

14 OCT 20 9:29 AM



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

**AGENDA FOR MONDAY, OCTOBER 19, 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. seq. 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://millord.webex.com/millord/onstage/g.php?MTID=e2a416123354a755004c487f7b1f71007>

Event password: board

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

Dial in: 1-415-655-0001

Access code: 120 045 1361

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
_____ Mrs. 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. Legal Matters – See 29 Del. C § 10004(b)(4)
1. Discussion of strategy pertinent to pending 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 October 2, 2020 Action Item

8. **Changes to Agenda**

9. **Public Comment**

10. **Superintendent's Report**

- A. Recognitions
B. Communication of Covid-19 Cases
C. Athletics – **Mr. Ryan Winkleblech**

11. **Business – Mrs. Sara Croce**

- A. Revenue and Expenditure Reports as of September 30, 2020 Action Item
B. Tax Exemption Request 2021-3* Action Item

**This agenda item was not known at the time of the initial posting on October 12, 2020 and cannot be deferred due to the time sensitive nature of the request.*

12. **Instruction and Student Programs**

- A. Director of Student Learning – **Dr. Bridget Amory & Dr. Kate Marvel**
1. Hybrid Learning Presentation
2. Student Attendance
B. Director of Student Services – **Ms. Laura Manges**
1. Services Update
2. United Way / 2-1-1 Program

13. **Board Discussion**

- A. Recommend Approval of Board Policy 5313 Protection of the Privacy Rights of Students
Action Item
B. Recommend Deletion of Board Policy 6114 Computing and Internet Policy Action Item

14. **Personnel – Dr. Jason Peel**

- A. Personnel Action Item
B. 2020-2021 DPAS II Process

15. **Adjournment**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – OCTOBER 2, 2020

Board Members

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

Admin. Present

Dr. Peel
Mrs. Croce

Public

S. Whaley
J. LoBiondo
E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Miller at 8:03 AM on Friday morning, October 2, 2020.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. J. PURCELL/SECONDED BY MRS. R. WILEY to approve the Regular Meeting Minutes for September 2, 2020. **Motion carried unanimously.**

MOTION MADE BY MRS. J. WYLIE/SECONDED BY MRS. J. PURCELL to approve the Regular Meeting Minutes for September 21, 2020 with Mr. Baltazar-Lopez's correction. **Motion carried unanimously.**

TRANSPORTATION

Mr. LoBiondo reviewed the Field Trip and Athletic Summary 2020-2021. Mrs. R. Wiley asked if the same number of students would be on the athletic bus as the regular school bus. The same limitations exist. The number will be determined by the individual sport and number of students participating. Some teams may only need one bus; other teams may need more. Money is in the athletic budget for costs. R. Wiley asked about Middle School sports. Dr. Dickerson replied discussions are still being held regarding this. Mrs. J. Purcell asked if any field trips have been scheduled. No field trips have been scheduled at this time.

MOTION MADE BY MRS R. WILEY/SECONDED BY MRS. J. PURCELL to approve the Field Trip and Athletic Summary 2020-2021 as presented. **Motion carried unanimously.**

BOARD DISCUSSION

Citizen Budget Oversight Committee Board Representative

MOTION MADE BY MR. R. BALTAZAR-LOPEZ/SECONDED BY MRS. R. WILEY to nominate Mr. Vezmar to be the Citizen Budget Oversight Committee Board Representative. **Motion carried unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. PURCELL to adjourn into Executive Session at 8:19AM. **Motion carried unanimously.**

MOTION MADE BY MRS. R. WILEY/SECONDED BY MRS. J. WYLIE to adjourn Executive Session at 9:25AM. **Motion carried unanimously.**

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

TAYLOR, Mia
Banneker- Elementary Teacher
Effective: October 5, 2020

FINLEY, Tori
Ross – Elementary Teacher
Effective: School Year 2020-2021

FRKETIC, Sue
Misplion – Elementary Teacher
Effective: School Year 2020-2021

SMITH, Stevi
Morris – Elementary Teacher
Effective: School Year 2020-2021

TRANSFER

LOUIS, Marise
From Central Academy – Part-Time Paraprofessional (World Language) to High School Full-Time Paraprofessional (World Language)
Effective: School Year 2020-2021

RESIGNATION

BENNETT, Karen
Central Academy – Part-Time Paraprofessional (Ed. Support)
Effective: September 25, 2020
Service to MSD: 2 years 10 months

GALANTE, Charles
High School – Full-Time Paraprofessional (Ed. Support)
Effective: September 29, 2020
Service to MSD: 1 year

REQUEST FOR SABBATICAL LEAVE

Case #: 20-102-31

TERMINATION OF EMPLOYMENT

Case #: 20-2012-69

RETIREMENT

RUST, Edna
District Office – Administrative Secretary
Effective: December 31, 2020
Service to MSD: 34 years

RECOMMEND EMPLOYMENT – 2020-2021 LIMITED CONTRACTS*

| | | |
|---------|---------------------------------|----------------------|
| High | Football Coach, Asst. | Henry, Rafiq |
| High | Football Coach, Volunteer | Franklin, Steve (NE) |
| High | Football Coach, Volunteer | Sivels, Jawon |
| High | Instructional Coach, Technology | Tyndall, Meaghan |
| Central | Instructional Coach, Technology | March, Alexandra |

Morris Instructional Coach, Technology
Mispillion Instructional Coach, Technology
Ross Instructional Coach, Technology
Banneker Instructional Coach, Technology

Orwashel, Taylor
Holleger, Carrie
Mahan, Anne
French, Lauren/Sapp, Susan

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

MOTION MADE BY MRS. J. PURCELL/SECONDED BY MRS. R. WYLIE that the Board approve the Personnel Report as presented with the exception of Case#: 20-102-31. **Motion carried unanimously.**

MOTION MADE BY MR. R. BALTAZAR-LOPEZ/SECONDED BY MRS. R. WILEY to deny the request for Case# 20-102-31.

Roll Call:

Mr. R. Baltazar-Lopez
Mrs. J. Purcell

Yes
Yes

Mrs. R. Wylie
Mrs. J. Wylie
Mr. J. Miller

Yes
No Vote
Yes

4 Yes, 1 No Vote

Motion passed.

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. R. WILEY that the Regular Meeting of the Milford Board of Education held on Friday, October 2, 2020 adjourn at 9:30AM.

Roll Call:

Mr. R. Baltazar-Lopez
Mrs. J. Purcell

Yes
Yes

Mrs. R. Wiley
Mrs. J. Wylie
Mr. J. Miller

Yes
No Vote
Yes

4 Yes, 1 No Vote

Motion passed.

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

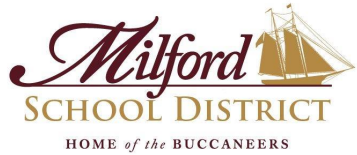
MILFORD SCHOOL DISTRICT
Fiscal Year 2021 Monthly Revenue Report
As of September 30, 2020
25% of the Fiscal Year completed

| REVENUE SOURCE | Preliminary FY 2021 Budget | Actual to date | % received |
|---|---|---------------------------|-----------------------|
| STATE FUNDS | | | |
| 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 | - | 41,904.00 | |
| 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 | 30,820.00 | 102.73% |
| 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 | - | - | |
| TOTAL STATE FUNDS | 40,700,700.97 | 37,724,446.00 | 92.69% |
| LOCAL FUNDS | | | |
| Current Expense (tax rate) | 8,200,000.00 | 1,258,817.56 | 15.35% |
| Current Expense (capitations) | 200.00 | 37.80 | 18.90% |
| Athletics | 40,000.00 | - | 0.00% |
| Interest | 325,000.00 | 129,158.40 | 39.74% |
| Building Rental | 36,000.00 | 600.00 | 1.67% |
| Other Local Revenue | 18,500.00 | 6,090.59 | 32.92% |
| Sol - Systems | 1,500.00 | 330.75 | 22.05% |
| Energy Curtailment | 15,000.00 | - | 0.00% |
| CSCR | 35,000.00 | - | 0.00% |
| Indirect Costs | 85,000.00 | 20,117.66 | 23.67% |
| Cafeteria | 2,070,000.00 | 135,967.18 | 6.57% |
| 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 | 37,965.94 | 35.48% |
| Debt Service | 1,260,000.00 | 196,110.29 | 15.56% |
| Debt Service - County Impact Fees | 78,343.00 | - | 0.00% |
| Tuition | 2,825,000.00 | 419,884.51 | 14.86% |
| Minor Capital Improvements | 246,141.00 | 41,335.87 | 16.79% |
| 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 | - | - | |
| TOTAL LOCAL FUNDS | 13,165,993.44 | 2,246,416.55 | 17.06% |
| FEDERAL FUNDS | | | |
| IDEA Part B | 1,086,566.00 | 337,996.00 | 31.11% |
| IDEA - Preschool | 53,718.00 | 55,709.00 | 103.71% |
| Title I | 1,909,792.00 | 799,994.00 | 41.89% |
| Title II | 351,701.00 | 70,677.00 | 20.10% |
| Title III English Acquisition | 54,120.00 | 64,917.00 | 119.95% |
| Education for the Homeless | - | - | |
| Perkins | 162,937.21 | - | 0.00% |
| TOTAL FEDERAL/OTHER FUNDS | 3,618,834.21 | 1,329,293.00 | 36.73% |
| GRAND TOTAL ALL FUNDS | 57,485,528.62 | 41,300,155.55 | 71.84% |

Milford School District
Monthly Report of Expenditures
For the month ended September 30, 2020

| Operating Unit | Budget Line | Final Budget | | Expended | Budget Remaining | % Remaining |
|-------------------------------|--|-------------------------|------------------------|-------------------------|-------------------------|---------------|
| | | Amount | Encumbered | | | |
| 9180668A | Benjamin Banneker Elementary School | \$ 51,943.50 | - | 880.54 | \$ 51,062.96 | 98.30% |
| 9180670A | Evelyn I. Morris Early Childhood Center | \$ 51,167.45 | 4,439.14 | 2,688.08 | \$ 44,040.23 | 86.07% |
| 9180672A | Lulu M. Ross Elementary School | \$ 69,666.00 | 3,162.37 | 1,364.32 | \$ 65,139.31 | 93.50% |
| 9180673A | Misphillion Elementary School | \$ 53,412.30 | 1,371.74 | 916.33 | \$ 51,124.23 | 95.72% |
| 9180675A | Milford Central Academy | \$ 110,199.10 | 100.00 | 13,888.95 | \$ 96,210.15 | 87.31% |
| 9180678A | Milford Senior High School | \$ 134,600.13 | 6,521.90 | 1,071.74 | \$ 127,006.49 | 94.36% |
| 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 | - | 713.88 | \$ 34,286.12 | 97.96% |
| | School Safety and Security | \$ - | - | - | \$ - | - |
| | Public Relations and Communication | \$ 3,000.00 | - | 5,500.00 | \$ (2,500.00) | -83.33% |
| | Copy Center (District Wide) | \$ 98,500.00 | 73,019.34 | 23,735.46 | \$ 1,745.20 | 1.77% |
| | Student Emergency Fund | \$ 4,000.00 | - | - | \$ 4,000.00 | 100.00% |
| 99910100 | Superintendent | \$ 1,500.00 | 373.18 | 230.09 | \$ 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 | - | 32,400.62 | \$ 126,875.38 | 79.66% |
| | Opportunity Grant Mental Health | \$ 255,225.00 | - | 22.39 | \$ 255,202.61 | 99.99% |
| | Education Opportunity Grant | \$ 906,951.00 | - | - | \$ 906,951.00 | 100.00% |
| | Summer School | \$ 30,000.00 | - | 21,859.83 | \$ 8,140.17 | 27.13% |
| | Translators | \$ 20,000.00 | - | 1,165.86 | \$ 18,834.14 | 94.17% |
| | Extra Time Programs | \$ 30,000.00 | - | - | \$ 30,000.00 | 100.00% |
| | Curriculum and Instruction | \$ 244,200.00 | - | 25,360.76 | \$ 218,839.24 | 89.61% |
| 99920700 | Athletics - High School | \$ 170,000.00 | 2,621.54 | 10,939.35 | \$ 156,439.11 | 92.02% |
| | Athletics - Milford Central Academy | \$ 30,000.00 | - | 3,348.40 | \$ 26,651.60 | 88.84% |
| 99920800 | Driver's Education | \$ 16,172.00 | - | 11,014.70 | \$ 5,157.30 | 31.89% |
| 99930200 | Tuition - Special Services | \$ 584,500.00 | 27,413.52 | 36,433.81 | \$ 520,652.67 | 89.08% |
| | Tuition - Special Services - ILC | \$ 285,500.00 | 1,180.19 | 61,268.96 | \$ 223,050.85 | 78.13% |
| | Unique Alternatives (State Funds) | \$ 394,996.88 | 63,964.84 | 52,644.20 | \$ 278,387.84 | 97.51% |
| 99930300 | Special Services | \$ 49,000.00 | 1,921.13 | 4,822.77 | \$ 42,256.10 | 86.24% |
| | Student Success Block Grant (K-3 Basic) | \$ 119,274.00 | - | - | \$ 119,274.00 | - |
| | 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 | - | 8,142,385.54 | \$ 18,587,919.51 | 69.54% |
| 99940300 | Division II - Vocational | \$ 103,868.00 | - | 342.68 | \$ 103,525.32 | 99.67% |
| 99940400 | Division III/Local Salaries | \$ 10,750,000.00 | - | 2,727,898.29 | \$ 8,022,101.71 | 74.62% |
| | 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 | 1,911.89 | 14,818.20 | \$ 90,269.91 | 84.36% |
| 99940810 | Technology Equipment & Repair | \$ 272,800.00 | 6,910.20 | 103,391.53 | \$ 162,498.27 | 59.57% |
| | Technology Block Grant | \$ 106,916.00 | 12,555.00 | - | \$ 94,361.00 | 88.26% |
| 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 | 373.18 | 308.86 | \$ 9,317.96 | 93.18% |
| 99960000 | Child Nutrition Operations | \$ 2,070,000.00 | 147,647.62 | 407,899.89 | \$ 1,514,452.49 | 73.16% |
| | Cafeteria Salaries | \$ 594,271.00 | - | 155,802.69 | \$ 438,468.31 | 73.78% |
| 99960100 | Facilities Maintenance | \$ 90,000.00 | 1,855.55 | 9,567.12 | \$ 78,577.33 | 87.31% |
| | Custodial Services and Supplies | \$ 90,000.00 | 6,252.59 | 11,563.26 | \$ 72,184.15 | 80.20% |
| 99960200 | Operations and Utilities | \$ 304,500.00 | 24,860.94 | 36,483.87 | \$ 243,155.19 | 79.85% |
| | Energy Division II | \$ 777,159.00 | 313,339.15 | 12,310.85 | \$ 451,509.00 | 58.10% |
| 99960300 | State Transportation | \$ 3,075,579.02 | 1,218,405.67 | 308,444.33 | \$ 1,548,729.02 | 50.36% |
| | 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 | 569.88 | 190.44 | \$ 239.68 | 23.97% |
| 99960400 | Transportation Internal Budget (Local) | \$ 23,000.00 | 9,020.91 | 6,798.45 | \$ 7,180.64 | 31.22% |
| | 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 | 135,378.41 | 34,271.59 | \$ 171,601.14 | 50.29% |
| Total Operating Budget | | \$ 54,695,125.67 | \$ 2,215,169.88 | \$ 12,309,388.64 | \$ 40,170,567.15 | 73.44% |
| 99970000 | Local Debt Service | \$ 1,225,976.67 | - | 262,672.22 | \$ 963,304.45 | 78.57% |
| 99970200 | Minor Capital Improvements | \$ 615,352.00 | - | - | \$ 615,352.00 | 100.00% |
| Total Capital Budget | | \$ 1,841,328.67 | \$ - | \$ 262,672.22 | \$ 1,578,656.45 | 85.73% |
| Grand Total | | \$ 56,536,454.34 | \$ 2,215,169.88 | \$ 12,572,060.86 | \$ 41,749,223.60 | 73.84% |

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.



The Transition from Remote to Hybrid Instruction 2020 – 2021 Academic Year

Milford School District Instructional Models 2020 - 2021

Face to Face Instruction



- Students return to full in-person learning and all scheduled courses will resume within the school setting. Healthy and safety precautions and protocols remain in place in accordance with health guidance.

Hybrid Model



- Students will participate in face to face instruction a portion of each week and participate in remote instruction the other portion. This will be a combination of synchronous and asynchronous learning (see below).
- In accordance with health and safety recommendations, the blended schedule provides for physical distancing within the classroom.
- In addition to distancing, students will be "cohorted", with precautions to reduce exposure to staff and peers outside the cohort as much as possible.

Remote Learning



- Students will participate in learning through remote instruction with their assigned teachers. This will be a combination of synchronous and asynchronous learning (see below).

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|-----------|-----------|-----------|-----------|-----------|
| Cohort A (Hybrid) | In-school | In-school | Remote | Remote | Remote |
| Cohort B (Hybrid) | Remote | Remote | Remote | In-school | In-school |
| Cohort C (Full-Remote) | Remote | Remote | Remote | Remote | Remote |

Morris Early Childhood Center

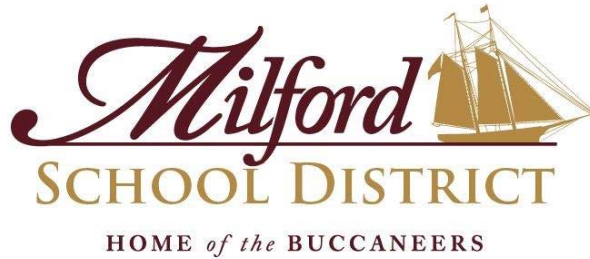
| | Remote Learning Experience | Hybrid Learning Experience | Notes |
|----------------------------------|--|--|---|
| Learning Schedule | M,T,TH,FR: 9:20 Morning Meeting 9:20-11:40 Instruction Related Arts synchronous lesson Wednesday: 9:20 Morning Check In Asynchronous Learning Spec. Ed and EL Interventions One on One Assessments | In Person Days: M,T Students A-L TH,FR Students M-Z 9:00-2:45 Instruction Remote Days: Wednesday and opposite days Asynchronous Learning Daily Teacher Check In | Small group interventions will be added to both in person and remote days once we complete the necessary testing and develop groupings. |
| Learning Expectations | Students will participate in both synchronous and asynchronous learning each day. | Students will participate both in person and remote learning opportunities throughout the week. Asynchronous lessons will be posted on remote days. | Remote teachers will be offering learning material pick up every 4 weeks to support online instruction. |
| Learning Outcomes | Lessons will follow our grade level scope and sequence and students will be working toward grade level standards. Student progress will be shared regularly. | | |

Banneker, Lulu Ross, Mispillion Elementary Schools

| | Remote Learning Experience | Hybrid Learning Experience | Notes |
|----------------------------------|---|---|---|
| Learning Schedule | M,T,TH,FR: Either AM 8:15-11:15 or PM 12-3. Class Meeting followed by ELA and Math Instruction; Science or Social Studies alternating by MP; Related Arts lesson Wednesday: 8:15 Morning Check In. Asynchronous Learning Spec. Ed & EL Interventions One-on-one Assessments | M/T or Th/F: In person instruction for Math and ELA with with related arts lessons, socially distant recess, breakfast and lunch. Social Studies/Science may be synchronous or asynchronous. Check in times with teacher on asynchronous learning days. Wednesday: 8:15 Morning Check In. Asynchronous Learning Spec. Ed & EL Interventions One-on-one Assessments | Small group interventions will be added to both in person and remote days once we complete the necessary testing and develop groupings. |
| Learning Expectations | Students will participate in both synchronous and asynchronous learning each day. | Students will participate both in person and remote learning opportunities throughout the week. Asynchronous learning opportunities will be posted on remote days. | Remote teachers will be offering learning material pick up to support online instruction. |
| Learning Outcomes | Lessons will follow our grade level scope and sequence and students will be working toward grade level standards. Student progress will be shared regularly. | | |

Milford Central Academy

| | Remote Learning Experience | Hybrid Learning Experience | Notes |
|------------------------------|--|--|---|
| Learning Schedule | <p>M,T,Th,F: 9:00-3:00 W: 9:00-11:00</p> <ul style="list-style-type: none"> ● Screentime breaks will be provided. <p>Wednesdays:</p> <ul style="list-style-type: none"> ● Full group check ins ● Asynchronous learning ● Small group support ● Spec. Ed and EL interventions | <p>In Person Days: M,T,Th, F: 9:00-3:00 W: 9:00-11:00 A (A-L) Cohort- In person on M, T B (M-Z) Cohort- In person on TH,FR</p> <p>Remote Days:</p> <ul style="list-style-type: none"> ● Wednesday and remote days consist of asynchronous learning. ● Daily teacher check ins. | <ul style="list-style-type: none"> ● All students take five classes. ● Four core and one expressive. ● Instructional time is the same for both hybrid and remote students. |
| Learning Expectations | Students will participate in both synchronous and asynchronous learning each day. | Students will participate in both in person and remote learning opportunities throughout the week. Asynchronous lessons will be posted on remote days. | Small group interventions will be added to both in person and remote days once we complete the necessary testing and develop groupings. |
| Learning Outcomes | <p>Lessons will follow our grade level scope and sequence and students will be working toward grade level standards.</p> <p>Students will receive feedback and grades from their assigned teachers.</p> | | |



Attendance Update

Board of Education

October 19, 2020



What you will learn:

- Review of our district attendance policy
- Internal business rules that work within our policy
- Strategies that are used throughout our district to support student attendance



District Attendance Policy

https://www.milfordschooldistrict.org/pdf/district/board_policy/5403.pdf

| Remote Learning | | | | |
|---|---------------------------|--|------------------------|--|
| Possible Access/ Completion Combinations | Confirmation of Access | Timely Submission of Assignment | Attendance Decision | Code in eSchool |
| Evidence of Access and Completion | Yes | Yes | Present | Do not click on the student name. |
| Evidence of Access, but not Completion | Yes | No | Present | Do not click on the student name. |
| No Evidence of Access or Completion | No | No | Absent | Click on name to indicate absence. |
| Evidence of Completion, but not Access | No | Yes | Self-Study (SS) | Click on name to indicate absence. Enter code Self-Study (SS) |
| Hybrid Learning (In-Person) | | | | |
| Possible Access/ Completion Combinations | Physical Attendance | Timely Submission of Assignments | Attendance Decision | Code in eSchool |
| Evidence of Attendance and Completion | Yes | Yes | Present | Do not click on the student name. |
| Evidence of Attendance, but not Completion | Yes | No | Present | Do not click on the student name. |
| No Evidence of Attendance or Completion | No | No | Absent | Click on name to indicate absence. |
| Evidence of Completion, but not Attendance | No | Yes | Self-Study (SS) | Click on name to indicate absence. Enter code Self-Study (SS) |



Total Percent of Daily Attendance

| | 2017 - 2018 | 2018 - 2019 | 2019 - 2020 | *2020 - 2021 |
|--------------------------------------|-------------|-------------|-------------|---|
| District | 94.97 | 94.71 | 96.05 | <i>*averaging 90%+ or higher at this time</i> |
| MHS | 93.88 | 93.9 | 95.24 | <i>*85%</i> |
| MCA | 95.30 | 94.30 | 95.83 | <i>*90%</i> |
| Banneker | 95.92 | 95.39 | 96.50 | <i>*95%</i> |
| Lulu Ross | 95.47 | 95.73 | 96.95 | <i>*97%</i> |
| Misphillion | 95.05 | 94.99 | 96.47 | <i>*95%</i> |
| Morris Early Childhood Center | 94.93 | 94.92 | 96.23 | <i>*97%</i> |

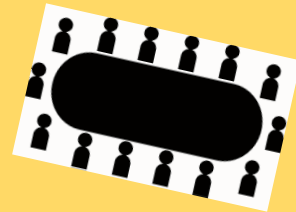
*Note:

The data for the 2020 - 2021 Academic Year is trending similarly as it has historically.



Attendance Strategies and Supports

- Dedicated staff members to assist with supporting attendance
 - Craig Warrington, Visiting Teacher
 - Registrars / Attendance Clerk, Secretaries
 - School Counselors / Mental Health Staff
- Home Visits
 - Calling cards from the District Visiting Teacher
- Automated phone calls
- Letters home Tardies versus full absence
- Request for medical documentation / parent excuses, etc.
- Host attendance mtgs
- Staff and student check-ins
- Attendance awards
- Assist with transportation where applicable
- Student Assistance Team Meetings to review student data
- Reconvene Individualized Educational Plans (IEP's) due to attendance concerns, when needed



Dear Parent/Guardian:

We believe that regular attendance at our schools in the Milford School District is necessary for academic success. The School Board has instituted new procedures for monitoring the attendance of all students, and each school must maintain accurate records.

Our records indicate that your child has been absent at least five **(5) unexcused school days**. This letter will serve as a **WARNING** per Board Policy 5403. A computer printout showing the specific days of attendance is attached. If our records do not agree, please contact the school **within 3 days** of receipt of this letter. If our records do agree, there is no need for you to contact the school at this time.

If you have any questions regarding this information, you may call the school at 430-7900. We would also encourage you to review the District Attendance Policy #5403 that is found on the Milford School District website at milfordschooldistrict.org.

Thank you for your prompt attention to these attendance concerns.

Sincerely,

Dear Parent/Guardian:

We believe that regular attendance at our schools in the Milford School District is necessary for academic success. The School Board has instituted new procedures for monitoring attendance of all students, and each school must maintain accurate records.

Our attendance records indicate that your child has been absent at least ten **(10) unexcused school days**. Your child has been referred to our Visiting Teacher as per District Attendance Policy #5403.

This letter will serve as an opportunity to verify our attendance records. A computer printout showing the specific days of attendance is attached.

Please contact Mr. Zoll at 430-7905 to set up a mandatory parent conference. We would also encourage you to review the District Attendance Policy #5403 that is found on the Milford School District website at milfordschooldistrict.org.

Thank you for your prompt attention to these attendance concerns.

Sincerely



906 Lakeview Avenue
Milford, DE 19963
302.422.1600

Craig Warrington
Visiting Teacher
cwarring@msd.k12.de.us

Milford School District

Milford, DE 19963

Date: _____

To: _____

Re: _____

I am sorry I missed you today. As the Truant Officer for the District, I am required to visit you at your residence or meet with you in my office at your convenience to review some important information regarding district attendance regulations with your child(ren). Please call me to set up an appointment so that we may be able to quickly resolve these issues. Thank you.

Milford School District
422-1600 (ext 222) office
381-4669 cell



Millford 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 Millford 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

5403

STUDENT ATTENDANCE, K-12

1.0. SCHOOL ATTENDANCE - STUDENT ABSENCES AND EXCUSES

The Milford Board of Education requires that all students attend school regularly and in accordance with the laws of the State of Delaware.

The Milford Board of Education expects every person residing in the Milford School District who has legal custody, guardianship, or legal control of students enrolled in Milford School District Schools to be informed and responsible for the regular and punctual patterns of attendance of all enrolled students in the District. Therefore, **at the beginning of every school year, each school shall notify each student and the parent of each student of the school attendance requirements of 14 Del. Code, Chapter 27, and the Milford School District.**

The Superintendent of Schools of the Milford School District is charged with maintaining a comprehensive system of attendance records. **Classroom teachers and building principals are to maintain accurate records of student attendance, absences and tardies throughout the entire school day.**

School sponsored activities are exempt and will not count toward the student's absentee record. However, students who approach the maximum number of allowed absences may be prohibited from participating in school-sponsored activities, unless otherwise required by Federal or State law. The final decision will be made by the building principal.

The parent/guardian and the student share the responsibility of developing the best possible attendance pattern. Parents/guardians can assist in this by doing the following to minimize absences from school:

1. Schedule medical and dental appointments after regular school hours.
2. Schedule family vacations at times that do not interfere with school.
3. Contact the school if a student absence will extend longer than three days.
4. Make arrangements for homebound instruction if your child is medically certified as unable to attend school for an extended period.

Letters to parent/guardian and phone calls (using the most recent contact information provided the school) will be used throughout the school year to inform parents/guardians and students of the accumulation of both EXCUSED and UNEXCUSED absences. Parents/Guardians are also encouraged to contact the school to inquire about student absences if questions arise.

The Milford Board of Education defines absences from school as either "**excused**" or "**unexcused**."

2.0. EXCUSED ABSENCES

The following will be considered excused absences with proper documentation:

- a. absence associated with student illness;
- b. absence associated with a family emergency with acceptable explanation;
- c. absence associated with a subpoenaed court appearance;
- d. absence associated with an appointment for treatment by a doctor or dentist, providing evidence of such is provided;
- f. absence associated with a suspension;
- g. absence associated with other reasons such as religious holidays, family vacations, college visits (11th & 12th Grades only), IDEA related testing, or as approved by the principal.
- h. absence associated with a community sponsored event (i.e. church, regional or national competition)

Students may be excused for documented chronic medical conditions verified by a doctor's letter of explanation on the school district form. This type of medical excuse is not valid for excusing colds, flu, or routine medical conditions such as allergies.

3.0. UNEXCUSED ABSENCES

Following the 10th unexcused absence by a student, the parents will receive a warning letter regarding truancy court. The following will be considered unexcused absences:

- a. absence for which no written note was provided by the person in control of the student;
- b. absence not considered excused by the principal;

4.0 PARENT NOTES

Parent notes may be used to document a student's EXCUSED absence from school with the following limitations:

- a. Written notes from Parents/Guardians will be permitted to excuse up to seven (7) days of absence per semester course or fourteen (14) for year-long programs. Additional documentation is required to excuse additional days.
- b. Parent/Guardian notes must be presented to the school within 5 days of the absence in order to be considered EXCUSED.
- c. Parent/Guardian notes for late to school or early dismissals will be counted as one of the limited number of notes as listed in "4.0 a."

5.0 RETENTION/DENIAL OF CREDIT FOR EXCESSIVE ABSENCES

Students are required to attend class regularly at the secondary level in order to receive academic credit for a course (Grades 9 – 12). Students in grades K – 8 are required to attend class regularly in order to receive the instruction necessary to be successful at the next grade level.

- a. Following the 7th day of an unexcused absence in a semester class or the 14th day of an unexcused absence in an entire year course, the building **administration** will meet with the student and the parent/guardian to discuss and attempt to rectify the attendance issue.
- b. Unless otherwise required by IDEA or Delaware law, after the 10th unexcused absence in a semester (for any reason) or 20th unexcused absence in an entire year course (for any

reason), the student will be denied credit for that course (Grades 9-12) or retained in the current grade (K-8).

- c. An attendance appeal process is established to provide reasonable explanation for extreme cases.
- d. If a student is denied credit for a course, he or she is expected to remain in the course to establish the needed pre-requisite coursework for future courses.
- e. Any student sixteen (16) years of age or older, who is absent more than fifteen (15) days unexcused in a semester course and/or absent thirty 30 days unexcused in a year-long course will be considered for an administration withdrawal ~~expulsion hearing~~ which will occur in accordance with procedural due process requirements.

6.0. TARDINESS

The term “tardy” will be defined as being late to school, class, or an activity, with or without permission of parents/guardian or school personnel. The District, in consultation with building staff, will establish a specific definition of what constitutes ‘being late to school, class or an activity.’ Consequences for violation of tardiness will be included in the district code of conduct. The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to the principal those students who in the teacher’s judgment are not making progress towards correcting the problem. **Students who accumulate more than twelve (12) lates to school shall be referred to the attention of the visiting teacher/home-school liaison just as excessive absence is reported. For reporting purposes (i.e. Truancy Court) four (4) tardies is the equivalent of one unexcused absence from school.**

7.0. DELAWARE REGULATIONS

‘Truancy’ or ‘truant’ shall refer to a pupil enrolled in grades kindergarten through twelve of a public school who has been absent from school for more than three school days during a school year without a valid excuse as defined in regulations of the board of education of the school district in which the pupil is or should be enrolled. The ***Delaware Code-Truancy, Title 14, Chapter 27, Subchapter II*** is as follows:

1. Notification to parents and students (§ 2724) of the school attendance requirements, including the procedures and penalties applicable to truancy, including notification of absences without an excuse (§ 2725) and truancy conferences
2. A policy that states that if a student has been absent from school without a valid excuse one or more days, the principal of the school may take such action as the principal considers appropriate. (§ 2726)
 - a. Following the 10th day of unexcused absence by a student, the school shall immediately notify the parent or parents or guardian and a visiting teacher for the district shall visit the student's home.
 - b. Following the 15th day of unexcused absence by a student, the student's parent or parents or guardian shall be notified by certified mail to appear at the school within 10 days of notification for a conference and counseling;
 - c. Following the 30th day of unexcused absence by a student, the school shall refer the case for prosecution;

- d. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within 5 school days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days.
- e. Following the tenth unexcused day of attendance by a student in grades 6 through 12 inclusive, the building principal shall notify a visiting teacher of such unexcused days.
- f. If contacted by the school pursuant to paragraph (d)(2) of this section, each parent or guardian of a student shall sign a contract with the district agreeing they will make every reasonable effort to:
 - (1) Have their child or children abide by the school code of conduct;
 - (2) Make certain their child attends school regularly and on time; and
 - (3) Provide written documentation for the reasons for any absence.

8.0. TRUANCY

A student will be considered truant if the student:

- a. fails to arrive at school when directed to attend by the person in control of the student;
- b. leaves school property without permission of the principal or designee; or
- c. is present on school property but not present at place or class assigned;
- d. has accumulated more than twelve (12) tardies to school during the school year.

A truant and the parent of a truant are subject to the administrative procedures, Truancy Court referral, and Court proceedings as established in 14 Del. Code, Chapter 27, Subchapter II. A parent who is determined to have violated Section 2702 of this title is guilty of an unclassified misdemeanor and the penalties are specified in Section 2729 of this title.

A student who is truant will be disciplined by the principal as appropriate to the circumstance associated with the truancy. A truancy conference will be held by the school principal as specified in Sections 2725 & 2726 of 14 Del. Code, Chapter 27.

9.0. ATTENDANCE OFFICER

The Delaware Code identifies the Superintendent of Schools as the attendance officer of the Milford School District and authorizes that person to investigate reasons for student absenteeism in order to seek ways to return the student to school.

The Milford School District is authorized to employ a visiting teacher/home-school liaison whose responsibility is to assist the superintendent by serving as a liaison between the school and home in matters of attendance.

The visiting teacher/home school liaison can be assigned to act as an enforcement officer to uphold the truancy laws of the State of Delaware if prior actions do not correct a school attendance problem.

10.0 ATTENDANCE APPEAL PROCESS

1. Each school building in the Milford School District shall establish an Attendance Appeal Committee, of no less than 5 people, comprised of the following personnel:
 - Building Administrator
 - Guidance Counselor
 - Teacher
 - Nurse
 - Visiting Teacher/Attendance Officer
 - Dean of Students (where applicable)
 - Other building staff as needed
2. Upon notification of credit denial (Grade 9-12) or retention (K-8) due to a violation of the attendance policy, parents/guardians have five (5) school days to respond to the building principal in writing with the desire to appeal the decision of the administration.
3. The parent/guardian must notify the building principal, in writing, within five (5) school days from the delivery of the notification from the attendance review committee if he/she requests to appeal the decision of the building attendance review committee. The parent should also include any relevant information and/or documentation necessary for the committee to make an informed decision.
4. After an appeal is requested, the Building Attendance Review Committee will convene within five (5) school days to review the information provided. A formal written decision of the building attendance review committee will be delivered to the parent/guardian within three (3) days of the appeal review. The Building Attendance Review Committee may affirm, reverse, or modify the decision of the administration.
5. The decision of the Building Attendance Appeal Committee may be appealed to the Superintendent or Superintendent's designee by providing written notification to the building principal within five (5) school days of receiving the written decision of the building attendance review committee. The Superintendent or designee will meet with the parents/guardians and student within five (5) school days to hear the case. A decision will be rendered and written notification provided to the parent/guardian within three (3) school days of hearing the case. The Superintendent or designee may affirm, reverse, or modify the decision of the building attendance review committee. The decision of the Superintendent or designee shall be final.

ADOPTED: 5/21/01

REVISED: 6/24/02; 6/28/04; 6/29/09; 11/28/11; 9/24/2012 (Retroactive to the beginning of the 2012-13 school year); 12/10/12.



Delaware 2-1-1 Press 4 A Collaborative Partnership

Launched July 14, 2020


DIAL 2-1-1 and PRESS 4
For Student Help and More



Dial 2-1-1 Press 4 for Student Help and More.

- **Why?**
 - A resource to help kids succeed and parents be supported.
- **What?**
 - Connecting youth and their families to solutions to identified needs.
- **Who?**
 - Parents / Guardians

NOTE: Not limited to summer supports only - exploring expansion of key initiative to year-round supports




Initial Collateral

Help students catch their stride this summer.


At-home learning can be a challenge for families and students. 211 has FREE resources to help.

Dial 2-1-1 and Press 4 today


- ✓ Safe summer learning programs
- ✓ Summer feeding locations
- ✓ Virtual tutoring support
- ✓ Internet access and devices




DIAL 2-1-1
and Press 4





TEXT ZIP CODE
to 898211





VISIT
delaware211.org





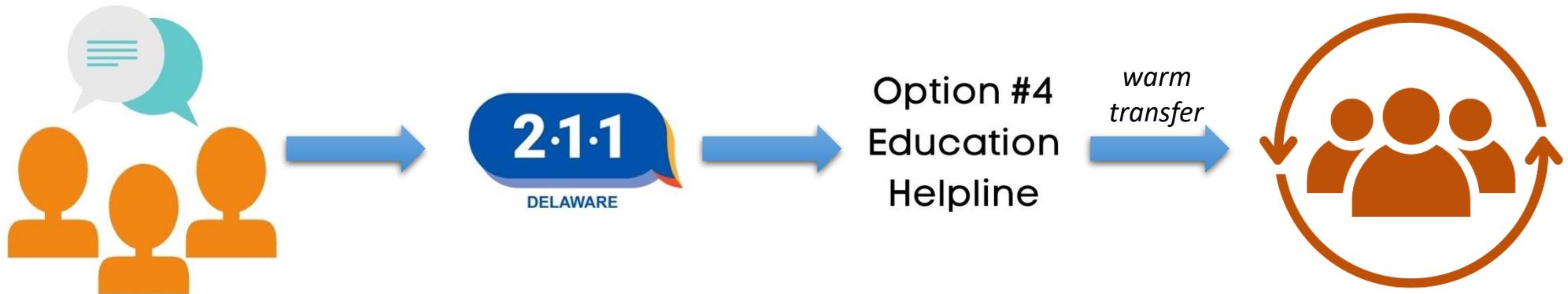






Partnering Districts: Appoquinimink, Caesar Rodney, Christina, Colonial, Indian River, Red Clay and Seaford

How It Works - Initiation



How It Works - Resolution

5. Update tracking database, 2-1-1 and school district / charter



4. Initiate warm handoff of participant to appropriate community partner(s)



3. Share potential solutions with participant



1. Collaborate with community partners to identify resolution



2. Inform contact with school district / charter

How It Works – Your Support



- **Share.**
 - Help us reach the families that could use this resource. (Email, social media etc.)
- **Build the bench.**
 - Help us to recruit *mentors* and *tutors*.
- **Capacity.**
 - Be a thought leader and join our planning committee.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5313

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 H(1)(c) 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 H(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.
5. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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. 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.
- I. 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 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.

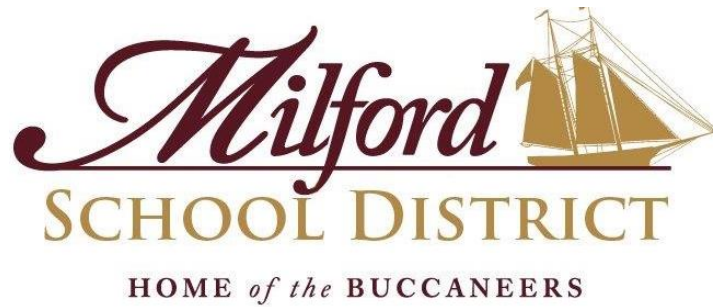
9. Internet Safety Policy

- 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



DPAS II | 2020-2021 Updates

Evaluation Cycle

- **November 1, 2020 – Begin evaluations**
- **Novice educators**
 - **Progress to next step of cycle**
 - **2 evaluations (1 announced / 1 unannounced)**
- **Experienced Educators**
 - **Remain on current cycle**
 - **1 evaluation**

Evaluations

- **Components included:**
 - **Planning & Preparation**
 - **Classroom Environment**
 - **Instruction**
 - **Professional Responsibilities**
- **Fewer criteria in each component**
- **Components weighted the same**
- **Remote and hybrid evaluations**
- **Component I and Component IV forms optional**

Component 5: Student Improvement

- **Component 5 does not factor into summative evaluation**
- **Educators set two goals**
 - **Student learning goal**
 - **Goal aligned with professional growth or social/emotional needs of students**

BOARD AGENDA

October 19, 2020

PERSONNEL REPORT – *Action Item*

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

BROWN, Marshall
High School – Special Education Teacher
Effective: TBD

OAKES, Tammy
Ross – Elementary Teacher
Effective: October 26, 2020

SCHULER-KOLTUK, Tanya
High School – World Language Teacher
Effective: TBD

RECOMMEND FOR EMPLOYEMENT

WATSON, Sandra
Mispillion – 4.0 Hour Child Nutrition Worker
Effective: October 22, 2020

SMITH, Robin
Central – 5.5 Hour Child Nutrition Worker
Effective: October 26, 2020

TRANSFER

HALL, Melanie
From Mispillion 4.0 hour Child Nutrition to High School 6.5 hour Child Nutrition
Effective: October 26, 2020

GARDNER, Gladys
From Central Academy 5.5 hour Child Nutrition to High School 6.5 hour Child Nutrition
Effective: October 26, 2020

VEROY, Angie
From Ross Part-Time Paraprofessional Educational Support to Ross Full-Time Paraprofessional World Language
Effective: October 26, 2020

CROCE, Robert
From District Student and Family Interventionist to Ross Elementary School Counselor
Effective: October 26, 2020

SIMON, John
From Central/Ross Elementary Night Custodian to Ross Elementary Day/Night Custodian
Effective: October 26, 2020

Daniels, Shronda
From High School 3.0 Hour Child Nutrition Floater to Banneker 3.0 Child Nutrition Worker
Effective: October 26, 2020

RETURN FROM RIF

SMITH, Sharone
Ross – Part –Time Paraprofessional Educational Support
Effective: October 20, 2020

RESIGNATIONS

MUELLER, Alexandra
High School – Special Education Teacher
Effective: October 30, 2020
Service to MSD: 2 months

BROWN, Brandon
Ross –School Counselor
Effective: November 6, 2020
Service to MSD: 1 year

FITZWATER, Mark
Central Academy –School Counselor
Effective: October 28, 2020
Service to MSD: 1 year

RETIREMENT/RESIGNATION

HEIMBAUGH, Denise
Ross – Elementary Teacher
Effective: October 16, 2020
Service to MSD: 23 years

*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.