

**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING MINUTES
November 17, 2025**

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

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:30pm PM on Monday November 17, 2025, at LuLu Ross, 310 Lovers Ln, 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.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey at 7:00 PM 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. 7 Board Members were present, there was a quorum.

Student Representative Merary Haro-Purata was present.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to accept the minutes. Minutes as presented with no changes. Motion passed 6-0 with one abstention.

CHANGES TO AGENDA

No changes to the agenda were made.

RECOGNITIONS AND PRESENTATION

Ms. Kimberly Webb, Principal at Lulu Ross Elementary School gave a presentation capturing the work of the Ross Team.

2025 Ross School Theme: “One Team, One Family, Ross Strong”.

There are 618 students currently at Ross Elementary.

Academic Excellence and Achievements were highlighted in three areas of Literacy, Math, and School Climate and Culture

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Bookworms, Bridges, and Mystery Science were some of the resources mentioned as a focus for Ross Elementary.

A master schedule has been built to give 45 minutes of intervention time to each student with 45 minutes allocated to literacy and 30 minutes allocated to Math.

Mrs. Tammy Smith presented the 2025-2026 Unit Counts as of September 30, 2025. Milford School District Unit Counts were certified on November 5, 2025

Total student count = 4517. Division one unit increased from 1.66 units to a total of 331.6. We have hired approximately 100% of our District Units. Due to the building reconfiguration, there are some differences among the schools.

Jennifer Massotti asked, "What is being done about the two schools that are currently understaffed?" Mrs. Smith replied, "Those schools have additional opportunity grants, Title 1, Mental Health Services units and other resources that make up the differences".

Mrs. Tammy Smith presented Student – Instructor Ratio. There were no exceptions for the Milford School District. Banneker and Morris have additional teachers and paras that provide push-in support to the students.

Dr. Jessica Weller and Mr. Travis Moorman presented on MSD Weapons Detection. Milford School District is committed to safety for all associated with Milford School District. Mr. Moorman stated that in the near future, we will begin using the CEIA Open Gate Weapons Detection System at select schools and after school events. This system allows people to walk through naturally without removing bags or personal items and helps to strengthen safety without slowing down the start of the school day or events. The system is a deterrent. We have purchased two sets. Mr. Moorman stated we will be transparent as we learn the system with the idea that we will be using them at sports events. Purchases were made from the grant we were awarded. Training and professional development is being set up. We are one of the few districts that have not implemented the detection system.

Mr. Travis Moorman presented two requests to the board. The first request was to rename the Morris EEC library to "The Mary Louise O'Bier Library". Mary Louise O'Bier tragically lost her life on June 6, 2025. She was a Milford High School graduate, Class of 1968 Mary Louise O'Bier spent her entire career as an elementary school teacher in the Milford School District. She retired in 2006 but returned as a substitute teacher where she remained employed until she passed away. Mr. Moorman read a statement from the principal at Morris EEC which stated Mary Louise O'Bier loved her students. She loved every child she encountered. She could often be found at any time reading to them, sharing laughter, and encouragement. The second request was received from the family of Marvin P. Schelhouse who was a graduate of Milford High School class of 1955. Mr. Schelhouse passed away on September 8, 2022. Mr. Schelhouse served on the Milford School Board for over 30 years and was recognized for community service and service to public education. It is requested that the Milford Middle School main office suite be name the Marvin P. Schelhouse Quarter Deck.

PUBLIC COMMENT –Mr. Fitzgerald read the standing public comment statement stating: 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.

No public comment requests were received.

SUPERINTENDENT'S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last meeting. Mr. Moorman referenced all of the events that had taken place. He asked all Veterans in the audience to stand and be recognized. Fall sports teams wrapped up their seasons in early November. Winter sports teams are starting their scrimmages. He reminded us to remember those in need and expressed his gratitude for the opportunity to lead the Milford School District. Mr. Moorman reminded all parents in the community to verify your contact information with your child's school to ensure notifications are received from the district.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

No report was given on Academic Excellence

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of October 31, 2025, 91% of our budgeted state revenue has been received and 1% of the budgeted federal revenue. Expenditures are tracking appropriately for the year. Milford Middle School major capital expenses have slowed down but may pick up as we go forward. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the revenue, expenditures, and major capital reports as presented. Motion passed unanimously.**

No Construction Change Orders were presented for the month of October.

Section 1705 A of Title 14 requires school board approval of waivers for any K to 3 classrooms exceeding 22 students on the last day of October. 7 of our classrooms needed approval. Two schools needed a waiver to meet the 98%-unit count requirement. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Ms. Yanelle Powell to approve the Waivers for K – 3 classrooms and the 98%-unit count requirement. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

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

BOARD DISCUSSION:

No DSBA updates were given.

Mr. Moorman presented the following policies to the Board for First Read.

Policy 1002 – Parent and Family Engagement

Policy 3301 – Policy Statement for Child Nutrition Meals (Recommended for Deletion)

Policy 4102 – Employment Procedures

Policy 4209 – Homebound Instruction/Tutoring (Recommend for Deletion)

Policy 4317 – Death Benefit for Employees

Policy 4327 – Retirement Gift and Early Notification Compensation

Policy 4330 – Employee of the Year Awards

Policy 4336 – Sabbatical Leave

Policy 5201 – Elementary School Assignments (Recommended for Deletion)

Policy 5202 – Milford Attendance Areas (Recommended for Deletion)

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Policy 5310 – School Locker Policy

Policy 6107 – Personal Errands

Mr. Scott Fitzgerald entertained a motion for Policies listed in 1-6 be voted on in mass.

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell to approve the presented policies C1 – C6 in mass. Motion passed unanimously.

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

Mr. Travis Moorman presented two resolutions for Approval. Mr. Fitzgerald entertained a motion from the board for the Renaming of the library at Morris ECC to “The Mary Louise O’Bier Library”

and the Renaming of the Front Office at Milford Middle School to “MMS office to "The Marvin P. Schelhouse Quarterdeck" **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey to approve the two resolutions presented.**

Motion passed unanimously.

The Good of The Order

Mr. Matt Bucher – Thanked Principal Kim Webb for hosting the meeting and the great presentation and hospitality shown to the board. Mr. Bucher thanked the business community for their support to the Buccaneer Educational Foundation Fall Fling.

Mrs. Ashlee Connell gave a shout out to: Team Echo

Mrs. Jennifer Massotti gave comments about her walk through of the Milford School District Schools. She stated it was a pleasure to see how great the students and staff were doing.

Ms. Yanelle Powell thanked Principal Kim Webb for keeping the Ross Elementary School in great form. She appreciated that it was so well kept and felt like an elementary school.

Mr. Scott Fitzgerald applauded the Administration, Staff, and Students for how they handled the bomb threat evacuation.

ADJOURNMENT

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Ashlee Connell that the Regular meeting of the Milford Board of Education held on Monday November 17, 2025, be adjourned at 8:11 PM. Motion passed unanimously.