while DDOE waivers were granted for six school districts.
 - For the Charter Schools:
 - There were no exceptions for the eleven sampled charter schools for the school year 2021-2022 as a result of applying the procedure. Additional staff were utilized for three charter schools, while DDOE waivers were granted for two charter schools. However, one charter school had already moved its enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the DDOE.
 - There were no exceptions for the ten sampled charter schools for the school year 2022-2023 as a result of applying the procedure. Additional staff were utilized for four charter schools, while DDOE waivers were granted for one charter school. However, one charter school had already moved its enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the DDOE.
 - There were no exceptions for the eleven sampled charter schools for the school year 2023-2024 as a result of applying the procedure. Additional staff were utilized for three charter schools, while DDOE waivers were granted for one charter school. However, two charter schools had already moved their enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the DDOE.

**MAXIMUM STUDENT INSTRUCTOR RATIO
AGREED UPON PROCEDURES
SCHOOL YEARS 2021-2022, 2022- 2023 AND 2023-2024**

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

State of Delaware Office of Auditor of Accounts
Ms. Lydia York
Delaware State Auditor
1128 S. Bradford Street
Dover, DE 19904

We have performed the procedures enumerated below on Maximum Student-Instructor ratio for the school years (SY) 2021-2022, 2022-2023 and 2023-2024. Management of each school district and charter school is responsible for compliance with 14 Del. C. §1705A.

The State of Delaware Office of Auditor of Accounts has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the specified parties in evaluating the school districts' and charter schools' compliance with 14 Del. C. §1705A. The sufficiency of the procedures is solely the responsibility of the parties specified in the report. Consequently, we make no representation regarding the sufficiency of those procedures. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose.

The procedures and associated results are as follows:

- 1) Obtain the Annual K-3 Class Size Survey (Survey) from the State Department of Education website school years 2021-2022, 2022-2023 and 2023-2024 and determine the accuracy of the number of students reported for a sample of classrooms for each school year from both the school districts and the charter schools by comparing the amounts reported in the Survey to the class rosters maintained by the school districts and charter schools.

The sample was allocated across the school districts and the charter schools with K-3 students attending to provide a representative sample based on the population of classrooms. The sample of classrooms for the school districts for 2021-2022, 2022-2023 and 2023-2024 was 35, 43 and 38, respectively. The sample of classrooms for the charter schools for 2021-2022, 2022-2023 and 2023-2024 was 21, 20 and 22, respectively. Note, each school district or charter school was tested for two school years over a three year period.

Results for School Districts for SYs 2021-2022, 2022-2023 and 2023-2024:

School Districts						
School District	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms
	SY 21-22		SY 22-23		SY 23-24	
Appoquinimink			4	82	4	93
Brandywine	4	68	4	57		
Caesar Rodney	4	85			4	56
Cape Henlopen			4	97	4	83
Capital	4	79	4	76		
Christina	4	72			4	55
Colonial			4	77	4	80
Indian River	4	69	4	91		
Lake Forest			4	60	4	68
Laurel	3	69			3	49
Milford	4	37	4	68		
Red Clay	4	56	4	88		
Seaford			4	91	4	91
Smyrna	4	92			4	85
Woodbridge			3	66	3	66
Total	35	627	43	853	38	726

There were no exceptions for the school districts for each school year as a result of applying the procedure.

Results for Charter Schools for SYs 2021-2022, 2022-2023 and 2023-2024:

Charter Schools						
Charter School	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms	Number of K-3 Classrooms Selected	Total Number of K-3 Students Reported in Selected Classrooms
	SY 21-22		SY 22-23		SY 23-24	
Academy of Dover*			2	43	2	45
Alonso	2	35			2	37
Aspira Academy	2	30	2	55		
Campus Community			2	29	2	44
Charter of New Castle	2	46	2	45		
East Side	2	40	2	40		
First State Montessori	2	25			2	26
Gateway Lab	1	12			2	21
Kuumba			2	38	2	48
MOT			2	52	2	51
Newark Charter	2	47			2	45
Odyssey Charter	2	47			2	47
Providence Creek	2	47	2	49		
Sussex Academy	2	42	2	42		
Sussex Montessori*	2	32			2	31
Thomas Edison			2	36	2	25
Total	21	403	20	429	22	420

Other than noted below, there were no exceptions for the charter schools for each school year as a result of applying the procedure.

Two charter schools (denoted with an asterisk) had already moved their enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the State of Delaware Department of Education.

- 2) Based on the above samples, for those classrooms with 23 students or more, determine whether the classroom had an additional staff/aid in the classroom or obtained a waiver for the class size.
- For the classrooms that indicated there were additional staff, confirm the additional staff were included with the teacher on the classroom roster
 - For those identified as receiving waivers, confirm that in connection with the waiver the following steps were taken:
 - A vote by the school board on or before December 1 to approve the waiver.
 - That the school district or charter school two weeks prior to the school board vote provided the following:
 - Notice in local newspaper.
 - Notice posted on door of school.
 - Notice to the principal, teacher association building rep and PTA leader

Results for School Districts for SY 2021-2022:

School Districts 2021-2022				
School District	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Brandywine	4	2	Yes	N/A
Caesar Rodney	4	1	Yes	N/A
Capital	4	2	Yes	N/A
Christina	4	2	No	Yes
Indian River	4	1	Yes	N/A
Laurel	3	2	No	Yes
Milford	4	0	Yes	N/A
Red Clay	4	1	Yes	N/A
Smyrna	4	2	No	Yes
Total	35	13		

We found no exceptions for the school districts for school year 2021-2022 as a result of applying the procedure.

Results for Charter Schools for SY 2021-2022:

Charter Schools 2021-2022				
Charter School	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Alonso	2	0	N/A	N/A
Aspira Academy	2	1	Yes	N/A
Charter of New Castle	2	1	Yes	N/A
East Side	2	0	N/A	N/A
First State Montessori	2	0	N/A	N/A
Gateway Lab	1	0	N/A	N/A
Newark Charter	2	2	No	Yes
Odyssey Charter	2	2	Yes	N/A
Providence Creek	2	1	No	Yes
Sussex Academy	2	0	N/A	N/A
Sussex Montessori*	2	0	N/A	N/A
Total	21	7		

Other than noted below, there were no exceptions for the charter schools for each school year as a result of applying the procedure.

One charter school (denoted with an asterisk) had already moved their enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the State of Delaware Department of Education.

Results for School Districts for SY 2022-2023:

School Districts 2022-2023				
School District	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Appoquinimink	4	1	No	Yes
Brandywine	4	1	Yes	N/A
Cape Henlopen	4	2	Yes	N/A
Capital	4	2	No	Yes
Colonial	4	1	No	Yes
Indian River	4	2	No	Yes
Lake Forest	4	1	No	Yes
Milford	4	1	No	Yes
Red Clay	4	1	Yes	N/A
Seaford	4	3	No	Yes
Woodbridge	3	1	No	Yes
Total	43	16		

We found no exceptions for the school districts for school year 2022-2023 as a result of applying the procedure.

Results for Charter Schools for SY 2022-2023:

Charter Schools 2022-2023				
Charter School	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Academy of Dover*	2	0	N/A	N/A
Aspira Academy	2	2	Yes	N/A
Campus Community	2	0	N/A	N/A
Charter of New Castle	2	1	Yes	N/A
East Side	2	1	Yes	N/A
Kuumba	2	0	N/A	N/A
MOT	2	2	No	Yes
Providence Creek	2	1	Yes	N/A
Sussex Academy	2	0	N/A	N/A
Thomas Edison	2	0	N/A	N/A
Total	20	7		

Other than noted below, there were no exceptions for the charter schools for each school year as a result of applying the procedure.

One charter school (denoted with an asterisk) had already moved their enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the State of Delaware Department of Education.

Results for School Districts for SY 2023-2024:

School Districts 2023-2024				
School District	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Appoquinimink	4	2	No	Yes
Caesar Rodney	4	1	Yes	N/A
Cape Henlopen	4	1	Yes	N/A
Christina	4	0	N/A	N/A
Colonial	4	2	No	Yes
Lake Forest	4	1	No	Yes
Laurel	3	2	No	Yes
Seaford	4	2	No	Yes
Smyrna	4	1	Yes	N/A
Woodbridge	3	2	No	Yes
Total	38	14		

We found no exceptions for the school districts for school year 2023-2024 as a result of applying the procedure.

Results for Charter Schools for SY 2023-2024:

Charter Schools 2023-2024				
Charter School	Number of K-3 Classrooms Selected	Number of K-3 Classrooms Exceeding 22 Students	Was the Selected Classroom(s) in Compliance of the Ratio with Additional Staff?	If Not, Did the District School Have an Approved Waiver
Academy of Dover*	2	1	Yes	N/A
Alonso	2	0	N/A	N/A
Campus Community	2	0	N/A	N/A
First State Montessori	2	0	N/A	N/A
Gateway Lab	2	0	N/A	N/A
Kuumba	2	2	N/A	N/A
MOT	2	2	Yes	N/A
Newark Charter	2	1	No	Yes
Odyssey Charter	2	2	Yes	N/A
Sussex Montessori*	2	0	N/A	N/A
Thomas Edison	2	0	N/A	N/A
Total	22	8		

Other than noted below, we found no exceptions for the charter schools for school year 2023-2024 as a result of applying the procedure.

Two charter schools denoted with an asterisk (*) had already moved their enrollment system to Infinite Campus and no longer had access to any prior year classroom rosters which was confirmed with the State of Delaware Department of Education.

Gunnip & company LLP

Certified Public Accountants and Consultants

We were engaged by the Office of the Auditor of Accounts to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Maximum Student-Instructor ratio for the school years 2021-2022, 2022-2023 and 2023-2024. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the State of Delaware Department of Education and corresponding School Districts and Charter Schools to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Office of the Auditor of Accounts, State of Delaware Department of Education and corresponding School Districts and Charter Schools and is not intended to be and should not be used by anyone other than those specified parties.

However, under 29 Del. C. 100 §10002(o), the report is a matter of public record and its distribution is not limited. The report, as required by statute, will be provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General, and Office of Management and Budget.

Gunnip & Company LLP

Gunnip & Company
Wilmington, Delaware
October 24, 2025



MSD WEAPONS DETECTION

MSD will be implementing our Weapons Detection process across the district by January of 2026.

Staff, students, and community members will be able to walk naturally through our systems without removing personal items or bookbags offering a non-invasive detection process.



OPENGATE WEAPONS DETECTION SYSTEM

- **ALIGNS WITH MSD SAFE SCHOOLS GOAL**
- **STREAMLINED, NON-INVASIVE PROCESS**
- **PORTABLE FOR USE ACROSS THE DISTRICT**



Subheading

Milford School District
Milford, Delaware 19963
Policy 3107 NAMING OF SCHOOL FACILITIES

A. Purpose

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

B. Policy

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

C. New Schools

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

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

D. Existing Schools and Related School Facilities.

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

- a. Schools. The renaming of schools shall follow the same requirements of Ancillary Facilities. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
- b. Buildings. The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the Milford School District Board of Education.
- c. Components of Facilities. The Milford School Board may name significant building components, including classrooms, media centers, athletic fields, conference rooms,

common areas and other components which are part of a building or site.

d. Financial Contributions. The Milford School Board may vote to recognize exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.

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

Request For Online Public Comment

Community members wishing to provide on-line comment at a Milford School Board of Education public meeting must submit a request via this form **no later than 7 PM the day before** the scheduled meeting. Speakers must be available to speak with the camera on promptly at the time which the name is called during the Public Comment section of the meeting. There will be no other opportunities to provide public comment outside of the designated section of each meeting.

The Board shall enforce the following rules during public comment:

1. The 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 discussion period.
2. A form will be made available before every regular meeting to request time to address the Board. Requests should include the name, address, and phone number of the speaker along with the topic or concern.
3. Personnel issues may not be discussed in open session. Names of Board members or employees of the District should not be used in public comment.
4. Each person signed up for public comment will receive three (3) minutes to speak. Time is not transferrable.

[Board Policy 8503 - Public and Employee Participation at Board Meetings](#)

By submitting the form, the individual has read, understands, and agrees to comply with the terms and conditions set forth on the form and Board Policy 8503.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Please select the BOE meeting date that public comment is requested *

Choose

November 17, 2025

December 15, 2025

January 26, 2026

Full Name *

Be sure to provide your first and last name. To ensure that the Board can quickly locate you for Public Comment, we also ask that you make sure that your WEBEX name matches the name that you provide here on this form.

Your answer

Address *

Your answer

Phone Number *

Your answer

Email address *

Your answer

Representing (if an organization)

Your answer

Topic on which you wish to address to the Board *



NO FIELD TRIPS FOR THE MONTH OF NOVEMBER

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of October 31, 2025
33% 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	2,098,054.00	50.29%
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	126,564.83	100.79%
Education Opportunity Grant	2,584,339.84	2,595,900.00	100.45%
Education Opportunity Grant - Mental Health	463,657.00	454,340.00	97.99%
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	277,488.00	96.44%
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	54,179,812.55	91.39%
LOCAL FUNDS			
Current Expense (tax rate)	10,234,625.00	9,121,648.25	89.13%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,000,000.00	1,795,212.91	89.76%
Debt Service - County Impact Fees	92,500.00	-	0.00%
Tuition	1,500,000.00	1,298,641.66	86.58%
Minor Capital Improvements	558,969.00	483,062.20	86.42%
Interest	1,835,000.00	495,879.87	27.02%
Athletics	32,500.00	22,020.00	67.75%
CSCR	45,000.00	9,990.58	22.20%
Indirect Costs	75,000.00	13,399.40	17.87%
Cafeteria	2,700,000.00	498,516.71	18.46%
District Donations	98,500.00	43,058.32	43.71%
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)	(108,087.58)	36.68%
Tuition Billings	(2,100,000.00)	-	0.00%
Other Local Revenue	35,000.00	8,701.68	24.86%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Math Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	16,581,665.48	13,683,964.00	82.52%
FEDERAL FUNDS			
IDEA Part B	1,316,991.00	-	0.00%
IDEA - Preschool	58,767.00	-	0.00%
Title I	1,760,148.00	34,422.90	1.96%
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	34,422.90	0.87%
GRAND TOTAL ALL FUNDS	79,820,001.59	67,898,199.45	85.06%

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of October 31, 2025
33% of the Fiscal Year completed

Operating Unit	Budget Line	Preliminary Budget			% Obligated	
		Amount	Encumbered	Expended	Budget Remaining	
9180668A	Benjamin Banneker Elementary School	\$ 52,240.00	5,080.47	13,136.40	\$ 34,023.13	34.87%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,490.00	3,774.81	17,521.49	\$ 33,193.70	39.08%
9180672A	Lulu M. Ross Elementary School	\$ 70,030.00	10,512.28	32,593.65	\$ 26,924.07	61.55%
9180673A	Misphillion Elementary School	\$ 61,840.00	8,423.30	20,287.30	\$ 33,129.40	46.43%
9180675A	Milford Central Academy	\$ 80,480.00	2,781.38	26,276.49	\$ 51,422.13	36.11%
9180676A	Milford Middle School	\$ 80,102.50	4,413.01	8,843.90	\$ 66,845.59	16.55%
9180678A	Milford Senior High School	\$ 174,850.00	14,237.47	65,931.39	\$ 94,681.14	45.85%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	14,311.42	\$ (5,311.42)	159.02%
	School Resource Officer	\$ 15,000.00	-	1,088.58	\$ 13,911.42	7.26%
99900100	Legal Services, Audit and Insurance Premiums	\$ 90,000.00	11,650.00	37,626.77	\$ 40,723.23	54.75%
99900300	District Expenditures	\$ 100,000.00	-	25,604.13	\$ 74,395.87	25.60%
	School Safety and Security	\$ 287,717.00	167,500.00	5,271.98	\$ 114,945.02	60.05%
	Public Relations and Communication	\$ 40,000.00	3,900.00	5,680.66	\$ 30,419.34	23.95%
	Copy Center (District Wide)	\$ 185,000.00	140,186.86	52,608.38	\$ (7,795.24)	104.21%
99910100	Superintendent	\$ 1,500.00	-	525.00	\$ 975.00	35.00%
99920000	World Language Immersion (State Grant)	\$ 125,575.18	-	-	\$ 125,575.18	0.00%
	Student Success Block Grant (Reading)	\$ 374,860.00	-	59,853.20	\$ 315,006.80	15.97%
	Opportunity Grant Mental Health	\$ 918,870.00	-	-	\$ 918,870.00	0.00%
	Education Opportunity Grant	\$ 2,584,339.84	-	-	\$ 2,584,339.84	0.00%
	CPR Instruction (State)	\$ 1,050.72	-	-	\$ 1,050.72	0.00%
	Summer School	\$ 30,000.00	-	57,514.80	\$ (27,514.80)	191.72%
	Translators	\$ 5,000.00	-	-	\$ 5,000.00	0.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	0.00%
	Curriculum and Instruction	\$ 150,000.00	-	36,073.36	\$ 113,926.64	24.05%
99920700	Athletics - High School	\$ 220,000.00	32,192.50	98,668.47	\$ 89,139.03	59.48%
	Athletics - Middle Schools	\$ 46,500.00	-	7,221.18	\$ 39,278.82	15.53%
99920800	Driver's Education	\$ 23,355.00	-	2,054.48	\$ 21,300.52	8.80%
99930200	Tuition - Special Services	\$ 330,000.00	-	68,695.80	\$ 261,304.20	20.82%
	Tuition - Special Services - ILC	\$ 275,000.00	743.28	58,640.01	\$ 215,616.71	21.59%
	Unique Alternatives (State Funds)	\$ 62,382.48	-	-	\$ 62,382.48	0.00%
99930300	Special Services	\$ 59,500.00	2,750.77	20,913.85	\$ 35,835.38	39.77%
	Special Services - State Related Services	\$ 151,760.58	34,733.00	93,904.50	\$ 23,123.08	84.76%
99940100	Contingencies and One-Time Items	\$ 425,000.00	96,036.71	79,528.24	\$ 249,435.05	41.31%
99940200	Division I/Formula Salaries	\$ 39,043,052.49	-	14,764,363.27	\$ 24,278,689.22	37.82%
99940300	Division II - Vocational	\$ 115,046.00	-	3,364.88	\$ 111,681.12	2.92%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	4,714,846.71	\$ 8,394,116.23	35.97%
	Union agreed Limited Contracts	\$ 385,000.00	-	83,115.21	\$ 301,884.79	21.59%
99940500	Title I	\$ 1,760,148.00	-	-	\$ 1,760,148.00	0.00%
	Title II	\$ 340,367.00	-	-	\$ 340,367.00	0.00%
	Title III	\$ 115,869.00	-	-	\$ 115,869.00	0.00%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	0.00%
	IDEA Part B	\$ 1,316,991.00	-	-	\$ 1,316,991.00	0.00%
	IDEA Preschool	\$ 58,767.00	-	-	\$ 58,767.00	0.00%
	Perkins	\$ 146,886.00	-	-	\$ 146,886.00	0.00%
99940600	Insurance Expense	\$ 160,000.00	-	15,460.00	\$ 144,540.00	9.66%
99940700	District Donations	\$ 25,000.00	-	1,380.32	\$ 23,619.68	5.52%
99940810	Technology Equipment & Repair	\$ 286,500.00	1,857.51	73,378.13	\$ 211,264.36	26.26%
	Technology Block Grant	\$ 106,353.00	7,096.83	15,287.05	\$ 83,969.12	21.05%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	0.00%
	Tuition Reimbursement	\$ 70,000.00	-	-	\$ 70,000.00	0.00%
99950000	Personnel/Human Resources	\$ 12,500.00	549.43	2,901.90	\$ 9,048.67	27.61%
99960000	Child Nutrition Operations	\$ 2,700,000.00	896,723.33	1,107,529.40	\$ 695,747.27	74.23%
	Cafeteria Salaries	\$ 745,521.00	-	279,877.53	\$ 465,643.47	37.54%
99960100	Facilities Maintenance	\$ 100,000.00	612.32	16,967.74	\$ 82,419.94	17.58%
	Custodial Services and Supplies	\$ 165,000.00	-	66,107.25	\$ 98,892.75	40.07%
99960200	Operations and Utilities	\$ 356,500.00	54,316.48	139,744.70	\$ 162,438.82	54.44%
	Energy Division II	\$ 847,099.00	469,900.00	2,949.81	\$ 374,249.19	55.82%
99960300	State Transportation	\$ 4,172,159.82	-	876,452.18	\$ 3,295,707.64	21.01%
	State Homeless Transportation	\$ 645,492.00	-	38,390.40	\$ 607,101.60	5.95%
	State Foster Transportation	\$ 191,196.00	-	26,630.00	\$ 164,566.00	13.93%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	0.00%
99960400	Transportation Internal Budget (Local)	\$ 20,000.00	4,836.82	263.18	\$ 14,900.00	25.50%
	Local Homeless Transportation Match	\$ 71,721.33	-	4,140.20	\$ 67,581.13	5.77%
	Local Transportation Match	\$ 462,351.10	-	115,305.16	\$ 347,045.94	24.94%
Total Operating Budget		\$ 74,875,195.98	\$ 1,974,808.56	\$ 23,258,830.45	\$ 49,641,556.97	33.70%
99970000	Local Debt Service	\$ 2,050,844.57	-	553,442.43	\$ 1,497,402.14	26.99%
99970200	Minor Capital Improvements	\$ 1,397,423.00	-	-	\$ 1,397,423.00	0.00%
Total Capital Budget		\$ 3,448,267.57	\$ -	\$ 553,442.43	\$ 2,894,825.14	16.05%
Grand Total		\$ 78,323,463.55	\$ 1,974,808.56	\$ 23,812,272.88	\$ 52,536,382.11	32.92%

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	Contract Change			Current Encumbrance	Expended to date	Contract Balance
	Contract Total	Orders	New Contract Total			
Construction						
Zack Excavating Inc	\$ 3,495,949.00	\$ 316,997.69	\$ 3,812,946.69	\$ 222,197.80	\$ 3,590,748.89	\$ - \$ 3,812,946.69
Expense Reduction - CTF Funding (Zack Excavating)			(462,500.00)		(462,500.00)	(462,500.00)
11400 Inc	\$ 878,000.00	\$ -	\$ 878,000.00	\$ 43,900.00	\$ 834,100.00	\$ - \$ 878,000.00
Bear Industres Inc	\$ 879,150.00	\$ -	\$ 879,150.00	\$ 43,957.50	\$ 835,192.50	\$ - \$ 879,150.00
Blue Heron Contracting Inc	\$ 1,590,069.00	\$ 10,420.00	\$ 1,600,489.00	\$ 40,012.26	\$ 1,560,476.74	\$ - \$ 1,600,489.00
Continental Electrical Services Inc	\$ 4,015,000.00	\$ 155,829.81	\$ 4,170,829.81	\$ 235,159.59	\$ 3,935,670.22	\$ - \$ 4,170,829.81
Delmarva Veteran Builders LLC	\$ 5,149,786.00	\$ (15,900.73)	\$ 5,133,885.27	\$ 819,592.83	\$ 4,314,292.44	\$ - \$ 5,133,885.27
Flooring Solutions, Inc	\$ 2,404,266.00	\$ 5,218.90	\$ 2,409,484.90	\$ 121,578.95	\$ 2,287,905.95	\$ - \$ 2,409,484.90
Jamestown Painting & Decorating Inc	\$ 585,570.00	\$ 47,538.75	\$ 633,108.75	\$ 222,434.42	\$ 410,674.33	\$ - \$ 633,108.75
L. Wilson Masonry Inc	\$ 2,960,000.00	\$ 105,585.76	\$ 3,065,585.76	\$ 153,279.29	\$ 2,912,306.47	\$ - \$ 3,065,585.76
Master Interiors Inc	\$ 698,097.00	\$ 20,525.49	\$ 718,622.49	\$ 35,141.11	\$ 683,481.38	\$ - \$ 718,622.49
Modular Concepts Inc	\$ 550,000.00	\$ 934.00	\$ 550,934.00	\$ 27,546.70	\$ 523,387.30	\$ - \$ 550,934.00
North East Contractors Inc	\$ 4,140,000.00	\$ 229,338.72	\$ 4,369,338.72	\$ 234,179.29	\$ 4,135,159.43	\$ - \$ 4,369,338.72
Peninsula Acoustical Co. Inc.	\$ 1,030,000.00	\$ 146,640.85	\$ 1,176,640.85	\$ 58,832.05	\$ 1,117,808.80	\$ - \$ 1,176,640.85
Quality Exteriors Inc	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 515,749.05	\$ 1,758,638.95	\$ - \$ 2,274,388.00
R C Fabricators	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ 116,750.00	\$ 4,553,250.00	\$ - \$ 4,670,000.00
Ralph G. Degli Obizzi & Sons, Inc	\$ 8,375,000.00	\$ 108,771.95	\$ 8,483,771.95	\$ 443,797.29	\$ 8,039,974.66	\$ - \$ 8,483,771.95
Selma Inc DBA Salisbury Door & Hardware	\$ 596,815.00	\$ 700.00	\$ 597,515.00	\$ 36,065.00	\$ 561,450.00	\$ - \$ 597,515.00
Walker & Laberge of Delaware Inc.	\$ 2,172,000.00	\$ 5,580.00	\$ 2,177,580.00	\$ 108,879.00	\$ 2,068,701.00	\$ - \$ 2,177,580.00
CM						
Richard Y Johnson & Son Inc	\$ 3,731,124.00	\$ 344,598.67	\$ 4,075,722.67	\$ 52,745.79	\$ 4,022,976.88	\$ - \$ 4,075,722.67
Architect						
Buck Simperts Architect and Associates	\$ 4,473,229.00	\$ -	\$ 4,473,229.00	\$ 301,261.67	\$ 4,171,967.33	\$ - \$ 4,473,229.00
Environmental and Demo						
DIS Associates	\$ 1,296,787.00	\$ 20,821.56	\$ 1,317,608.56	\$ -	\$ 1,317,608.56	\$ - \$ 1,317,608.56
Modulus LLC	\$ 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	\$ 27,571.26	\$ 1,789,407.80	\$ 105,484.66	\$ 1,683,923.14	\$ - \$ 1,789,407.80
Visual Sound	\$ 195,281.40	\$ 2,547.16	\$ 197,828.56	\$ 3,607.16	\$ 194,221.40	\$ - \$ 197,828.56
Dell (Student Devices)	\$ 388,974.00	\$ 2,730.00	\$ 391,704.00	\$ -	\$ 391,704.00	\$ - \$ 391,704.00
Technology Equipment and Consulting	\$ 867,169.61	\$ -	\$ 867,169.61	\$ 79,787.56	\$ 787,382.05	\$ - \$ 867,169.61
Cunningham Recreation/Playcore (Playground)	\$ 507,951.00	\$ -	\$ 507,951.00	\$ 219,830.00	\$ 288,121.00	\$ - \$ 507,951.00
A3 Communications (Advantech) Construction Funded	\$ 3,535,324.40	\$ 24,005.00	\$ 3,559,329.40	\$ 70,754.40	\$ 3,488,575.00	\$ - \$ 3,559,329.40
Magnum Electronics Radio Repeater	\$ 20,592.01	\$ 444.00	\$ 21,036.01	\$ -	\$ 21,036.01	\$ - \$ 21,036.01
Morgans Lawn Service (tree removal)	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	\$ - \$ 3,500.00
Department Equipment & Supplies	\$ 902,256.22	\$ -	\$ 902,256.22	\$ 72,242.72	\$ 830,013.50	\$ - \$ 902,256.22
L&W Insurance	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00	\$ - \$ 95,786.00
Auditors Office	\$ 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	\$65,743,591.88	\$1,511,098.84	\$66,792,190.72	\$4,384,766.09	\$62,407,424.63	\$ - \$66,792,190.72
		2.30%	Total Per DSC	\$ 4,384,766.09	\$ 62,407,424.63	\$ - \$ 66,792,190.72
			Difference	\$ -	\$ -	\$ -

REVENUE

FISCAL YEAR	PROJECT	STATE	LOCAL	TOTAL REVENUE
2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00
2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00
2024	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

10/31/2025



NO CHANGE ORDERS FOR THE MONTH OF NOVEMBER

**Milford Board of Education Waiver Request
2025-2026**

Banneker K - 1 Enrollment					
Grade	Class #	Students	Paras	Teachers	K-3 Ratio Met?
K	2	8	1.00	1.00	Yes
K	4	24	0.06	1.00	No
K	5	24	0.06	1.00	No
K	6	20	0.06	1.00	Yes
K	7	20	0.06	1.00	Yes
K	8	19	0.50	1.00	Yes
K	9	19	0.06	1.00	Yes
K	10	19	0.06	1.00	Yes
1	3	15	0.06	1.00	Yes
1	4	16	0.06	1.00	Yes
1	5	18	0.06	1.00	Yes
1	6	17	0.06	1.00	Yes
1	7	15	0.06	1.00	Yes
1	8	24	0.06	1.00	No
1	9	18	0.06	1.00	Yes
1	10	16	0.06	1.00	Yes
1	11	24	0.06	1.00	No
K-1	1/1	5	0.50	2.00	Yes
K-1	3/2	7	0.50	1.00	Yes

Morris K - 1 Enrollment					
Grade	Class #	Students	Paras	Teachers	K-3 Ratio Met?
K	4	22	0.06	1.00	Yes
K	5	17	0.06	2.00	Yes
K	6	23	0.06	1.00	Yes
K	7	23	0.06	1.00	Yes
K	8	23	0.06	1.00	Yes
K	9	25	0.06	1.00	No
K	10	23	0.06	1.00	Yes
K	11	25	0.06	1.00	No
1	4	19	0.06	1.00	Yes
1	5	21	0.06	1.00	Yes
1	6	20	0.06	1.00	Yes
1	7	21	0.06	1.00	Yes
1	8	22	0.06	1.00	Yes
1	9	25	0.06	1.00	No
1	10	20	0.06	1.00	Yes
1	11	19	0.06	1.00	Yes
1	12	18	0.06	2.00	Yes
K - 1	1/1	7	1.00	1.00	Yes
K - 1	2/2	10	0.50	1.00	Yes
K - 1	3/3	10	0.50	1.00	Yes

Mispillion 2 - 3 Enrollment					
Grade	Class #	Students	Paras	Teachers	K-3 Ratio Met?
2	3	9	0.50	1.00	Yes
2	4	19	0.06	1.00	Yes
2	5	17	0.06	1.00	Yes
2	6	19	0.06	1.00	Yes
2	7	20	0.06	1.00	Yes
2	8	20	0.06	1.00	Yes
2	9	20	0.06	1.00	Yes
2	10	20	0.06	1.00	Yes
2	11	20	0.06	1.00	Yes
3	4	6	1.00	1.00	Yes
3	5	18	0.06	1.00	Yes
3	6	18	0.06	1.00	Yes
3	7	17	0.06	1.00	Yes
3	8	21	0.06	1.00	Yes
3	9	16	0.06	1.00	Yes
3	10	19	0.06	1.00	Yes
3	11	20	0.06	1.00	Yes
3	1/12	20	0.06	1.00	Yes
2 - 3	2/3	4	1.00	1.00	Yes

Ross 2 - 3 Enrollment					
Grade	Class #	Students	Paras	Teachers	K-3 Ratio Met?
2	2	20	0.06	1.00	Yes
2	3	20	0.06	1.00	Yes
2	4	20	0.06	1.13	Yes
2	6	19	0.06	1.13	Yes
2	7	26	0.25	1.00	Yes
2	8	20	0.06	1.00	Yes
2	9	21	0.06	1.13	Yes
2	10	20	0.06	1.13	Yes
2	11	20	0.06	1.25	Yes
2	12	25	0.25	1.00	Yes
3	1	6	0.50	1.00	Yes
3	3	24	0.15	1.13	Yes
3	4	23	0.06	1.00	Yes
3	5	24	0.15	1.13	Yes
3	6	15	0.06	1.00	Yes
3	7	24	0.06	1.17	Yes
3	8	16	0.06	1.00	Yes
3	9	23	0.06	1.00	Yes
3	10	24	0.06	1.17	Yes
2 - 3	1/3	10	0.50	1.00	Yes
2 - 3	5/11	4	1.00	1.00	Yes

*Requires a waiver as per Delaware Code, Title 14, Chapter 17, 1705A

The ratio of students to instructors in any class in Kindergarten or grades 1 - 3 in a Delaware school shall not exceed 22 students as of the last school day of October.

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

Milford, Delaware 19963
POLICY

1002

PARENT AND FAMILY ENGAGEMENT

In support of strengthening student academic achievement, Milford School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to the parents(s)/guardian(s) and family members of participating children a written Pparent and Ffamily Eengagement Ppolicy as that contains information required by §Section 1116 (20 U.S.C. § 6318)1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the Local Education Area's (LEA)District's expectations and objectives for meaningful parent/guardianfamily engagement and describes how the LEA will implement a number of specific parent/family engagement activities, and it is incorporatedbe incorporated into the DistrictLEA's Title I plan submitted to the Delaware Department of Education.

The Milford School District agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

The school Ddistrict is committed to building strong partnerships among schools, families, and the community to improve student learning and achievement.

The District will:

1. Implement will put into operation programs, activities, and procedures for the engagement of parent(s)/guardian(s)family members engagement in all its schools receiving with Title I, Part A programs. These programs, activities, and procedures will be planned planned and operated with meaningful consultation with parents and /families.y members of participating children.
2. The school district will Wwork with its schools to ensure that the required school-level parent and /family engagement policyies meets the requirements of §Section 1116(b) of the ESSA, and that each include a copy as a component of theira school-parent/familyhome/school compact consistent with federal law.
3. In carrying out the Title I, Part A parent/family engagement requirements to the extent practicable, the school district and its schools will pPprovide full opportunities for the participation of parent(s)/guardianfamilie(s), including those with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantagedmigrant backgrounds, or minority status are of any

~~racial or ethnic minority background, including~~ This includes ensuring that providing information and school reports required under ~~§Section~~ 1111 of the ESSA are provided in an understandable and uniform format ~~including alternative formats upon request~~ and, to the ~~extent practicable~~extent practicable, in a language that parent(s)/guardian(s) parents/families can understand.

If the ~~District's LEA plan for Title I, Plan Part A, developed under Section 1112 of the ESSA, is is~~ not satisfactory to the parent(s)/guardianfamily(ies) of participating children, the ~~school D~~istrict will include and submit any comments along with the plan when ~~the school district submits the plan provided~~ to the state Department of Education.

The ~~school D~~istrict will be governed by the following definition of parent and ~~a~~ family involvement and engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in ~~§Section~~ 8101 of the ESSA. ∴

~~1. Parent/Family engagement means the participation of parents/families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:~~

- ~~1. Parent(s)/guardian(s) play an integral role in assisting in their child's learning.~~
- ~~2. Parent(s)/guardian(s) are encouraged to be actively involved in their child's education at school.~~
- ~~3. Families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.~~
- ~~4. Other activities consistent with § 1116 of the ESSA are carried out.~~

~~(A) Parents/Families play an integral role in assisting their child's learning~~

~~(B) Parents/Families are encouraged to be actively involved in their child's education at school~~

~~(C) Parents/Families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child~~

~~(D) Other activities are carried out, such as those described in Section 1116 of the ESSA~~

~~REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS~~Required District Parent and Family Engagement Policy include:

Components include:

~~2.—1. Family survey available in multiple languages~~

~~2. Parent/guardian participation in school strategic planning, for every school on an annual basis~~

~~3. Regular meetings of the District Family Engagement Committee~~

~~4. Involvement of parent members in advisory task forces such as school calendar, dress code and other initiatives~~

~~1. Annual parent / family survey available in multiple languages~~

~~1. Parent / family participation in school strategic planning, for every school on an annual basis.~~

~~2. Regular meetings of District Family Engagement Committee members~~

~~3. Involvement of parent / family members in advisory task forces, such as Positive Behavior Supports committees, strategic planning, school calendar, district dress code task force, and other initiatives~~

~~JOINTLY DEVELOPED~~Jointly Developed

The ~~Milford School~~ District will involve parent(s)/guardian(s)~~family members~~ in jointly developing its LEA plan under ~~§Section~~ 1112, and the development of support and improvement plans under paragraphs (1) and (2) of ~~§Section~~ 1111(d) of the ESSA:

1. Establish effective communication methods between home and school.

2. Share and receive feedback from volunteer parent/guardian members representative of the

District's population.

3. Offer surveys as a vehicle to share voice and collect data.

4. Provide opportunities for parents/guardians to solicit ideas and support regarding engagement with our schools.

~~(A) — Establish effective communication methods between home and school~~

~~(B) — Share and receive feedback from volunteer parents/family members representative of our district population~~

~~(C) — Offer surveys as a vehicle to share voice and collect data~~

~~(D) — Provide opportunities for parents/families to solicit ideas and support regarding engagement with our schools~~

~~TECHNICAL ASSISTANCE~~ Technical Assistance

The ~~Milford School~~ District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent/family engagement activities to improve student academic achievement.

and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

1. Provide ongoing learning opportunities for parents/guardians about the District's programs.
2. Provide ongoing opportunities to showcase student work and performances.
3. Provide opportunities to engage with community organizations.

~~(E) Provide ongoing learning opportunities for parents/family members to learn about programs~~

~~(F) Provide ongoing opportunities to showcase student work and performances~~

~~(G) Provide opportunities to engage with community organizations~~

~~ANNUAL EVALUATION~~Annual Evaluation

The ~~Milford School~~ District will take the following actions to conduct, with the meaningful engagement of parents/family members, an annual evaluation of the content and effectiveness of this parent/family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/families in activities (with attention to those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents/family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The ~~_school-d~~ District will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more ~~effective parental/familial engagement~~effective engagement, and to revise, if necessary, ~~its parent/family engagement policies~~. Strategies include:

1. Share and receive feedback from volunteer parent(s)/guardian(s) representative of the District's population.
2. Offer surveys as a vehicle to share voice and collect data.
3. Provide opportunities for parent(s)/guardian(s) to solicit ideas and support regarding engagement with the District's schools.

~~(H) Share and receive feedback from volunteer parents/family members representative of our district population~~

~~(I) Offer surveys as a vehicle to share voice and collect data~~

~~(J) Provide opportunities for parents/families to solicit ideas and support regarding engagement with our schools~~

~~RESERVATION OF FUNDS~~Reservation of Funds

The ~~Milford School~~ District will involve the parents/family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

1. An annual joint meeting with the Budget Oversight Committee will provide an opportunity to report out budget priorities and requirements of all federal Title 1 programs.
2. Regularly monthly reports regarding the district revenue and expenditures are shared with the Milford School Board of Education

~~(K) An annual joint meeting with the district Budget Oversight Committee will~~

~~provide opportunity to report out budget priorities and requirements of all federal title programs~~

~~(L) — Regular monthly reports regarding the district revenue and expenditures are shared at regular school board meetings~~

~~COORDINATION OF SERVICES~~Coordination of Services

The ~~Milford School~~ District will coordinate and integrate parent and family engagement strategies ~~with parent/family engagement strategies~~, to the extent feasible and appropriate, with other relevant

~~f~~Federal, ~~s~~State, and local laws and programs that encourage and support parents in more fully participating in the education of their children by:

1. Engage early childhood centers throughout the District's community.
2. Engage adult education programming opportunities throughout the District's greater community.
3. Foster dual enrollment partnerships with higher-education institutions
4. Foster community partnerships to support student internships and future employment.

~~(M)—Engage early childhood centers throughout our community~~

~~(N) Engage adult education programming opportunities throughout our community~~

~~(O) Foster dual enrollment partnerships with higher education institution~~

~~(P)—Foster community partnerships to support student internships and future employment~~

~~BUILDING CAPACITY OF FAMILIES~~Building Capacity of Families

The ~~Milford School~~ District will, with the assistance of its Title I schools, build ~~family~~ capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help ~~parents/~~families work with their children to improve ~~their children's~~ academic achievement. Assistance will also be provided to ~~parents/~~families in understanding the following topics:

- The challenging academic standards
- The required academic assessments including alternate ~~assessments~~assessments.
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

~~BUILDING CAPACITY OF SCHOOL STAFF~~Building Capacity of School Staff

The ~~Milford School~~ District, with the assistance of its schools and ~~parents/~~families, will educate and engage its ~~district wide~~ staff on specialized instructional support and other methods to engage with ~~parents/~~families ~~using parent/family expertise and skill sets~~, to contribute to the overall success of every student by:

1. Sharing and receiving feedback from volunteer parent/family members representing the District's population via meetings, surveys, workshops, webinars, etc.
2. Providing annual meeting opportunities for parent(s)/guardian(s) to engage with members of the Milford Education Association (MEA)
3. Establishing effective communication methods between home and school

~~(Q)—Sharing and receiving feedback from volunteer parents / family members representative of our district population via meetings, surveys, workshops, webinars, etc.~~

~~(R)—Providing annual meeting opportunity for parents / families to engage with members of Milford Education Association (MEA)~~

~~(S)—Establishing effective communication methods between home and school~~

~~ADOPTION~~

~~The Parent and Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs. This policy was adopted by~~

~~the Milford School District on January 25, 2021 and will be made available to all parents of participating Title I, Part A children.~~

ADOPTED: 01/25/21

AMENDED:

NEXT REVIEW DUE:

~~MILFORD SCHOOL DISTRICT~~
~~Milford, Delaware 19963~~

~~POLICY~~

~~3304~~

~~POLICY STATEMENT FOR CHILD NUTRITION MEALS~~

~~The Milford Board of Education agrees to sponsor and implement the National School Lunch Act as amended, the Community eligibility Provision as amended, and the Child Nutrition Act as amended.~~

NOTE: We are recommending deleting this policy as Policy 3304, Child Nutrition Program Policy, and Policy 3304A, Wellness Policy, describe the District's adherence to these regulations.

~~ADOPTED: 10/20/70; 8/16/82, 9/19/16~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4102

EMPLOYMENT PROCEDURES: CERTIFIED AND NON-CERTIFIED PERSONNEL

~~The Milford School District. All employees are appointed by the~~ Board of Education appoints all employees upon recommendation of the Superintendent. The Superintendent ~~will shall~~ be responsible for the development and administration of procedures for recruiting, screening, interviewing and selecting candidates for final consideration and election by the Board. All employment approvals will be ~~are~~ conditioned upon submitting necessary hiring paperwork, verification of credentials, and receipt of ~~a~~ satisfactory criminal background check s and other required clearances.

When circumstances require a recommended candidate to commence employment prior to the Board meeting at which formal election would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next meeting. Until such approval, the employment will remain ~~remains~~ conditional.

~~A.~~ Vacancies

~~1.~~ All regular vacancies will be advertised and posted by the Director of Human Resources or designee and will be in accordance with the Collective Bargaining Agreements.

~~B.~~ Application for Employment

~~1.~~ All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. ~~will are to~~ be initiated from or referred to the office of the Director of Human Resources.

~~2.~~ AOnline and paper applications will be submitted through the District's online application system made available to all applicants.

~~3.~~ All applications are to be submitted within the appropriate timeframe.

~~4.~~ Applications will be considered complete whenever the applicant has fulfilled and submitted ~~completed~~ the requirements outlined on the application.

G. Selection Process

The Director of Human Resources will oversee the following selection process:

- ~~a.1.~~ Online Review of online and paper applications will be reviewed to assess candidate eligibility~~determine qualifications~~. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school district.~~Initial screening to determine if qualifications may be performed by a clerk.~~
- ~~b.2.~~ An interview panel will be selected in accordance with Collective Bargaining Agreements~~Selection of diverse interview panel in accordance with the Collective Bargaining Agreements.~~
- ~~c.3.~~ Ranking of candidates based upon interview scores. A holistic evaluation of candidates will be conducted, including overall qualifications, experience, references, and interview performance. Candidate rankings will reflect this comprehensive assessment.
- ~~d.4.~~ R~~Review of references~~ will be reviewed and confirmed~~ing that references were checked~~, including contact with~~with that~~ the current supervisor ~~was contacted~~.
- ~~e.5.~~ The Superintendent will recommend the top-ranked candidate to the Board of Education of the highest scoring candidate. CBA, and assuming each party conducting an interview scored each candidate independently.
- ~~f.6.~~ The Approval by the Board will have final approval of the candidate~~of Education.~~
- ~~g.7.~~ Final approval is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and required clearance checks~~child protection registry checks~~, and adherence to Milford School District policies.
- ~~h.8.~~ For administrative positions, the Board ~~of Education~~ may interview candidates, if it so desires.

D. Processing Applications of Unsuccessful Candidates

- ~~1.~~ Unsuccessful candidates will be notified informing them of their status.

ADOPTED: 8/17/70

AMENDED: 7/18/77; 1/28/19; TBD

NEXT REVIEW DUE: TBD

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4209

HOMEBOUND INSTRUCTION / TUTORING

~~With regard to employing instructors for qualified homebound students, the district will consider teachers employed by the district first, then consider fully certified teachers outside the district, and last, persons of other educational levels who have been determined to have the knowledge and skills to perform the service. The employment of persons solely for this purpose will require them to go through an application process and to complete the criminal background check as required by law.~~

~~All homebound instruction will take place at the home of the student with the parent or guardian present or at one of the district schools.~~

~~District teachers may tutor their own students, provided that the compensation for the services are paid from district funds as part of the district "Extra Time" programs or homebound instruction. In instances where the parents are paying for the tutoring, teachers may not tutor students who are currently assigned to their class, without written permission from the superintendent.~~

~~ADOPTED: 7/25/00~~

~~AMENDED: 4/18/11~~

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4317

DEATH BENEFIT FOR EMPLOYEES

~~Provisions for settlement of financial matters for employees who die while employed by t~~
The Milford School District **will make the following payment(s) to the employee's estate in the event of the death of an employee** ~~shall be authorized in accordance with the following procedures:~~

1. ~~Regular salary authorized by State and local provisions owed to the employee at time of death will be calculated utilizing the formula (Daily rate as defined by the State Board of Education) X (Number days of authorized salary).~~
2. **Accrued vacation leave paid at the per diem rate of the regular gross annual salary at the date of death, if applicable.**
3. **Accrued sick leave paid in accordance with 14 Del. Code §1318(g) at the per diem rate of the regular gross annual salary.**
2. ~~In addition to any regular salary owed to an eligible employee at time of death, the Milford School~~

The District may also pay to the employee's estate of the deceased eligible employee or to a specified beneficiary, a sum equal to twenty (20) days' pay at the per diem rate of the regular gross annual salary for the fiscal contract year during which death occurs.

3. ~~The term Eligible employees shall be defined as~~ **are personnel in pension creditable positions who have been officially approved for regular employment and are included in the Milford School District payroll records at the time of death. Certain P personnel, although not actively engaged in school district responsibilities during summer months, are considered to be under contractual obligation to the district and would, therefore, qualify for this benefit unless ineligible to receive this benefit based on the criteria listed in this policy.** ~~superseded by other causes such as retirement, resignation, or official leave other than sabbatical.~~

Newly employed personnel **in pension creditable positions** will qualify for Milford School District Death Benefits **this benefit thirty ninety (90) calendar days following the employee's effective date of employment.** ~~(The term "effective date of employment" shall mean the first day any employee actually begins the performance of performing assigned duties in such position. and is added to the official payroll.)~~

4. ~~The following would not be eligible for this benefit:~~
- a. ~~Substitutes~~ **s teachers**

- b. Employees in non-pension creditable positions, including those only holding limited contracts
 - c. ~~Those who provide services to Milford School District on a contracted basis rather than as regularly employed personnel elected by the Board of Education.~~
 - c. Personnel whose death occurs after an official resignation or retirement date
 - d. Personnel whose death occurs after the last work day of a contract when the employee has received notification that their contract will not be renewed for the next school year
 - e. ~~Personnel on leave from the School District except in the case of authorized sabbatical leave.~~
5. ~~_____~~

In the event of a local or national disaster or for any other valid reason, the Milford School District Board of Education may refrain from payment of this benefit. The enactment of this policy in no way constitutes a contractual agreement between the Milford School District and its employees. ~~regarding any other provisions contained herein with the exception of subsection "1."~~

6. ~~The Board may request legal proof of death prior to payment of the death benefit if circumstances warrant such action.~~

ADOPTED: 11/17/69;

AMENDED: 12/15/69; 07/18/77; 11/XX/25

NEXT REVIEW DUE: November 2030

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4327

RETIREMENT GIFT ~~AWARD~~ AND EARLY NOTIFICATION COMPENSATION

The Milford School District will provide a retirement award to all District employees who retire from a pension creditable position and meet the State of Delaware's pension eligibility criteria for retirement. The amount of the award will be based on the years of service to the District. ~~receive a pension shall be eligible. Only years of service to the Milford School District shall be counted.~~

Years of Service in Milford	Amount of Gift Award
40 and above	\$ 400
35 to 39	350
30 to 34	300
25 to 29	250
20 to 24	200
15 to 19	150
10 to 14	100
0 to 9	50

~~The immediate supervisor of the retiring employee shall recommend to the Superintendent or his/her designee an appropriate gift.~~

All employees who submit their retirement notice to the Director of Human Resources within 6 months of their retirement date will receive an early notification stipend of ~~For those retirees providing early notification as requested by the District Personnel Office, a fixed compensation amount of \$600.~~

~~Any such retirement award or early notification stipend will be paid in the shall be added to the eligible employee's final contract payment. and such payment shall be considered as creditable compensation for pension purposes pursuant to Title 29 Section 5501(c) of the Delaware Code.~~

In addition, the District may also elect to provide a de minimis gift to retirees upon retirement as a token of appreciation for service to the District.

ADOPTED: 02/16/87;

AMENDED: 06/20/05; 11/XX/25

NEXT REVIEW DUE: November 2030

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

4330

EMPLOYEE OF THE YEAR AWARDS

~~All employees~~The Milford School District will recognize employees who receive an award will be recognized at an annual district-wide ceremony to honor their accomplishmentss.
The award amounts shall be added to the employees' annual salaries and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).

Employee of the Year	Award Amount
<ul style="list-style-type: none">• Building Level Teachers of the Year	\$300
<ul style="list-style-type: none">• Building Level Educational Support Professionals of the Year	\$300
<ul style="list-style-type: none">• District Related Services Employee of the Year• District School Counselor of the Year• District School Nurse of the Year	\$300 each
<ul style="list-style-type: none">• District Educational Support Professional of the Year	An additional \$1700
<ul style="list-style-type: none">• District Teacher of the Year	An additional \$1700
<ul style="list-style-type: none">• State-District Behavioral Health Professional of the Year (Award winner is not eligible for another district employee of the year award.)	\$2000

~~This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).~~

ADOPTED: 6/22/92; 2/23/98; 4/26/04; 5/24/04; 8/23/04

REVISED: 3/22/10; 6/7/10; 6/20/11; 9/24/12; 6/22/15; 2/24/20; 3/21/22; 8/22/22; 4/15/24; TBD

NEXT REVIEW DUE: TBD

~~MILFORD SCHOOL DISTRICT~~
~~Milford, Delaware 19963~~

~~POLICY~~

~~4336~~

~~SABBATICAL LEAVE~~

~~Sabbatical leave must be in accordance with Section 1325 Sabbatical Leave, 14-
Delaware Code. No more than one sabbatical leave will be approved in any one school
year.~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5201

ELEMENTARY SCHOOL ASSIGNMENTS

~~The Superintendent will recommend elementary school attendance areas to the Board of Education no later than the regularly scheduled August Board meeting of each school year. Students residing in specific attendance areas will attend the elementary school approved by the Board for that area. The Superintendent shall establish attendance areas for the elementary schools using the following criteria:~~

- ~~1. Student enrollment in relation to capacity~~
- ~~2. Class size~~
- ~~3. Student demographic distribution~~
- ~~4. Efficiency of transportation~~
- ~~5. Academic program~~

~~Exceptions to this policy are to be considered by the Superintendent only when a specific program not available in the specified school is available in another elementary school and a student is determined to be in need of such program; when demographic balance is to be achieved; when the transfer of students is necessary to achieve reasonable balance of class loads; and when the student's physical health necessitates a specific school situation.~~

~~A. Kindergarten and pre-K students shall attend Morris Early Childhood Center.~~

~~B. Students who live in the following areas shall attend **Benjamin Banneker Elementary School**:~~

- ~~1. Mispillion River from Delaware Bay to Mullet Run tributary (Kent/Sussex border).~~
- ~~2. From the intersection of Mullet Run tributary and the Mispillion River north along the Mullet Run tributary to a point on DuPont Blvd (Hwy) just north of 700 DuPont~~

Blvd (Hwy).

3. ~~Mullet Run tributary winds from SE to NW between 310 and 314 NW Front St. (east of Mill St.), east of Silver Hill Apartments, behind The Apartments at Saw Mill, Valley Run Apartments and Silver Lake Estates Apartments to the point on DuPont Blvd as described above.~~
4. ~~SW from point north of 700 DuPont Blvd to RR tracks (.5 mi)~~
5. ~~Slightly NW on RR tracks until intersection with Williamsville Rd~~
6. ~~SW on Williamsville Rd until School district boundary (intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd)~~

~~C. Students who live in the following areas shall attend the **Lulu M. Ross**~~

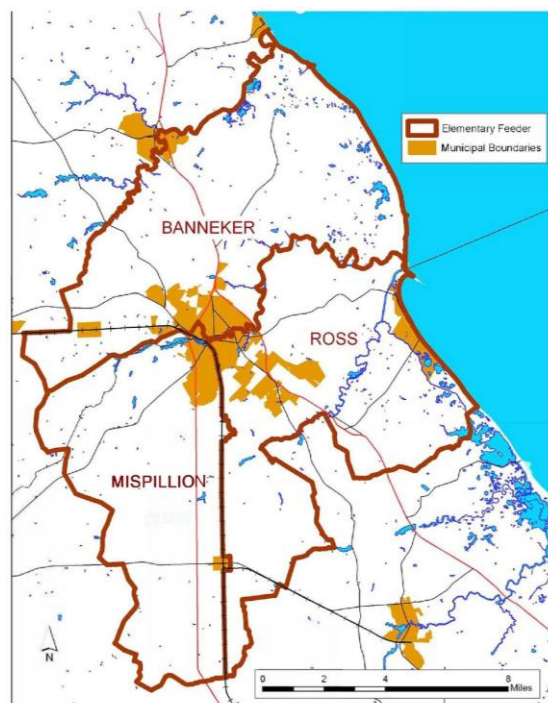
~~Elementary School:~~

1. ~~Mispyllion River from Delaware Bay to Railroad Bridge at Silver Lake (Kent/Sussex Border)~~
2. ~~From the Railroad Bridge at Silver Lake and the Mispyllion River S on the RR tracks until School District Boundary (.6 mi S of Robbins Rd) with the exception of the town limits of Lincoln (as described within Mispyllion Elementary boundary), and the corporate limits of Ellendale (as described within the Mispyllion Elementary boundary).~~

~~Students who live in the following area shall attend Mispyllion Elementary School:~~

1. ~~From the intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd NE along Williamsville Road to the RR intersection.~~
2. ~~Slightly SE on RR tracks until intersection with Rt 113.~~
3. ~~North on RT 113 to the intersection of Mullet Run tributary~~
4. ~~SW on the Mullet Run Tributary until the intersection with the Mispyllion River.~~
5. ~~SE on the Mispyllion River to the RR tracks~~
6. ~~Follows the RR tracks until the area of Lincoln.~~
7. ~~Streets East of RR tracks in Lincoln that will attend Mispyllion Elementary School:~~

- a. ~~2nd Street~~
 - b. ~~Loblolly Ave~~
 - c. ~~3rd Street~~
 - d. ~~Small Ave~~
 - e. ~~Butler Ave~~
 - f. ~~Washington St~~
 - g. ~~Front St~~
 - h. ~~Greely Ave~~
 - i. ~~Johnson Rd (last even/odd addresses on East are respectively 18532 and 18549) at 3rd St~~
8. ~~Continuing S on RR tracks until Town of Ellendale.~~
9. ~~Entire Town of Ellendale will go to Mispillion Elementary School.~~
10. ~~Continuing S on RR tracks until School District Boundary (.6 mi S of Robbins Rd).~~



ADOPTED: 17/20/70; 8/72; 8/11/75; 3/21/77; 4/27/87; 7/9/90; 6/20/05; 3/18/19

Recommended to remove policy 5201. This policy is not up to date on how attendance areas have been decided for elementary schools. The procedure has been to obtain a formalized study from the University of Delaware, as necessary, to get projected growth patterns in the district and ensure an equal distribution of all subgroups.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5202

MILFORD ATTENDANCE AREAS

~~The School District Administration shall establish attendance areas for the elementary schools using the following criteria:~~

- ~~1. — Class size~~
- ~~2. — Racial distribution~~
- ~~3. — Efficiency of transportation~~
- ~~4. — Academic program~~

Recommended to remove policy 5202 as it duplicated 5201. Neither policy is up to date on how attendance areas have been decided for elementary schools. The procedure has been to obtain a formalized study from the University of Delaware, as necessary, to get projected growth patterns in the district and ensure an equal distribution of all subgroups. With the change in grade level configurations at all elementary schools neither policy is needed.

ADOPTED: 7/21/75; 9/20/76; 3/21/77; 7/19/82

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

5310

SCHOOL LOCKER POLICY

~~It shall be the policy of the~~ The Milford School District Board of Education ~~that~~ **deems** school lockers ~~are as the District property of the District~~ **per Section 3.1.2 of 14 Del. Admin C. §612.** At no time does the District relinquish its exclusive control of lockers which are provided for the convenience of its students. Periodic general inspections of lockers or random inspections of lockers may be conducted by school authorities for any reason at any time without reasonable suspicion of the commission of a crime or a school disciplinary infraction. Locker searches may be conducted by school authorities at any time, without notice, without student consent, and without a search warrant provided that during any such search an administrative employee of the ~~Milford School District~~ will be present to witness the search. The Board of ~~Education~~ authorizes administrative employees of the District to conduct locker searches with or without the involvement of the Milford **Police Department**, ~~or~~ Delaware State Police, **or any other law enforcement agency.** In the event **a** locker search reveals that a student's locker contains items which are prohibited under the Student ~~Disciplinary Code~~ **of Conduct** or under Delaware State law, appropriate disciplinary procedures shall be initiated against the student.; ~~and in~~ situations where the items discovered are in violation of State law, the Milford **Police Department** and/or Delaware State Police shall be notified.

ADOPTED: 01/24/94

AMENDED: 11/XX/25

NEXT REVIEW DUE: November 2030

~~MILFORD SCHOOL DISTRICT~~
~~Milford, Delaware 19963~~

~~POLICY~~

~~6107~~

~~PERSONAL ERRANDS~~

~~Under no circumstances should school personnel send a student out of school on a~~
~~personal errand.~~

~~ADOPTED: 8/17/70~~

~~AMENDED: 11/18/74; 7/19/82; TBD~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4339

PAID LEAVE FOR BIRTH, ~~OR~~ ADOPTION, OR FOSTER CARE PLACEMENT 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, or foster care placement 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~~ the 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 one child who is adopted through the same adoption process, or on the same date, or more than one child is placed into foster care through the same placement 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~~ the District, ~~charter school, or vocational school district~~ for at least 12 ~~consecutive~~ months immediately prior to the date of birth, adoption, or foster care placement ~~or adoption~~ (see definition of "full-time employee" in Section II.A.) shall be entitled to 12 weeks of paid leave upon the birth, adoption, or foster care placement ~~of a child of the employee, or upon adoption~~ of a child by the employee. Multiple births/adoptions /foster care placements 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,~~ or foster care placement 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,~~ or foster care placement, 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,~~ or foster care placement 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,~~ or foster care placement 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~~ or foster care placement of a child, the employee must provide written notice of intent to take paid leave at least 30 days' in advance of the adoption or foster care placement if the date of the adoption is foreseeable. If the date of the adoption or foster care placement 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 foster care placement 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 or foster care placement. Situations where a legal document cannot be provided at the time of birth, ~~or adoption,~~ or foster care placement 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 or foster care placement order. The documents provided shall show the date of the birth or adoption or foster care placement -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: 2/19/29

REVISED: 10/21/19, 1/21/25, 07/07/25

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

8206

VACANCY ON SCHOOL BOARD OTHER THAN EXPIRATION OF TERM

If a vacancy on the **Milford School District** Board of Education occurs for any reason other than the expiration of a term, ~~should occur, the Board will use~~ the following procedures **will be used** to fill such **the** vacancy:

- ~~1. Advertise in the local newspaper and on the radio the Board vacancy and seek applications from eligible candidates.~~
- ~~2. Screen applications to determine legal eligibility of person to become a candidate for the vacancy.~~
- ~~3. Interview all eligible candidates.~~
- ~~4. Elect a person to serve until the end of the fiscal year.~~
 - 1. Information including the deadline for submitting applications, length of the remainder of the term, residency requirements, and qualifications per 14 Del. C. §1052 will be advertised using local media outlets to seek applications from eligible candidates.**
 - 2. The Executive Secretary will screen applications to determine legal eligibility of a person to become a candidate for the vacancy. The Board will receive copies of all eligible applications no later than five (5) days prior to the scheduled meeting.**
 - 3. The Board will provide eligible candidates a list of questions for which each person will be allocated 5 minutes to respond to during open session of a designated public meeting.**
 - 4. Nominations to fill the vacancy will be made from within the Board following the conclusion of candidate responses. A nominee must receive a majority vote of the entire Board membership to be selected to fill the vacancy for the remainder of the term. Should the nominee not receive a majority vote of the entire Board membership, the nominee will be declared null and void and nominations will be reopened.**
 - 5. Should the Board not fill the vacancy, another attempt will be made at the next scheduled regular meeting using the steps outlined above.**

Reference: ~~14 Delaware Code, Chapter 10, Section 1054~~ **14 Del. C. §1052, §1054**

ADOPTED: 10/16/78
AMMENDED:
NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8301

ELECTION OF SCHOOL BOARD OFFICERS

The Milford School ~~District~~ Board ~~of Education~~ ~~shall~~ **will** hold an annual **reorganization** meeting ~~at its office~~ in July of each year ~~when the elections of the President, Vice President, and the installation of new members will be the first items of business.~~

~~At each annual meeting, the School Board shall elect one of its members as president and another of its members as vice-president.~~

Nominations will be made from within the Board. For election to office, a nominee must receive a majority vote of the entire Board membership. Should no nominee receive a majority vote of entire Board membership, the election will be declared null and void and nominations will be reopened.

In the event the office of President or Vice President becomes vacant between elections, the Board will use the method of election set forth above to select a member to fill the vacancy until the ensuing annual organizational meeting.

~~At each annual meeting, the School Board shall designate the chief school officer, or superintendent, as the executive secretary of the School Board.~~ **At each reorganization meeting, the Board will also designate the Superintendent as the Executive Secretary.**

Reference: Milford School District Policy #8505; ~~Sections 1045, 1048, Title 14 Delaware Code~~ **14 Del. C. §1045**

ADOPTED: July 14, 1975
REVISED:
NEXT REVIEW DUE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8401

BOARD-SUPERINTENDENT RELATIONS

The Milford ~~School District~~ Board of Education believes that the legislation of policies is the most important function of a school board, and that the execution of the policies should be the function of the ~~superintendent~~ Superintendent.

Delegation by the Board of its executive powers to the ~~superintendent~~ Superintendent provides freedom for the ~~superintendent~~ him/her to manage the ~~schools~~ Milford School District within the Board's policies, and frees the Board to devote its time to policymaking and appraisal functions. Thus, the ~~superintendent~~ Superintendent may establish administrative regulations and take other actions to carry out the District's policies.

The Board holds the ~~superintendent~~ Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about ~~school~~ District operations.

In his/her efforts to keep the Board informed, the Superintendent will notify Board members as promptly as possible of any happenings of an emergency nature which occur in the schools.

The ~~superintendent~~ Superintendent shall be in attendance and participate in all assemblies of the Board or its committees unless the expressed purpose of the assemblies is to discuss some aspect of the ~~superintendent's~~ his/her performance.

Reference: ~~§1091, Title 14, Delaware Code~~ 14 Del. C. § 1091

ADOPTED: July 14, 1975
AMENDED: January 12, 1976
NEXT REVIEW DUE:

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY**

8402

BOARD ATTORNEY

The **Milford School District Board of Education** ~~shall~~ **will** retain an attorney for legal counsel and **service representation** in the affairs of the ~~district~~ **Milford School District**. ~~(S)He~~ **The attorney** serves at the pleasure of the Board and is compensated at a fee that is accepted by the Board.

~~(S)He~~ **The attorney** will be required to attend such Board meetings or other meetings where his/her services may be needed. ~~His/Her~~ **The attorney's** services are also available to the Superintendent ~~and the Secretary of the Board~~ **or designee requiring legal counsel related to District matters**. ~~Staff members who desire legal advice on school problems should make their requests to the Superintendent.~~

When the Board deems it to be in the best interest of the District, it may choose to employ other legal counsel for specific purposes.

The Board may enter into agreements with other districts, or a cooperative organization representing same, to share legal services when it is deemed in the best interest of the District.

Reference: ~~§1049, Chapter 10, Title 14, Delaware Code~~ **14 Del. C. §1049**

Notes: Title 14 1049 is titled 'Policy Making' and mentions 'appointing personnel', which is not the same as appointing an attorney. There is no code that requires the Board to appoint an attorney.

ADOPTED: July 14, 1975
AMENDED: January 12, 1976
NEXT REVIEW DUE:

~~MILFORD SCHOOL DISTRICT~~
~~Milford, Delaware 19963~~

~~POLICY~~

8403

BOARD NEGOTIATOR

~~The Board shall, at appropriate times, appoint a negotiator for the purpose of representing the District in formal negotiating proceedings with employee groups. The negotiator's fee for services rendered must have the prior approval of the Board.~~

~~The negotiator shall be accompanied by a district administrator (who is selected by the Superintendent) at all negotiation proceedings.~~

~~The negotiator shall be required to consult with the Superintendent on all negotiation positions to determine their possible impact on the District's operations.~~

~~Reference: §1043, Chapter 10 and Chapter 40 of Title 14; and Chapter 13 of Title 19,~~
~~Delaware Code~~

~~ADOPTED: July 14, 1975~~

~~REVISED: 2/25/13~~

Notes: Title 14 section 1043 reads: § 1043. Authority.

In each reorganized school district there shall be a school board which shall have the authority to administer and to supervise the free public schools of the reorganized school district and which shall have the authority to determine policy and adopt rules and regulations for the general administration and supervision of the free public schools of the reorganized school district. Such administration, supervision and policy shall be conducted and formulated in accordance with Delaware law and the policies, rules and regulations of the State.

Chapter 40 is the Public School Employment Relations Act and does not provide any specific reference regarding the a specific negotiator, while it does reference its 'duly authorized designee'.

Recommend removing as the policy is not needed.