



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, FEBRUARY 24, 2020 AT 6:00 PM
PUBLIC SCHOOL BOARD MEETING
MILFORD CENTRAL ACADEMY**

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. Miller

_____ Mrs. J. Purcell

_____ Mr. K. Thompson

_____ Mr. D. Vezmar

_____ Mrs. R. Wiley

_____ Mrs. J. Wylie

3. Adjournment to Executive Session

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 active litigation.

4. Introduction of Visitors

5. Pledge of Allegiance

6. Approval of Minutes

A. Regular Meeting Minutes for January 27, 2020 Action Item (Attachment)

B. Regular Meeting Minutes for January 30, 2020 Action Item (Attachment)

7. Changes and Additions to Agenda (items that arose after posting and cannot be deferred, if any)

8. Public Comment

9. **Board Discussion**
 - A. Protection of the Privacy Rights of Students
 1. Draft Board Policy 5313 Protection of the Privacy Rights of Students **Action Item** (Attachment)
 2. Draft Board Policy 5313A Protection of the Privacy Rights of Students – Immigration Officials **Action Item** (Attachment)
 - B. Board Committees
 1. Board Policy 8106 Board Committees
 - C. DSBA Updates
10. **Superintendent Reports – Dr. Kevin Dickerson**
 - A. Recognition and Accomplishments
 - B. Upcoming Events
 - C. Draft Board Policy 5110 8th Grade MHS Athletic Participation **Action Item** (Attachment)
 - D. Milford Middle School (Lakeview Avenue) Committee Update
 - E. Milford Community Wide Clean-Up – Saturday, April 4th (8–10:30 AM)
 - F. Board Policy 3101 Facilities Management – Category III User Classifications (Attachment)
11. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Report as of January 31, 2020 **Action Item** (Attachment)
 - B. Draft Revised Board Policy 4224 Leave of Absence **Action Item** (Attachment)
 - C. Child Nutrition Equipment Purchase – MHS Dishwasher **Action Item** (Attachment)
 - D. Legislative Discussion
12. **Personnel – Dr. Jason Peel**
 - A. Personnel **Action Item** (Attachment)
 - B. Draft Revised Board Policy 4330 Employee of the Year Awards **Action Item** (Attachment)
 - C. Teacher of the Year Committee Member
 - D. Educational Support Professional of the Year Committee Member
13. **Instruction and Student Programs**
 - A. **Director of Student Learning – Dr. Bridget Amory**
 1. Field Trips **Action Item** (Attachment)
 2. Odyssey of the Mind Regional Competition
 3. School Choice Applications 2020-2021 **Action Item** (Attachment)
 - B. **Director of Student Services – Ms. Laura Manges**
14. **Administrative Services**
 - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
 1. Banneker Parking Lots
 2. Elementary Boundaries
 3. MHS Gymnasium HVAC / Library
15. **Adjournment**

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – JANUARY 27, 2020
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

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

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Dr. Stevenson
Mr. Parsley
Mr. Zoll
Mrs. Alfaro
Mrs. McKenzie
Mrs. Hallman
Mrs. Wallace

Public

S. Whaley
G. Mason
B. Baylis
C. Kimmel
C. Bontrager
D. Mitchell
Z. Childress
K. Wagner
S. Powell
E. Rust

Media: Brooke Schultz, DE State News

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Monday evening, January 27, 2020 in the Milford Central Academy Cafeteria.

ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND LEGAL MATTERS.

- A. Personnel Matters – See 29 Del. C. § 10004(b)(9)
- B. Legal Matters – See 29 Del. C § 10004(b)(4)

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER to adjourn into Executive Session at 6:16 PM. **Motion carried unanimously.**

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. VEZMAR to adjourn Executive Session at 7:10 PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR to approve the minutes for the December 16, 2019 Regular Board Meeting. **Motion carried unanimously.**

RECOGNITIONS AND ACCOMPLISHMENTS

Dr. Dickerson congratulated Ross Elementary (Tenesha Duffy and Karen Fitzpatrick) for earning \$1,450 and Central Academy (Alexandra March) for earning \$1,000 for Cash Class. Hertrich's was also thanked for providing \$2,100 to support student literacy and reading programs in the elementary schools.

DSEA recognized Morris Early Childhood Center Chief Custodian, Kenny Reynolds, with the School Support Professional of the Month award on Wednesday, December 18th. Congratulations to Mr. Reynolds; the District appreciates the excellent job he continues to do.

Thank you to United Church for donating coats to Ross Elementary's students in need on January 15th.

The College Sports Information Directors of America, in association with The Associated Press and the Fiesta Bowl Organization, selected MHS 2014 graduate and Salisbury University student-athlete **Octavion Wilson** as the 2019 Mayo Clinic Comeback Player of the Year for college football. He overcame life obstacles and persevered to lead Salisbury University in receiving and to the Division III College Football Elite 8.

Congratulations to Salisbury University's Tyler Norwood, 2016 MHS graduate, for being selected to the Second Team Division III All-American football team as offensive tackle. Brion Murray, 2017 MHS graduate, had six tackles and an interception for Virginia Tech vs. Kentucky in the Belk Bowl televised by ESPN on New Year's Eve.

PUBLIC COMMENT

Zach Childress, United Church Campus Pastor, addressed the Board thanking them for the temporary rental use of Milford High School.

SUPERINTENDENT REPORTS

Upcoming Events

Dr. Dickerson reminded everyone of the upcoming events throughout the district. Congresswoman Lisa Blunt Rochester will be at Banneker Elementary on Tuesday, February 18th, in honor of Black History Month.

RAVE Panic Button App

Dr. Dickerson stated Morris Early Childhood Center, Milford Central Academy, and Milford High School had initial training with the RAVE Panic Button App. Training will continue in February for Banneker Elementary, Mispillion Elementary, and Ross Elementary.

Board Policy 5313 Protection of the Privacy of Students

Dr. Dickerson presented the first read of Board Policy 5313 Protection of the Privacy of Students.

Board Policy 5313A Protection of the Privacy of Students – Immigration Officials

Dr. Dickerson presented the first read of Board Policy 5313A Protection of the Privacy of Student – Immigration Officials.

Mr. Baltazar-Lopez would like to see board polices translated in Spanish on the website. Dr. Dickerson says the district will comply beginning with the most recently approved policies.

DSBA Updates

Mrs. Wiley reported Brandywine School District released a resolution advocating for the state to make changes with the current state assessment system.

ADMINISTRATIVE SERVICES

Ross Classroom Flooring

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. THOMPSON to approve Tri State Carpet, Inc. for installing classroom tile flooring at Ross Elementary during the summer of 2020 at a cost of \$29,995.00. **Motion carried unanimously.**

Waste Disposal

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER to approve Waste Industries dba GFL Environmental for the district trash removal. This will lower the district's cost for trash removal. **Motion carried unanimously.**

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. WYLIE to approve the Revenue and Expenditure Report as of December 31, 2019. **Motion carried unanimously.**

DOE Financial Position Report

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER to approve the DOE Financial Position Report as of December 31, 2019. **Motion carried unanimously.**

Final Fiscal Year 2020 Revenue and Expenditure Budgets

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. PURCELL to approve the Final Fiscal Year 2020 Revenue and Expenditure Budgets. **Motion carried unanimously.**

Board Policy 4224 Leave of Absence

Mrs. Croce presented the first read of Board Policy 4224 Leave of Absence.

Legislative Discussion

Mrs. Croce reported on HB238 Relating to Optional Mid-Year Unit Count, SB203 Relating to Speech Services for Exceptional Children in Homeschools, and SB204 Requiring Schools to Start Each School Year after Labor Day.

PERSONNEL

Personnel Report

TRANSFER

BOONE, Courtney

Transfer from Child Nutrition 5.5 hours to Child Nutrition 6 hours Banneker
Effective: January 28, 2020

JANKOWSKI, Holly

Transfer from Child Nutrition 5 hours to Child Nutrition 6 hours Banneker
Effective: January 28, 2020

LEARY, Amy

Transfer from Child Nutrition 3 hours to Child Nutrition 5 hours Banneker
Effective: January 28, 2020

RECOMMEND FOR EMPLOYMENT*

HENDERSON, Christa

Ross – Full-Time Paraprofessional – Ed Support
Effective: January 28, 2020

HUDSON, Damien

Central Academy – Night Custodian
Effective: January 29, 2020

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

KIRKPATRICK, Megan

Mispillion – Elementary Teacher
Effective: January 28, 2020 and ending June 30, 2020

TONKIN, Jamie
Central Academy – Special Education Teacher
Effective: January 28, 2020 and ending June 30, 2020

TERMINATION
Case # 20-127-32

RESIGNATION
SEITZ, Christine
Mispillion – Elementary Teacher
Effective: January 27, 2020
Service to MSD: 5 months

BOYD, Bryan
High School – Social Studies Teacher
Effective: February 26, 2020
Service to MSD: 5 years

RETIREMENT
PETERMAN, Cynthia
Ross – Elementary Teacher
Effective: June 30, 2020
Service to MSD: 37 years

CORDER, Wanda
Ross – Elementary Teacher
Effective: June 30, 2020
Service to MSD: 29 years

LOPEZ, Leesa
Ross – Elementary Teacher
Effective: June 30, 2020
Service to MSD: 26 years

BURKE, Sheree
Ross – Speech/Language Pathologist
Effective: August 12, 2020
Service to MSD: 17 years

PORTER, Linda
Banneker – Child Nutrition
Effective: December 31, 2019
Service to MSD: 14 years

GEORGE, Diane
Central Academy – Full-Time Paraprofessional
Effective: February 29, 2020
Service to MSD: 11 ½ years

OUTTEN, Ken
High School – Science Teacher
Effective: May 15, 2020
Service to MSD: 25 years

DAVIS, Carol
Ross – Full-Time Paraprofessional
Effective: June 30, 2020
Service to MSD: 19 years

RECOMMEND FOR EMPLOYMENT - AHOY

Ross
Alicea, Cindy

RESIGN EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES8

Central	Advisor, National Honor Society	Hamilton, Michelle
High	Lacrosse Coach, Asst.	Boyd, Brian

RECOMMEND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES*

Central	Coordinator, Science Olympiad	Powell, Jackie
Central	Track Coach, Asst	McPhatter, Robert
High	Theatrical Choreography	Ball, Becky (NE)

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

MOTION MADE BY MR. MILLER/SECONDED BY MRS. Wylie that the Board approve the Personnel Report as written. **Motion carried unanimously.**

Board Policy 4330 Employee of the Year Awards

Dr. Peel presented the first read of Board Policy 4330 Employee of the Year Awards.

INSTRUCTION AND STUDENT PROGRAMS

Student Learning

Field Trips

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. BALTAZAR-LOPEZ to approve the out-of-state field trips for the MHS Public Health program and Banneker 1st grade. **Motion carried unanimously.**

2020-2021 School Year Calendar

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER to approve the 2020-2021 School Year Calendar with corrections. **Motion carried unanimously.**

Elympics

Dr. Amory reported that students would be participating in academic competitions during the Elympics at Ross Elementary on February 8, 2020 from 10:00AM – 3:00PM. Lunch will be served. The Award Ceremony for grades 1 & 2 are at 1:00PM and the Award Ceremony for grades 3, 4, & 5 are at 3:00PM. Volunteers are needed and all are welcome to come and watch. Other districts will be visiting to watch the competition and hopefully a future state competition will be organized.

Student Services

Special Olympics

Ms. Manges presented regarding Milford School District's Special Olympics participation in December. The powerpoint presentation showed students participating in the basketball events, enjoying the activities and being presented with awards.

BOARD DISCUSSION

Mr. Baltazar-Lopez suggested for the state to create the Delaware School Climate Survey in Spanish and Creole for English Learner students and families. Ms. Manges noted that the state has paper versions of the survey in other languages. Mr. Baltazar-Lopez noted the board policy regarding standing committees of the board and questioned why this policy exists. The policy will be discussed at a future meeting.

ADJOURNMENT

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER that the Regular Meeting of the Milford Board of Education held on Monday, January 27, 2020 adjourn at 8:28 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

DRAFT

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – JANUARY 30, 2020
DISTRICT OFFICE CONFERENCE ROOM

Board Members

Mrs. R. Wiley – President
Mrs. J. Purcell –V. President
Mr. R. Baltazar-Lopez -6:12PM
Mr. J. Miller
Mr. K. Thompson -6:12PM
Mr. D. Vezmar
Mrs. J. Wylie
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Mrs. Croce

Public

E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:05 PM on Thursday evening, January 30, 2020 in the District Office Conference Room.

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND LEGAL MATTERS.

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

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER to adjourn into Executive Session at 6:05 PM. **Motion carried unanimously.**

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. WYLIE to adjourn Executive Session at 8:14PM. **Motion carried unanimously.**

PERSONNEL

No action taken.

ADJOURNMENT

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. THOMPSON that the Regular Meeting of the Milford Board of Education held on Thursday, January 30, 2020 adjourn at 8:15 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

PROTECTION OF THE PRIVACY RIGHTS 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 C.

In the event Federal, State or Local agents request access to any student or student records, the Superintendent or Designee shall be notified immediately and may intervene if necessary. A judicial order or issued subpoena presented to the school must be further presented to and reviewed by the Superintendent or Designee.

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, 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.

- 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" – 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:
 - . Maintained apart from the records that are directly related to a student and are
 - a. Maintained solely for law enforcement purposes and are
 - b. 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; relate exclusively to the individual available for use for any other purpose not including a student who is employed by the District as a result of his or her status as a student.
 4. Records relating to an Eligible Student that are:
 - . Created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or

paraprofessional capacity of assisting in that capacity

- a. Created, maintained or used only in connection with the provision of treatment to the student and
 - b. 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.

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.

3. 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.

4. 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:
 - c. Their rights as listed in this policy.
 - d. 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.
 - e. 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.

- f. 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.
 5. 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 staff in-service prior to the students' first school day of each school year.

ADOPTED:

DRAFT

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5313A

PROTECTION OF THE PRIVACY RIGHTS OF STUDENTS – IMMIGRATION OFFICIALS

As referenced in Milford School District Board Policy 5313, 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 Milford School District Board Policy 5313. 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 of Milford School District Board Policy 5313.

In the event U.S. Immigration and Customs Enforcement (ICE) officials, or any other federal, state or local law officials acting to enforce immigration laws enter upon school property or vehicles for purposes of enforcement or to inquire about students' immigration status or records, the official(s) shall be referred to the Office of the Superintendent and the Superintendent or Designee shall be notified immediately. In addition, any School or District personnel who are approached or contacted by ICE or other immigration officials requesting permission to enter a school or seeking disclosure of student educational records or other information of a student or their family member(s) are directed to refer the official(s) to the Office of the Superintendent and immediately contact the Superintendent or Designee. In these situations, School and District personnel shall protect all non-publicly available information about students and their families in accordance with FERPA.

The Superintendent or Designee will not authorize the entry of, or disclosures to, ICE or other immigration officials absent a valid court order, subpoena, or other appropriate written authority, or as may otherwise be required by law. A judicial order or issued subpoena presented to a School must be further presented to and reviewed by the Superintendent or Designee.

ADOPTED:

EIGHTH GRADE HIGH SCHOOL INTERSCHOLASTIC ATHLETICS PARTICIPATION

PILOT POLICY

In accordance with Delaware Interscholastic Athletics Association (DIAA) regulations and approval, rising eighth graders who have been in regular attendance at Milford Central Academy for at least one full school year immediately prior to the eighth grade are eligible to represent Milford High School in high school interscholastic athletics in all Milford High School sports except football (eighth graders are not eligible to try out for or participate in high school football). Further clarification of eighth grade eligibility includes the following DIAA provisions:

- Students who transfer into Milford Central Academy for the eighth grade are ineligible to represent the Milford High School at any level in any interscholastic sport.
- An eighth grade student who participates in a junior varsity or varsity contest at the high school level shall be ineligible to participate at the middle school level (Milford Central Academy) in the same sport during the same season.
- This policy does not preclude an eighth grade student from participating in a tryout at Milford High School while still retaining middle school eligibility.
- Sixth and seventh grade students shall not be permitted to participate on Milford High School interscholastic teams.
- Eighth grade students who are enrolled in Milford Central Academy and are eligible to participate at Milford High School begin their five years of eligibility for high school participation the first year they enter eighth grade.

This policy is intended to increase student participation in interscholastic athletics throughout the district, as well as facilitate the development of Milford School District student-athletes in interscholastic athletics and the development of Milford School District interscholastic athletics programs across the middle school and high school levels. The following is guidance for eighth grade participation in Milford High School interscholastic athletics:

- The premise of this policy is to provide advanced interscholastic athletics opportunities for eighth grade students who are able to be competitive at the high school level. Students who participate on high school sports teams should have the athletic ability and maturity to be competitive at the high school level.

- Prior to each sports season, the Athletic Director will host a parent/guardian informational meeting for parents/guardians of Milford Central Academy eighth grade students interested in participating on a Milford High School sports team during that season. This meeting will include Milford High School coaches for that sports season.
- Interested eighth graders should attend the tryout dates for the high school sports teams and be evaluated by the coaches for their ability to be able to make the team and compete at the high school level.
- Eighth graders who try out for a high school sports team are not guaranteed to make the high school team for which they try out. Eighth graders who do not make the high school team, are still eligible to try out for the Milford Central Academy team in that same sport. Eighth graders who do not make the high school team are not guaranteed selection to the Milford Central Academy team in that same sport.
- In situations where Milford High School sports teams have low numbers in the program or may not be able to fill out junior varsity and varsity teams, the Milford High School head coach may consult with the Milford Central Academy head coach, Athletic Director and Milford Central Academy principal in regards to whether there are any eighth graders with the ability and maturity to compete at the high school level. If there are any identified eighth graders, then the Athletic Director must consult with the parent/guardian and receive the parent/guardian's permission for the student to participate on the high school sports team.

This policy is to be evaluated in March 2021 for its effectiveness and possible continuation.

ADOPTED:

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

3101

FACILITIES MANAGEMENT

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

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

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

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

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

Adopted: 09/24/12

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

Operational Procedures and Guidelines for Facilities Use and Rentals Applications

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

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

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

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

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

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

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

User Classifications:

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

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

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

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

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

17. DIAA Officials' Organizations

R-1.3

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

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

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

Fee Requirements:

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

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

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

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

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

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

Application and Approval Procedures:

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

Fees:

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

Personnel Expenses:

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

MILFORD SCHOOL DISTRICT FACILITY RENTAL FEES – 3 HR MINIMUM

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

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

Additional Charges*

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

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

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

MILFORD SCHOOL DISTRICT

906 LAKEVIEW AVENUE

MILFORD, DELAWARE 19963

APPLICATION FOR USE OF SCHOOL FACILITIES

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

Name of Organization or Group: _____

Name of Person Responsible for Rental: _____

Address for Mailing Permit & Billing: _____

Telephone: Home: _____ Cell: _____ Work: _____

Name of Event: _____

Signature of Person Responsible for Rental: _____ Date: _____

Facilities Requested

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

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

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

Plan for Security: _____

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

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

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

Address: _____

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

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

Application Fee:	\$35.00	Total:	\$35.00
Area(s) to be Rented Fee(s):	See Current Building Rental Fees	Total:	\$ _____
Custodial Fee(s):	\$40.00 Hourly Rate X Hours	Total:	\$ _____
Food Service Fee(s):	\$40.00 Hourly Rate X Hours	Total:	\$ _____
Technician Fee(s):	\$50.00 Hourly Rate X Hours	Total:	\$ _____
_____ Superintendent Waiver Applicable:	Deduction Amount: \$ _____	Total:	\$ _____
TOTAL AMOUNT DUE:		Total:	\$ _____

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

Method of Payment: _____

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

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

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

Police Coverage Required: Yes _____ No _____

Final Approval by District: _____

Final Accounting – Final Billing—NO CASH ACCEPTED

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

RULES AND REGULATIONS FOR RENTING MILFORD SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

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

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

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

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

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 61,110.00	11,917.77	13,956.97	\$ 35,235.26	57.66%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 60,197.00	2,044.16	23,843.71	\$ 34,309.13	56.99%
9180672A	Lulu M. Ross Elementary School	\$ 81,960.00	3,348.14	25,612.07	\$ 52,999.79	64.67%
9180673A	Misplion Elementary School	\$ 62,838.00	1,245.64	24,786.04	\$ 36,806.32	58.57%
9180675A	Milford Central Academy	\$ 129,646.00	3,903.18	63,250.68	\$ 62,492.14	48.20%
9180678A	Milford Senior High School	\$ 157,382.50	16,268.02	55,253.64	\$ 85,860.84	54.56%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	8,044.00	\$ 956.00	10.62%
	School Resource Officer	\$ 165,000.00	7,532.50	157,467.50	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 180,000.00	32,061.92	43,636.10	\$ 104,301.98	57.95%
99900300	District Expenditures	\$ 35,000.00	2,500.00	5,206.45	\$ 27,293.55	77.98%
	School Safety and Security	\$ 142,663.55	6,250.00	134,214.34	\$ 2,199.21	1.54%
	Public Relations and Communication	\$ 3,000.00	592.79	2,530.39	\$ (123.18)	-4.11%
	Copy Center (District Wide)	\$ 98,500.00	39,359.10	55,354.99	\$ 3,785.91	3.84%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	285.66	1,020.13	\$ 194.21	12.95%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	5,346.06	\$ 24,653.94	82.18%
	Educator Accountability (State Grant)	\$ 1,044.58	-	-	\$ 1,044.58	100.00%
	Student Success Block Grant (Reading)	\$ 81,102.00	-	36,047.56	\$ 45,054.44	55.55%
	Opportunity Grant Mental Health - Ross	\$ 155,364.00	-	54,615.97	\$ 100,748.03	64.85%
	Education Opportunity Grant	\$ 871,300.00	-	221,237.46	\$ 650,062.54	74.61%
	Recognition School Award - Ross	\$ 8,000.00	-	-	\$ 8,000.00	100.00%
	Summer School	\$ 30,000.00	-	36,187.39	\$ (6,187.39)	-20.62%
	Translators	\$ 20,000.00	-	2,776.24	\$ 17,223.76	86.12%
	Extra Time Programs	\$ 30,000.00	-	9,513.01	\$ 20,486.99	68.29%
	Curriculum and Instruction	\$ 222,591.34	6,446.35	73,643.92	\$ 142,501.07	64.02%
99920700	Athletics - High School	\$ 170,000.00	20,301.37	90,289.22	\$ 59,409.41	34.95%
	Athletics - Milford Central Academy	\$ 30,000.00	1,606.75	23,860.86	\$ 4,532.39	15.11%
99920800	Driver's Education	\$ 16,172.00	-	11,670.92	\$ 4,501.08	27.83%
99930200	Tuition - Special Services	\$ 579,500.00	500.00	145,740.44	\$ 433,259.56	74.76%
	Tuition - Special Services - ILC	\$ 285,500.00	4,227.31	127,714.68	\$ 153,558.01	53.79%
	Unique Alternatives (State Funds)	\$ 454,384.88	-	177,775.11	\$ 276,609.77	96.89%
99930300	Special Services	\$ 49,000.00	11,338.98	24,323.09	\$ 13,337.93	27.22%
	Student Success Block Grant (K-3 Basic)	\$ 107,560.00	-	39,429.34	\$ 68,130.66	
	Special Services - State Related Services	\$ 98,660.30	10,770.50	40,777.00	\$ 47,112.80	47.75%
99940100	Contingencies and One-Time Items	\$ 300,000.00	5,720.00	52,022.52	\$ 242,257.48	80.75%
99940200	Division I/Formula Salaries	\$ 25,459,618.49	-	18,166,943.94	\$ 7,292,674.55	28.64%
99940300	Division II - Vocational	\$ 103,868.00	1,323.00	17,133.75	\$ 85,411.25	82.23%
99940400	Division III/Local Salaries	\$ 10,750,000.00	-	6,178,495.05	\$ 4,571,504.95	42.53%
	Union agreed Limited Contracts	\$ 365,000.00	-	173,853.78	\$ 191,146.22	52.37%
99940500	Title I	\$ 1,909,792.00	34,841.18	414,994.86	\$ 1,459,955.96	76.45%
	Title II	\$ 351,701.00	-	-	\$ 351,701.00	100.00%
	Title III	\$ 54,120.00	-	1,192.37	\$ 52,927.63	97.80%
	IDEA Part B	\$ 1,086,566.00	49,331.42	135,362.65	\$ 901,871.93	83.00%
	IDEA Preschool	\$ 53,718.00	27,464.00	17,536.00	\$ 8,718.00	16.23%
	Perkins	\$ 162,937.21	6,365.16	38,647.78	\$ 117,924.27	72.37%
	Homeless	\$ -	-	-	\$ -	
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 94,324.00	-	94,324.00	\$ -	0.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	909.83	28,758.73	\$ 77,331.44	72.27%
99940810	Technology Equipment & Repair	\$ 272,800.00	12,774.94	166,345.95	\$ 93,679.11	34.34%
	Technology Block Grant	\$ 106,916.00	98,812.59	8,103.41	\$ -	0.00%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	7,500.00	\$ 7,500.00	50.00%
	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	694.31	9,098.35	\$ 207.34	2.07%
99960000	Child Nutrition Operations	\$ 2,070,000.00	314,257.67	1,462,320.83	\$ 293,421.50	14.17%
	Cafeteria Salaries	\$ 594,271.00	-	351,175.30	\$ 243,095.70	40.91%
99960100	Facilities Maintenance	\$ 90,000.00	12,882.75	49,166.00	\$ 27,951.25	31.06%
	Custodial Services and Supplies	\$ 90,000.00	22,814.75	59,830.74	\$ 7,354.51	8.17%
99960200	Operations and Utilities	\$ 297,000.00	49,227.79	180,389.30	\$ 67,382.91	22.69%
	Energy Division II	\$ 777,159.00	258,423.91	379,588.92	\$ 139,146.17	17.90%
99960300	State Transportation	\$ 3,075,579.02	1,537,846.09	1,533,414.14	\$ 4,318.79	0.14%
	State Homeless Transportation	\$ 226,000.00	55,772.80	167,227.20	\$ 3,000.00	1.33%
	State Foster Transportation	\$ 42,150.00	2,123.00	22,877.00	\$ 17,150.00	40.69%
	Transportation Supplies	\$ 1,000.00	461.44	308.63	\$ 229.93	22.99%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	560.00	21,465.78	\$ 974.22	4.24%
	Local Activities Transportation	\$ 3,000.00	-	978.59	\$ 2,021.41	67.38%
	Local Homeless Transportation Match	\$ 25,100.00	5,284.20	18,586.80	\$ 1,229.00	4.90%
	Local Transportation Match	\$ 341,251.14	170,871.84	171,140.36	\$ (761.06)	-0.22%
Total Operating Budget		\$ 53,350,847.01	\$ 2,853,262.81	\$ 31,665,908.01	\$ 18,831,676.19	35.30%
99970000	Local Debt Service	\$ 1,417,841.37	-	1,031,227.39	\$ 386,613.98	27.27%
99970200	Minor Capital Improvements	\$ 680,552.00	75,046.39	72,132.97	\$ 533,372.64	78.37%
Total Capital Budget		\$ 2,098,393.37	\$ 75,046.39	\$ 1,103,360.36	\$ 919,986.62	43.84%
Grand Total		\$ 55,449,240.38	\$ 2,928,309.20	\$ 32,769,268.37	\$ 19,751,662.81	35.62%

*Note: Budgets are based on the final budget allocations as voted by the MSD Board of Education
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

MILFORD SCHOOL DISTRICT
Fiscal Year 2020 Monthly Revenue Report
As of January 31, 2020
58% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2020 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	25,457,433.38	25,457,433.38	100.00%
Cafeteria Salaries	594,271.00	594,271.00	100.00%
Division II, All Other Costs	897,770.00	897,770.00	100.00%
Division II, All Other Costs - VOC	103,868.00	103,868.00	100.00%
Division II, Energy	777,159.00	777,159.00	100.00%
Division III, Equalization	5,639,274.00	5,639,274.00	100.00%
State Transportation	3,075,579.02	3,075,579.02	100.00%
Homeless Transportation	226,000.00	226,000.00	100.00%
Foster Care Transportation	42,150.00	42,150.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	98,660.30	98,660.30	100.00%
Drivers' Education	16,172.00	16,172.00	100.00%
Unique Alternatives	454,384.88	454,384.88	100.00%
Professional Development	391.34	391.34	100.00%
Delaware Sustainment Fund	798,877.00	798,877.00	100.00%
Technology Block Grant	106,916.00	106,916.00	100.00%
Educator Accountability (CPR)	1,044.58	1,044.58	100.00%
World Language Expansion	30,000.00	30,000.00	100.00%
Education Opportunity Grant	871,300.00	871,300.00	100.00%
Education Opportunity Grant - Mental Health (Ross)	155,364.00	155,364.00	100.00%
Student Success Block Grant - K-3	107,560.00	107,560.00	100.00%
Student Success Block Grant - Reading (Ross)	81,102.00	81,102.00	100.00%
State Recognition School Award - Ross	8,000.00	-	0.00%
School Safety and Security	142,663.55	142,663.55	100.00%
Substitute Reimbursement- Paid Parental Leave	2,185.11	2,185.11	100.00%
Minor Capital Improvements	408,331.00	246,913.27	60.47%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	40,097,456.16	39,928,038.43	99.58%
LOCAL FUNDS			
Current Expense (tax rate)	8,070,000.00	8,109,588.56	100.49%
Current Expense (capitations)	200.00	207.90	103.95%
Athletics	40,000.00	34,951.00	87.38%
Interest	325,000.00	357,972.61	110.15%
Building Rental	36,000.00	43,480.00	120.78%
Other Local Revenue	18,500.00	8,737.55	47.23%
Sol - Systems	1,500.00	706.04	47.07%
Energy Curtailment	15,000.00	11,505.02	76.70%
CSCRIP	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	38,737.43	45.57%
Cafeteria	2,070,000.00	1,113,120.90	53.77%
Net Choice Billings	(95,969.94)	(95,624.93)	99.64%
Net Charter Billings	(130,070.62)	(130,070.63)	100.00%
Tuition Billings	(1,960,000.00)	(1,646,576.12)	84.01%
Social Studies Coalition/Donations	107,000.00	76,404.98	71.41%
Debt Service	1,270,000.00	1,254,733.25	98.80%
Debt Service - County Impact Fees	147,841.37	44,426.50	30.05%
Tuition	2,825,000.00	2,705,028.62	95.75%
Minor Capital Improvements	272,221.00	266,297.86	97.82%
E-Rate	9,350.00	9,359.06	100.10%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	13,126,571.81	12,221,463.85	93.10%
FEDERAL FUNDS			
IDEA Part B	1,086,566.00	1,086,566.00	100.00%
IDEA - Preschool	53,718.00	53,718.00	100.00%
Title I	1,909,792.00	1,909,792.00	100.00%
Title II	351,701.00	351,701.00	100.00%
Title III English Acquisition	54,120.00	54,120.00	100.00%
Education for the Homeless	-	-	
Perkins	162,937.21	162,937.21	100.00%
TOTAL FEDERAL/OTHER FUNDS	3,618,834.21	3,618,834.21	100.00%
GRAND TOTAL ALL FUNDS	56,842,862.18	55,768,336.49	98.11%

LEAVE OF ABSENCE

The Milford School District Board of Education may provides an unpaid leaves of absence if available under provisions of a negotiated agreements and state and federal laws. A leave of absence may only be requested for the purpose of caring for a critically ill member of the employee's immediate family as defined in Delaware Code and supported by medical documentation after applicable FMLA and all other leave has been exhausted. A Leave of Absence will not be approved in order to extend leave outlined in Board Policy 4339 – Paid Leave for Birth or Adoption of a Child. The maximum length of the leave of absence will not exceed thirty (30) days.

All leave procedures and requests should follow polices set forth by the Milford School District, the State of Delaware via Delaware Code, and Federal Law. The employee will be responsible for any applicable benefit costs during the unpaid absence and will not accrue additional leave days while in an unpaid status.

Anyone who wishes to apply for an unpaid leave of absence shall submit a letter of request to the Director of Human Resources and School Climate to be presented to the Milford Board of Education.

~~Leave requests for reasons other than those specified in agreements or the law may be considered upon individual request. If granted, such leaves shall not exceed twelve months or the equivalent of two semesters for ten-month employees. In order to be eligible for such leaves, employees must normally have completed one year of employment and must have performance that has been rated effective. Unique circumstances in the granting of leaves may be considered on an individual basis.~~

~~A request for an unpaid leave of absence shall be made on the appropriate form, and such application shall be reviewed by the superintendent or the superintendent's designee. The request will then be presented to the Board of Education for approval.~~

Personal Leave of Absence

~~A leave of absence without pay may be granted up to one (1) school year at the discretion of the Board of Education for:~~

- ~~_____ 1) The purpose of caring for a critically ill member of the employee's immediate family~~
- ~~_____ 2) The purpose for childcare or child rearing~~

~~Extensions may be granted for verifiable medical reasons or other extenuating circumstances specifically recommended by the Superintendent and approved by the Board of Education.~~

~~The employee on a leave of absence must pay for their own personal health, dental and life insurance and contribute to their 401K on their own after FMLA.~~

~~If the employee wishes to apply for the leave of absence after the 12 weeks of FMLA has been exhausted, he/she may do so. However, the leave of absence will equal up to one year from the~~

end of the FMLA.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

Agreement to Return Following a Leave of
Absence

I, _____ agree and commit to Milford School
District (Please Print Full Name)

to return to my regular employment status following a leave of absence granted by the Milford School
District for one (1) year or less.

Professional ethics and courtesy demand that I honor this agreement and commitment to return as soon as
possible from a leave of absence granted by the district.

By signing this document I assure Milford School District that I will not seek or accept any position of
employment with another employer during the period of my approved leave of absence.

I also agree and give permission to Milford School District to share a copy of this agreement with any
employer or potential employer if I violate the intent of this commitment to return to Milford School District
following the period of my approved leave of absence from the district.

It is also agreed that if I properly resign or retire from my position during the period of my approved leave of
absence the terms and conditions of this agreement will not apply.

My signature on this document affirms my understanding and commitment to the terms and conditions of
this agreement.

Signature of Employee Date

Signature of Personnel Office Administrator Date

Signature of Notary Public or Designated Witness Date

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

LEAVE OF ABSENCE

The Milford School District Board of Education may provide an unpaid leave of absence if available under provisions of a negotiated agreement and state and federal laws. A leave of absence may only be requested for the purpose of caring for a critically ill member of the employee's immediate family as defined in Delaware Code and supported by medical documentation after applicable FMLA and all other leave has been exhausted. A Leave of Absence will not be approved in order to extend leave outlined in Board Policy 4339 – Paid Leave for Birth or Adoption of a Child. The maximum length of the leave of absence will not exceed thirty (30) days.

All leave procedures and requests should follow polices set forth by the Milford School District, the State of Delaware via Delaware Code, and Federal Law. The employee will be responsible for any applicable benefit costs during the unpaid absence and will not accrue additional leave days while in an unpaid status.

Anyone who wishes to apply for an unpaid leave of absence shall submit a letter of request to the Director of Human Resources and School Climate to be presented to the Milford Board of Education.

ADOPTED: 6/20/11

REVISED:

INFORMAL PROCUREMENT "QUOTES" LOG AND EVALUATION MATRIX

(Purchases costing more than \$10,000 and less than \$25,000)

Supplier		Bidder 1: <i>Singer</i>		Bidder 2: <i>PJP</i>		Bidder 3: <i>Todd Devlin</i>	
I. Name:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
II. Items to be Purchased: (a) Delivery Frequency: _____ (b) Bid will be honored for: _____ (c) Special Requirements/Specifications (i.e. delivery): _____	1						
III. Product name & specification: <i>HSinger Dish Machine</i>		29778.08	29778.08	<input checked="" type="checkbox"/>	29508.56	31280.00	31280.00
Product name & specification:				<input type="checkbox"/>			
Product name & specification:				<input type="checkbox"/>			
Product name & specification:				<input type="checkbox"/>			
Product name & specification:				<input type="checkbox"/>			
Product name & specification:				<input type="checkbox"/>			
Product name & specification:				<input type="checkbox"/>			
Total:		\$	29778.08	\$	29508.56	\$	31280.00
*Bidder Selected (BS)			<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.							
IV. Method of contact: <u>Email/Fax/Mail/in person/Phone</u>							
V. Name of person quoting pricing:		<i>Mary Anne Snyder</i>		<i>Paul Harmon</i>		<i>Todd Devlin</i>	
VI. Date contacted: <i>11/13/19 + 2/14/19</i>		<i>9/12/19 + 11/13/19</i>		<i>9/12/19</i>		<i>2/14/19</i>	
VII. Additional Notes:		<i>Has more experience w/ Dishwasher installs & service to Custom</i>		<i>New to this bid. No prior experience w/ them</i>		<i>Never used them before</i>	
VIII. Signature and title of person completing this form:		<i>Sharon R. Frost</i>				IX. Date: <i>2/19/2020</i>	

X. (a) Name of bidder selected: Singer Equipment
 (b) Bidder selected was notified on: _____ (If notification was in writing attach document to the procurement log/evaluation matrix)
 (c) Method of notification: email (Email/Fax/Mail/in person/Phone)

Notify After Board Approval

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

4330

EMPLOYEE OF THE YEAR AWARDS

All employees who receive an award will be recognized at an annual district-wide ceremony to honor their accomplishment.

Employee of the Year	Award Amount
<ul style="list-style-type: none">• Building Level Teachers of the Year	\$300 each
<ul style="list-style-type: none">• District Child Nutrition Employee of the Year• District Custodial Employee of the Year• District Maintenance Employee of the Year• District Paraprofessional of the Year• District Related Services Employee of the Year• District Secretary of the Year• District School Counselor of the Year• District School Nurse of the Year• District Technology Employee of the Year	\$300 each
<ul style="list-style-type: none">• District Educational Support Professional of the Year• District Teacher of the Year	An additional \$700

This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).

ADOPTED: 6/22/92; 2/23/98; 4/26/04; 5/24/04; 8/23/04;
REVISED: 3/22/10; 6/7/10; 6/20/11; 9/24/12; 6/22/15

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10th for School Board approval for the following school year)

Morris
 Banneker
 Central Academy
 High School
 Missillion
 Ross
 In-State
 Out-of-State
 Overnight
 Overnight

DATE(S) OF TRIP: March 25, 2020 # of School Days missed: 1	TRIP DESTINATION: WBOC - 1729 N. Salisbury Blvd., Salisbury, Md. 21801 CONTENT AREAS: Broadcasting	TEACHER(S): March GRADE(S): 7/8
NUMBER OF STUDENTS: 26	1. Instructional Unit Title: Broadcast Journalism Education 2. Dates of Instructional Unit: From: 08/2019 To: 06/2020 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video <input checked="" type="checkbox"/> Software Other (specify)	
4. Relationship of trip to instructional objective(s) (purpose of the trip): Students in broadcasting prepare daily video announcements ("Buc Vision") using live broadcasting technology and video editing software. WBOC has invited our class to sit as an audience for the taping of "Delmarva Life" - a daily segment that is broadcast on the WBOC channel. This is a great real-world example of possible future career paths.		
Closest Medical Facility (with address & phone #): Peninsula Regional Medical Center 100 E Carroll St, Salisbury, MD 21801 (410)546-6400		
Nurse Initials: <u>LLC</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below) Field trips not approved at one level will not advance to the next level (no appeals)		
Comments:		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u>	DIRECTOR'S SIGNATURE: <u>[Signature]</u>	SUPT'S SIGNATURE: <u>[Signature]</u>
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		

MILFORD SCHOOL DISTRICT
MILFORD, DELAWARE 19963

**SCHOOL CHOICE
SCHOOL YEAR 2020-2021**

We currently have (49) applicants. Of the (49), there are (5) who are residents of the Milford School District requesting a transfer for another school in the Milford School District. Of the (44) remaining non-residents requesting to attend our schools (23) were enrolled in the Milford School District during the 2019-20120 school year, (12) are new applicants to the district and (12) are kindergarten applications. Of the (49) applications (9) failed to submit the proper paperwork.

The administration recommends:

- 1. Morris Early Childhood Center - 12 applicants**
 - a. Accept (12) – Kindergarten
- 2. Banneker Elementary School - 4 applicants**
 - a. Accept (3) - 1st grader
 - b. Accept (1) – 5th Grader
- 3. Lulu M. Ross Elementary School – 4 applicants**
 - a. Accept (3) – 1st grader
 - b. Incomplete Application (1)
- 4. Mispillion Elementary School –13 applicants**
 - a. Accept (10) – 1st grader
 - b. Incomplete Applications – (3)
- 5. Milford Central - 5 applicants**
 - a. Accept (4) - 6th graders
 - b. Incomplete Applications (1)
- 6. Milford High School - 11 applicants**
 - a. Accept (6) - 9th graders
 - b. Accept (1) – 11th graders
 - c. Incomplete Applications (4)

That all Milford School District resident school choice applications be approved as of this date.

That the administration be permitted to act on “Good Cause” applications as they arise. Consideration will be given to school enrollments as well as the circumstances causing the late application.