



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, MARCH 22, 2021 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

*Delaware Governor John Carney issued a proclamation on March 13, 2020 and a subsequent proclamation addressing school boards authorizing public bodies governed by 20 Del. C. §§ 10001 et. seg. to meet electronically due to public health threats caused by COVID-19. **As such, the Milford Board of Education will hold this meeting electronically and in-person (limited to 50 people, including board members and district staff) in the Milford High School Auditorium. Social distancing is required for all those attending in-person, and everyone must wear a face covering.***

Public may access this electronic meeting at the following link:

<https://milford.webex.com/milford/onstage/g.php?MTID=ec7b6e887e305c74685ef771ed3b3de9b>

Event password: board

To access the meeting via audio conference, members of the public may use the following information:

Dial in: +1-415-655-0001

Access code: 120 202 3374

It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of the meeting for the reasons identified below, then return to a regular session meeting at approximately 7:00 pm.

1. Call to Order by President

2. Roll Call

_____ Mr. Rony Baltazar-Lopez
_____ Mr. Scott Fitzgerald
_____ Mr. Kristopher Thompson
_____ Mr. David Vezmar

_____ Mrs. Renate Wiley
_____ Mrs. Jean Wylie
_____ Mr. Jason Miller

3. Adjournment to Executive Session Action Item

A. Personnel Matters – See 29 Del. C § 10004(b)(9)

1. Discussion of the personnel report and the competencies of staff recommended for hire.

- B. Strategy Session – See 29 Del. C § 10004(b)(4)
 - 1. Discussion of collective bargaining.
- C. Legal Matters – See 29 Del. C § 10004(b)(6)
- 4. **Return to Open Session (anticipated at 7:00 pm) Action Item**
- 5. **Introduction of Visitors**
- 6. **Pledge of Allegiance**
- 7. **Moment of Silence**
- 8. **Approval of Minutes**
 - A. Regular Meeting Minutes for January 25, 2021 Action Item
 - B. Regular Meeting Minutes for February 22, 2021 Action Item
- 9. **Changes to Agenda**
- 10. **Public Comment**
- 11. **Superintendent's Report**
 - A. Recognitions
 - B. Facility Use by Outside Organizations Action Item
 - 1. Addendum to Operational Procedures and Guidelines for Facilities Use and Rentals Applications within Board Policy 3101 Facilities Management:
 - a. Covid-19 Health and Safety Guidelines, Protocols and Agreement for Facility Use by Outside Organizations Action Item
 - C. Senior Events
 - D. Athletic Events – Spectators
 - E. Projected 2021-2022 School Enrollments
- 12. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Reports as of February 28, 2021 Action Item
 - B. Tax Exemption Request 2021-4 Action Item
 - C. Tax Exemption Request 2021-5 Action Item
- 13. **Instruction and Student Programs**
 - A. Student Learning – **Dr. Bridget Amory & Dr. Kate Marvel**
 - 1. 2021-2022 Draft School Calendar – First Read
 - 2. Student Progress
 - 3. Delaware Read Aloud Partnership
 - B. Student Services – **Ms. Laura Manges**
 - 1. Autism Program Planning
 - 2. Interventionist and School Nurse Hotline usage
- 14. **Buildings and Grounds – Mr. Mike Sharp**
 - A. Classroom Flooring Installation – Multiple Schools Action Item
 - B. Banneker Telephone System Upgrade Action Item
 - C. Central Academy Roof Project Action Item

15. Board Discussion

- A. New Draft Board Policy: Board Member Conflict of Interest *Action Item*
- B. New Draft Board Policy: Board Member Duties and Ethics *Action Item*
- C. April Board Date

16. Personnel – Dr. Jason Peel

- A. COVID-19 Vaccinations
- B. Teacher of the Year Nominations
- C. Personnel *Action Item*

17. Adjournment *Action Item*



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – JANUARY 25, 2021

Board Members

Mr. J. Miller – President
Mr. Baltazar-Lopez –V. President
Mr. K. Thompson
Mr. D. Vezmar
Mrs. R. Wiley
Mrs. J. Wylie
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Ms. Manges
Mrs. Hallman
Dr. Kilgore
Mrs. Wallace
Mr. LoBiondo
Mr. Parsley
Mr. Zoll
Mr. Sharp
Mrs. McKenzie

Public

S. Whaley
J. Griffin
Debby
Sue
H. Motter
T. Gerken
A. Dukes
K. Mosher
J. Fitzgerald
B. Baylis
D. Christie
A. Walls

Public

M. Webb
K. Marvel
M. Faulkner
A. Lockwood
J. Deeney
S. Fitzgerald
M. McMillman
K. Conway
A. Jones
K. Sharp

Media: Brooke Schultz, DE State News, Terry Rogers, Milford Live

The Regular Meeting of the Milford Board of Education was called to order by President Miller at 6:00 PM on Monday evening, January 25, 2021.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MR. VEZMAR /SECONDED BY MRS. J. WYLIE to adjourn into Executive Session.
Motion carried unanimously.

Returned to Open Session at 7:06PM. **MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR** to adjourn into Executive Session. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE to approve the Regular Meeting Minutes for December 21, 2020 as is. **Motion carried unanimously.**

SUPERINTENDENT'S REPORT

Recognitions

Deena Johnson was selected as 1 of 7 finalists in the MLK Voice 4 Youth Competition that occurred Sunday, January 17. MLK VOICE 4 YOUTH is a spoken word competition that provides a platform for high school students to speak up on issues important to them and creatively share how Dr. Martin Luther King's legacy guides their response to today's challenges. Deena's outstanding speech, "Have You Seen the Other Side", was in response to Dr. King's speech "I've Been to the Mountaintop". Deena recently received early acceptance into Goldey Beacom College, is currently taking college courses as a senior and has completed both Business and Allied Health career pathways at MHS. Congratulations to Deena - she represented herself and MHS extremely well during the competition and we are proud of her for her accomplishments.

Dr. Julius Mullen, 1989 MHS Grad, and his wife, Natasha Mullen, co-authored *Just Love Me*. The book encourages readers to love all children regardless of any demographic, characteristic, or life situation. The authors believe that love is the most simplistic yet powerful path toward helping children thrive in the world. Dr. Mullen is the Chief Clinical Officer for Children and Families First of Delaware, Inc. and a college instructor.

Jennifer Antonik and Jessica Rash, MHS Alum, published *The Music Man, Our Rootin' Tootin' Hero* about longtime outstanding MHS volunteer and community member, Mr. Joe Lear. Jennifer has been invited to speak to our students.

Josiah Moore, MHS Senior, won 1st place in the Optimist Club of Sussex County essay contest and was awarded a \$500 scholarship. He will now compete at the district level.

The district team has raised over \$5,600 for Special Olympics Delaware through the Polar Bear Plunge. Our team of 32 members will be plunging Saturday, February 6 at 11am at MHS Briggs Stadium. Thank you to Carlisle Fire Company for partnering with us and bringing the plunge to Milford.

Milford native, Tom Summers partnership with the Milford Museum created a film "The Other Side of the Tracks" regarding the experiences of Dr. Reba Hollingsworth, a 94-year-old African American woman who spent her early years in Milford. We hope to share this outstanding feature and exceptional insights from Dr. Hollingsworth with our district-community in recognition of Black History Month this February.

Scott Fitzgerald addressed the Board regarding the temporary Area D Board Vacancy.

BOARD DISCUSSION:

DSBA Update

No updates

TEMPORARY AREA D BOARD VACANCY

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR to appoint Scott Fitzgerald through June 30, 2021.

Roll Call:	Mr. Baltazar - no	Mrs. R. Wiley - yes
	Mrs. J. Wylie - yes	Mr. Thompson - yes
	Mr. Miller - yes	Mr. Vezmar - yes

6 yes, 1 no, 0 abstain. Motion passed.

2020-2021 Modified Dress Code Policy Review

MOTION MADE BY MRS R. WILEY/SECONDED BY MR. VEZMAR to extend the adopted dress code policy through the end of 2020-21 School Year. **Motion carried unanimously.**

2021-2022 School Choice Acceptance Report

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. R. WILEY to accept the 2021-2022 School Choice Acceptance Report as given in Executive Session. **Motion carried unanimously.**

Revised Board Policy 1002 Parent Involvement Policy

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. J. WYLIE to approve Draft Policy 1002 Parent Involvement as presented by Dr. Amory. **Motion carried unanimously.**

Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Conflict of Interest – First Read

Mr. Baltazar-Lopez stated he drafted this policy because he feels there should be a policy that specifically states what a Board Member should do should there be a conflict of interest. Mr. Vezmar asked if legal counsel could review this policy. His concern is that his wife works for the district and he has children enrolled in the district, and that he may be precluded from voting as most actions the Board takes impacts teachers and/or students directly. Mr. Baltazar-Lopez stated he drafted this policy with the intent to regulate bidding and contracts. Dr. Dickerson will seek guidance from the district attorney to present at February's meeting. Mr. Thompson echoed Mr. Vezmar's concerns.

Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Duties and Ethics – First Read

Mr. Baltazar-Lopez stated the current policy was adopted in 1975 and is outdated. Mr. Baltazar-Lopez drafted the policy with Mrs. R. Wiley's feedback to state what a Board Member's duties should be. Dr. Dickerson will seek advice from legal counsels. Mr. Thompson would like to make sure the verbiage detailing Board Member duties is broad enough to give permissions for a board to act on behalf of the district.

Draft Milford School District Proclamation Introduced by Mr. Rony Baltazar-Lopez: Proclaiming the Monthlong Celebration of Black History Month in February – First Read

Mr. Baltazar-Lopez presented a draft proclamation. Mr. Miller requested administration review the statistics in the proclamation to ensure accuracy for this school year. Dr. Dickerson will review the statistics and inform Mr. Baltazar-Lopez of any statistics needing updated.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. R. WILEY to approve the Revenue and Expenditure Reports as of December 31, 2020. **Motion carried unanimously.**

DDOE Financial Position Report

MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. J. WYLIE to approve the DDOE Financial Position Report. **Motion carried unanimously.**

INSTRUCTION AND STUDENT PROGRAMS

Student Learning

Hybrid Update

Dr. Marvel stated schools have successfully resumed hybrid learning as of January 11, 2021. Marking Period 3 will begin Monday, February 1, 2021. The goal with hybrid learning is to continue to increase the amount of instructional time.

Concurrent Teaching

Dr. Marvel stated that concurrent learning will begin district-wide Monday, February 1, 2021. As a reminder, concurrent learning is in-person and online learning happening at the same time. Milford High School has been using the concurrent model since November 2020 and other schools have begun to phase into concurrent learning since December.

Summer Programming

Dr. Marvel stated Summer Programming will include 12-month programming for PreK-12, Credit Recovery for MHS Students grades 9-12, Voyagers for grades K-8 (with an online option), and Beginner Buccaneers for kindergarten readiness. New additions include Voyager Camp and HOLA Immersion camp.

Elementary Math Pilot

Dr. Amory stated the district has been piloting two math programs for grades K-5 and anticipate bringing a recommendation for a program at the February Board meeting.

The Other Side of the Tracks Film – Dr. Reba Hollingsworth and Mr. Tom Summers

Dr. Amory stated this will be shared during Black History Month. The film celebrates Dr. Rebecca Hollingsworth who spent her early years in Milford. Mr. Tom Summers created the film.

The Music Man: Our Rootin' Tootin' Hero

Dr. Amory stated that we are working with the author, Ms. Jennifer Antonik, to invite her to our classrooms to discuss its connection with our community and the process of writing and publishing a book.

Odyssey of the Mind

The program will continue both in-person and remotely.

Freeman Arts Pavilion Student Activities

Milford School District has partnered with Freeman Arts Pavilion. The district has received 4,300 Creative Nourishment kits which includes basic art supplies and instructions for art projects by grade level. Dr. Amory stated that the initiative will be used to create an online space where student artwork will be featured.

Buccaneer Boat Project

Dr. Amory stated the district received a Community Grant through Hertrich that will allow us to partner with Educational Passages. The goal is to launch the boat in Fall 2021.

Abbotts Mill Pre-K-Grade 5 Field Experiences

The district's partnership with Abbotts Mill will continue with field experiences remotely for Grades K-5.

Student Services Update

Ms. Manges acknowledged the school nurses, counselors, and family interventionists for their work during this time.

BUILDINGS AND GROUNDS

School Walkthroughs

Mr. Sharp, new Supervisor for Buildings and Grounds, stated he began doing walkthroughs of all the buildings. He stated the custodial and maintenance staff have done a great job and he looks forward to working with everyone.

TRANSPORTATION

School Bus Transportation Updates

Mr. LoBiondo thanked all the bus contractors and drivers for doing a fantastic job this year.

PERSONNEL REPORT

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

DAVIS, Jakiya
High School – Counselor
Effective: February 1, 2021

TAPPAN, Rebecca
Central Academy – Health Sciences Teacher
Effective: February 8, 2021
DEGREGORY, Joseph
High School – Driver Education Teacher
Effective: TBD

RECOMMEND FOR EMPLOYMENT*

GILEWSKI, Richard
District – Custodian
Effective: February 15, 2021

BOWMAN, Matthew
District – Maintenance Mechanic
Effective: February 8, 2021

RECOMMEND FOR EMPLOYMENT – READING TUTOR*

Recommend for employment for contingent upon funding and enrollment

Ross

Corder, Wanda

RETIREMENT

COLE, Shirley
Banneker – Chief Custodian
Effective: June 1, 2021
Service to MSD: 21 years

ELEAZAR, Lydia
Banneker – Child Nutrition 3.0 hours
Effective: January 1, 2021
Service to MSD: 10 years

PARSLEY, Donald
High School – Driver's Education Teacher
Effective: February 1, 2021
Service to MSD: 35 years

DUFENDACH, Debby
District – Finance Administrative Secretary
Effective: July 1, 2021
Service to MSD: 13 years

DOUGHERTY, Edward
High School – Special Education Teacher
Effective: July 1, 2021
Service to MSD: 6 months

TRANSFER

HERITAGE, Pam
From Part-Time Central Academy Paraprofessional One-on-One to Full-Time Banneker
Paraprofessional One-on-One.
Effective: February 1, 2021

STRASSLE, Lynne
From Part-Time Ross Paraprofessional One-on-One to Part-Time Paraprofessional One-on-One
Central Academy.
Effective: February 1, 2021

RESIGNATION

WARRINGTON, Craig
District – Visiting Teacher
Effective: TBD
Service to MSD: 18 years

FIGGS, Holly
Mispillion – 4.0 hour Child Nutrition
Effective: January 25, 2021
Service to MSD: 1 year

RESCIND EMPLOYMENT - TEMPORAY CONTRACT*

SMITH, Jacqueline
High – Secondary School Counselor

RECOMMEND FOR EMPLOYMENT- 2020 – 2021 LIMITED CONTRACTS

District	Site Coordinator, Mentoring	ZEVENY, Toni
High	Boys Tennis Coach	WILLIAMSON, Colton
High	Girls Basketball, Asst Coach	KEATON, Ebony

RESIGNATION – 2020-2021 LIMITED CONTRACTS

District	Site Coordinator, Mentoring	GEESAMAN, Sherrise
----------	-----------------------------	--------------------

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

MOTION MADE BY MRS. J. WYLIE/SECONDED BY MR. VEZMAR that the Board approve the Personnel Report as presented. **Motion carried unanimously.**

The Board took a moment of silence for past district employee and Board Member, Mr. Eugene Rust.
Mr. Thompson thanked Mr. Zoll for his efforts with the Polar Bear Plunge.
The Board congratulated and welcomed Mr. Fitzgerald to the Board.

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. R. WILEY that the Regular Meeting of the Milford Board of Education held on Monday, February 22, 2021 adjourn at 8:20PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Trish Gerken, Recording Secretary

DRAFT

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – FEBRUARY 22, 2021

<u>Board Members</u>	<u>Admin. Present</u>	<u>Public</u>	<u>Public</u>
Mr. J. Miller – President	Dr. Peel	J. Griffin	L. Fitzgerald
Mr. Baltazar-Lopez –V. President	Dr. Amory	T. Gerken	A. Lockwood
Mr. Fitzgerald	Ms. Manges	A. Dukes	K. Mosher
Mr. K. Thompson – 7:05PM	Mr. Parsley	H. Maradiaga	D. Morgan
Mr. D. Vezmar	Mrs. Hallman	K. Conaway	J. Morgan
Mrs. R. Wiley	Mrs. Wallace	N. Abbate	R. Winkleblech
Mrs. J. Wylie	Dr. Kilgore	T. Ohrwassel	S. Smith
Dr. K. Dickerson, Exec. Secretary	Dr. Gaglione	K. Sharp	E. Rust
	Mr. Zoll	A. Fitzgerald	A. Beisaw
	Dr. Marvel	T. Hill	A. Nash
	Mrs. Croce	B. Baylis	M. McMillan
	Mr. LoBiondo	M. Berninger	
	Mr. Sharp	D. Saxon	

Media: Brooke Schultz, DE State news

The Regular Meeting of the Milford Board of Education was called to order by President Miller at 6:00 PM on Monday evening, February 22, 2021.

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. R. WILEY/SECONDED BY MR. VEZMAR to adjourn into Executive Session at 6:00PM. **Motion carried unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. J. WYLIE to adjourn Executive Session at 6:59pm. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to table the Regular Meeting Minutes for January 25, 2021 until March 15, 2021 meeting to make corrections. **Motion passed unanimously.**

CHANGES TO AGENDA

Dr. Dickerson requested to move the Item 11 - Board Discussion after Item 14 – Personnel.

PUBLIC COMMENT

There was no public comment.

SUPERINTENDENT’S REPORT

Recognitions

Dr. Dickerson introduced and recognized Marlie McMillan who is the student representative from the Milford High School.

Mr. Miller and Mr. Baltazar Lopez recognized Mrs. Edna Rust for her years of service, time, and effort in support of the Milford Board of Education.

Dr. Dickerson recognized Jacqueline Matias Morales for her nomination as a Delegate to the Congress of Future Medical Leaders.

Dr. Dickerson thanked the Carlisle Fire Company for their continuous efforts to support the entire district-community.

Milford High School celebrated Annual Signing Day. Congratulations to the following student-athletes who will continue their academic and athletic endeavors at the collegiate level: Samie Jacona who will play Field Hockey at Arcadia University, Matt Hague, Brody McMillan, and Bryce Wells who will play Lacrosse at Delaware Technical Community College, and Marquis Gillis who will play Football at Delaware State University.

School Updates

Mrs. Jenn Hallman gave updates about Morris Early Childhood Center:

Kindergarten students attended virtual field trips to Abbotts Mill.

Students and staff celebrated the 100th day of school.

Read Across America is in March and Morris staff have planned fun activities and contests to celebrate. Students will soon begin the embryology program with UD where students will be hatching baby chicks.

Dr. Bobbie Kilgore gave updates about Banneker Elementary:

Dr. Kilgore thanked Banneker staff and families including Ms. Moorman, Ms. Pavlik, Mrs. Alfaro, the entire Norman family, and Reed Snyder for their participation in the Polar Bear Plunge.

Banneker will be celebrating Pledge Respect week with fun activities for students and staff both virtually and in person.

Smarter Testing planning has started.

Mrs. Teresa Wallace gave updates about Mispillion Elementary:

Mispillion Staff is planning and preparing for DESA and preparing for Abbotts Mill virtual field trips for 4th Graders.

Last week Mispillion students celebrated "I love to read week".

Mrs. Wallace congratulated Mispillion Polar Bear Plungers, Heather Motter, Carrie Holleger, Vicki Campbell, Alyssa Jacobs, Kristin Caiola, and Annie Wilkinson.

Mrs. Wallace noted teachers and students are participating in the concurrent teaching model and working hard to include 4 days of instruction.

Mr. Gary Zoll gave updates about Milford Central Academy:

Mr. Zoll, the Team Captain of the Polar Bear Plunge school district team, noted there were nearly 40 participants on the district team and raised almost \$10,000. He thanked Carlisle Fire Company for their support in this event.

MCA is celebrating FFA week and TSA club started.

MCA staff is beginning to work on next year's schedule.

Mr. Zoll recognized all the teachers at MCA for all their hard work and flexibility this year.

Mr. Zoll recognized EL staff and Paraprofessionals for successful access testing.

MCA will have a Spring Sports season starting after Spring Break. Mr. Zoll thanked Mr. Winkleblech for his efforts in making that happen.

Mr. Zoll thanked Marcy McKee for her efforts with "Spread the Word to End the Word" to pledge respect.

Mr. Jesse Parsley gave updates about Milford High School:

MHS is celebrating FFA week including the Green Hands ceremony.

MHS Staff are working to find ways to bring more students in the building for in-person learning.

MHS recognized the 2020-2021 Homecoming King and Queen. The Homecoming Court raised over \$5,500 for the *Kiss the Cow* competition. Thank you to Kate Lynch, Senior Advisor, for her efforts planning Homecoming activities. The runners-up were Rebecca Wisniewski and Marquis Gillis and in first place were Jaydn James and Justin Haggerty.

Mr. Parsley recognized National Merit Scholarship finalist Allie Benton and wished her luck in the finals.

ASVAT testing has been completed for students interested in joining the military.

Mr. Parsley recognized All State Band and Choir members: Junior All State Virtual Band: Charlotte Dell Rossi -Flute

Senior All State Virtual Band: Nick Del Rossi - Tenor Sax, Kaitlyn Graham – Percussion, Stephen Layton - Percussion, Tristan Stevenson - Mallets, and Taylor Gibbs – Trumpet.

Senior All State Virtual Choir: Sophia Sobota – Alto, Will Evans – Tenor, and Haley Thompson – Soprano

Winter and Spring Athletics

Mr. Ryan Winkleblech recognized Erin O'Brien and Mason Sauers for medaling during the Henlopen Conference Swim Meet. State qualifiers from the swim meet include: Mason Sauers, Bryce Wells, Mitchell Graham, and Jake Weir for the boys team and Allie Benton, Emma Sekscinski, Summer Davis, Emmy Lefever, Carley Mackert, Erin O'Brien for the girls team.

Boys and Girls Basketball teams will have an open style tournament this year.

Wrestling will have an open style individual tournament this year. Mr. Winkleblech congratulated Trent Grant for his 100th win this season.

Indoor Track State Meet is March 3 in Dover.

Spring sports start March 1, 2021 with MHS teams. MCA teams will begin practice April 12, 2021.

DIAA approved a change to football for next year. Milford Football will be in the AA Division.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MRS. J. WYLIE/SECONDED BY MR. VEZMAR to approve the Revenue and Expenditure Reports as of January 31, 2021. **Motion carried unanimously.**

Final Fiscal Year 2021 Revenue and Expenditure Report

MOTION MADE BY MR. VEZMAR/SECONDED MR. THOMPSON BY to approve the Final Fiscal Year 2021 Revenue and Expenditure Reports. **Motion carried unanimously.**

Certificate of Necessity

The district was successful in receiving the epilogue language requested for the certificate of necessity. The district will now have until the Fall of 2023 to have a successful referendum for the Milford Middle School project.

INSTRUCTION AND STUDENT PROGRAMS

Student Learning Elementary Math Adoption –

Dr. Amory acknowledged the participating pilot teachers and Mrs. Renae Worley for their efforts with the piloting process for the elementary math curriculum adoption. Dr. Amory proposed the adoption of the *Bridges* math curriculum.

Mrs. Ashleigh Beisaw, Kindergarten teacher at Morris, was a member of the Math Task force for piloting the two elementary math programs. She discussed the importance of a strong math curriculum and her recommendation of the *Bridges* Math Curriculum.

Dr. Amory stated *Bridges* is used commonly throughout the State of Delaware and DDOE provides additional on-going professional learning for the *Bridges* curriculum. She hopes to launch early this Spring with anticipation of using the curriculum in the Fall of 2021.

Mrs. Croce stated we have money set aside locally for the purchase for this curriculum as well as funding from the second round of CARES Act funding. Dr. Amory stated Title I funding could be used as well.

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. J. WYLIE to accept the proposed Elementary Math Adoption as presented. **Motion carried unanimously.**

CTE Updates

Dr. Marvel highlighted each CTE School's activities and programs that are occurring at the secondary level.

School of Agriscience: Delaware FFA Vision Conference was February 8-10.

National FFA Week is February 20-27 and is celebrated across the country in a variety of ways. MCA FFA officer team is competing in the Opening and Closing Ceremonies Career Leadership Development Events (CDE). MCA FFA is collaborating with the cafeteria team at MCA to provide a Delaware agriculture themed lunch and giving a sweet treat to staff members at MCA.

MHS FFA will be participating in the following events: Community Wide Canned Food Drive, Chapter/School wide Yoga Class, CDE Olympics, Drive- through Greenhand Ceremony, Virtual Movie Night, and Blue and Gold Day.

The virtual Delaware FFA State Spring CDE Contests will occur in March where 25 MHS student will be competing.

Both MCA and MHS Agriscience Departments are planning for their Spring Plant Sales and Livestock Animals.

School of Business, Management, and Hospitality: Dr. Marvel congratulated the MHS DECA team for the honors they achieved winning their events and advancing to national competition. All members of the team placed this year! Dylan Crouch - 2nd Place in Automotive Services Marketing Series, Summer Davis and Deena Johnson - 2nd place in Business Law and Ethics Team Decision Making, James Stangl - 2nd place

in Financial Consulting, Alex Mergner and James Stangl - 1st place in Financial Services Team Decision Making, America Ocegueda - 1st place in Hospitality and Tourism Professional Selling, Dhwit Shah - 1st place in Principles of Finance, Kevin Lin - 1st place in Professional Selling, Cannon Cline - 2nd Place in Restaurant and Food Service Management, and Kevin Lin and Antoine Gravat - 1st place in Sports and Entertainment Marketing Team Decision Making.

School of Education and Career Studies/Teacher's Academy Pilot

Mrs. Chorman and three other teacher academy instructors across Delaware will work closely with the DDOE, Institutions of Higher Education, and Educators Rising. Mrs. Chorman will receive professional development and become a catalyst of teacher academy curriculum changes to ensure we are offering a program of study that is inclusive to all. The programmatic goal of this pilot is to graduate culturally responsive future educators who reflect the demographics of our diverse DE classrooms.

Health Science: Dr. Marvel welcomed new Health Science Teacher Mrs. Rebecca Tappan. MHS will compete at the HOSA virtual event in March.

School of Art and Design: Dr. Marvel recognized the students who will be participating in the virtual All State Ensembles.

Dr. Marvel recognized Charlotte Del Rossi who is currently involved in the Philadelphia Youth Symphony Orchestra.

There will be a Spring Showcase where students will perform at the MHS auditorium and will be recorded and shared with the district-community.

School of Science, Technology, Engineering, and Math: MCA students in the technology exploratory class are competing in a variety of TSA (Technology Student Association) state-wide competitions including building and racing a solar car, taking and editing digital photographs, designing promotional marketing materials and even creating their own working online video games. Many students have thoroughly enjoyed building interactive code using MIT's Scratch program; creating animated stories, building games, or even designing their own art using code.

The MHS computer science program is participating in the Department of Education pilot with Zip Code Wilmington. A representative from Zip Code Wilmington, Tyrell Hoxter, attends daily Google Meets and provides instruction.

Dr. Marvel mentioned the district will be highlighting the different CTE programs available through social media, promotional flyers, and videos.

Mr. Baltazar-Lopez brought up an article he read entitled "Delaware Kids are Failing More Than Ever" that discussed grading policies and how many students are failing due to the circumstances of online learning. Mr. Baltazar-Lopez requested student progress and grading be added to the March Board agenda.

Student Services Update

Ms. Manges recognized School Counselors Week. Thank you to all school counselors in the district: Maude Forstberg-Davis, Janice Jester, Angel Mills, Bobby Croce, Ally Zanks, Jen Bostic, Jennifer Goodman, Linda Buckles, Jordan Deeney, Monica Morrow, John Berry, JaKiyah Davis, Elizabeth Luff, and Kate Lynch.

Mr. Baltazar-Lopez asked if we track the number of calls the district receives on the Family Interventionist Helpline and School Nurse Helpline to help monitor the mental health needs of our students and families. Ms. Manges stated she would be bring that information to the next board meeting.

PERSONNEL

Personnel Updates

Dr. Peel stated the district is now receiving Teacher of the Year nominations. He encourages family, community members and colleagues to nominate a deserving teacher.

Dr. Peel stated DPASII Evaluation System will still hold the observation cycle, for in person and remote teaching.

PERSONNEL REPORT

RECOMMEND FOR EMPLOYMENT – ADMINISTRATIVE CONTRACT*

HAZZARD, Brittany

District - Supervisor of Equity & Support Services

Contract – 1 year ending June 30, 2022

Effective: TBD

RECOMMEND FOR EMPLOYMENT – READING TUTOR*

Recommend for employment for contingent upon funding and enrollment

Ross

ANDERSON, Keegan
RIVERA, Jaden
DAVIS, Allie

RETIREMENT

THOMPSON, Donna
Central – Full-Time Educational Support Paraprofessional
Effective: June 17, 2021
Service to MSD: 18 years

TRANSFER

MARCH, Alexandra
From Central Academy Computer Science and Technology Teacher to District Instructional Technology Specialist
Effective: TBD

NORMAN, Ashley

From District Student & Family Interventionist to District Visiting Teacher (11 month)
Effective: March 1, 2021

RESIGNATION

STAHL, Christopher
High – AgriScience Teacher
Effective: February 28, 2021
Service to MSD: 11 years

RECOMMEND FOR EMPLOYMENT- 2020 – 2021 LIMITED CONTRACTS

High	Girls Soccer, Head Coach	KEMMERLIN, Prince
High	Girls Soccer, Asst. Coach	EVANS, Edward
High	Baseball Coach, Asst. (JV)	JEFFERSON, Nick
High	Boys Lacrosse, Head Coach	FAULKNER, Blake
High	Boys Lacrosse, Asst. Coach	DEENEY, Ryan/ EDWARDS, TJ/ GALANTE, Charles (NE)
Banneker	Girls on the Run, Advisor	NORMAN, Jen
Ross	Girls on the Run Advisor	MAHAN, Anne/ ZANKS, Ally

Rescind – 2020-2021 LIMITED CONTRACTS

High	Advisor, FFA	STAHL, Christopher
High	Instructional Coach, Tech Ed/Ag/CTE	STAHL, Christopher
High	Girls Soccer, Head Coach	HOWARD, Donovan
High	Softball, Asst. Coach	ANDREWS, Amber
High	Girls Tennis, Head Coach	POWERS, Jacquelyn
Central	Girls Soccer, Head Coach	KEMMERLIN, Prince

2020-2021 VOLUNTEER

High	Girls Tennis	POWERS, Jacquelyn
------	--------------	-------------------

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. J. WYLIE to accept the Personnel Report as presented during Executive Session.

Roll Call: Mr. Baltazar - yes
Mr. Thompson - abstain
Mrs. J. Wylie - yes
Mr. Miller - yes
Mr. Fitzgerald - abstain
Mrs. R. Wiley - yes
Mr. Vezmar - yes
5 yes, 0 no, 2 abstain. Motion passed.

BOARD DISCUSSION

DSBA Update

No update.

Legislative meeting

Mr. Baltazar-Lopez stated at the last DSBA Legislative Counsel meeting votes were held on several bills. Mr. Baltazar-Lopez highlighted a few of those bills:

- HB 54 which would amend Delaware code of linear unit count.
- HB 47 which would allow full-time district employees to take an additional 6 weeks unpaid leave following a newborn discharge.
- HB 20 which would require public schools to provide free feminine hygiene products in 50% of the bathrooms used by students who have a menstrual cycle.
- HB 92 which would reduce the term limit for school board members from 5 years to 4 years effective December 31, 2021.

Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Conflict of Interest – Second Read

Dr. Dickerson received feedback from the district attorney who advised permitting labor, equipment donations, and supplies.

Mr. Vezmar and Mr. Thompson stated they are pleased with the edits provided by legal counsel.

Draft Board Policy Introduced by Mr. Rony Baltazar-Lopez: Board Member Duties and Ethics – Second Read

Dr. Dickerson provided feedback from the district attorney. The district attorney expressed concern about the enforceability of the policy. Mr. Baltazar-Lopez reiterated that many of the district's policies do not have any enforceability to them, but that does not mean the board should not have them. The district attorney also suggested combining the draft policy presented by Mr. Baltazar-Lopez with Policy 8205 rather than having two similar policies.

Milford School District Proclamation Introduced by Mr. Rony Baltazar-Lopez: Proclaiming the Monthlong Celebration of Black History Month in February

Mr. Baltazar-Lopez stated statistics have been updated to reflect the current school year.

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. J. WYLIE to approve the Proclamation of the Monthlong Celebration of Black History Month in February as presented. **Motion carried unanimously.**

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. R. WILEY that the Regular Meeting of the Milford Board of Education held on Monday, February 22, 2021 adjourn at 8:20PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Trish Gerken, Recording Secretary

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

3101

FACILITIES MANAGEMENT

To assure and continue the positive and mutually supportive relationship between the Milford School District and the community it serves, the Milford Board of Education supports reasonable and practical utilization of all school facilities to responsible individuals, groups and organizations sponsoring activities in educational, cultural, civic, political or recreational areas as defined and limited in 14 Del. C. § 1056 relative to the use, control and management of public school property.

The Superintendent or Designee will provide and maintain clear procedures to provide equal and consistent service regarding use of Milford School District facilities.

Milford School District buildings and grounds may be used for holding public gatherings of a character not detrimental to the civic welfare of community, State or nation. The Superintendent through the operations department will maintain procedures to implement this Policy. These procedures shall include, but are not limited to, procedures for securing the use of a facility, charges for facility use, restrictions of use, cancellation of scheduled activities, use of playgrounds, and use of outside recreational areas.

REVIEW AND REPORTING: The Superintendent or Designee will report each year to the Board on the status of this policy.

REFERENCES: 14 Del. C. §1056 et al., Internal Revenue Service Certification of Section 501(c)(3) Exempt Status; Title 36 of the United States Code.

Adopted: 09/24/12

Amended: 11/24/14, 8/20/18

Operational Procedures and Guidelines for Facilities Use and Rentals Applications

- A. Use of school facilities is restricted to residents of the Milford School District. The district will not approve facilities use and rentals from organizations located outside the Milford School District unless the requesting organization can document at least 50% of the participants in their organization's programs or activities are students or residents of the Milford School District. In order for an outside organization's application to be considered, the organization must forward evidence of the number of Milford School District participants in their organization to the Superintendent or Designee.
- B. Building Use/Rentals are not desirable during regular school day hours, and shall be limited, for the security, safety and welfare of all students and staff on campus. School day rentals for organizations may not interfere with regular school day classroom and facility use, or disrupt regular school day instruction.
- C. An "Application For Use of School Facilities" must be completed and on file 45 days prior to the rental date. A Certificate of Insurance, with the District listed as an additional insured, must be on file with the application prior to initial approval being granted for Category III, IV, V, and VI activities.
- D. Requests to use athletic facilities and/or equipment will require the additional approvals of the Principal and the Athletic Director. The utilization of the district's Carey-Simpson facility, weight-training facility, competition baseball and softball fields will be restricted to school district programs due to the expenses associated with field maintenance, specialized equipment, limited availability and trained district staff availability. Athletic facilities at Milford Middle School, located on Lakeview Avenue, will be available on a first come, first served basis.
- E. Alcoholic beverages, drugs, smoking and gambling are prohibited on all school property. The use of improper and/or offensive language is cause for exclusion from the facilities.
- F. The Milford School District prohibits the use of any Milford School District facilities by any person or for-profit organization for personal or private gain, financial or other matter compensation, without prior written permission of the Milford Board of Education.
- G. It is understood by the Milford Board of Education that the requesting organization assumes full responsibility and liability for any organizational negligence which may result in any personal injuries, damage to equipment, furnishings, buildings, or grounds.
- H. The Milford School District reserves the right to cancel or postpone any event based on, but not limited to, security concerns, weather conditions, availability of district personnel, school events, condition of the buildings and/or grounds.
- I. Violations of the rules and regulations of the Milford School District in connection with the use of school facilities and equipment will result in immediate cancellation of the privilege granted to use facilities and/or equipment. Costs for repair or replacement of lost or damaged property and the cost of the extra services shall be charged to the responsible organization. School personnel shall have access to facilities as authorized.
- J. Organizations must provide appropriate security measures as part of the rental agreement. Appropriate security is at the discretion of the Milford School District and may require the organization to secure police coverage, not covered within the rental fee and at the organization's expense, through the Milford Police Department. Any non-Milford School District organization approved to utilize any part of a school's campus during regularly scheduled school hours must provide police coverage during their event or activity. The organization must designate one person who will be in charge of the event or activity and remain at the event, throughout the entirety, in a supervisory capacity.

K. For all non-school organizations, a copy or proof of an acceptable criminal background and child protection registry checks must be submitted for the person, within the supervisory role, with the application and prior to facility use approval being granted. The organization also must indicate within their building use form request whether staff utilizing the facilities have had acceptable background checks. If the organization is not able to provide proof of background checks for an adult staff member or volunteer, individuals serving in either of these capacities must be cleared by the Milford School District through the Raptor Visitor Management System or other district-used background electronic screener prior to working the event. Violation of this part of the policy will result in immediate termination of the organization's facility use.

L. Milford School District does not engage in permanent rentals or agreements for use of District Facilities. District Facilities are not to be used as a permanent campus, throughout a school year or calendar year, for any non-affiliated Milford School District organization. Milford School District reserves the right to terminate a rental at any time.

M. Summer Time rentals or agreements for use of District Facilities are limited due to building maintenance schedules and building shutdowns relative to energy conservation during the summer months.

N. Any Delaware Interscholastic Athletic Association or Henlopen Athletic Conference events in which Milford is not a participant must be approved by the Athletic Director and Superintendent or Designee.

O. The fee system will cover operational costs of the facilities to be used and may be modified or waived at the discretion of the Superintendent or Designee for activities involving individuals and organizations which provide benefit to the educational process and activities of the governing bodies of the Milford School District and State of Delaware.

P. All pre-paid facilities/equipment rental fees and custodial charges will be refunded by the Milford School District Office if written notice is received of the cancellation within 72 hours in advance of the scheduled event. Custodial charges, but not the facilities/equipment rental fee, will be refunded by the Milford School District Office if written notice of the cancellation is received prior to the day of the event, but not before 72 hours.

User Classifications:

Category I – Milford School District sponsored events or Milford School District activities not charging admission. Includes student activities sponsored by the district and parent-teacher activities directly related to school activities or child welfare. Event or activity scheduled at time when custodial staff normally on duty.

Category II – Events sponsored by Milford School District-related organizations where *admission is charged or a collection is taken*. Event or activity scheduled at time when custodial staff is normally on duty.

Category III – Official meetings of the Milford School District, civic or government organizations and events held by non-profit organizations located in the District where *no admission is charged or collection is taken*. Event or activity scheduled at time when custodial staff is normally on duty.

- | | |
|---|---|
| 1. Boy Scouts of America | 10. Milford Lions Club |
| 2. Girl Scouts of America | 11. Milford Pop Warner |
| 3. Boys and Girls Club of Greater Milford | 12. American Cancer Society – Relay for Life |
| 4. Milford Little League | 13. Auxiliary of BayHealth |
| 5. City of Milford | 14. National Multiple Sclerosis Society – Bike to Bay |
| 6. Carlisle Fire Company | 15. 4-H Club |
| 7. People's Place | 16. Milford American Legion Baseball |

- 8. Milford Elks Lodge
- 9. Milford Rotary Club

17. DIAA Officials' Organizations

R-1.3

Category IV – Events held by **non-profit organizations that are located in the Milford School District** and where *admission is charged or a collection is taken*. Events scheduled at a time when custodial staff not normally scheduled and causes additional custodial services to be required as a result of the event.

Category V – Events held by **non-profit organizations that are not located in the Milford School District** and where *no admission is charged or collection is taken*.

Category VI – Events held by **non-profit organizations that are not located in the Milford School District** and by commercial, for-profit organizations and where *admission is charged or a collection is taken*. Board of Education approval required.

Fee Requirements:

Category I – No rental fees or additional insurance required; personnel expenses as required.

Category II – No rental fees or additional insurance required; personnel expenses as required.

Category III – No rental fees required. Personnel expenses as required and insurance certificate required.

Category IV – Rental Fees per schedule with personnel expenses as required. Insurance certificate required.

Category V – Rental Fees per schedule with personnel expenses as required. Insurance certificate required.

Category VI – Rental Fees per schedule with personnel expenses as required. Insurance certificate required.

Application and Approval Procedures:

Application for use of school facilities and/or equipment shall be made by a responsible representative from requesting organization that will complete an "Application for Use of School Facilities" and provide the district with a certificate of insurance listing the "Milford School District" as an "Additional Insured." The completed application, certificate of insurance and initial payment shall first be submitted to the principal of the facility being requested. If the initial request is approved the application must be submitted to the Supervisor of Buildings and Grounds for final fee assignments and insurance review. Final approval will be granted when the application is in order and the proposed use is compliant with Board Policy.

Fees:

Rental fees are applicable to all events according to their User Classification category. The rental fee schedule is established and attached. A 50% down payment will be required with the application payable to the "Milford School District." Applications will not be processed without down payment.

Personnel Expenses:

Organizations using district facilities will be charged fees to cover personnel expenses for the hours which staff are required to prepare for, monitor, and clean up after such events.

MILFORD SCHOOL DISTRICT FACILITY RENTAL FEES – 3 HR MINIMUM

K-5	Category IV	Category V	Category VI
Classroom	\$30.00/\$10.00	\$60.00/\$20.00	\$60.00/\$20.00
Kitchen	\$75.00/\$25.00	\$150.00/\$50.00	\$150.00/\$50.00
Cafeteria	\$75.00/\$25.00	\$150.00/\$50.00	\$150.00/\$50.00
Gym/All Purpose Rooms	\$90.00/\$30.00	\$180.00/\$60.00	\$180.00/\$60.00

MCA & MHS	Category IV	Category V	Category VI
Classroom	\$30.00/\$10.00	\$60.00/\$20.00	\$60.00/\$20.00
Cafeteria	\$135.00/\$45.00	\$270.00/\$90.00	\$270.00/\$90.00
Kitchen	\$90.00/\$30.00	\$180.00/\$60.00	\$180.00/\$60.00
Gymnasium	\$150.00/\$50.00	\$300.00/\$100.00	\$300.00/\$100.00
Auditorium	\$150.00/\$50.00	\$300.00/\$100.00	\$300.00/\$100.00
Stadium – Turf w/Lights	\$225.00/\$75.00	\$450.00/\$150.00	\$450.00/\$150.00
Stadium – Turf w/o Lights	\$150.00/\$50.00	\$300.00/\$100.00	\$300.00/\$100.00
Tennis Courts	\$30.00/\$10.00	\$60.00/\$20.00	\$60.00/\$20.00
MMS Fields—BB, SB, FB Soccer or FH	\$30.00/\$10.00	\$60.00/\$20.00	\$60.00/\$20.00

Additional Charges*

Custodial/Security Personnel	\$40.00 Hourly Fee
Light/Sound School Personnel	\$50.00 Hourly Fee**
Light/Sound Student Personnel	\$25.00 Hourly Fee**
Food Service Personnel	\$40.00 Hourly Fee
Additional Trash Removal	\$120.00 Per Dump

** The additional charges/hourly fee rates are not the per diem hourly rate of assigned district personnel. OEC and other charges and fees are included and applied.*

*** Light/Sound Personnel may not be available through the district. When district Light/Sound Personnel are not available, the organization must provide a qualified person to operate the system and the district has final discretion as whether to approve the person.*

MILFORD SCHOOL DISTRICT

906 LAKEVIEW AVENUE

MILFORD, DELAWARE 19963

APPLICATION FOR USE OF SCHOOL FACILITIES

APPLICATION REQUIRED BEFORE FACILITIES CAN BE RESERVED. MUST BE FILED 45 DAYS PRIOR TO RENTAL DATE.

Name of Organization or Group: _____

Name of Person Responsible for Rental: _____

Address for Mailing Permit & Billing: _____

Telephone: _____ Home: _____ Cell: _____ Work: _____

Name of Event: _____

Signature of Person Responsible for Rental: _____ Date: _____

Facilities Requested

Site: _____ High _____ Academy _____ Banneker _____ Ross _____ Mispillion _____ Morris _____

Date(s): _____ Start Time (Include Setup Time): _____ End Time of Rental: _____

Facilities/Room(s): _____ Services/Equipment Required _____

Plan for Security: _____

Does your staff have current and acceptable criminal background and Child Protection Registry checks? _____

Designated person who is in charge of event and will remain at the event in a supervisory capacity:

Name: _____ Cell phone number to be used during event: _____

Address: _____

Estimated Charges Due – All fees included in Board Policy #3101 at www.milfordschooldistrict.org

_____ Category I _____ Category II _____ Category III _____ Category IV _____ Category V _____ Category VI

Application Fee: \$35.00

Total: \$35.00

Area(s) to be Rented Fee(s): See Current Building Rental Fees

Total: \$ _____

Custodial Fee(s): \$40.00 Hourly Rate X Hours

Total: \$ _____

Food Service Fee(s): \$40.00 Hourly Rate X Hours

Total: \$ _____

Technician Fee(s): \$50.00 Hourly Rate X Hours

Total: \$ _____

_____ Superintendent Waiver Applicable: Deduction Amount: \$ _____ Total: \$ _____

TOTAL AMOUNT DUE: Total: \$ _____

50% Down Payment Due With Application – Amount: \$ _____ Date Paid : _____

Method of Payment: _____

Insurance Provided – **Milford School District Must be “Additional Insured”** _____

Criminal Background Check Provided: _____ Date: _____ Approved: _____

Initial Approval(s) by School Administrator(s): _____ Date: _____

Police Coverage Required: Yes _____ No _____

Final Approval by District: _____

Final Accounting – Final Billing—NO CASH ACCEPTED

Charges	Hours Worked	Hourly Rate	Total
Rental Fees			
Custodial Fees			
Food Service Fees			
Technical Fees			
Other Fees; Specify:			
Deposit Paid			
Balance Due:			

RULES AND REGULATIONS FOR RENTING MILFORD SCHOOL DISTRICT FACILITIES

This application must be completed and estimated: 50% cost of usage is to be paid in full at time of the submission of usage request. Certificate of Insurance and Background Checks will be required for initial approval. Refunds will be made in accordance with Regulation 1-M of Milford School District Board of Education Policy 3101. It is understood by the Milford Board of Education the requesting organization named assumes full responsibility for any damage to equipment, furnishings, building, or grounds. Promotional or other events, as deemed necessary by the Supervisor of Buildings and Grounds will require Milford Board of Education approval prior to final authorization and may be subject to rental/usage fees in excess of the fees identified in Exhibit 1 of Milford School District Board of Education Policy 3101.

Alcoholic beverages, smoking and gambling are not permitted in school facilities or on school grounds at any time. Falsification of information on application, rowdiness, and vandalism, abuse of property, inadequate supervision, and/or violations of Delaware Law, City of Milford ordinances, or district policies shall be grounds for eviction, cancellation of permit, and may impact continuance of future facilities/equipment usage.

Flags other than United States and State of Delaware are NOT to be displayed at any time on school buildings or grounds without the expressed written permission of the Milford School District. The Milford School District has the expressed authority to restrict the display of flags and/or promotional material as it deems necessary.

Lessee shall indemnify Milford School District against all claims and liability arising from any accident, injury, damage to person or property occurring on or about leased premises or on sidewalks or streets adjoining the leased premises and which arises out of or occurs in connection with use of leased premises by lessee, his or its agents, employees, members or guest. The word "Lessee" shall indicate person or organization leasing and requesting the use of Milford School District buildings, grounds, and facilities. The person signing this form represents that he or she has the full legal authority to act in behalf of and bind the party, parties, or organization requesting the use of property belonging to Milford School District. Lessee agrees to provide Milford School District with a Certificate of Insurance listing Milford School District as an "Additional Insured" prior to approval of this application.

Milford School District reserves the right to cancel or postpone this event based on, but not limited to, security concerns, weather conditions, availability of district personnel, school events, and/or condition of the buildings and/or grounds. The requesting organization is responsible to see that vehicles observe fire lane restrictions, handicapped parking, and for keeping all entrances and exits clear. We must be assured that emergency vehicles have clear access to and from the buildings and grounds.

The Responsible Person noted on the front of this application and signed by such person must be present at all times during the rental. If they will not be present, or if there are more than one responsible person(s), all those responsible must be listed and all must sign the application.

For all non-school organizations, a copy or proof of an acceptable criminal background and child protection registry checks must be submitted for the person, within the supervisory role, with the application and prior to facility use approval being granted. The organization also must indicate within their building use form request whether staff utilizing the facilities have had acceptable background checks. If the organization is not able to provide proof of background checks for an adult staff member or volunteer, individuals serving in either of these capacities must be cleared by the Milford School District through the Raptor Visitor Management System or other district-used background electronic screener prior to working the event. Violation of this part of the policy will result in immediate termination of the organization's facility use.

All pre-paid facilities/equipment rental fees and custodial charges will be refunded by the Milford School District Administrative Office if written notice is received of the cancellation at least 72 hours in advance of the scheduled event. Custodial charges, but not the facilities/equipment rental fee, will be refunded by the Milford School District Administrative Office if written notice of the cancellation is received prior to the day of the event, but not before 72 hours. The Application fee is not subject to refund under any circumstances.

NOTE: See Board Policy #3101. For rates: See Board Policy #3101, Exhibit #1

**Addendum to Operational Procedures and Guidelines
for Facilities Use and Rentals Applications:**

**COVID-19 Health and Safety Guidelines, Protocols and Agreement
for Facility Use by Outside Organizations**

1. During the COVID-19 health pandemic, the CDC has recommended that districts consider postponing non-critical events and gatherings, as well as limit visitors into schools.
2. District facilities may be used by outside organizations on a limited basis during Delaware's Public Health State of Emergency Declarations relative to the COVID-19 health pandemic with a detailed plan of health and safety protocols approved by the district. If schools are closed due to health concerns by the state or district, facilities may not be used by outside organizations.
3. Only one area in or at an approved district building or location may be used by outside organizations for a block of time of no more than two hours. Outside organizations will not be able to use multiple areas of the building. Classrooms may not be used by outside organizations during the regular school year.
4. Specified facility areas for use will be in close proximity to entrances from the outside of the facility and available bathrooms.
5. Event attendees must strictly adhere to staying within the specified facility area approved for use and may not enter other areas of the facility. Failure for event attendees to follow this will result in ejection and the outside organization not being able to continue using district facilities.
6. All facility use must comply with all applicable state orders for gatherings. Facility use may be restricted to a lower number of attendees permitted than what is included within state orders for gatherings, even if the State permits a higher number of attendees. The district has final approval of the maximum number of outside organization attendees in or at any building or location.
7. Food, drinks other than water and concessions are prohibited during facility use by outside organizations. Water must be in a plastic bottle and not shared with other attendees.
8. Additional insurance coverage may be requested for outside organizations to obtain prior to facility use.
9. Youth sports, camps, and daycare activities must follow state guidelines for return to play or operation, and the detailed plan submitted to the district must have these guidelines included.
10. All events sponsored by outside organizations must abide by Delaware Department of Public Health guidance and Delaware State of Emergency requirements.
11. All activities and events are limited to no more than two hours in duration. Thirty minutes of additional time is allotted for set up and breakdown of activities.
12. The organization agrees that Milford School District owes no duty of care to the group using its facilities or the participants, and thus, any attendee who participates assumes all risks of contracting COVID-19 while using a district facility.
13. Additional rental fees may be charged for custodial coverage and may be charged for district costs in using disinfectant and cleaning supplies.
14. Outside organizations must submit a detailed plan that, at a minimum, satisfactorily addresses the following areas:
 - a. Ensuring people stay home if feeling sick or exhibiting symptoms related to COVID-19
 - b. Temperature checks and health screenings for all event attendees
 - c. Hand sanitizer stations being readily available at various locations

Commented [MIJH1]: I do not think you want them in libraries, either.

- d. Face coverings being worn by all event attendees ages 2 and older at all times
 - e. How social distancing will be maintained by people not of the same household
 - f. Entering and exiting procedures for attendees
 - g. Bathrooms and high contact areas being disinfected
 - h. Cleaning and disinfecting all areas used once the event is completed
 - i. Posting signage at the entrance into the facility area being used that informs attendees of requirements for the wearing of face coverings, social distancing and other health and safety protocols.
 - j. Notification process if an event attendee tests positive for COVID-19
 - k. State guidelines for return to play or operation (if applicable)
15. Certain events or facility use may require Division of Public Health (DPH) approval. In these instances, the organization or individual requesting facility use is responsible for obtaining DPH approval. The application to DPH must be reviewed prior to submission with Milford School District's Supervisor of Buildings and Grounds.

On behalf of the group using Milford's facilities, I represent that I am authorized and empowered to agree to the foregoing, and on behalf of the group using Milford's facilities, I agree that the group is bound by the foregoing.

By:
Name:
Name of Group:
Date:

Note to users: Once this agreement is signed and delivered to Michael Sharp at Milford School District, you will be contacted to determine when and on what further terms you may be permitted to use District property.

2021-22 School Year Enrollment Projections

Banneker	2021-22 Projection	2020-21 Present
1	132	97
2	97	87
3	87	78
4	78	103
5	103	104
Total	497	469

65% Hybrid

Ross	2021-22 Projection	2020-21 Present
1	143	124
2	124	143
3	143	137
4	137	137
5	137	129
Total	684	670

w/o 1st 73% Hybrid
Immersion
630

Mispillion	2021-22 Projection	2020-21 Present
1	86	112
2	113	86
3	86	99
4	99	110
5	110	110
Total	494	517

with 1st 66% Hybrid
Immersion
543

MCA	2021-22 Projection	2020-21 Present
6	333	339
7	339	392
8	392	332
Total	1064	1063

57% Hybrid

MHS	2021-22 Projection	2020-21 Present
9	282	328
10	328	324
11	324	255
12	250	249
Total	1184	1155

Approx.
40% Hybrid

Morris	2021-22 Projection	2020-21 Present
KN	Apx 350+	361
PK-EC	Apx 75+	72
Total	425-450	433

83% Hybrid

Milford School District
Monthly Report of Expenditures
For the month ended February 28, 2021

Operating Unit	Budget Line	Final Budget		Encumbered	Expended	Budget Remaining	% Remaining
		Amount					
9180668A	Benjamin Banneker Elementary School	\$ 58,158.00		3,101.48	4,862.75	\$ 50,193.77	86.31%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 59,627.00		3,539.70	19,337.13	\$ 36,750.17	61.63%
9180672A	Lulu M. Ross Elementary School	\$ 81,430.00		1,649.46	21,165.14	\$ 58,615.40	71.98%
9180673A	Mispillion Elementary School	\$ 63,434.00		9,277.62	14,366.66	\$ 39,789.72	62.73%
9180675A	Milford Central Academy	\$ 127,917.50		342.18	37,728.58	\$ 89,846.74	70.24%
9180678A	Milford Senior High School	\$ 162,855.00		10,816.98	29,255.53	\$ 122,782.49	75.39%
99900000	Board Of Ed/District Expenses	\$ 9,000.00		-	7,831.00	\$ 1,169.00	12.99%
	School Resource Officer	\$ 165,000.00		-	153,900.50	\$ 11,099.50	6.73%
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00		31,174.12	11,453.63	\$ 137,372.25	76.32%
99900300	District Expenditures	\$ 35,000.00		-	4,454.98	\$ 30,545.02	87.27%
	School Safety and Security	\$ -				\$ -	
	Public Relations and Communication	\$ 10,000.00		2,078.03	8,905.81	\$ (983.84)	-9.84%
	Copy Center (District Wide)	\$ 98,500.00		39,391.20	57,363.60	\$ 1,745.20	1.77%
	Student Emergency Fund	\$ 4,000.00				\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00		208.73	697.54	\$ 593.73	39.58%
99920000	World Language Immersion (State Grant)	\$ 30,820.00		-	-	\$ 30,820.00	100.00%
	Educator Accountability (State Grant)	\$ 1,044.58		-	-	\$ 1,044.58	100.00%
	Student Success Block Grant (Reading)	\$ 276,936.00		-	131,314.96	\$ 145,621.04	52.58%
	Opportunity Grant Mental Health	\$ 255,225.00		-	22.39	\$ 255,202.61	99.99%
	Education Opportunity Grant	\$ 906,952.00		-	46,586.88	\$ 860,365.12	94.86%
	Summer School	\$ 30,000.00		-	21,859.83	\$ 8,140.17	27.13%
	Translators	\$ 20,000.00		-	3,228.78	\$ 16,771.22	83.86%
	Extra Time Programs	\$ 30,000.00		-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 244,200.00		-	39,329.96	\$ 204,870.04	83.89%
99920700	Athletics - High School	\$ 170,000.00		6,594.37	64,414.79	\$ 98,990.84	58.23%
	Athletics - Milford Central Academy	\$ 30,000.00		5,018.20	8,281.15	\$ 16,700.65	55.67%
99920800	Driver's Education	\$ 19,113.00		-	11,401.81	\$ 7,711.19	40.35%
99930200	Tuition - Special Services	\$ 584,500.00		102,414.59	149,772.54	\$ 332,312.87	56.85%
	Tuition - Special Services - ILC	\$ 315,000.00		183.65	269,800.87	\$ 45,015.48	14.29%
	Unique Alternatives (State Funds)	\$ 485,089.95		237,704.36	247,385.59	\$ -	0.00%
99930300	Special Services	\$ 49,000.00		6,937.23	27,879.55	\$ 14,183.22	28.95%
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00		-	7,493.55	\$ 111,780.45	
	Special Services - State Related Services	\$ 105,208.55		36,059.00	44,854.64	\$ 24,294.91	
99940100	Contingencies and One-Time Items	\$ 500,000.00		39,332.40	-	\$ 460,667.60	92.13%
99940200	Division I/Formula Salaries	\$ 27,493,869.30		-	20,989,343.75	\$ 6,504,525.55	23.66%
99940300	Division II - Vocational	\$ 113,042.10		-	686.43	\$ 112,355.67	99.39%
99940400	Division III/Local Salaries	\$ 10,750,000.00		-	6,955,980.45	\$ 3,794,019.55	35.29%
	Union agreed Limited Contracts	\$ 365,000.00		-	175,983.11	\$ 189,016.89	51.79%
99940500	Title I	\$ 1,973,009.00		69,063.20	360,145.18	\$ 1,543,800.62	78.25%
	Title II	\$ 353,387.00		-	-	\$ 353,387.00	100.00%
	Title III	\$ 64,917.00		-	-	\$ 64,917.00	100.00%
	IDEA Part B	\$ 1,126,652.00		-	1,878.44	\$ 1,124,773.56	99.83%
	IDEA Preschool	\$ 55,709.00		-	-	\$ 55,709.00	100.00%
	Perkins	\$ 125,895.00		1,070.08	48,429.58	\$ 76,395.34	60.68%
	Homeless	\$ -		-	-	\$ -	
	Other Federal Grants	\$ -		-	-	\$ -	
99940600	Insurance Expense	\$ 105,153.00		-	105,153.00	\$ -	0.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00		117.85	25,587.09	\$ 81,295.06	75.98%
99940810	Technology Equipment & Repair	\$ 272,800.00		6,753.49	147,115.44	\$ 118,931.07	43.60%
	Technology Block Grant	\$ 108,554.00		-	12,555.00	\$ 95,999.00	88.43%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00		-	5,823.00	\$ 9,177.00	61.18%
	Tuition Reimbursement	\$ 60,000.00		-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00		208.73	2,147.49	\$ 7,643.78	76.44%
99960000	Child Nutrition Operations	\$ 650,000.00		115,058.12	1,126,068.55	\$ (591,126.67)	-90.94%
	Cafeteria Salaries	\$ 594,271.00		-	411,145.14	\$ 183,125.86	30.82%
99960100	Facilities Maintenance	\$ 90,000.00		2,928.30	30,365.21	\$ 56,706.49	63.01%
	Custodial Services and Supplies	\$ 90,000.00		2,900.63	23,837.42	\$ 63,261.95	70.29%
99960200	Operations and Utilities	\$ 304,500.00		22,388.87	155,645.31	\$ 126,465.82	41.53%
	Energy Division II	\$ 788,951.00		411,260.65	261,239.35	\$ 116,451.00	14.76%
99960300	State Transportation	\$ 2,893,867.61		1,122,026.12	1,747,818.17	\$ 24,023.32	0.83%
	State Homeless Transportation	\$ 196,566.00		161,480.97	21,031.83	\$ 14,053.20	7.15%
	State Foster Transportation	\$ 30,689.00		14,462.30	11,537.70	\$ 4,689.00	15.28%
	Transportation Supplies	\$ 1,000.00		317.71	442.61	\$ 239.68	23.97%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00		-	21,002.29	\$ 1,997.71	8.69%
	Local Activities Transportation	\$ 3,000.00		-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 21,840.67		17,942.33	2,336.87	\$ 1,561.47	7.15%
	Local Transportation Match	\$ 321,119.86		125,902.91	194,362.01	\$ 854.94	0.27%
Total Operating Budget		\$ 54,337,577.12		\$ 2,609,705.56	\$ 34,282,610.56	\$ 17,445,261.00	32.11%
99970000	Local Debt Service	\$ 1,225,976.67		-	1,005,076.03	\$ 220,900.64	18.02%
99970200	Minor Capital Improvements	\$ 615,352.00		-	-	\$ 615,352.00	100.00%
Total Capital Budget		\$ 1,841,328.67		\$ -	\$ 1,005,076.03	\$ 836,252.64	45.42%
Grand Total		\$ 56,178,905.79		\$ 2,609,705.56	\$ 35,287,686.59	\$ 18,281,513.64	32.54%

Note: Budgets are based on the preliminary 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 SCHOOL DISTRICT
Fiscal Year 2021 Monthly Revenue Report
As of February 28, 2021
66.67% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2021 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	27,468,642.00	26,773,869.87	97.47%
Cafeteria Salaries	594,271.00	594,271.00	100.00%
Division II, All Other Costs	898,113.00	902,811.00	100.52%
Division II, All Other Costs - VOC	113,042.10	113,042.10	100.00%
Division II, Energy	788,951.00	788,951.00	100.00%
Division III, Equalization	5,647,725.00	5,675,768.00	100.50%
State Transportation	2,893,867.61	2,919,530.09	100.89%
Homeless Transportation	196,566.00	196,566.00	100.00%
Foster Care Transportation	30,689.00	30,689.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	105,208.55	105,208.55	100.00%
Drivers' Education	19,113.00	19,113.00	100.00%
Unique Alternatives	485,089.95	485,089.95	100.00%
Professional Development	-	-	
Delaware Sustainment Fund	717,857.00	811,121.00	112.99%
Academic Excellence Cash Option	-	-	
Technology Block Grant	108,554.00	108,554.00	100.00%
Educator Accountability (CPR)	1,044.58	1,066.53	102.10%
World Language Expansion	30,820.00	30,820.00	100.00%
Education Opportunity Grant	906,952.00	453,476.00	50.00%
Education Opportunity Grant - Mental Health	255,225.00	114,802.00	44.98%
Student Success Block Grant - K-3	119,274.00	119,274.00	100.00%
Student Success Block Grant - Reading	276,936.00	162,134.00	58.55%
Child Safety Awareness	5,062.00	5,062.00	100.00%
School Safety and Security	-	-	
Substitute Reimbursement- Paid Parental Leave	25,227.30	-	0.00%
Year Long Residency	83,622.15	83,622.15	100.00%
Minor Capital Improvements	369,211.00	369,211.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	42,142,063.24	40,865,052.24	96.97%
LOCAL FUNDS			
Current Expense (tax rate)	8,300,000.00	8,375,589.88	100.91%
Current Expense (capitations)	200.00	56.70	28.35%
Athletics	-	-	
Interest	325,000.00	313,372.06	96.42%
Building Rental	4,500.00	3,250.00	72.22%
Other Local Revenue	18,500.00	6,113.09	33.04%
Sol - Systems	1,500.00	671.79	44.79%
Energy Curtailment	15,000.00	-	0.00%
CSCR	35,000.00	3,838.25	10.97%
Indirect Costs	85,000.00	53,363.30	62.78%
Cafeteria	650,000.00	682,633.39	105.02%
Net Choice Billings	(164,893.80)	(167,756.31)	101.74%
Net Charter Billings	(165,738.77)	(165,738.76)	100.00%
Tuition Billings	(1,960,000.00)	(1,977,031.10)	100.87%
Social Studies Coalition/Donations	107,000.00	55,803.23	52.15%
Debt Service	1,260,000.00	1,289,638.49	102.35%
Debt Service - County Impact Fees	78,343.00	62,702.13	80.04%
Tuition	2,859,500.00	2,792,557.94	97.66%
Minor Capital Improvements	246,141.00	273,358.05	111.06%
E-Rate	5,500.00	-	0.00%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	11,700,551.43	11,602,422.13	99.16%
FEDERAL FUNDS			
IDEA Part B	1,126,652.00	1,126,652.00	100.00%
IDEA - Preschool	55,709.00	55,709.00	100.00%
Title I	1,973,009.00	1,973,009.00	100.00%
Title II	353,387.00	353,387.00	100.00%
Title III English Acquisition	64,917.00	64,917.00	100.00%
Education for the Homeless	-	-	
Perkins	125,895.00	135,895.00	107.94%
TOTAL FEDERAL/OTHER FUNDS	3,699,569.00	3,709,569.00	100.27%
GRAND TOTAL ALL FUNDS	57,542,183.67	56,177,043.37	97.63%

DRAFT

Milford School District Calendar 2021-2022

Student Day Calendar (177 days)

Teacher Day Calendar (188 days)

Paraprofessional Day Calendar (175 days)

August 2020

	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	23/24 New Staff Orientation
	22	23	24	25	26	27	28	26 Professional Development
Aug	0	3	29	30	31			30/31/1 Professional Development

September 2021

	Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	2 - Transition Day
	5	6	7	8	9	10	11	3 - District Open / Schools Closed
	12	13	14	15	16	17	18	6-Labor Day
Sept	19	20	19	20	21	22	23	7 - First Day
Total	19	23	26	27	28	29	30	

October 2021

	Su	M	Tu	W	Th	F	Sa	
						1	2	5-Mid-Marking Period
	3	4	5	6	7	8	9	8-Professional Development
	10	11	12	13	14	15	16	
Oct	20	21	17	18	19	20	21	22
Total	39	44	24	25	26	27	28	29

November 2021

	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	6	5-end of 1st mp
	7	8	9	10	11	12	13	11-Veterans Day
	14	15	16	17	18	19	20	12 - Professional Development
Nov	17	18	21	22	23	24	25	24 - District Open / Schools Closed
Total	56	62	28	29	30			25-26 Thanksgiving

December 2021

	Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	12/ 14 Mid Marking Period
Dec	16	16	19	20	21	22	23	24 - 31 District Closed for Winter Break
Total	72	78	26	27	28	29	30	31

January 2022

	Su	M	Tu	W	Th	F	Sa	
							1	1- New Year
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
Jan	19	20	16	17	18	19	20	21
Total	91	98	23	24	25	26	27	28

February 2022

	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
Feb	19	19	20	21	22	23	24	25
Total	110	117	27	28				

March 2022

	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
Mar	22	23	20	21	22	23	24	25
Total	132	140	27	28	29	30	31	

April 2022

	Su	M	Tu	W	Th	F	Sa	
						1	2	1-Professional Development
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
Apr	14	15	17	18	19	20	21	22
Total	146	155	24	25	26	27	28	29

May 2022

	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	5/10 Mid Marking Period
	15	16	17	18	19	20	21	
May	21	21	22	23	24	25	26	27
Total	167	176	29	30	31			

June 2022

	Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	2 - Graduation
	5	6	7	8	9	10	11	14 -Last student day
	12	13	14	15	16	17	18	15/16-Professional Development
June	10	12	19	20	21	22	23	24
Total	177	188	26	27	28	29	30	

Calendar Notes:

Green = Student Day, Gray = District Closed,
Pink = Staff Professional Development, White = District Open / Schools Closed
Non-work days for Paraprofessional Staff:
8/26, 1/24, 6/16

Report Card Notes:

Dedicated time for staff to assist with student grading:
11/12 p.m., 1/24 p.m., 4/1 p.m., 6/16 p.m.
Report Cards Issued: 11/17, 1/31, 4/6, 6/20

Current Academic Performance Trends



Milford School District
Academic Year 2020-2021



Morris Early Childhood Center

	1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	353/361	98%	346/361	96%
Students at risk for retention	8/361	2%	14/361	4%
Students referred to building Student Support Team	5	1%	18	5%

Trends noticed in data reviews: 71% of the students who are at risk for retention are still remote or have been remote the majority of the school year. *All remote students have been given the opportunity to come in for hybrid learning, and are encouraged to do so if they are not meeting promotion. Typically however, we would not consider students at risk for retention until after the third marking period. Kindergarten students make a considerable amount of growth in the spring. Student progress is consistently tracked, and instructional plans are adjusted every 6 weeks.

Banneker Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	99/99	100%	91/99	92%
	Grade 2	90/90	100%	88/90	98%
	Grade 3	80/80	100%	70/80	88%
	Grade 4	103/104	100%	99/104	96%
	Grade 5	105/105	100%	100/105	95%
Students at risk for retention	Grade 1	0/99	0%	8/99	8%
	Grade 2	0/90	0%	2/90	2%
	Grade 3	0/80	0%	10/80	12%
	Grade 4	0/104	0%	4/104	4%
	Grade 5	0/105	0%	5/105	5%
Students referred to building Student Support Team	Grade 1	8	8%	29	29%
	Grade 2	6	7%	27	30%
	Grade 3	10	13%	16	20%
	Grade 4	8	8%	19	18%
	Grade 5	6	6%	14	13%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Mispillion Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	118/118	100%	106/114	93%
	Grade 2	91/91	100%	83/86	97%
	Grade 3	100/100	100%	88/98	90%
	Grade 4	116/116	100%	107/111	96%
	Grade 5	113/113	100%	109/112	97%
Students at risk for retention	Grade 1	0/118	0%	8/118	7%
	Grade 2	0/91	0%	3/91	3%
	Grade 3	0/100	0%	10/100	10%
	Grade 4	0/116	0%	4/116	4%
	Grade 5	0/113	0%	3/113	3%
Students referred to building Student Support Team	Grade 1	2	2%	11	9%
	Grade 2	5	4%	5	4%
	Grade 3	5	5%	12	12%
	Grade 4	3	3%	23	20%
	Grade 5	2	2%	28	24%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.

Ross Elementary School

		1st marking period	Current Percentage	2nd marking period	Current Percentage
Students on track for promotion	Grade 1	125/125	100%	114/124	92%
	Grade 2	139/139	100%	126/143	88%
	Grade 3	139/139	100%	125/138	91%
	Grade 4	132/132	100%	129/138	93%
	Grade 5	130/130	100%	126/129	98%
Students at risk for retention	Grade 1	0/125	0%	10/124	8%
	Grade 2	0/139	0%	17/143	12%
	Grade 3	0/139	0%	13/138	9%
	Grade 4	0/132	0%	9/138	7%
	Grade 5	0/130	0%	3/129	2%
Students referred to building Student Support Team	Grade 1	4	2%	4	7%
	Grade 2	0	0%	2	7%
	Grade 3	2	1%	1	7%
	Grade 4	1	0%	3	4%
	Grade 5	6	3%	1	9%

Trends noticed in data reviews:

- Students with attendance concerns are inclusive of families that have multiple children that have consistent attendance habits.
- Academic / attendance concerns make up approximately 9% of our school population.
- We continue to use our student support team and district interventionists to assist with attendance, social / emotional and academic areas of need.
- Third marking period SST referrals are much higher - based on the fact that teacher interventions for mkg. Pd. 1 and 2 were not successful.

Milford Central Academy

Academic Performance Trends Semester One

	6th Grade	7th Grade	8th Grade
Students on Track for Promotion	72%	69%	63%
Students with a low to moderate risk for retention	19%	21%	23%
Students with a moderate to high risk for retention	9%	10%	14%
Student Support Team	15 students, plus possible failures	16 students, plus possible failures	32 students, plus possible failures

Trends noticed in data reviews: Attendance and missed work are the driving force behind many of the retentions. For the past three years this has been a trend after the second marking period, and the numbers decrease significantly the third and fourth marking periods. We have held parent conferences, completed home visits, provided support classes for our EL and special education students, and increased our students attending After the Bell to make up assignments.

Milford Senior High School

Academic Performance Trends Semester One

	9th Grade	10th Grade	11th Grade	12th Grade
Students on Track for Promotion	74.24%	72.76%	83.86%	81.09%
Students with a low to moderate risk for retention	9.39%	11.46%	8.66%	14.29%
Students with a moderate to high risk for retention	16.36%	15.79%	7.48%	4.62%

Students Referred to Building Student Support Team: All students in the moderate risk and high risk for retention categories were referred to the Student Support Team. These students fit in multiple criteria and have been discussed starting with Grade Level PLCs, and progressing toward school counselors, attendance officer and special education coordinator. (attendance, behaviors, and grades)

High School students are promoted based on the number of credits accumulated. Ninth graders need 6 credits to be promoted. Tenth graders need 13 credits to be promoted. Juniors need 20 credits to be promoted. Seniors need 25 credits for graduation.

In addition to school based initiatives,

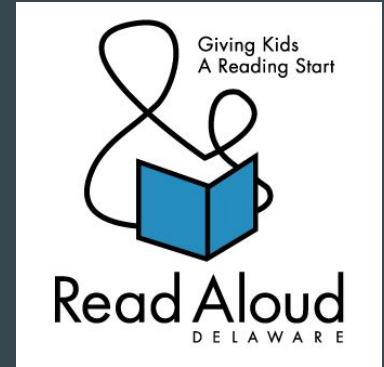
Milford School District will continue the following action items to support our students:

- Host Quarterly Data Meetings to review attendance, student performance, and look for trends / root causes
- Continue to host building student support team meetings to work with team of professionals to ensure we have a full complement of supports in place for at risk students inclusive of district interventionists and mental health support staff
- Continue to communicate student performance with students and families
- Continue to develop summer programming to assist with any necessary academic recovery
- Continue to review our district scope and sequence documents to ensure we are prioritizing curriculum for each grade level and/or course
- Continue our efforts to resume as much face to face instruction as possible
- Continue connecting students with mentors and volunteers for additional support



Read Aloud Delaware Partnership

The Homework Helper Project evolved from a group of individuals who wanted to help make a difference during the pandemic. While Read Aloud Delaware has not traditionally used volunteers in this capacity, they wanted to capitalize on the willingness, skill set, and passion of their many volunteers.



Goal: To support all students who need additional academic help.

Outreach: Currently we have matched 22 Milford students with Read Aloud Delaware volunteers.

Logistics: Each volunteer is paired with a student(s) and virtually meet on a weekly basis.

“At the beginning of the pandemic, I longed to help others but knew I could do nothing in person. Volunteering at a food bank or helping at a testing site was not an option for me. So I kept looking for ways to extend a helping hand over distance. As the fall approached, it became clear that schools and teachers were being stretched to their limits. There was so much uncertainty and the guidelines seemed to change weekly. As the days continued to grow shorter, the plight of the children trying to learn remotely loomed larger and larger. There was so much confusion and despair.” - Iona Holland, Read Aloud Volunteer



2020-2021 School Year

IMPORTANT NUMBERS:

TECHNOLOGY

Technology Support Hotline
302-424-7017

To support students and families with remote learning technical assistance and technology support.



FAMILY RESOURCES



For Banneker Elementary, Milford High School, and Milford Central Academy families, the **Family Interventionist Support Hotline** is 302-542-0465

For Mispillion Elementary, Lulu Ross Elementary, and Morris Early Childhood Center families, the **Family Interventionist Support Hotline** is 302-542-0301

SCHOOL NURSE



School Nurse Hotline - 302-424-7080

ENGLISH LEARNER HOTLINE



English Learner Family Support Hotline
302-424-8816

To assist English Learner families with remote learning and technology support, and to help connect English Learner families with specific school, district and community resources.

SCHOOL NUMBERS

EI MORRIS
422-1650

BANNEKER
422-1630

LULU ROSS
422-1640

MISPILLION
424-5800

**CENTRAL
ACADEMY**
430-7900

**MILFORD
HIGH**
422-1610



Milford School District Hotlines!

Milford School District has initiated several family support hotlines to support our families during remote learning. For all the hotlines; if a support person does not immediately answer, please leave a message with your direct contact information and someone will be in contact to assist you.

- **Technology Support Hotline – 302-424-7017**
 - To support students and families with remote learning technical assistance and technology support.
- **English Learner Family Support Hotline – 302-424-8816**
 - To assist English Learner families with remote learning and technology support, and to help connect English Learner families with specific school, district and community resources.
- **School Nurse Hotline – 302-424-7080**
 - To connect students and families with a School Nurse to assist with addressing medical concerns or questions.
- **Family Interventionist Support Hotline** to connect families who have essential needs with our family interventionists to assist with school, district and community resources.
 - For Banneker Elementary, Milford High School, and Milford Central Academy families, the Family Interventionist Support Hotline is 302-542-0465
 - For Mispillion Elementary, Lulu Ross Elementary, and Morris Early Childhood Center families, the Family Interventionist Support Hotline is 302-542-0301

In addition, we have posted a comprehensive list of **community resources** on our website and social media pages for family use as needed.

Support Requests

April 2020 – February 2021

Family Interventionist

Average of 50 Calls Per Week

Nursing Team

Average of 50 Calls Per Day

(many of the 50 per day are COVID related)

Technology Team

Average of 10 Calls Per Day

EL Support Team

Making 10-15 Direct Contacts Per Week

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 18, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

LU LU ROSS ELEMENTARY
(12) CLASSROOMS VCT
PHASE 2 KENT HALL
SUMMER 2021

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWENTY NINE THOUSAND THREE HUNDRED SEVENTY TWO DOLLARS
& FORTY CENTS (\$29,372.40)

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR 52514 JUBILEE WHITE (SAME AS LAST YEAR)
- COVE BASE: JOHNSONITE 4" VINYL. COLOR CB-59 HEATHER GREEN

THE ABOVE PRICING INCLUDES:

- 12 CLASSROOMS ONLY
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL NECESSARY FLOOR PREP AFTER ABATEMENT
- ANY NECESSARY VINYL TRANSITIONS (AT DOORWAYS WHERE VCT MEETS CARPET)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICING IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE WHEN SCHOOL IS OUT (SUMMER)

THE ABOVE PRICING EXCLUDES:

1. ANY DEMO/DISPOSAL OF THE EXISTING CARPET OR V.A.T.
2. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
3. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
4. THE BATHROOMS (EXISTING CERAMIC TO REMAIN AS IS)

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 22, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

BANNEKER ELEMENTARY
(5) ADDITIONAL AREAS
VCT & COVE BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TEN THOUSAND SIX HUNDRED SIXTY ONE DOLLARS AND EIGHTY FIVE CENTS (\$10,661.85)

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR 52614 JUBILEE WHITE
- COVE BASE: ROPPE 4" VINYL, COLOR 160 FOREST GREEN

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING CARPET AND VCT
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL MINOR FLOOR PREP
- ANY NECESSARY METAL OR VINYL TRANSITIONS (IF APPLICABLE)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICE IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE WHEN SCHOOL IS OUT OF SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)

THE (5) ROOMS ARE: A-300, A-310, A-319, A-320, A-321

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

Proposal

Page 2

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 22, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

BANNEKER ELEMENTARY
17 TYPICAL CLASSROOMS
VCT & COVE BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWO THOUSAND EIGHT HUNDRED EIGHTY ONE DOLLARS AND TEN CENTS (\$2,881.10) EACH

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR 52614 JUBILEE WHITE
- COVE BASE: ROPPE 4" VINYL, COLOR 160 FOREST GREEN

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING CARPET AND VCT
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL MINOR FLOOR PREP
- ANY NECESSARY METAL OR VINYL TRANSITIONS (IF APPLICABLE)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICE IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE WHEN SCHOOL IS OUT OF SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
3. THE BATHROOMS AND STORAGE ROOMS (EXISTING TO REMAIN)

THE (17) ROOMS ARE: A-208, A-209, A-212, A-214, A-217, A-218, A-302, A-303
A-304, A-307, A-308, A-309, A-312, A-313, A-314, A-317, & A-318

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

Proposal

Page 2

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 18, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

LU LU ROSS ELEMENTARY
(12) CLASSROOMS VCT
PHASE 2 KENT HALL
SUMMER 2021

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWENTY NINE THOUSAND THREE HUNDRED SEVENTY TWO DOLLARS & FORTY CENTS (\$29,372.40)

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR 52514 JUBILEE WHITE (SAME AS LAST YEAR)
- COVE BASE: JOHNSONITE 4" VINYL. COLOR CB-59 HEATHER GREEN

THE ABOVE PRICING INCLUDES:

- 12 CLASSROOMS ONLY
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL NECESSARY FLOOR PREP AFTER ABATEMENT
- ANY NECESSARY VINYL TRANSITIONS (AT DOORWAYS WHERE VCT MEETS CARPET)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICING IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE WHEN SCHOOL IS OUT (SUMMER)

THE ABOVE PRICING EXCLUDES:

1. ANY DEMO/DISPOSAL OF THE EXISTING CARPET OR V.A.T.
2. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
3. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
4. THE BATHROOMS (EXISTING CERAMIC TO REMAIN AS IS)

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

1. PROPOSAL SUBMITTED TO:
MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE
MILFORD, DE 19963

DATE: MARCH 22, 2021

PROJECT:
MILFORD HIGH SCHOOL
(13) TYPICAL CLASS RMS.
VCT / COVE BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWO THOUSAND FOUR HUNDRED SEVENTY ONE DOLLARS AND TEN CENTS (\$2,471.10) EACH

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T, HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIAL

- VCT: ARMSTRONG STANDARD EXCELON, COLOR 51899 COOL WHITE
- COVE BASE: JOHNSONITE 4" VINYL, COLOR BLACK

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING GLUE DOWN CARPET
- DIRECT GLUE DOWN INSTALLATION
- ALL MINOR FLOOR PREP (SKIM COAT FLOOR IF NECESSARY)
- ANY NECESSARY VINYL TRANSITIONS (IF APPLICABLE)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICING IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE DURING NORMAL WORKING HOURS WHEN SCHOOL IS NOT IN SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC. (IF APPLICABLE)
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)

THE (13) ROOMS ARE: 318, 320, 322, 324, 326, 502, 503, 504, 505
506, 507, 508, & 509

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 22, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE
MILFORD, DE 19963

PROJECT:

MILFORD HIGH SCHOOL
(2) TYPICAL CLASS RMS.
408 & 410 VCT & C. BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWO THOUSAND EIGHT HUNDRED DOLLARS AND SIXTY CENTS
(\$2,800.60) EACH

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIAL

- VCT: ARMSTRONG STANDARD EXCELON, COLOR 51899 COOL WHITE
- COVE BASE: JOHNSONITE 4" VINYL, COLOR BLACK

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING GLUE DOWN CARPET
- DIRECT GLUE DOWN INSTALLATION
- ALL MINOR FLOOR PREP (SKIM COAT FLOOR IF NECESSARY)
- ANY NECESSARY VINYL TRANSITIONS (IF APPLICABLE)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICING IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE DURING NORMAL WORKING HOURS WHEN SCHOOL IS NOT IN SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC. (IF APPLICABLE)
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

REVISED PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

1. PROPOSAL SUBMITTED TO:
MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE
MILFORD, DE 19963

DATE: MARCH 22, 2021

PROJECT:
MILFORD HIGH SCHOOL
(6) ADDITIONAL AREAS
VCT AND COVE BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

NINETEEN THOUSAND FIVE HUNDRED SIXTY TWO DOLLARS AND SEVENTY CENTS (\$19,562.70)

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIAL

- VCT: ARMSTRONG STANDARD EXCELON, COLOR 51899 COOL WHITE
- COVE BASE: JOHNSONITE 4" VINYL, COLOR BLACK

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING GLUE DOWN CARPET
- DIRECT GLUE DOWN INSTALLATION
- ALL MINOR FLOOR PREP (SKIM COAT FLOOR IF NECESSARY)
- ANY NECESSARY VINYL TRANSITIONS (IF APPLICABLE)
- STATE WAGE RATE AS SET BY THE DEPARTMENT OF LABOR
- PRICE IN ACCORDANCE WITH THE DELAWARE STATE CONTRACT
- WORK TO BE DONE DURING NORMAL WORKING HOURS WHEN SCHOOL IS NOT IN SESSION
- PLYWOOD SUBFLOOR ON THE (3) ELEVATED LEVELS IN RM. 403

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC. (IF APPLICABLE)
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
3. ANY VCT ON THE GROUND LEVEL OF ROOM 403 (EXISTING TILE TO REMAIN)

THE (6) AREAS ARE: ROOMS 403, 407, 415, 421, 423, AND 425

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 18, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

MORRIS EARLY CHILDHOOD
VARIOUS AREAS
VCT AND COVE BASE

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

THIRTEEN THOUSAND NINE HUNDRED SEVENTY FIVE DOLLARS AND FIFTY CENTS (\$13,975.50) EACH

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR #52514 JUBILEE WHITE (USED IN THE PAST)
- COVE BASE: ROPPE 4" VINYL, COLOR 160 FOREST GREEN (USED IN THE PAST)
- LVT: MANNINGTON'S SPACIE, WOOD COLLECTION (3 ROOMS IN MAIN OFFICE SUITE)

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING CARPET AND VCT WHERE APPLICABLE
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL MINOR FLOOR PREP
- ANY NECESSARY METAL OR VINYL TRANSITIONS
- WORK TO BE DONE WHEN SCHOOL IS OUT OF SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)

AREAS ARE: (3) OFFICES INSIDE MAIN OFFICE, FACULTY LOUNGE, CUSTODIAN'S OFFICE
"D" HALLWAY & (3) SPEECH OFFICES, AS WELL AS OFFICES E-2, E-3, E-4

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

PROPOSAL
TRI STATE CARPET, INC.

1007 Mattlind Way Milford, Delaware 19963
ph 302.424.1649 fax 302.424.1739

DATE: MARCH 2, 2021

1. PROPOSAL SUBMITTED TO:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVE.
MILFORD, DE. 19963

PROJECT:

MORRIS EARLY CHILDHOOD
(4) CLASSROOMS VCT
B-1, B-2, B-4, B-6

ATTENTION: MIKE SHARP

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

THREE THOUSAND DOLLARS AND EIGHTY FIVE CENTS (\$3,000.85)
EACH

3. PAYMENT TO BE MADE AS FOLLOWS:

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

AUTHORIZED SIGNATURE: _____ DONALD T. HUEGEL JR. _____

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

MATERIALS

- VCT: ARMSTRONG, COLOR #52514 JUBILEE WHITE (USED IN THE PAST)
- COVE BASE: ROPPE 4" VINYL, COLOR 160 FOREST GREEN (USED IN THE PAST)

THE ABOVE PRICING INCLUDES:

- REMOVAL & DISPOSAL OF EXISTING CARPET AND VCT
- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL MINOR FLOOR PREP
- ANY NECESSARY METAL OR VINYL TRANSITIONS (IF APPLICABLE)
- WORK TO BE DONE WHEN SCHOOL IS OUT OF SESSION

THE ABOVE PRICING EXCLUDES:

1. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
2. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
3. THE BATHROOMS AND STORAGE ROOMS (EXISTING FINISH TO REMAIN AS IS)

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

SIGNATURE _____ **DATE OF ACCEPTANCE** _____

Executive Recommendation for:

**Milford School District
Banneker Elementary School
906 Lakeview Avenue
Milford, DE 19963**

State Contract #GSS17455-TELECOM

Prepared By:

**Michael Holmes
Quote Number: QT2354
February 18, 2021**



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061



Hilyard's Customer Relations:

Excellent service has been the hallmark of Hilyard's Business Solutions for over 50 years we bring expertise in business equipment, IT, Document Solutions, Managed Print, telephone systems, cabling, and paging & intercom systems. Customer satisfaction is our number one goal. The product knowledge, service and installation excellence in a one source provider is unmatched within our coverage area of the State of Delaware, Eastern Shore of Maryland, Delaware & Chester Counties, Cecil County Maryland and Southern New Jersey.

- Ease of operation and a proven history of reliability
- Excellent reputation for fast and efficient service
- Voice Mail to Smartphone E-Mail options
- One Touch Record to Voice Mail
- Auto Attendant/Voice Mail
- Smart Phone Apps
- Local ownership and accountability
- 63 years of proven history in the region
- System expandability to meet future needs

At Hilyard's Business Solutions, we approach telecommunications in a consultative manner which means your system is "custom-designed" to meet your particular needs. We know this approach provides each customer with the highest level of functionality and value available.

Hilyard's Account Management:

Thank you for the opportunity to present this proposal to provide services and equipment to the Milford School District at Banneker Elementary School. We want to be your business partner and have presented a solution which reflects that in its scope and pricing. It is the Hilyard's dedication to customer service after the sale that continues to ensure our 95% customer retention rate throughout Delaware, Southern Pennsylvania, Southern New Jersey and the Eastern Shore of Maryland. Should you select Hilyard's to provide your new NEC Telephone System you will be supported by a team of skilled professionals from whose success is measured by the satisfaction of the organizations we serve. The Hilyard's advantage is evident in all phases of the client relationship.



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Business Solutions

Communicate | Collaborate | Connect

Milford School District
Banneker Elementary School
February 18, 2021
QT2354

COMMUNICATION AND COORDINATION: From the analysis through installation, our technology representatives and field engineers along with your Account Manager will work with you to ensure a smooth and hassle-free transition to the new equipment.

- ✦ **INSTALLATION:** Our installation staff will accommodate the timing and priorities that make sense for your work environment.
- ✦ **NETWORK INTERFACE:** Our installation staff will be on hand to make certain that all the components of your network communicate efficiently, for your telephone system.
- ✦ **TRAINING:** We will provide on-site training for your administrators and staff to be sure that all users derive the maximum benefit from your new telephone system.
- ✦ **SEMI-ANNUAL ACCOUNT REVIEWS:** Your Account Manager will visit on a regular basis to potentially uncover ways to save additional operation expenses and increase employee productivity.

Live Response:

- ✦ Live operators are on duty Monday through Friday, 8:30 am to 5:00 pm to assist with our customers' requests and 24/7 for emergency telephone service by message system.
- ✦ Dial 1-800-247-2201 for 24/7 telephone emergency service, at message dial 1 then 190 and leave a message, a field engineer will respond to your call within minutes to handle your emergency.

Recommendations:

NEC SV9100E Telephone System equipped for (54) 12 Button IP telephones, (2) 60 Button IP Consoles, (1) PRI, (4) Analog CO trunks, (4) IP Networking licenses and Voicemail, 5 Year warranty and software assurance | 60 voicemail boxes with VM to Email.

Customer to Provide POE switches



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061



System: NEC SV9100E Telephone System

System to Include:

- | | |
|---|--|
| ✚ (2) DT920 Desi Label 6D-12D | ✚ (1) SV9100E Productivity Package |
| ✚ (2) AC-C External AC Adapter | ✚ (1) Rack Mount |
| ✚ (2) 60 Button Black Telephone Console | ✚ (4) Sv9100 Networking Lic 01 |
| ✚ (1) GCD-8DLCA | ✚ (16) SV9100 Resource Lic-01 |
| ✚ (1) GCD-4COTB-A | ✚ (54) 12 Button Black Telephones |
| ✚ (60) SV91 Essential user-Lic 01 | ✚ (1) GCD-PRTA |
| ✚ (53) Sv91 Productivity user Lic 01 | ✚ 5-year warranty and software assurance |
| ✚ (1) NEC Installation cable | ✚ Installation Programing Training |
| ✚ (1) IP8WW-2PGDAD-A | |

Investment: \$ 24,488.22

Warranty:

5 Year Manufacturer Warranty on NEC parts with one-year labor and 5 year software assurance on NEC software with one year labor during normal business non-holiday hours (8:00 AM to 4:30 PM)

Installation:

Included for a basic installation. (Does not include troubleshooting, cabling or jacks except as noted above) Troubleshooting of T1, PRI and any other Telco services (e.g.) from Verizon, Windstream, Net Carrier, Comcast, etc. that are found to not be caused by quoted installation are billable on a time and materials basis. Subject to site inspection for final pricing.

Terms:

50% Down, Net due upon Installation

Training:

Training for all personnel included at time of original installation.

System Programing:

Programming as originally agreed upon is included.



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061





Business Solutions

Communicate | Collaborate | Connect

Milford School District
Banneker Elementary School
February 18, 2021
QT2354

Prices will be valid until March 31, 2021 and may include discounts that end on this date. Lease figures are subject to change. Configuration may change after further discussion and may need an addendum to this quote and scope of work. All prices apply only to initial order. All products subject to availability.

Acceptance of this quote allows us to order and begin your installation process. Once parts are received you will be contacted by sales support to schedule your installation. To accept this quote please sign below and attach your 50% deposit and/or State of Delaware PO. No orders will be processed without a deposit. Do to COVID-19 credit card payments by telephone are greatly appreciated whenever possible.

Accept and request work to begin:

Quoted Amount Agreed to: \$ 24,488.22

Deposit Due at time of acceptance: \$ 12,244.11

Title /
Name: _____ Signature: _____ Date: _____

Intentionally Left Blank



Corporate Office – Wilmington, DE
1616 Newport Gap Pike, Wilmington, DE 19808
(302) 995-2201 Phone (302) 995-2277 Fax
1-800-247-2201
Branch Office – Salisbury, MD
900 S. Main Street, Salisbury, MD 21804
(410) 543-9061



QUOTATION/PROPOSAL



**Wanex
Electrical
Services, LLC**

"Installing Tomorrow's Technologies Today"

WANEX ELECTRICAL SERVICES, LLC

261 Airport Road
New Castle, DE 19720
(302) 326-1700
Fax (302) 326-1790
www.wanex.com

Date February 12, 2021

BID No. 21-B019

ESTIMATED DELIVERY

From receipt of order *per schedule*

Acceptance of this proposal includes the following **TERMS:**

1. Progress billing, net payment due in 30 days.
2. 1.5% interest added to any open balance after 30 days compounded monthly.
3. All legal fees to be paid by customer to collect any unpaid invoice or to place a mechanics lien against open balance past due.

ATTENTION: *Mike Sharp*
Milford Central Academy
1021 N. Walnut Street
Milford, DE, 19963

PROJECT INQUIRY NO. *Solar*

ITEM	DESCRIPTION	AMOUNT
	<p><i>Furnish all labor, materials, equipment, and supervision to complete the Solar Dock removal to locate and repair roof leak, after repairs are completed, reinstall and re-energize solar system. Quoted per site visit. No other information was received or is included in this quote. No other work is included.</i></p> <p><i>Option #1: remove and reinstall (3) rows of (5) modules. = \$10,768.00</i></p> <p><i>Option #2: remove and reinstall (6) rows of (5) modules. = +\$ 5,588.00</i></p> <p><i>Option #3: remove and reinstall (9) rows of (5) modules. = +\$ 10,844.00</i></p> <p><i>Option #4: remove and reinstall (9) rows of (9) modules. = +\$21,855.00</i></p> <p><i>Please Note: Option #1 is base price. Options 2, 3, 4 are additional cost to be added to base price, option #1, if necessary to find roof leak.</i></p> <p><i>Notes and Exclusions: Please Read Carefully!!</i></p>	
1	<i>All roof work and roof repairs by others. New roof slip sheets, if required, furnished by others.</i>	
2	<i>All roof penetrations and sealing by others.</i>	
3	<i>DE prevailing wage rates, union wage rates, use of union labor, certified payrolls, and cost for P&P Bond, are NOT included in this proposal.</i>	
4	<i>All work is weather dependent.</i>	
5	<i>Quoted for our normal work hours 7am- 3:30pm Monday-Friday. No overtime or shift work is included in this quote.</i>	

**Proposal and
terms accepted by:**

Signature

Title

Date

Please sign and fax return

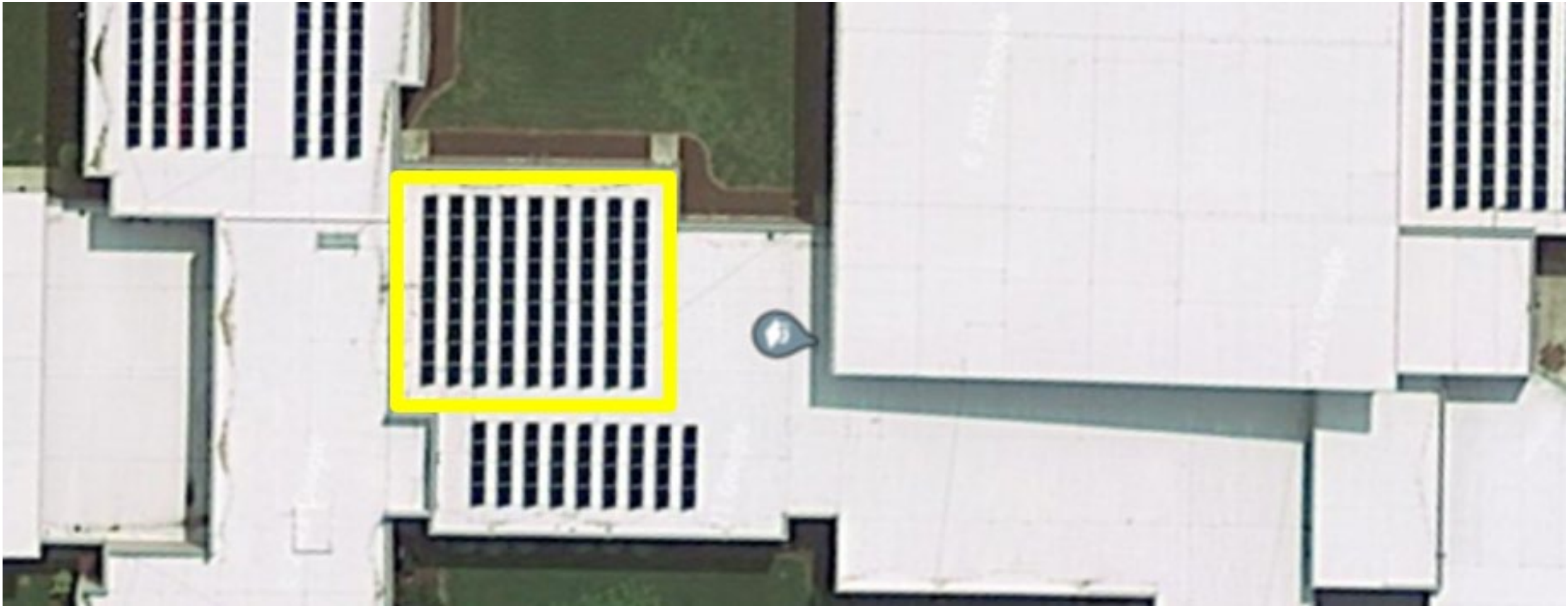
Customer Purchase Order
Number to be used on invoices

Thank-you For Allowing Us To Quote Your Work!

ABOVE PRICES GOOD FOR 30 DAYS

PLEASE REFER TO THE ABOVE BID NUMBER WHEN PLACING YOUR ORDER

SIGNATURE *Bruce Wanex, President* 2/12/21



MCA Roof Project |

QUALITY EXTERIORS, INC.

60 HOPKINS CEMETERY RD.
HARRINGTON, DELWARE 19952

Telephone 302-398-9283
Fax 302-398-9290

March 18, 2021

Milford School District
Milford, DE 19963

Attention: Mike Sharp

We hereby submit our revised proposal for the roofing work to be performed at the Milford Central Academy – Solar Panel Roof Area as discussed and the attached roof plan. The work we propose includes the following:

1. Remove the existing coping metal and store for re-installation. **Note: The existing lightning protection is to be rolled up and stored for re-installation by others (A Certified Installer).**
2. Remove the existing membrane from the parapet walls and slice the field membrane approximately every 10'.
3. Recover the existing membrane and insulation with mechanically fastened ½" polyisocyanurate insulation cover-board.
4. Install new fully adhered .060 self-adhered TPO, color to be white, and complete all flashings and terminations as per the Manufacturer's current standard details.
5. Re-install the existing coping.
6. Remove all roofing trash and debris from job site.

Any alteration or deviation from the above specifications involving extra costs, not herein specified, will be executed only upon written orders, and will become an extra charge over and above the base bid. Workmen's Compensation and Public Liability Insurance on this work is covered by Montgomery Mutual Insurance Company.

Our price for this work is: \$25,752.00

This job carries a two (2) year warranty on all workmanship

Option 1: Provide Manufacturers 20-year system warranty, ADD: \$1,200.00

Note: An Overburden Waiver will have to be filled out by the owner for the warranty to be approved.

Page 2
March 18, 2021
Central Academy – Solar Panel Area

Excludes: Removal and Reinstallation of the Solar Panels and the Re-installation of the Lightning Protection system (we recommend Paxson Lightning Rod Company for this work).

Due to rapidly escalating prices and extreme volatility in the pricing of metal and petroleum-based construction products, the prices set forth in this proposal applies only to orders that are placed within 30-days of the date of this proposal. All other orders shall be subject to change based upon changes in material costs.

We appreciate the opportunity to provide you with a quotation for this work. If you have any questions or require additional information regarding this matter, please feel free to contact Jason Stallings.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms are Net 30 days with a 1.5% Late Charge per month added to any open balance over 30 days.

If Quality Exteriors, Inc must initiate proceedings of any kind to enforce its rights under this Agreement; the customers shall be responsible for all costs, including attorney's fees.

Signature: _____

Signature:  _____
Jason Stallings

Dated: 3-18-21

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8107

BOARD MEMBER CONFLICT OF INTEREST

The Milford School District Board of Education recognizes that public office is a trust created in the interest of the common good and for the benefit of the people. To maintain that trust, the Board shall act in ways consistent with federal and state laws and State Board of Education policies and regulations, as well as its own policies and regulations.

Individual Milford School District Board of Education members will not have any direct financial interest in a contract with the Milford School District. No member of the Board may accept any commission as a result of sales to the District.

Board members should abstain from discussing or voting on the employment of a close relative, if action or inaction with respect to the matter would result in a financial benefit or detriment to accrue to the person or a close relative to a greater extent than such benefit or detriment would accrue to others who are members of the same class or group of persons.

Board members should abstain from discussing or voting when the person or a close relative has a financial interest in a private enterprise which enterprise or interest would be affected by any action or inaction on a matter to a lesser or greater extent than like enterprises or other interests in the same enterprise.

ADOPTED:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8205

BOARD MEMBER DUTIES AND ETHICS

Members of the Milford School District Board of Education will carry out their duties with integrity and discretion for the benefit of the Milford School District.

All statements and actions while the Board is in session will become a part of the official record. Board members will be ever mindful that they represent the community. Therefore, all members of the Milford School District Board of Education should subscribe to the following ethical beliefs:

- Recognize that the primary function of the Board is to establish the policies by which the District is administered, and that the administration of the educational program and the conduct of District business will be left to the Superintendent.
- Recognize that Board members have no legal authority individually outside the meets of the Board.
- Commit to uphold applicable statutes, laws, administrative codes, policies, and governance when fulfilling Board member duties.
- Avoid being placed in a position of conflict of interest and using Board title for personal or partisan gain.
- Demonstrate integrity and respect to all members of the Board, staff, residents, and to all students of the District.
- Seek consensus with all members of the Board, staff, students, and residents of the District at all times by promoting peaceful and meaningful discussions while respecting the majority decision as the decision of the Board.
- Operate executive sessions in full accordance with the Freedom of Information Act (FOIA), maximizing the trust of the school community and maintaining required confidentiality.
- Adhere to the confidentiality obligations imposed by FERPA, employee privacy, contractually-provided privacy, and in other confidential matters.

- Demonstrate competence by seeking to educate oneself on all issues affecting the District and ensuring that when there is no clarity, one will make the best decision based on the information presented at the time.
- Make decisions based on the educational welfare of all children in the District regardless of socioeconomic status.
- Be inclusive by ensuring that all goal setting, policy making, evaluation, and governance is best for all students of the District.
- Welcome and encourage active participation by residents, organizations, and the media in the District with respect to establishing policy on current building operations and proposed future development.
- Be accountable by informing community members about the schools and the resources needed to provide quality schools.

The duties and obligations of individual Board members are enumerated as follows:

- Attend as many Board meetings as possible.
- Vote and act when the Board is in session.
- Represent the District at appropriate functions.
- Refer complaints and concerns to the Superintendent.
- Have a general knowledge of the school system.

ADOPTED:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

8205

DUTIES OF BOARD MEMBERS

The duties and obligations of an individual Board member are enumerated as follows:

1. To familiarize himself with the State school laws, regulations of the State Board of Education, and Milford School District policies, rules, and regulations.
2. To have a general knowledge of the school system.
3. To attend as many meetings as possible.
4. To vote and act in the Board meetings.
5. To represent the District at appropriate functions.
6. To refer complaints to the Superintendent.

ADOPTED: July 14, 1975

BOARD AGENDA

March 22, 2021

PERSONNEL REPORT – Action Item

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT

REED, Jessica

High – World Language (Spanish) Teacher

Effective: August 2021

RECOMMEND FOR EMPLOYMENT

CARTER, Lindsey

District - Psychologist Intern

Effective: August 2021

RECOMMEND FOR EMPLOYMENT – SUMMER SCHOOL

Recommend for employment in summer school, contingent upon funding and enrollment

K Readiness – Beginning Buccaneers

MCDUFF, Juli

HATCHET, Sheree

LONSKI, Aubrey

SEKSCINSKI, Grace

SHOCKLEY, Myrna

CORBETT, Steven

KAMIN, Daphne

REYNOLDS, Karen

LANDON, Amber

SCHREIBER, Cassie

SIMON, Sarah

HOLA Immersion

ARIAS, Karina

SARABIA, Diana

BROOKS, Montessa

ROSALES, Karla

OLIVAS, Rocio

DAVIS, Allie

ANDERSON, Keegan

VOYAGERS Grades 1-8

WELDON, Latosha

RAINER, Charlene

BEISAW, Ashleigh

TAYLOR, Mia

ZEVENY, Toni

LEE, Courtney

WEILER, Amy

DAVIS, Courtney

COVERDALE, Emily

FEHER, Kristina

SHOCKLEY, Peyton

VOYAGERS Camp

BRYAN, Erin
HARRIS, Claudia
WHITE, Leona
WALLACE, Katie
EVANS, Veronica
ABBOTT, Quinn
STRECK, Michael
HATCHET, Sheree

TRANSFER

PALMIRA, Jaime

From Ross Special Education Teacher (10 month) to District Educational Diagnostician (11 month)
Effective: August 2021

RETIREMENT

EMORY, Judy

High- Marketing Education Teacher

Effective: June 30, 2021

Service to MSD: 21 years

RECOMMEND FOR EMPLOYMENT- 2020 – 2021 LIMITED CONTRACTS

High	Tennis, Girls Head Coach	WILLIAMSON, Colton (NE)
High	Softball, Asst. Coach	MICHAELS, Taylor (NE)
Central	Soccer, Girls Head Coach	ALBRIGHT, Jena
Central	Baseball, Asst. Coach	ALICEA, Alberto
Central	Soccer, Girls Asst. Coach	VELAZQUEZ, Eunice
Central	Lacrosse, Head Coach	MCWILLIAMS, Griffin

RESCIND – 2020-2021 LIMITED CONTRACTS

High	Track, Asst. Coach	CARTWRIGHT, Bryson
------	--------------------	--------------------

2020-2021 VOLUNTEER

High	Baseball, Volunteer Coach	HERBER, Phillip
High	Soccer, Girls Volunteer Coach	SANTIAGO, Silvara
High	Soccer, Girls Volunteer Coach	MILLER, Jason

*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.