

**MILFORD SCHOOL DISTRICT BOARD OF EDUCATION REGULAR BOARD MEETING MINUTES
December 15, 2025**

Board Members in Attendance	
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 Vice President Matt Bucher at 5:30pm PM on Monday December 15, 2025, at Benjamin Banneker Elementary School, 449 North Street, Milford, DE 19963. A Motion was made to go immediately into Executive Session.

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti at 5:30 PM to open in executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Jennifer Massotti at 7:00 PM to return to open session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

Mr. Matt Bucher led everyone in reciting the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 5 Board Members were present, there was a quorum. Kenny Ung, Student Representative, was present.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to accept the minutes. Minutes as presented with no changes. Motion passed unanimously.

CHANGES TO AGENDA

One change to the agenda was made. Section 13 Part B – Noted to be an action item.

RECOGNITIONS AND PRESENTATION

Mr. Chad Luzier, Principal at Banneker Elementary School gave a presentation capturing the work of Banneker Team. Mr. Luzier gave appreciation to his Assistant Principal, Shervaun Hinton. There are currently 364 students at Banneker Elementary broken up into grades Pre-K, Kindergarten, and First Grade. The strategic plan is to increase academic achievement, support the Whole Child by stabilizing school climate, establish and maintain a safe environment, develop relationships in the community and build the instructional capacity of staff.

Colored hallways and an updated traffic pattern were implemented this school year to reflect the changes to the school. As a part of Banneker’s Core Curriculum 135 minutes of reading and 110 minutes of math are applied daily. Music, Art, Physical Education, Counseling, and Library Technology were given recognition. Mr. Luzier stated that related arts and counseling are not a part of academics but have a large impact on the success of the

students at Banneker due to the lower age groups. Ms. Candice Leyanna was given a shout out for her successful work with the Banneker Multilingual Learner Program. There are currently 113 Active ML Students.

Milford School District Student Board Representative Report was given by Kenny Ung. Mr. Ung highlighted the multiple activities that took place in the month of November and December. He thanked the sponsors of each event.

Mr. Josh Bethard of MSD Future Farmers of America was presented with a grant from the Buccaneer Educational Foundation. The presentation was made by Mr. Matt Bucher. "The Buccaneer Educational Foundation donation reflects what can happen when a community comes together to invest in its students," said Founder Matt Bucher. The Milford High School Future Farmers of America (FFA) chapter received a grant. The Buccaneer Educational Foundation presented \$70,000 to support the school's agricultural education program. The funds were donated by a family that wishes to remain anonymous. The largest portion of the gift will be used to purchase a badly needed replacement pickup truck for the FFA program. The remaining balance will support additional program needs and student activities.

Mr. Travis Moorman presented the Milford School District Fall athletic team members with certificates of recognition. The Milford High School Athletes received All-Conference and State Recognition received an award certificate. The Milford Central Academy Field Hockey team members were also recognized and received award certificates for their undefeated season.

PUBLIC COMMENT –Mr. Bucher read the 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 regular board meeting. Mr. Moorman referenced all the events that had taken place. Schools are celebrating several events including the annual Santa's Workshop. He thanked the Performing Arts program leaders and participants for their hard work and dedication. Mr. Moorman thanked all of the athletes and coaches for their work during the Winter season. He encouraged everyone to check out the activities and sports taking place this season. He stated MSD is preparing information and messaging regarding school closures for weather and asynchronous learning to be distributed to students. This is in anticipation of potential weather closures in the future. The district will address extended school closures. Mr. Moorman encouraged everyone to be sure their contact information was up to date so that important information could be received. The district continues to develop an implementation plan for the new weapons detection systems. Security personnel will receive full training in January 2026. The Milford School District lost a long-time bus contractor, Mr. Alan Mills. Mr. Mills passed away on November 29, 2025. He operated four buses as a contractor. He provided transportation for field trips, sports events, and school bus routes. He was a third-generation bus contractor and Milford High School graduate.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

3 Field Trips were presented to the board by Dr. Bobbie Kilgore as an action item **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to approve all Field Trips as presented. Motion passed unanimously.**

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of November 30, 2025, **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Ashlee Connell to approve the November 2025 financial reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented One change order for the month November 2025; **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the Change Order as presented. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Mr. Travis Moorman

Personnel report was presented by Mr. Travis Moorman, who presented the Personnel report for approval in absence of Dr. Laura Bond as presented in executive session. **MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Ashlee Connell to approve the Personnel report as presented in executive session. Motion passed unanimously.**

Personnel report was presented by Mr. Travis Moorman, who **presented** the Administrator Contract Renewals **for approval** in absence of Dr. Laura Bond as presented in executive session. **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Ms. Yanelle Powell to approve the Administrator Contract Renewals as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION:

Per Mr. Matt Bucher, there were no DSBA updates due to the legislative committee being out of session.

Mr. Moorman presented the following policies to the Board for First Read. It was recommended by Mr. Moorman that every policy title be read and if there were and questions comments from the board regarding the policy the administrator who led the policy review could address would address it.

1. 1009 – Program and Athletic Booster Clubs
2. 3102 – Energy Conservation
3. 3407 – Transportation for City of Milford Day Care Providers
4. 3409 – School Bus Aides
5. 4109 – Employment Procedures Summer Programming
6. 4225 – Cell Phone Use During Work Hours
7. 4331 – Criminal Background Checks
8. 4334 – Retirement Sick Day Benefit Program
9. 6117 – Independent Educational Evaluation
10. 6301 – Course Offerings – Milford High School (Recommended for Deletion)
11. AR6301 – Independent Study (Recommended for Deletion)
12. 6302 – Class Scheduling Requirements – Milford High School (Recommended for Deletion)
13. 6304 – Independent Study for Seniors (Recommended for Deletion)
14. 6306 – Senior Options

Milford School District Regular
Meeting.
December 15, 2025

Mr. Travis Moorman presented the following policies to the Board for a Second Read and Approval.

Mr. Matt Bucher entertained a motion for Policies listed in 1-12 be voted on in mass.

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Ms. Yanell Powell to approve the presented policies. C1 – C12 in mass. Motion passed unanimously.

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

The Good of The Order

Mrs. Jennifer Massotti gave comments about her walk through of the Mispillion Elementary School and Ross Elementary School. She stated it was a pleasure to see how great the students and staff were doing, and she was grateful for the opportunity.

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 December 15, 2026, be adjourned at 8:11 PM. Motion passed unanimously.