



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963  
Phone: (302) 422-1600

**AGENDA FOR MONDAY, SEPTEMBER 21, 2020 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=ebc53d2eb648ca821c35be0070d5e6432>

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

Dial in: +1-415-655-0001  
Access code: 120 341 6621

*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. R. Baltazar-Lopez  
\_\_\_\_\_ Mr. J. Purcell  
\_\_\_\_\_ Mr. K. Thompson  
\_\_\_\_\_ Mr. D. Vezmar

\_\_\_\_\_ Mrs. R. Wiley  
\_\_\_\_\_ Mrs. J. Wylie  
\_\_\_\_\_ Mr. J. 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 or pending or potential litigation.
- 4. **Return to Open Session (anticipated at 7:00 pm) Action Item**
- 5. **Introduction of Visitors**
- 6. **Pledge of Allegiance**
- 7. **Approval of Minutes**
  - A. Regular Meeting Minutes for August 17, 2020 Action Item
- 8. **Changes to Agenda**
- 9. **Public Comment**
- 10. **Milford School District’s Participation in Fall Interscholastic Athletics/Sports Action Item**
  - A. Discussion regarding acceptance of Delaware Interscholastic Athletics Association and State Board of Education Decisions
    - 1. Start Date – September 28, 2020
    - 2. DIAA Plan
- 11. **Certificate of Necessity for 5<sup>th</sup>-6<sup>th</sup> Grade School on Milford Middle School Site Action Item**
  - A. Recommendation from the Milford Middle School Committee
  - B. Board Discussion
- 12. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Reports as of August 31, 2020 Action Item
- 13. **Instruction and Student Programs**
  - A. Director of Student Learning – **Dr. Bridget Amory**
    - 1. Remote Learning Update
    - 2. Remote Learning and Hybrid Learning Attendance Policy
      - a. Milford School District K - 12 Student Attendance Policy 5403 Extension: Remote/Hybrid Learning Action Item
  - B. Director of Student Services – **Ms. Laura Manges**
    - 1. Phase-In of Students for In-School Services
- 14. **Board Discussion**
  - A. DSBA Board of Directors Representative and Alternate Action Item
  - B. DSBA Legislative Committee Representative and Alternate Action Item
  - C. Draft Revised Board Policy 3303 Student Fees Action Item
  - D. Draft Revised Board Policy 3304 Child Nutrition Program Policy Action Item
  - E. Draft Revised Board Policy 5313 Protection of the Privacy Rights of Students – Read Only
  - F. Delete 6114 Computing and Internet Policy – Read Only
  - G. Memorandum of Understanding Recording of Lessons During Remote Learning – Modification to Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA, Teachers 2018-2020 and Paraprofessionals 2018-2020 Action Item

**15. Personnel – Dr. Jason Peel**  
A. Personnel *Action Item*

**16. Adjournment**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – AUGUST 6, 2020

Board Members

Mr. J. Miller – President  
Mr. Baltazar-Lopez –V. President  
Mrs. J. Purcell  
Mr. K. Thompson – 6:38PM  
Mr. D. Vezmar  
Mrs. R. Wiley  
Mrs. J. Wylie  
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Ms. Manges  
Dr. Stevenson  
Mr. Parsley  
Mrs. Wallace  
Mrs. McKenzie  
Dr. Kilgore  
Mr. LoBiondo  
Mr. Zoll  
Mrs. Hallman  
Dr. Cooper  
Mrs. Messick  
Mrs. Bruns  
Mr. Diaz  
Mr. Buford

Public

S. Whaley  
J. Griffin  
A. Mohrman  
A. Zanks  
A. Gaglione  
A. Reynolds  
A. Walls  
A. Roscoe  
A. Mensack  
A. Beisaw  
A. Walls  
B. Reynolds  
B. Baylis  
B. Hamilton  
J. Wolfe  
J. Tkach  
J. Layton  
J. James  
J. Greenly  
J. McPherson  
J. Hazzard  
J. Bates  
J. Purcell  
J. Dickerson  
J. Jackson  
J. Hubbard  
K. Starkey  
K. Mosher  
K. Schleuter  
K. Sekscinski  
K. Schmulling  
P. Zabel  
P. Yeich  
P. Wojcik  
R. Ziolkowski  
R. Gilewski  
S. Millman  
S. Maldonado  
S. Pletcher  
S. Warnock  
S. Gilbert  
S. Forrest  
S. Wilkins  
S. Delli Paoli  
S. Sapp  
S. Gorlich  
T. Corson  
T. Duffy  
S. Smith

Public

A. Johnson  
A. Metzner  
A. Devonshire  
A. Jacobs  
A. Duphily  
A. Hodges  
A. Slonacher  
A. Wojcik  
A. Mahan  
A. Lehman  
A. Dukes  
B. Brown  
B. Johnson  
C. Davis  
J. Hill  
J. Pase  
J. Jester  
J. Del Rossi  
J. Lehman  
J. Nichols  
J. Johnson  
J. Wechtenhiser  
J. Riley-Spillane  
J. Deeney  
J. Emory  
K. Lynch  
K. Herd  
K. Dee  
K. Kester  
K. Davies  
K. Furry  
P. Dorey  
P. Connelly  
R. Brandt  
R. Proudfoot  
R. McPhatter  
S. Hodne  
S. Hague  
S. Willey  
S. Glover  
S. Smith  
A. Scott  
S. Plummer  
S. Vecchiolli  
S. Puddicombe  
T. Joseph  
T. Ohrwashel  
E. Rust  
Y. White



H. Maradiaga K. Conway  
C. Rivera K. Marvel  
T. Harrington D. Christie  
S. Bontrager-Thomas

*Media: Terry Rogers, Milford Live  
Brooke Schultz, Delaware State News*

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The Regular Meeting of the Milford Board of Education was called to order by President Miller at 6:00 PM on Monday evening, August 17, 2020.

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. PURCELL** to adjourn into Executive Session at 6:04PM. **Motion carried unanimously.**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE** to adjourn Executive Session at 7:00PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. R. WILEY/SECONDED BY MR. VEZMAR** to approve the Regular Meeting Minutes for August 3, 2020 and August 6, 2020. **Motion carried unanimously.**

**PUBLIC COMMENT**

President Miller thanked everyone wanting to participate and reminded them of the five-minute time limit.

Kristin Conway believes the plan for hybrid learning is well thought out and feels the administration has a detailed plan for success and safety. The sooner the option is available to move to the hybrid plan, the better.

Heidi Maradiaga advocates for students and feels students need to be in the buildings with face-to-face learning.

Jamie Hill expressed concern for students needing to be face-to-face with teachers and feels the district is following all protocols for a safe return to the hybrid scenario.

Jolene Dickerson believes the benefits of in-person instruction outweigh the low risk of disease spread through in-person instruction and has confidence the teachers and staff of Milford School District can implement the guidelines safely and effectively in the schools.

Grace Parfitt expressed concern for communication to high school staff for teaching schedules and would like to have the choice to work from home.

Sherry Geesaman spoke regarding the dress code that would be discussed later in the evening. She stated MCA has worked hard to follow the current dress code policy and doesn't feel allowing students to wear a hoodie is a good idea. She feels hoodies will present a safety issue.

Kristi Whitelock requested to have classes recorded so parents could work with students after hours.

#52 spoke regarding concern for students and time management on the screen with remote learning.

## **BUSINESS**

### ***Revenue and Expenditure Report***

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

### ***MSD Financial Position Report***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. THOMPSON** to approve the MSD Financial Position Report as of July 1, 2020. **Motion carried unanimously.**

## **INSTRUCTION AND STUDENT PROGRAMS**

### ***Student Learning***

#### ***Remote Learning Plan***

Dr. Amory and Dr. Marvel led a presentation referencing how the remote learning will start this school year. Standards, engagement, and rigor were discussed for student learning. Family technology tools were reviewed. Parents are urged to contact the school to update any changes in phone numbers, addresses, and email addresses. Social and emotional learning and mental health supports will be available.

Dr. Marvel stated the high school is continuing to work on their remote schedule. The instructional coaches are working with the administration on the platform and length of classes. Planning time and collaboration will be included in the teacher schedules.

Mr. Thompson asked if lessons can be recorded for flexibility of student and parent schedules. Dr. Amory responded this will be an option.

Mrs. Purcell asked if the high school would rotate on a daily basis. Dr. Amory responded teachers would have professional development and time to communicate with their students during the workday.

Mr. Baltazar-Lopez asked if the class would recap the work if a student missed a day. He was informed this would occur. He asked what the best way to report bullying would be in regards to security with online platforms. Dr. Peel stated the StopIt app has been very useful and the code of conduct includes cyber bullying.

Mr. Baltazar-Lopez requested elaboration with the English Language Learners support. Dr. Amory responded MSD has an amazing English Learner staff and support. Guidelines from Department of Education are used. Additional resources have been purchased. Dr. Amory informed the Board the district is providing a communication resource, Talking Points, to streamline information that uses the preferred language parents have chosen for better communication.

Mr. Vezmar requested if there would be flexibility with K-5 schedules. Dr. Amory responded there will be flexibility for families and teachers will reach out to parents for any concerns regarding the scheduling of classes.

### ***Student Services***

#### ***Mental Health Services***

Ms. Manges provided a list of internal and external mental health supports in the schools. The Department of Education has acknowledged Milford School District for implemented plans. She stated the district has been working extensively on mental health needs for several years. Mr. Baltazar-Lopez requested to have this information shared with families when informing them of other events. He requested the hotline be available for students and asked if the individuals were trained to properly answer questions. Ms. Manges responded everyone answering calls is properly trained. Mr. Baltazar-Lopez asked if teachers are required to take a mental health course. Ms. Manges stated teachers are trained on identifying topics and proper protocols. Dr. Dickerson informed that the district has significantly expanded its mental health staff over the past two years and will have additions this school year as well. Ms. Manges recognized several local community mental health individuals and organizations that have provided support and care to the district's students, families and staff.

**BOARD DISCUSSION**

***Potential Impacts of Remote Learning to Begin the School Year***

Dr. Dickerson remarked the district will continue to maintain awareness regarding the impact remote learning has on everyone, including staff, families, bus contractors and drivers, and district-community.

***Transition from Remote Learning Model to Hybrid Learning Model***

Dr. Dickerson stated the district is fully prepared to deliver any services needed for students and families this fall. A PowerPoint presentation was shown with information regarding the transition plan for the phase-in of students from the remote learning model to the hybrid learning model.

**MOTION MADE BY MR. THOMPSON/SECONDED BY MRS. J. WYLIE** to approve the Transition from Remote Learning Model to Hybrid Learning Model as presented. **Motion carried unanimously.**

***State Daycare Liaison***

Mr. LoBiondo stated numerous individuals have reached out requesting information regarding childcare needs. Dr. Peel and Mr. LoBiondo met with a Department of Education liaison. Information is being gathered from daycare facilities with regard to any additional capacity. Mr. LoBiondo stated the technology department may be able to help with hot spots for daycare centers.

Mrs. Purcell requested if childcare help is available for staff. Dr. Peel responded the district is collaborating with local agencies sponsoring childcare, distributing childcare information received and trying to connect staff with childcare opportunities as needed. The district will not be providing childcare at this time.

Mr. Baltazar-Lopez wanted to know if there is flexibility for staff to teach remote to possibly help with childcare issue. Dr. Dickerson replied the district feels with teachers in the classroom teaching, there are more resources available for remote instruction.

***2020-2021 School Uniform/Dress Code***

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON** to approve the 2020-2021 School Uniform/Dress Code as presented. **Motion carried unanimously.**

***Revised Board Policy 4101A Title IX Rights and Responsibilities***

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. J. WYLIE** to approve the revised draft of Board Policy 4101A Title IX Rights and Responsibilities. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

**RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\***

IPPOLITO, Betty

Central Academy – Science Teacher

Effective: School Year 2020-2021

MUELLER, Alexandra

High School – Special Education Teacher

Effective School Year 2020-2021

**RECOMMEND FOR EMPLOYMENT\***

GERKEN, Patricia

District – Public Information Officer

Effective: September 1, 2020



**RETURN FROM RIF**

STEVENS, Jennifer  
Ross – Paraprofessional Part-Time  
Effective: School Year 2020-2021

**TRANSFER**

MURPHY, Rosa  
From 3.0 Child Nutrition/4.5 Transportation to 6.5 Child Nutrition  
Milford High School  
Effective: School Year 2020-2021

**RESIGNATION**

GOOCH, James  
Banneker – School Safety Officer  
Effective: August 21, 2020  
Service to MSD: 1 year 10 months

KING, Matthew  
High School – Math Teacher  
Effective: August 14, 2020  
Service to MSD: 1 year

ALTIDOR, Rebecca  
Central Academy – Special Education  
Effective: August 16, 2020  
Service to MSD: 1 year

**REVISE RETIREMENT DATE**

DUFFY, Joy  
Banneker – Elementary Teacher  
Effective: June 30, 2020

**EMPLOYMENT – 2020-2021 LIMITED CONTRACTS FOR PERSONAL SERVICES\***

High School	Instructional Coach, Math	DelRossi, Jeannine/Gorlich, Suzanna
Banneker	Instructional Coach, Related Arts	Casale, Mike
Banneker	Instructional Coach, Special Education	Moorman, Laurie

**RESCIND EMPLOYMENT – 2020-2021 LIMITED CONTRACTS FOR PERSONAL SERVICES**

Banneker	Instructional Coach, Related Arts	Branner, Marina
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\*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. PURCELL/SECONDED BY MRS. R. WILEY** that the Board approve the Personnel Report as presented.

<b>Roll Call:</b>	Mr. Baltazar	abstain	Mrs. R. Wiley	yes
	Mrs. Purcell	yes	Mrs. J. Wylie	yes
	Mr. Thompson	yes	Mr. Miller	yes
	Mr. Vezmar	yes		

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

# State of Delaware



Executive Department  
Dover

## **TWENTY-SIXTH MODIFICATION OF THE DECLARATION OF A STATE OF EMERGENCY FOR THE STATE OF DELAWARE DUE TO A PUBLIC HEALTH THREAT**

**WHEREAS**, the Centers for Disease Control and Prevention (“CDC”) has determined that a novel coronavirus (“COVID-19”) presents a serious public health threat, and has advised the public that asymptomatic individuals may be carriers of the COVID-19 virus and may unknowingly spread the virus to other individuals in close proximity, and therefore, social distancing is required to help mitigate the individual exposure to (and community spread of) the COVID-19 virus; and

**WHEREAS**, it is in the best interests of the State to protect its citizens from a public health emergency that could threaten the lives of those who live and work here; and

**WHEREAS**, on March 12, 2020 at 3:00 p.m. E.D.T., I issued a State of Emergency due to the public health threat of COVID-19, which became effective as of 8:00 a.m. E.D.T. on March 13, 2020 (the “COVID-19 State of Emergency”); and

**WHEREAS**, on March 16, 2020 at 2:00 p.m. E.D.T., I issued the First Modification to the COVID-19 State of Emergency declaration to advise that the CDC issued new guidance for large events and mass gatherings, recommending that organizers halt gatherings of 50 people or more for the next eight weeks due to the public health threat of COVID-19, including conferences, social events, concerts and other types of assemblies; and

**WHEREAS**, on March 18, 2020 at 2:00 p.m. E.D.T., I issued the Second Modification to the COVID-19 State of Emergency declaration that modified the limitations on public gatherings of 50 or more people and, among other things, placed certain restrictions on the operation of certain businesses and facilities in the State of Delaware; and

**WHEREAS**, on March 21, 2020 at 12:00 p.m. E.D.T., I issued the Third Modification to the COVID-19 State of Emergency declaration to close all Delaware beaches, except to persons using the beaches for exercise or to walk their dogs, subject to certain precautions recommended by the CDC on COVID-19, which became effective as of 5:00 p.m. E.D.T.; and

**WHEREAS**, on March 23, 2020 at 4:00 p.m. E.D.T. and 4:02 p.m. E.D.T., respectively, I issued the Fourth and Fifth Modifications to the COVID-19 State of Emergency declaration to close all non-essential businesses in Delaware, except those that can offer goods and services on the Internet, and to order a Shelter in Place for Delaware residents; and

**WHEREAS**, on March 24, 2020 at 4:00 p.m. E.D.T. I issued the Sixth Modification to the COVID-19 State of Emergency declaration to provide a moratorium on evictions and foreclosure proceedings to enable Delawareans to shelter in place safely, extended the presidential primary, provided for absentee balloting during the COVID-19 crisis, provided for a modified state

procurement process, and placed a moratorium on cancellation of insurance policies for delay in premium payments caused by the economic uncertainty; and

**WHEREAS**, on March 29, 2020 at 4:30 p.m. E.D.T., I issued the Seventh Modification to the COVID-19 State of Emergency declaration to provide for the self-quarantine of travelers from areas severely impacted by COVID-19 outside the State of Delaware into the State; and

**WHEREAS**, on March 30, 2020 at 5:00 p.m. E.D.T., I issued the Eighth Modification to the COVID-19 State of Emergency declaration to permit a comprehensive approach to the provision of childcare in the State of Delaware during the State of Emergency to support essential workers; and

**WHEREAS**, on April 1, 2020 at 3:00 p.m. E.D.T., I issued the Ninth Modification to the COVID-19 State of Emergency declaration to prohibit gatherings of ten (10) or more people and increase safety precautions for businesses and their visitors; and

**WHEREAS**, on April 6, 2020 at 6:00 p.m. E.D.T., I issued the Tenth Modification to the COVID-19 State of Emergency declaration to further restrict the operation of non-essential businesses to limit the spread of COVID-19; and

**WHEREAS**, on April 10, 2020 at 3:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration, as modified; and

**WHEREAS**, on April 15, 2020 at 9:00 a.m. E.D.T., I issued the Eleventh Modification to the COVID-19 State of Emergency declaration to provide increased guidance and support to long-term care facilities to protect our most vulnerable populations and permit remote notarization under limited circumstances; and

**WHEREAS**, on April 23, 2020 at 4:15 p.m. E.D.T., I issued the Twelfth Modification to the COVID-19 State of Emergency declaration to allow the Public Health Authority to activate more out-of-state health care workers to assist in Delaware's fight against COVID-19; and

**WHEREAS**, on April 25, 2020 at 4:00 p.m. E.D.T., I issued the Thirteenth Modification to the COVID-19 State of Emergency declaration to require the use of cloth face coverings in public settings where other social distancing measures are difficult to maintain, including in grocery stores and pharmacies, especially in areas of significant community-based transmission; and

**WHEREAS**, on April 29, 2020 at 6:00 p.m. E.D.T., I issued the Fourteenth Modification to the COVID-19 State of Emergency declaration limiting the rent that may be charged to holdover tenants and preventing landlords from charging holdover tenants with losses not covered by the expired rental agreement; and

**WHEREAS**, on May 7, 2020 at 10:00 a.m. E.D.T., I issued the Fifteenth Modification to the COVID-19 State of Emergency declaration to permit minimum operations by certain small businesses to begin a gradual process toward businesses reopening, and to extend deadlines for statewide, municipal, and school district elections due to the ongoing public health concerns caused by COVID-19; and

**WHEREAS**, on May 8, 2020 at 12:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a second time; and

**WHEREAS**, on May 10, 2020 at 1:15 p.m. E.D.T., I issued the Sixteenth Modification to the COVID-19 State of Emergency declaration to suspend end-of-year evaluations for educators,

professional development requirements and assessments due to the suspension of the school year caused by COVID-19; and

**WHEREAS**, on May 14, 2020 at 5:00 p.m. E.D.T., I issued the Seventeenth Modification to the COVID-19 State of Emergency declaration to reopen Delaware beaches, boardwalks, certain on-premise businesses, and swimming facilities, subject to precautions needed to protect public health; and

**WHEREAS**, on May 18, 2020 at 12:30 p.m. E.D.T., I issued the Eighteenth Modification to the COVID-19 State of Emergency declaration encouraging virtual services but expanding the ability of houses of worship and places of religious expression to conduct in-person services with safety precautions; and

**WHEREAS**, on May 22, 2020 at 4:00 p.m. E.D.T., I issued the Nineteenth Modification to the COVID-19 State of Emergency declaration to allow restaurants to expand outdoor seating capacity and provide the parameters of the Phase 1 Reopen Plan; and

**WHEREAS**, on May 31, 2020 at 3:30 p.m. E.D.T., I issued the Twentieth Modification to the COVID-19 State of Emergency declaration to expand and clarify the Phase 1 Reopen Plan; and

**WHEREAS**, on June 6, 2020 at 12:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a third time; and

**WHEREAS**, on June 14, 2020 at 5:00 p.m. E.D.T., I issued the Twenty-First Modification to the COVID-19 State of Emergency declaration to set forth the parameters for the Phase 2 Reopen Plan; and

**WHEREAS**, on June 19, 2020 at 3:30 p.m. E.D.T., I issued the Twenty-Second Modification to the COVID-19 State of Emergency declaration to expand and clarify the Phase 2 Reopen Plan; and

**WHEREAS**, on June 30, 2020 at 4:00 p.m. E.D.T., I issued the Twenty-Third Modification to the COVID-19 State of Emergency declaration to close drinking establishments in certain zip codes experiencing an outbreak and to modify restrictions contained in the Sixth Modification to the COVID-19 State of Emergency declaration relating to insurance, evictions, foreclosures and utilities; and

**WHEREAS**, on July 6, 2020 at 1:30 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a Fourth Time; and

**WHEREAS**, on July 24, 2020 at 3:45 p.m. E.D.T., I issued the Twenty-Fourth Modification to the COVID-19 State of Emergency declaration allowing driver education services to resume immediately, with safety measures in place to prevent transmission of COVID-19; and

**WHEREAS**, on August 5, 2020 at 12:00 p.m. E.D.T., I extended the COVID-19 State of Emergency declaration a Fifth Time; and

**WHEREAS**, on August 26, 2020 at 9:00 a.m. E.D.T., I issued the Twenty-Fifth Modification to the COVID-19 State of Emergency declaration to ensure our students, teachers and staff are protected from the spread of COVID-19 when they return to in person education; and

**WHEREAS**, COVID-19 can spread between people interacting in proximity even if those people are not exhibiting symptoms; and

**WHEREAS**, the CDC recommends wearing face coverings in public settings, and the Delaware Division of Public Health recommends that extra precautions be taken when hosting or participating in athletics, as a facility, operator, organization, league, athlete, coach, official or spectator to ensure that the core principle of controlling the spread of COVID-19 is considered; and

**WHEREAS**, coaches and officials/referees often need to be close to athletes, parents or each other, to run alongside athletes, or to yell to be heard, all of which increase the risk of transmission and warrant more restrictive rules regarding face coverings.

**NOW, THEREFORE, I, JOHN C. CARNEY**, pursuant to Title 20, Chapter 31 of the Delaware Code, to control and prevent the spread of COVID-19 within the State of Delaware, do hereby order that the COVID-19 State of Emergency declaration, as modified by the First through Twenty-Fifth Modifications and extended on April 10, 2020, May 8, 2020, June 6, 2020, July 6, 2020 and August 5, 2020, shall remain in effect until further notice, with the following modifications and additions effective September 2, 2020 at 8:00 a.m. E.D.T.:

**A. APPLICATION AND ENFORCEMENT.**

1. **Application.** All youth and amateur adult sports facilities, organizations and leagues must review this document and follow all mandated terms for operation below. Every athletic facility and sport organization is responsible for enforcing these requirements.
2. **Schedules Incorporated.** In addition to the requirements found herein, attached to this modification are general guidance, risk-based specific considerations, and Division of Public Health-approved rule modifications. These documents will be updated, periodically, by the Division of Public Health (DPH) based on the latest science. Any mandatory requirements in those schedules have the full force and effect of law.



3. **Enforcement.** Fines or closure may be imposed upon facilities and organizations that do not abide by these requirements. Failure to comply with plans submitted to, and approved by, DPH will result in rescission of plan approval and further enforcement.

**B. DEFINITIONS.** For the purposes of this Twenty-Sixth Modification to the COVID-19 State of Emergency declaration, the following terms shall have the meaning described herein:

4. “High risk” means activities that involve sustained or repeated close contact of athletes with one another. Examples include ice hockey, basketball, tackle football, boys’/men’s lacrosse, wrestling, boxing, rugby, competitive cheer, martial arts, ultimate frisbee, and pairs figure skating.
5. “Low risk” means activities that are either individual or able to be completed with adequate social distancing and no direct physical contact. Examples include singles tennis, golf, individual running and swimming, pickleball, disc golf, individual biking, surfing, horseback riding, individual sailing, fishing, hunting, motor sports, and singles rowing.
6. “Medium risk” means activities that involve participants in close proximity, and typically involve intermittent personal contact. Examples include baseball, softball, field hockey, girls’/women’s lacrosse, soccer, flag or 7-on-7 football, team running, running clubs and track and field, team swimming, rowing (other than with household members), sailing, volleyball, dance class, fencing, and gymnastics.

**C. Submission and Approval of Plans.**

1. Tournaments are not permitted until plans for the tournaments are approved by DPH. Tournament facilities shall submit plans to [HSPcontact@delaware.gov](mailto:HSPcontact@delaware.gov) for review. Plans must include a method to collect contact information for all players, staff, coaches,

officials and spectators, as well as team rosters and game schedules to assist with contact tracing in the event of a COVID-19 infection.

2. Facilities, leagues or organizers that will host indoor sports, including leagues and tournaments, must have a plan approved by DPH. Plans must address face coverings, social distancing, ventilation, and other applicable requirements. Plans must also include a method to collect contact information for all players, staff, coaches, officials and spectators, as well as team rosters and game schedules to assist with contact tracing in the event of a COVID-19 infection. Plans shall be submitted by facilities to [HSPcontact@delaware.gov](mailto:HSPcontact@delaware.gov).
3. Facilities, organizers or leagues that wish to modify the requirements for any high risk category activity may request to modify rules in order to prevent athletes from being in close proximity or direct contact with one another (*e.g.*, USA Lacrosse Rule Modifications would allow boys' lacrosse to be in the medium risk category). Such facilities, organizers or leagues may also request face covering modifications. Rule or face covering modifications must be approved by DPH. Requests shall be submitted to [HSPcontact@delaware.gov](mailto:HSPcontact@delaware.gov).

#### **D. FACE COVERINGS.**

1. Athletes participating in high risk sports and activities must wear a face covering, as required by the Governor's Declaration of a State of Emergency, at all times unless rule changes or face covering modifications approved by DPH are in place to prevent athletes from being in close proximity or direct contact with one another, as discussed in Paragraph C.3., above.

2. Athletes playing medium and low risk sports may remove their face covering when active on a field of play but must wear it at all other times.
3. All athletes playing indoors must wear face coverings at all times, unless rule changes or face covering modifications approved by DPH are in place.
4. Coaches and all staff must wear a face covering at all times. This includes when addressing players or officials on or off the field, when coaching during the game, and during practices, trainings and team meetings.
5. Referees and officials must wear a face covering at all times. Traditional whistles must be replaced with a device that can be used for attention without removing the face covering.
6. Spectators and others must wear a face covering at all times while indoors. Spectators and others must also wear a face covering at all times while outdoors, unless seated and socially distanced, at least six (6) feet apart from others outside their household.
7. Coaches, staff and referees who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering can request a reasonable accommodation from their employer or the individual responsible for the athletic event.

#### **E. SOCIAL DISTANCING.**

1. Players must be at least six (6) feet apart from one another at all times, except during on-field play in game-time situations.
2. Dugouts, benches and other limited or enclosed gathering spaces must not be used unless six (6) feet of distancing can be maintained.

3. Players and coaches must be at least six (6) feet apart from one another at all times unless they are from the same household.
4. Players must be provided adequate space for belongings, water bottles and equipment to ensure six (6) feet of distancing when accessing gear.

#### **F. HAND WASHING, SANITIZING, CLEANING AND DISINFECTING.**

1. Players, staff, coaches, officials and all participants in sports must wash hands or sanitize hands, per CDC and DPH guidelines, before and after practice and games. Washing or sanitizing during games and practices with shared equipment or facilities is strongly encouraged, especially when balls or equipment are touched by more than one person.
2. Hand sanitizer or hand washing stations must be readily available for all players, staff, coaches, officials, spectators and all participants throughout the business location, including at each entry and exit. Hand sanitizer must be composed of at least sixty percent (60%) ethanol or seventy percent (70%) isopropanol.
3. Facilities must be cleaned at least once per day (or between uses if not used daily). High contact surfaces, including but not limited to doorknobs, light switches, and railings, must be cleaned every fifteen (15) minutes to two (2) hours. EPA List 6 approved disinfectant must be used for frequently touched surfaces.

#### **G. GENERAL REQUIREMENTS.**

1. All facilities, organizers and leagues, must identify a safety and hygiene manager who is responsible for coordinating and enforcing COVID-19 protocols. All coaches, staff, officials and families should know who this person is and how to contact them. Any plans submitted to DPH must identify this individual.

2. Coaches, staff, officials, parents and players must be informed and routinely reminded of team infection control measures and COVID-19 protocols – especially around face coverings and social distancing.
3. Coaches, staff, officials, parents and players must be informed about the expectation to stay home when sick, to contact the team safety and hygiene manager if they test positive for COVID-19, and to inform DPH about possible exposures.
4. A health self-assessment must be completed by each athlete, coach and staff prior to engaging in any athletic activity in a facility, organization or league.
5. Each athlete shall have only one person accompany them to practices or games. That person shall wear a face covering as required in Paragraph D., above, and be at least six (6) feet apart from others unless waiting in their car.
6. Teams and leagues must have written arrival and departure procedures that, at a minimum address:
  - i. Staggered arrival/departure to reduce mixing of groups;
  - ii. A procedure for health assessment for all athletes, coaches and staff; and
  - iii. A protocol to address a person who develops symptoms during activity.
7. Sports organizations and facilities must post extensive signage instructing staff, participants and spectators about required face coverings and maintaining six (6) feet of distance from others. Printable signs that will help you comply with signage requirements are available at [de.gov/playsafelysign](https://de.gov/playsafelysign).

**H. RISK-BASED REQUIREMENTS.** In addition to the requirements above, specific activities or sports will be classified according to risk, and organizers must conduct activities in accordance with the risk-based classification. For sports where the risk category has not been identified below,

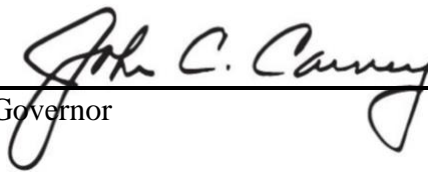
sports organizers must confirm the risk category with DPH at [HSPcontact@delaware.gov](mailto:HSPcontact@delaware.gov) prior to initiation of practices or competitions.

1. For low risk activities, if social distancing and other general guidance can be followed, no modifications are needed.
2. For medium risk activities, the following are required at all times:
  - i. Staggered starts must be used for sports like running that typically involve group starts.
  - ii. Activities must be conducted outside unless approved by DPH.
  - iii. Shared equipment must be disinfected between users.
3. For medium risk activities, shorter practice times or smaller groups shall be used to reduce contact time between participants.
4. For medium risk activities, the following rule and play modifications are required if face coverings are not worn at all times:
  - i. Deliberate, direct physical contact, including body checking, tackling, blocking, pack running/riding, must be eliminated.
  - ii. Rule changes must be in place to prevent close proximity or contact by replacing face-offs, restarts, etc., with alternatives that allow for social distancing.
5. For high risk activities, athletes must comply with the face covering requirements in Paragraph D.1., above, unless a rule or face coverings modification is approved by DPH. High risk activities may combine requests for rule modifications and face covering modifications with a cohort model. If a cohort model is used:

- i. Each cohort must be limited to no more than fifteen (15) athletes, and the cohort should be maintained as a stable group with no mixing with other cohorts.
- ii. Equipment should not be shared between cohorts. If sharing is unavoidable, *e.g.*, mats, the equipment must be cleaned and disinfected between cohorts.
- iii. Shorter practice times or smaller groups should be used to reduce contact time between participants.

**H. MISCELLANEOUS.** This Order has the force and effect of law. Any failure to comply with the provisions contained in a Declaration of a State of Emergency or any modification to a Declaration of the State of Emergency may constitute a criminal offense. 20 Del. C. §§ 3115 (b); 3116 (9); 3122; 3125. State and local law enforcement agencies are authorized to enforce the provisions of any Declaration of a State of Emergency.

APPROVED this 1<sup>st</sup> day of September 2020 at 11:30 a.m.

  
Governor

## **SCHEDULE A: GENERAL GUIDANCE**

- Athletes, coaches, staff and spectators considered at high risk for COVID-19 complications should continue to stay at home and are encouraged to obtain medical clearance for participation.
- For low and medium risk activities, team groups should be limited to fifteen (15) players, plus staff. Team groups should be stable from day to day and mixing with other groups should be limited.
- Locker rooms should be avoided if at all possible. If used, time in the locker room should be limited to ten (10) minutes, using a staggered schedule, face coverings and social distancing.
- Water fountain use is discouraged, but if they are open, they must be cleaned and disinfected every fifteen (15) minutes to two (2) hours.
- Discourage the shared use of materials. If sharing is unavoidable, materials must be cleaned between users or as often as possible (*e.g.*, quarterly for basketball)



**SCHEDULE B: ADDITIONAL RISK LEVEL GUIDANCE**

**SCHEDULE C: APPROVED RULE AND FACE COVERING MODIFICATIONS**

***Delaware Division of Public Health's COVID Response in Schools***

Dr. Peel discussed the Division of Public Health's Responding to COVID in Schools document. Information is readily available for questions regarding what happens when testing positive, who to contact, and concerns with notification and cleaning protocols. COVID testing is available for all district employees being funded by the Department of Education.

**ADJOURNMENT**

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR** that the Regular Meeting of the Milford Board of Education held on Monday, August 17, 2020 adjourn at 9:14PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

DRAFT

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2021 Monthly Revenue Report**  
**As of August 31, 2020**  
**16.7% of the Fiscal Year completed**

REVENUE SOURCE	Preliminary FY 2021 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	26,730,305.05	27,468,642.00	102.76%
Cafeteria Salaries	594,271.00	534,844.00	90.00%
Division II, All Other Costs	182,770.00	137,966.00	75.49%
Division II, All Other Costs - VOC	103,868.00	77,901.00	75.00%
Division II, Energy	777,159.00	699,443.00	90.00%
Division III, Equalization	5,639,274.00	5,017,453.00	88.97%
State Transportation	3,075,579.02	1,537,789.00	50.00%
Homeless Transportation	393,131.98	196,566.00	50.00%
Foster Care Transportation	61,377.00	30,689.00	50.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	-	88,794.00	
Drivers' Education	16,172.00	14,555.00	90.00%
Unique Alternatives	394,996.88	177,403.00	44.91%
Professional Development	-	20,952.00	
Delaware Sustainment Fund	782,899.46	717,857.00	91.69%
Technology Block Grant	106,916.00	96,072.00	89.86%
Educator Accountability (CPR)	1,044.58	-	0.00%
World Language Expansion	30,000.00	-	0.00%
Education Opportunity Grant	906,951.00	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	159,276.00	162,134.00	101.79%
Child Safety Awareness	-	5,062.00	
School Safety and Security	-	-	
Substitute Reimbursement- Paid Parental Leave	-	-	
Minor Capital Improvements	369,211.00	-	0.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>40,700,700.97</b>	<b>37,672,674.00</b>	<b>92.56%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	8,200,000.00	91,554.73	1.12%
Current Expense (capitations)	200.00	37.80	18.90%
Athletics	40,000.00	-	0.00%
Interest	325,000.00	90,711.44	27.91%
Building Rental	36,000.00	600.00	1.67%
Other Local Revenue	18,500.00	114.50	0.62%
Sol - Systems	1,500.00	-	0.00%
Energy Curtailment	15,000.00	-	0.00%
CSCR	35,000.00	-	0.00%
Indirect Costs	85,000.00	7,603.53	8.95%
Cafeteria	2,070,000.00	103,674.14	5.01%
Net Choice Billings	(95,969.94)	-	0.00%
Net Charter Billings	(130,070.62)	-	0.00%
Tuition Billings	(1,960,000.00)	-	0.00%
Social Studies Coalition/Donations	107,000.00	28,050.00	26.21%
Debt Service	1,260,000.00	16,496.63	1.31%
Debt Service - County Impact Fees	78,343.00	-	0.00%
Tuition	2,825,000.00	30,538.48	1.08%
Minor Capital Improvements	246,141.00	3,006.39	1.22%
E-Rate	9,350.00	-	0.00%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>13,165,993.44</b>	<b>372,387.64</b>	<b>2.83%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,086,566.00	-	0.00%
IDEA - Preschool	53,718.00	-	0.00%
Title I	1,909,792.00	-	0.00%
Title II	351,701.00	-	0.00%
Title III English Acquisition	54,120.00	-	0.00%
Education for the Homeless	-	-	
Perkins	162,937.21	-	0.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,618,834.21</b>	<b>-</b>	<b>0.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>57,485,528.62</b>	<b>38,045,061.64</b>	<b>66.18%</b>

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended August 31, 2020**

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 51,943.50	805.54	-	\$ 51,137.96	98.45%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 51,167.45	1,220.49	2,035.42	\$ 47,911.54	93.64%
9180672A	Lulu M. Ross Elementary School	\$ 69,666.00	616.32	931.41	\$ 68,118.27	97.78%
9180673A	Misphillion Elementary School	\$ 53,412.30	501.94	660.37	\$ 52,249.99	97.82%
9180675A	Milford Central Academy	\$ 110,199.10	4,924.58	7,078.40	\$ 98,196.12	89.11%
9180678A	Milford Senior High School	\$ 134,600.13	-	996.74	\$ 133,603.39	99.26%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	7,831.00	\$ 1,169.00	12.99%
	School Resource Officer	\$ 165,000.00	150,000.00	-	\$ 15,000.00	9.09%
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00	-	2,878.01	\$ 177,121.99	98.40%
99900300	District Expenditures	\$ 35,000.00	275.00	34.63	\$ 34,690.37	99.12%
	School Safety and Security	\$ -	-	-	\$ -	-
	Public Relations and Communication	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Copy Center (District Wide)	\$ 98,500.00	79,379.04	15,803.64	\$ 3,317.32	3.37%
	Student Emergency Fund	\$ 4,000.00	-	-	\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00	456.72	146.55	\$ 896.73	59.78%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Educator Accountability (State Grant)	\$ 1,044.58	-	-	\$ 1,044.58	100.00%
	Student Success Block Grant (Reading)	\$ 159,276.00	-	15,049.89	\$ 144,226.11	90.55%
	Opportunity Grant Mental Health	\$ 255,225.00	-	44.78	\$ 255,180.22	99.98%
	Education Opportunity Grant	\$ 906,951.00	-	208.58	\$ 906,742.42	99.98%
	Summer School	\$ 30,000.00	-	21,859.83	\$ 8,140.17	27.13%
	Translators	\$ 20,000.00	-	556.21	\$ 19,443.79	97.22%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 244,200.00	3,865.26	21,345.50	\$ 218,989.24	89.68%
99920700	Athletics - High School	\$ 170,000.00	5,271.20	660.00	\$ 164,068.80	96.51%
	Athletics - Milford Central Academy	\$ 30,000.00	3,348.40	-	\$ 26,651.60	88.84%
99920800	Driver's Education	\$ 16,172.00	-	6,419.97	\$ 9,752.03	60.30%
99930200	Tuition - Special Services	\$ 584,500.00	49,975.32	7,920.01	\$ 526,604.67	90.09%
	Tuition - Special Services - ILC	\$ 285,500.00	1,250.00	34,347.53	\$ 249,902.47	87.53%
	Unique Alternatives (State Funds)	\$ 394,996.88	116,609.04	-	\$ 278,387.84	97.51%
99930300	Special Services	\$ 49,000.00	5,893.33	242.15	\$ 42,864.52	87.48%
	Student Success Block Grant (K-3 Basic)	\$ 119,274.00	-	-	\$ 119,274.00	100.00%
	Special Services - State Related Services	\$ -	-	-	\$ -	-
99940100	Contingencies and One-Time Items	\$ 300,000.00	-	-	\$ 300,000.00	100.00%
99940200	Division I/Formula Salaries	\$ 26,730,305.05	-	5,804,919.93	\$ 20,925,385.12	78.28%
99940300	Division II - Vocational	\$ 103,868.00	-	-	\$ 103,868.00	100.00%
99940400	Division III/Local Salaries	\$ 10,750,000.00	-	1,953,130.57	\$ 8,796,869.43	81.83%
	Union agreed Limited Contracts	\$ 365,000.00	-	-	\$ 365,000.00	100.00%
99940500	Title I	\$ 1,909,792.00	-	-	\$ 1,909,792.00	100.00%
	Title II	\$ 351,701.00	-	-	\$ 351,701.00	100.00%
	Title III	\$ 54,120.00	-	-	\$ 54,120.00	100.00%
	IDEA Part B	\$ 1,086,566.00	-	-	\$ 1,086,566.00	100.00%
	IDEA Preschool	\$ 53,718.00	-	-	\$ 53,718.00	100.00%
	Perkins	\$ 162,937.21	-	-	\$ 162,937.21	100.00%
	Homeless	\$ -	-	-	\$ -	-
	Other Federal Grants	\$ -	-	-	\$ -	-
99940600	Insurance Expense	\$ 94,324.00	-	13,931.00	\$ 80,393.00	85.23%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	12,902.26	\$ 94,097.74	87.94%
99940810	Technology Equipment & Repair	\$ 272,800.00	9,455.31	92,376.40	\$ 170,968.29	62.67%
	Technology Block Grant	\$ 106,916.00	22,768.95	-	\$ 84,147.05	78.70%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	889.49	(207.45)	\$ 9,317.96	93.18%
99960000	Child Nutrition Operations	\$ 2,070,000.00	2,777.02	289,126.21	\$ 1,778,096.77	85.90%
	Cafeteria Salaries	\$ 594,271.00	-	111,874.21	\$ 482,396.79	81.17%
99960100	Facilities Maintenance	\$ 90,000.00	2,159.76	4,576.13	\$ 83,264.11	92.52%
	Custodial Services and Supplies	\$ 90,000.00	4,404.13	6,555.70	\$ 79,040.17	87.82%
99960200	Operations and Utilities	\$ 304,500.00	28,212.04	21,996.78	\$ 254,291.18	83.51%
	Energy Division II	\$ 777,159.00	325,650.00	-	\$ 451,509.00	58.10%
99960300	State Transportation	\$ 3,075,579.02	-	-	\$ 3,075,579.02	100.00%
	State Homeless Transportation	\$ 393,131.98	-	-	\$ 393,131.98	100.00%
	State Foster Transportation	\$ 61,377.00	-	-	\$ 61,377.00	100.00%
	Transportation Supplies	\$ 1,000.00	696.96	63.36	\$ 239.68	23.97%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	-	3,759.69	\$ 19,240.31	83.65%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 43,681.33	-	-	\$ 43,681.33	100.00%
	Local Transportation Match	\$ 341,251.14	-	-	\$ 341,251.14	100.00%
<b>Total Operating Budget</b>		<b>\$ 54,695,125.67</b>	<b>\$ 821,405.84</b>	<b>\$ 8,462,055.41</b>	<b>\$ 45,411,664.42</b>	<b>83.03%</b>
99970000	Local Debt Service	\$ 1,225,976.67	-	239,962.83	\$ 986,013.84	80.43%
99970200	Minor Capital Improvements	\$ 615,352.00	-	-	\$ 615,352.00	100.00%
<b>Total Capital Budget</b>		<b>\$ 1,841,328.67</b>	<b>\$ -</b>	<b>\$ 239,962.83</b>	<b>\$ 1,601,365.84</b>	<b>86.97%</b>
<b>Grand Total</b>		<b>\$ 56,536,454.34</b>	<b>\$ 821,405.84</b>	<b>\$ 8,702,018.24</b>	<b>\$ 47,013,030.26</b>	<b>83.16%</b>

*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 K - 12 Student Attendance Policy 5403 Extension: Remote / Hybrid Learning

Given the exigencies of Covid-19 and as required by the August 26, 2020 Twenty-Fifth Modification: State of Emergency Declaration (“Order”), the Milford School District adopts this temporary attendance policy, as an extension of Board Policy 5403 Student Attendance K-12, of which this temporary policy shall expire without further action on the date the rescission or modification of the Order is effective.

Attendance and involvement in school each day is a fundamental condition to learning and student success. Attendance is required of all students enrolled in the District and the District will adhere to all state laws regarding student attendance.

During hybrid or remote learning, a school day shall consist of an average of 3.5 to 5 hours daily of synchronous (delivered same time) or asynchronous (not delivered same time) programming. Attendance may be based on a combination participation in, completion and/or submission of assignments as determined by existing practices.

It shall be the responsibility of the teacher or designated staff member to record attendance in eSchool. Excused and unexcused absences for any period of time shall be recorded consistent with existing practices.

- In addition to the excused absences listed in Board Policy 5403 Student Attendance K-12, the following will be considered excused absences:
  - a. Documented power outage.
  - b. Documented internet service provider outage.
  - c. Documented unexpected technical difficulties such as software updates, password reset, etc.
  - d. Complications created by the State of Emergency which interfere with student participation in school.

The District, through its schools, will provide outreach and support when students and/or families are not participating.

The District shall post this attendance policy on its website and notify a parent, guardian, or relative caregiver of each student in writing where this policy can be accessed. A hard copy shall be provided to a parent, guardian, or relative caregiver upon request.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

3303

**STUDENT FEES – CHILD NUTRITION PROGRAM**

**MEAL PRICE – DAILY**

	Lunch	Breakfast
High School	\$0.00	\$0.00
Central Academy	\$0.00	\$0.00
Elementary School	\$0.00	\$0.00

**ADULT FEES – DAILY**

	Lunch	Breakfast
All Schools	<del>\$3.75</del> 3.90	<del>\$2.50</del> 2.60

Ala carte prices are subject to change based on market prices.

Students purchasing a second breakfast will be charged ~~\$2.50~~ 2.60, and  
Students purchasing a second complete lunch meal will be charged ~~\$3.75~~ 3.90.

APPROVED: 8/18/75; 9/20/76; 3/21/77; 7/24/78; 2/26/79; 2/23/81; 8/17/81; 8/16/82; 8/15/83;  
8/9/85; 8/24/87; 7/10/89; 4/13/92; 4/26/93; 7/1/98; 4/26/04; 4/21/08

AMENDED: 8/22/11; 6/24/13; 7/15/13, 9/9/16, 11/20/17, 8/20/18, 10/19/2020

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

3304

**CHILD NUTRITION PROGRAM POLICY**

MISSION STATEMENT:

The Milford School District Board of Education is committed to promoting and enhancing the health and well being of the students. All Milford Schools participate in the National School Breakfast and Lunch Programs. The Child Nutrition Programs are an integral part of the school environment. This belief is based upon the demonstrated relationship between food, nutrition and learning to achieve excellence in education for all children. The Child Nutrition Program will provide meals that are nutritious and well balanced. Meals will be provided based on the Nutritional Standards mandated by the USDA guidelines.

The Milford Child Nutrition Programs are managed in accordance with the regulations and policies from the Department of Education, State Division of Purchasing, the United States Department of Agriculture, the State Board of Health, and the Milford Board of Education. Continuous goals and objectives of the programs are pursued in a professional, efficient and fiscally sound and responsible manner.

The Milford School District's Child Nutrition Program Policy shall provide:

- I. School Meals that meet the USDA Nutrient Standards by:
  - ❖ Providing whole grain products, low and fat free milk, and fresh fruits and vegetables.
  - ❖ Minimizing saturated fats, total fats and eliminating trans fats.
  - ❖ Minimizing sodium according to USDA guidelines
  - ❖ Offer versus serve options for the student's preference of food choices.
  
- II. All efforts will be made to maximize meal participation by:
  - ❖ Serving all meals to all students in the Milford School District at no charge, based on the requirements of the Community Eligibility Provision
  - ❖ Placing priority on school meals over sales of ala carte foods.
  - ❖ Preparing and presenting healthy foods in a manner that will encourage their consumption.
  - ❖ Excluding the sales of foods of minimal nutritional value as defined by the Food & Nutrition Service, USDA 7 CFR Part 210, Appendix B.
  - ❖ Working collaboratively to provide students with adequate time to consume school meals.
  - ❖ Participating in a closed lunch. All students must eat at school.



- ❖ Prohibiting the sale of competitive foods until the conclusion of the student school day.
  - ❖ Opportunity to pre-pay for a la carte and second meals by credit card via the internet.
- III. Financial Assistance:
- ❖ One free breakfast and/or free lunch will be available to all Milford School District Students at no charge as required through the Community Eligibility Provision.
- IV. Cafeteria Credit:
- ❖ Students will not be able to charge for extra entrée's, sides, snacks or second meals.
  - ❖ Students/parents/guardians may put money in My School Bucks for additional meals, entrees, sides and snacks.
  - ❖ Returned checks on customer's accounts will be assessed a minimum fee of \$30.00 plus the check amount. The parent or guardian will not be permitted to pay by check for the remainder of the school year.
  - ❖ Charging for meals by adults is prohibited.
- V. Meal Prices:
- ❖ Children will receive one free breakfast and/or one free lunch at no cost to the child or family. A second breakfast will be charged at the adult price of ~~\$2.30~~ 2.60.
  - ❖ Additional meals will be priced at the adult meal price of ~~\$3.50~~ 3.90 as required by the USDA. No federal reimbursement is available for second meals.
  - ❖ Prices for additional entrees, sides and a la carte items will be set by the Milford School Board with the recommendation from the Child Nutrition Department.
- VI. Meal Services for Students During the School Day:
- ❖ Meals or snacks served or sold during the school day separate and apart from the non-profit meal program shall reflect the Child Nutrition Program Policy by ensuring meals and snacks are nutritionally sound and adhere to the Nutrition Guidelines mandated by the USDA NSBP/NSLP Guidelines and snacks adhere to the USDA Smart Snacks Guidelines, including vended options.
- VII. Purchasing practices ensure the use of quality products:
- ❖ Purchasing practices for food, equipment, and related services shall be conducted in accordance with Federal and State Law and according to the Milford School District's policies.
  - ❖ Purchasing decisions for the Child Nutrition Program will include products of high quality and cost effectiveness.
- VIII. Discipline:
- ❖ No student may be denied meals as a disciplinary action.

VIII. Nutrition Education:

- ❖ Nutrition education will be an integral part of the curriculum from pre-school to grade twelve.
- ❖ Good nutrition is recognized as a key factor in health promotion and chronic disease prevention.
- ❖ The child nutrition personnel will encourage and assist in activities that promote proper nutrition and will encourage lifelong healthy eating habits.

ADOPTED: 3/27/00;

AMENDED: 4/26/04; 4/21/08, 9/19/16, 10/19/20

**PROTECTION OF THE PRIVACY OF STUDENTS**

The Milford School District seeks to protect the rights and private information of all students. Additionally, the Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain protections with regard to their child's education records. Under FERPA, school districts must maintain the confidentiality of all personally identifiable information in education records related to students and may only disclose student information to certain parties outlined in section B of this policy. To protect a student's privacy, the law generally requires schools to ask for written parent consent before disclosing a student's personally identifiable information to individuals other than their parents and those parties outlined in section B, and other than Directory Information (as defined below).

**In the event Federal, State or Local agents request access to any Education Records other than Directory Information for students whose parents have not opted out pursuant to section G(1)(b) of this policy, the Superintendent or Designee shall be notified immediately before disclosure.**

I. DEFINITIONS

- A. "Attendance" – Attendance at school, on homebound instruction or correspondence instruction and the period during which a person is working under a work-study program.
- B. "Consent" – A parent or eligible student has been fully informed of this Policy in his or her native language or other mode of communication, unless it clearly is not feasible to do so; the parent or eligible student understands and agrees in writing to be carrying out of the activity for which consent is sought and the consent sets forth that activity and lists the records (if any) which will be released and to whom; and the parent or eligible student understands that the granting of consent is voluntary.
- C. "Directory Information" – Information in an educational record including, but is not limited to, a student's name, parent/guardian names, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, pictures of in school activities (i.e., yearbook pictures) video or print images for District purposes, and the most recent previous educational agency or institution attended by the student, and other similar information. Directory Information may be disclosed without consent,

unless the Eligible Student or Parent opts out of disclosing such information pursuant to section G(1)(c) of this policy.

- D. “Disclosure” – Permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- E. “District” – The Milford School District
- F. “District Staff” or “Staff” – Anyone employed by the Milford School District, on a full or part time basis, who has responsibility for any educational or operational aspect of the District.
- G. “Eligible Student” – Student who has attained eighteen years of age or has been emancipated pursuant to court order or is attending a post-secondary educational institution.
- H. “Education Records” – Those records that are directly related to a student and are maintained in District Offices or the Building Office, the term does **NOT** include:
  - 1. The personal records of District Staff, which are in the sole possession of the particular Staff member, are not accessible or revealed to any other individual except a Substitute and are used by the Staff member for professional purposes only.
  - 2. Records of a law enforcement unit providing services to the District that are:
    - a. Maintained apart from the records that are directly related to a student and are
    - b. Maintained solely for law enforcement purposes and are
    - c. Not disclosed to individuals other than law enforcement officials of the same jurisdiction: provided that the District does not directly disclose the education records of the student to the personnel of the law enforcement unit.
  - 3. Records relating to an individual employed by the District which are made and maintained in the normal course of business.
  - 4. Records relating to a student that are:
    - a. Created or maintained by a physician, psychiatrist, psychologist or other recognized professional acting in his or her professional capacity

- b. Created, maintained or used only in connection with the provision of treatment to the student and
  - c. Disclosed only to individuals providing the treatment, provided that a physician or other appropriate professional of the student's choice can personally review the records. For the purpose of this definition, "treatment" does not include remedial educational activities, diagnostic and evaluative data, and other activities used in the development of the student's instructional program.
- 5. Records of the District that contain only information related to a person after that person is no longer a student of the District. An example would be information collected by the District pertaining to the accomplishments of its alumni.
- 6. General recording of students where no one student is the focus.
- I. "Financial Aid" – A payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.
- J. "Organizations" – Includes, but is not limited to Federal, State, and local agencies and independent contractors or organizations.
- K. "Parents" – A parent, parents, legal guardian or relative caregiver or an individual acting as a parent of a student in the absence of a parent or guardian by written consent of a parent or legal guardian, unless there is a court order to the contrary.
- L. "Party" – An individual, agency, institution or organization.
- M. "Personally Identifiable" – The data or information includes the name of the child, the child's parent or other family member, the address of the child, a child identifier, such as the child's social security number or student number, or a list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.
- N. "Records" – Any information or data recorded in any medium including, but not limited to: handwriting, print, tapes, film, microfilm and microfiche.
- O. "Statutorily authorized governmental or educational agencies" - agencies permitted by law.

- P. "Student" – Any individual, not an adult employee of the District, for whom the District maintains educational records.
- Q. "Student with Disability" – A person who because of mental, physical, emotional or learning disability problems as defined by the Department of Education, requires special educational services in order to develop his or her capabilities.
- R. "Substitute" – An individual who performs, on a temporary basis, the duties of the Staff member. This definition does not refer to an individual who permanently succeeds a particular staff member.

## II. POLICY

### A. RECORDS TO BE MAINTAINED

1. The Building Principal of each school in the District shall ensure that Education Records are maintained for every student attending his/her school.
2. The following education records will be maintained for every student in the District:
  - a. Directory information
  - b. A cumulative record, which can include identifying data, academic work completed, level of achievement, attendance data, grades, scores on group or individual intelligence, achievement, aptitude, psychological, socio-metric or interest inventory tests, health data, family background information, teacher, counselor, or other school personnel ratings and observations, discipline history and verified reports of serious or recurrent behavior patterns.
  - c. A School Health Record Card and Emergency Treatment Data Card as provided by the State of Delaware
  - d. A record of persons requesting disclosure of the education record of the student.
  - e. Transportation data
  - f. The reason for leaving school (i.e., graduated, transferred, or dropped out.)
3. Education Records for Students with Disabilities will also include a separate file with documents related to the identification, evaluation, placement and provision of a free appropriate public

education for each student with disabilities.

4. Education records shall be maintained at the school building until:
  - a. The student progresses out of the building into another grade cluster within the District
  - b. The student withdraws from the District and the school receives a request for education records from another educational institution, parents or eligible student for the student's education records.
5. For students who have graduated from a District high school, or who have withdrawn from the District and no request for education records has been received, the student's education records shall be maintained at the school the student last attended consistent with the provisions of the School District General Records Retention Schedule.
6. Education Records shall be maintained consistent with the requirements of Delaware law on records retention and Department of Education Regulations. Records shall be consolidated and be centrally located in each school building and kept under lock and key at all times except for periods of authorized use under the supervision of appropriate staff.
7. The District shall take every reasonable step to protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages for all education records.

**B. PARENTS' AND ELIGIBLE STUDENTS' RIGHTS**

1. Parents and Eligible Students shall have access to education records as allowable under Delaware and Federal law and regulations in accordance to this policy and the procedures established pursuant to this policy.
2. It is presumed that either parent of a student has authority to inspect and review the education records of the student unless an agent of the District has been provided with evidence that there is a legally binding instrument or a court order that provides evidence to the contrary.
3. Whenever a student has attained eighteen years of age, he/she becomes an Eligible Student for the purposes of this policy. The rights accorded to and the consent required of the Parents of the student shall thereafter only be accorded to and required of the Eligible Student, unless the student is legally determined to be

incompetent to make such decisions for himself/herself, and for whom legal guardianship is required beyond the age of majority.

4. Parents and Eligible Students have the right to:
  - a. Review and inspect education records
  - b. Attain copies of education records consistent with the procedures established pursuant to this policy
  - c. Receive an explanation or interpretation of the education records from appropriate instructional or administrative staff
  - d. Seek the correction of education records through a written request to amend, upon the belief that information in the education records collected, maintained or used by the District is
    - inaccurate
    - misleading
    - violates the privacy or other rights
  - e. Be informed, in writing, if a request to amend the education records is denied and the reason for the denial
  - f. Have a formal hearing if the request to amend the record is denied
  - g. Be permitted to place a statement in the education records if the request continues to be denied after the formal hearing.
  - h. Request a copy of this Policy and all written procedures created pursuant to this Policy
  - i. File complaints concerning alleged failure to Staff to comply with the requirements of this Policy
2. An Eligible Student must give his/her consent in order for his/her information contained in his/her education records to be disclosed to his/her Parents, unless the District receives a court order establishing Parents as the legal guardian of the Eligible Student.

#### B. DISCLOSURE OF EDUCATIONAL RECORDS

1. Personally identifiable information from education records shall not be disclosed to anyone without the written consent of Parents or Eligible Students except under the following circumstances:



- a. To Staff members who have been determined by the Superintendent or his/her Designee to have legitimate educational interest in reviewing the education record.
- b. To the District's attorneys for purposes of advising and counseling the District or representing the District in threatened or pending litigation.
- c. To officials of another school or school system or institution of post-secondary education in which the student seeks or intends to enroll.
- d. To certain statutorily authorized governmental or educational agencies.
- e. In connection with financial aid for which a student has applied or which a student has received.
- f. To State or local officials involved in the Juvenile justice system to whom information is specifically allowed to be reported or disclosed per state statute.
- g. To organizations conducting studies for or on behalf of the District for the purpose of administering predictive tests, administering student aid programs and improving instruction. Individuals other than representatives of the organization must conduct the studies in a manner that will not permit the personal identification of students and their parents and the information will be destroyed when no longer needed for the purposes for which the study was conducted.
- h. To accrediting organizations in order to carry out their accrediting functions.
- i. To Parents or Eligible Students requesting information in education records as described above.
- j. To comply with a judicial order or lawfully issued subpoena. The District shall make a reasonable effort to notify Parent or Eligible Student of the order or subpoena in advance of compliance. A judicial order or issued subpoena presented to the school must be further presented to and reviewed by the Superintendent or Designee.

- k. To the appropriate officials in health or safety emergency.
  - l. For directory information.
  - m. To a caseworker or other representative of a State or tribal organization authorized to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student under State or tribal law.
  - n. To law enforcement when there is documentation that DFS is investigating or prosecuting cases concerning child abuse, molestation, dependency or neglect (as defined by the Child Abuse Prevention and Treatment Act) where the parent is a party
  - o. Subpoenas issued by the Delaware Commission on Child Death;
  - p. When a deputy attorney general affirms pursuant to the Uninterrupted Scholars Act that disclosure of a subpoena would jeopardize a criminal investigation for extraordinary reasons.
- 2. All persons, agencies or organizations desiring access to the records of a student shall be required to request access in writing. The request shall be kept permanently with the file of the student.
  - 3. If the Education Records of a student contain information on more than one student, Parents or Eligible Students may inspect and review or be informed of only the specific information that pertains to that student.
- C. RECORDS OF REQUESTS AND DISCLOSURES:
- 1. Except for requests from Parents, Eligible Students, Staff, other School Officials, or to persons for whom Parents or Eligible Students have given written permission, all files containing education records shall include a record of requests and disclosures of personally identifiable information other than Directory Information from the education records of a student.
  - 2. The Record of Requests and Disclosures must indicate:
    - a. The parties who have requested or obtained personally identifiable information from the education records of the

student

- b. The legitimate interests these parties had in requesting or obtaining the information

D. SCHOOL OFFICIALS AND LEGITIMATE EDUCATIONAL INTERESTS:

A member of District Staff has a legitimate educational interest in having access to confidential information from the education records of a student disclosed to him/her under the following conditions:

1. To provide educational services
2. To provide related services, e.g., counseling, testing, etc.
3. To provide support in maintaining records, such as secretaries or paraprofessionals
4. To address issues requiring due process such as expulsion hearings and IDEA matters.

E. COPYING EDUCATION RECORDS

1. Parents, Eligible Students and persons with permission may request a copy of a student's education record.
2. Material protected by copyright or other similar State or Federal laws or regulations will not be copied under any circumstances.
3. The District shall charge a fee of \$0.20 per page for all copies, unless the fee effectively prevents Parents or Eligible Students from exercising their right to inspect and review those records.

F. WAIVER

1. Parents or Eligible Students may waive any of the rights listed in this Policy. The waiver shall not be valid unless in writing and signed by Parents or Eligible Student, as appropriate.
2. Parents or Eligible Students cannot be required to waive rights listed in this Policy.
3. This paragraph does not preclude the District from requesting such a waiver.
4. Revocation of any waiver must be in writing. If Parents execute a waiver under this section, the student may revoke the waiver at any time after he or she becomes an Eligible Student.

G. ANNUAL NOTIFICATION OF RIGHTS

1. The Superintendent or his/her Designee, shall provide Parents and Eligible Students annual notice by such means as are reasonably likely to inform them of:
  - a. Their rights as listed in this policy.
  - b. The right of the parent of the student or the eligible student to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.
  - c. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.
  - d. Of the fact that Directory Information may be disclosed without written consent unless the District receives a request in writing that Directory Information not be disclosed.
2. The Notice shall include a manner in which to notify Parents of students identified as having a primary or home language other than English.

H. Staff Notification of Policy

1. This policy shall be reviewed with administrators prior to ten-month staff's first workday of each school year.
2. This policy shall be referenced in the staff handbook of each school within the District.
3. This policy shall be reviewed with staff during staff in-service prior to the students' first school day of each school year.

ADOPTED:

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

6114

**COMPUTING AND INTERNET POLICY**

**A. Purpose**

1. Milford School District (MSD) is providing employees and students with access to the District's wide area network, which includes Internet access and access to the District's electronic communication system.
2. The District system has a limited educational purpose. The purpose of the District system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase communication within District, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the District system.
4. Users may not use the system for political lobbying. District employees and students in class activities may use the system to communicate with their elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.
6. The support cycle for sustaining laptops, tablets, and other computing devices may not exceed six (6) years.
7. The superintendent of schools shall develop and report to the board of education a technology replacement plan.

**B. District Responsibilities**

1. The Supervisor of Technology or his/her designee will serve as the coordinator to oversee the District system and will work with other state organizations as necessary.

2. The Supervisor of Technology will serve as the district level coordinator for the District system, will ensure that a broad selection of training activities are available and ensure that policies and handbooks regarding technology remain up-to-date and accessible.
3. The building principal will serve as the building-level coordinator for the District system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at the building level.
4. A Specialist designated by the Supervisor of Technology will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a District virus protection process, and ensure compliance with District software licenses.

**C. Technical Services & Access Provided through District System**

1. E-mail. All District Employees will be provided with an individual account. Students will have access to email for educational purposes with the approval of and under the direct supervision of a staff member. Such student access will be via free web-based services, which have been obtained outside of school.
2. Student use of the system will be governed by the Milford School District Code of Conduct. Employee use will be governed by employment contracts. The District's Acceptable Use Policy, set forth in Section L, outlines policies specific to computing and network use. All users will also be governed by state network policies.
3. Internet Access. All District employees and students will have access to the Web through the District's networked computers. No agreement will be required; however, parents may specifically request that their child(ren) not be provided such access by notifying the District in writing in accordance with District practice.
4. Guest Accounts. Guests may receive an individual account with the approval of the Superintendent if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be specifically limited to the District-related purpose.
5. Newsgroups and Web-based conferencing. Class projects requiring participation in these activities will be conducted under the supervision of the staff member conducting the class.
6. Blocking software. The state of Delaware through DTI (Delaware Dept. of Technology and Information) maintains software designed to block access to certain sites.

7. The files of student home directories will be established by the Technology Supervisor and-size may change based on market conditions as determined by the Superintendent of Schools after consulting with the Technology Supervisor.
8. At the end of each school year, each student's home directory will be deleted.
9. If any account is not utilized for a period in excess of 90 days, said account will be considered abandoned and will be deleted.

**E. Parental Notification and Responsibility**

1. The District will notify the parents about the District network and the policies governing its use. Parents must sign the Milford School District Acceptable Use Policy. Parents may request alternative activities for their child(ren) that do not require Internet access by notifying the District in writing in accordance with District practice.
2. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.
3. The District will provide students and parents with guidelines for student safety while using the Internet.

**F. District Limitation of Liability**

1. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

**G. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the alleged infraction will be handled in accordance with the Milford School District Code of Conduct.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with the employee contract.
4. The superintendent may terminate the account privileges of a guest user.

#### **H. Search and Seizure**

1. System users have no privacy expectation in the contents of their personal file on the District system.
2. All data, applications and information contained on the District's computers will be the property of the Milford School District.
3. Routine maintenance and monitoring of the system may lead to the discovery that the user has violated or is violating the District Acceptable Use Policy, the Milford School District Code of Conduct, employee contracts, or the law.
4. Searches will be conducted if there is suspicion that the law or the Milford School District Code of Conduct has been violated.
5. District employees' and students' personal files are discoverable under law.

#### **I. Copyright and Plagiarism**

1. Copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

#### **J. Academic Freedom, Selection of Material, Student Rights to Free Speech**

1. Board Policy 5301, Student Rights -- Expression and Communication, will govern the use of the Internet.



2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

**K. District Web Site**

1. District Web Site. The District will establish a Web site and will develop Web pages that will present information about the District. The Superintendent or his/her designee will establish a process for governance of the District's Web activities. At the discretion of the Superintendent, officially recognized District-wide organizations may also publish web pages on the District server.
2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site. Class sites may include individual student or group work. Parent permission must be obtained to publish student names or photos on the Web.
3. Extracurricular Organization Web Pages. With the approval of the building principal, extracurricular organizations may establish Web pages using District-provided web space. The principal or his/her appointee will establish a process and criteria for the establishment and posting of material on these pages. Material presented on the organization Web page must relate specifically to organization activities. Included materials must adhere to all other regulations and laws. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District."

**L. District Acceptable Use Policy**

All district employees' and students computer or network access shall be governed by the State of Delaware's Acceptable Use Policy (AUP) currently managed by the Department of Technology and Information (DTI). Every employee and student shall read and acknowledge this document on an annual basis by signature. Each building is responsible for compiling a list of those who have agreed and not agreed to the policy. This list will be housed in the office of each building as stated in section C2, existing policies govern student and employee behavior. The following uses of the District system are considered unacceptable:

1. Personal Safety (Restrictions are for students only)

- a. Users will not post personal contact information about themselves or other people unless such posting involves valid applications for college or employment application and is approved by an appropriate staff member. Personal contact information includes address, telephone, school address, work address, etc.
- b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
- c. Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person. If a personal account user is unable to supervise his/her workstation, the user should lock the computer or log off.
- b. Users will immediately notify the school's system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

#### 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 5. Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information and/or pictures about another person.

#### 6. Respecting Resource Limits.

- a. Users will be respectful of the limited system storage resources and will actively manage their files.
- b. Users will use the system only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.
- c. Individual users will not install applications to local hard drives.
- d. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- e. Staff users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development.

## 7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize electronic works. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work, including electronic media. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## 8. Inappropriate Access to Material and Inappropriate Network Usage

- a. Users will not use the District system to access material that is pornographic in nature, profane or obscene that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for the purpose of such access to conduct research and follows the guidelines in section J2. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified in the District handbook. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.
- c. Steps shall be taken by the district to promote the safety and security of the district's users of its online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.
- d. As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (1) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (2) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## 9. Internet Safety Policy

- a. The Children's Internet Protection Act (CIPA) requires all LEAs that receive e-rate funding comply with the revised regulations. The Milford School District receives e-rate funding and must comply with the revised regulations.
- b. The revised regulations require that the district shall adopt and teach an internet safety curriculum to students and reflect the adoption of that internet safety curriculum.

- c. The curriculum must include the following topic areas:
  - i. Safety on the internet
  - ii. Appropriate behavior while online, on social networking web sites, and in chat rooms; and
  - iii. Cyberbullying awareness and response
- d. DTI (Department of Technology and Information) files e-rate applications on behalf of all Delaware LEAs. DTI will need to certify on the application that the school district is in compliance with CIPA and the revised regulation concerning the Internet Safety Policy.
- e. Annually after review and verification of each school district's revised Internet Safety Policy, DCET/DOE will inform DTI that the LEAs policy is in compliance so that DTI can certify compliance on the e-rate application.

This document was based on POC Approval by DTI: Cabinet Secretary – State Chief Information Officer, June 5, 2006. The document **DTI 0042.02** was modified to reflect the needs of the Milford School District community and permission to use in this manner was granted by the author. Information on the State-funded Internet Safety Curriculum, iSAFE, can be found at <http://www.dcet.k12.us/instructiona/internetsafety/index.shtml>. LEAs may elect to use the curriculum or select one that they prefer.

AMENDED: 3/17/08; 9/28/09; 7/14/14

# BOARD AGENDA ONLY

September 21, 2020

## PERSONNEL REPORT – Action Item

### RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

HELMICK, Patrick

High School – Math Teacher

Effective: September 28, 2020

PHILLIPS, Albert

Central – Social Studies

Effective: September 28, 2020

GOODMAN, Jennifer

Misphillion – Elementary School Counselor

Effective: October 21, 2020

ADAMS, Brianna

Banneker – Elementary Teacher

Effective: School Year 2020-2021

### RECOMMEND FOR EMPLOYMENT – AFTER-SCHOOL INTERNET SUPPORT

HEREDIA, Ileana

CARRANZA, Jessenia

BROOKS, Montessa

GUAJARDO, Marisa

IVORY, McKenzie

KNOTTS, Christina

MCKEE, Marcy

NICHOLS, John

ZOBEL, Angela

### TRANSFER

STRASSLE, Lynne

P/T Paraprofessional One on One

From Central Academy to Ross Elementary

Effective: School Year 2020-2021

BAICH-LINCOLN, Shannon

P/T Paraprofessional Ed. Support

From Central Academy to High School

Effective: School Year 2020-2021

SIVELS, Jawon

P/T Paraprofessional Ed. Support

From Central Academy to High School

Effective: School Year 2020-2021

THOMPSON, Donna  
F/T Paraprofessional Ed. Support  
From Mispillion to Central Academy  
Effective: School Year 2020-2021

TOWE, Debra  
F/T Paraprofessional Ed. Support  
From Morris to Banneker  
Effective: School Year 2020-2021

RETIREMENT

BRENNAN, Sean  
High School – Driver Education Teacher  
Effective: September 3, 2020  
Service to MSD: 14 years

STARKEY, Kathleen  
Banneker – 3<sup>rd</sup> Grade Teacher  
Effective: October 2, 2020  
Service to MSD: 21 years

RESIGNATION

CARTWRIGHT, Rita  
Banneker – Child Nutrition (3.5 hours)  
Effective: September 3, 2020  
Service to MSD: 6 Years

CUELLAR, Maria  
Morris – Child Nutrition (3.0 hours)  
Effective: September 4, 2020  
Service to MSD: 4 years

MULHOLLAND, Derek  
Ross – Paraprofessional (Part-Time)  
Effective: September 11, 2020  
Service to MSD: 3 years

RECOMMEND EMPLOYMENT – 2020-2021 LIMITED CONTRACTS\*

Central	Football Coach, Asst.	Zambito, Anthony
Central	Football Coach, Asst.	Martin, Ryan
Central	Instructional Coach, Special Ed.	Yun, Wendy
High	Advisor, Math League	DelRossi, Jeanine
		Gorlich, Suzanna
High	Advisor, Varsity Club	Frketic, Jim
High	Field Hockey, Asst.	Fry, Megan (NE)
		Brennan, Kayla
Ross	Instructional Coach, Grade 2	Hammond, Stephanie
High	Soccer Coach, Volunteer	Torres, Alexis (NE)
High	Soccer Coach, Volunteer	Carranza, Antonio (NE)
High	Field Hockey, Volunteer	Hale, Amanda
High	Field Hockey, Volunteer	Shockley, Peyton
Central	Cross Country, Coach	Cartwright, Bryson

High	Advisor, Freshman Class	Ivory, Mackenzie
High	Advisor, Junior Class/Prom	McMillan, Leslie
		Davis, Shannon

RESCIND EMPLOYMENT – 2020-2021 LIMITED CONTRACTS

High	Football Coach, Asst.	Brennan, Sean
High	Athletic Events Coordinator	Brennan, Sean
High	Advisor, National Honor Society	Young, Devon
Ross	Instructional Coach, Grade 2	Sekscinski, Kim

\*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.