

**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING
September 22, 2025**

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

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:34pm PM on Monday September 22, 2025, at the Milford Middle School, 612 Lakeview Ave, Milford, DE 19963

NEW BOARD MEMBER SWEARING IN

Cynthia McKenzie was sworn in as the new Board Member of Area-C at 5:35pm. Mr. Scott Fitzgerald conducted the swearing in ceremony.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell at 5:45 PM to adjourn to executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Butch Elzey at 7:00pm to return to 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

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti to accept the minutes with proposed change. Motion passed unanimously. Proposed change: Mrs. Ashlee Connell requested that her name be corrected.

CHANGES TO AGENDA

Executive Secretary, Mr. Travis Moorman, recommended one change to the agenda, to delete the last sentence from Agenda Item #10 – Public Comment “the Board will allot up to 20 minutes for the public comment period to be completed.” Sentence will be deleted.

PUBLIC COMMENT – No public comments were made in person or online.

SUPERINTENDENT'S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last meeting. He talked about events such as the Ribbon Cutting Ceremony for the Milford Middle School and the Milford Freedom Festival. Mr. Moorman announced the Milford Community parade that will take place on Wednesday October 15th, 2025, and several 2025 Homecoming festivities taking place on October 17th, 2025, and October 18th, 2025. He emphasized and encouraged the use of social media for Milford School District celebrations and success not negativity.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

Academic Excellence report was given by Dr. Bobbie Kilgore. Dr. Kilgore presented student field trips for the board to review. Mrs. Jennifer Massotti posed a question about the September 19th 2025 Field Trip. Dr. Kilgore explained that some alumni expressed a strong desire to have our students join them on this trip. Due to extenuating circumstances with the alumni, the students attended, and Dr. Kilgore proceeded to present the Field Trip to the board by normal process. **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

Mr. Jon LoBiondo asked the board to consider the transfer of three bus contracts to three existing contractors with the district. Mr. Matt Bucher asked if there were any financial increases to the district. Mr. LoBiondo stated there is no cost increase and no changes. **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve the transfer of three bus contracts to three contractors within the district as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented Monthly Revenue, Expenditure and Major Capital Reports as of August 31, 2025, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve monthly revenue, expenditure, and major capital reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented the construction change orders for approval. Mr. Matt Bucher asked if we were expecting more change orders. Mrs. Tammy Smith responded that due to a few last-minute changes, accumulated overtime due to the push to open the day after Labor Day, and expected additional work, yes there are more change orders expected. Mr. Bucher reiterated that we are still approximately \$6,000,000 (six million) dollars under budget. Mrs. Tammy Smith confirmed. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey to approve all construction 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 report be accepted as presented in executive session. **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve the Personnel report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION:

Per Mr. Matt Bucher, there were no DSBA updates at this time.

The following policies were presented for First Read.

Policy 3303 - Student Fees – Child Nutrition Program Meal Price – Daily. (*First Read*) Mr. David Baker, Occupation Support Specialist. Mr. Bucher asked if there were any additional dollars charged to students? Presenter responded, there is no cost to any student in the Milford School District.

Policy 6103 – Promotion and Diploma Requirements (*First Read*) Presented by Dr. Bobbie Kilgore

Policy 6201 – Promotion Policy (*First Read*) Dr. Bobbie Kilgore

Policy 6303 – Diploma Requirements (*Deletion First Read*) Presented by Dr. Bobbie Kilgore

Policy 8503 – Public and Employee Participation at BOE Meetings (*First Read*) Presented by Mr. Travis Moorman

Mr. Matt Bucher stated, as in line with other State of Delaware agencies, the Milford School District should consider giving in-person public comments priority over online. Mrs. Ashlee Connell made comments regarding the policy, suggesting deletion of verbiage giving the public speaking section a 20-minute time limit.

She requested in person public speakers go first during regular board meetings followed by online public speakers. Mr. Matt Bucher recommended adding language to the policy stating if requester has not completed the request form in its entirety with name, address, and phone number, they will not be permitted to speak also the 3-minute time limit was appropriate. Mr. Moorman clarified, a) removing the language regarding the 20-minute time limit from the public speaking section. b) keeping the 3-minute speaker limit and c) public speaking request form must be complete, or the requestor will not be allowed to speak. Mr. Matt Bucher confirmed.

1. Policy 4309D Limited Contract Positions **Action Item** presented by Dr. Laura Bond
MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve Policy 4309D as presented. Motion passed unanimously.
2. New Policy 8103 - Policy Adoption, Review and Revision **Action Item** presented by Mr. Travis Moorman
MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey to approve Policy 8103 as presented. Motion passed unanimously. Mr. Bucher commented that we sometimes have policies come through that are uncontroversial and sometimes there is a situation that calls for the policy to be voted on immediately without a first read. Mr. Scott Fitzgerald suggested the word “emergency” be removed from this policy.
3. New Policy 8104 - Policy Absence **Action Item** presented by Mr. Travis Moorman
MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Bucher to approve Policy 8104 as presented. Motion passed unanimously.
4. New Policy 8105 – Board Member Compensation and Expenses **Action Item** presented by Mr. Travis Moorman. **MOTION MADE BY Mr. Matt Bucher/ SECONDED BY Mrs. Jennifer Massotti to approve Policy 8105 as presented. Motion passed unanimously.**
5. Policy 8204 – Student Representative to Board of Education **Action Item** Dr. Bobbie Kilgore **MOTION MADE BY Mr. Matt Bucher/ SECONDED BY Mrs. Jennifer Massotti to approve Policy 8204 as presented. Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti that the Regular meeting of the Milford Board of Education held on Monday September 22, 2025, be adjourned at 8:06 PM. Motion passed unanimously.