

HOME *of the* BUCCANEERS

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

**AGENDA FOR MONDAY, NOVEMBER 18, 2019 AT 6:30 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**

<input type="checkbox"/> Mr. Baltazar-Lopez	<input type="checkbox"/> Mr. Vezmar
<input type="checkbox"/> Mr. Miller	<input type="checkbox"/> Mrs. Renate Wiley
<input type="checkbox"/> Mrs. Purcell	<input type="checkbox"/> Mrs. Jean Wylie
<input type="checkbox"/> Mr. Thompson	
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.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
 - A. Regular Meeting Minutes for October 21, 2019 ***Action Item*** (Attachment 1)
7. **Changes and Additions to Agenda (items that arose after posting and cannot be deferred, if any)**
8. **Recognition and Accomplishments**
9. **Public Comment**

10. **Administrative Services**
 - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
11. **Superintendent Reports – Dr. Kevin Dickerson**
 - A. Reports from School Administrators
 - B. Upcoming Events
12. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Report as of October 31, 2019 **Action Item** (Attachment 2)
 - B. Child Nutrition Equipment Purchases **Action Item** (Attachment 3)
 1. Ross Combi-Oven
 2. MHS Combi-Oven
 - C. Board Policy 4323(a) Local Salary Supplement: Cafeteria Workers **Action Item** (Attachment 4)
 - D. Board Policy 4302(b) Local Salary Supplement: Technology Assistants **Action Item** (Attachment 5)
 - E. Board Policy 4302(c) Local Salary Supplement: Technology Specialists **Action Item** (Attachment 6)
 - F. Board Policy 4303(b) Local Salary Supplement: Chief Custodian **Action Item** (Attachment 7)
 - G. Board Policy 4304 Local Salary Supplement: Food Service Manager **Action Item** (Attachment 8)
 - H. Board Policy 4328 Local Salary Supplement: Bus Driver/Bus Aide on District Owned Buses **Action Item** (Attachment 9)
 - I. Class Size and 98% Division I Staffing Waiver **Action Item** (Attachment 10)
13. **Personnel – Dr. Jason Peel**
 - A. Personnel **Action Item** (Attachment 11)
 - B. Board Policy 4101A Title IX Rights and Responsibilities (Attachment 12)
 - C. Board Policy 4219 Sexual Harassment (Attachment 13)
 - D. We Are Milford Day
14. **Instruction and Student Programs**
 - A. **Director of Student Learning – Dr. Bridget Amory**
 1. Field Trips **Action Item** (Attachment 14)
 - B. **Director of Student Services – Ms. Laura Manges**
 1. Disproportionality Report
15. **MHS Dress Code Pilot **Action Item** (Attachment 15)**
16. **Policy Discussion**
 - A. Immigration and Customs Enforcement (ICE) and Schools
 - B. Protecting Students When Known Students Are Unable to Return Home After School
17. **Adjournment**

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – OCTOBER 21, 2019
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

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

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Ms. Manges
Mr. Parsley
Mr. Zoll
Mrs. Alfaro
Mrs. McKenzie
Mrs. Hallman

Public

S. Whaley
R. Winkleblech
F. Neeman
T. Newton
C. Bontrager
C. Kimmel
G. Parfitt
J. Thomas
E. Rust
G. Mason

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Monday evening, October 21, 2019 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)

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. VEZMAR/SECONDED BY MR. MILLER to adjourn Executive Session at 7:04 PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

Mrs. Wiley asked to have a moment of silence for Mr. Clarence Harris, who was a Crossing Guard for schools in the Milford School District.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

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

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. MILLER to approve the minutes for the October 9, 2019 Regular Board Meeting. **Motion carried unanimously.**

CHANGES TO THE AGENDA

Dr. Dickerson stated Administrative Services would be removed from the agenda.

RECOGNITIONS AND ACCOMPLISHMENTS

Dr. Dickerson presented certificates to Todd Newton and Frank Neeman for receiving the 2019 Delaware Association of Athletic Directors OA Newton Field Maintenance Award of Excellence for their outstanding job maintaining the athletic fields.

Congratulations to Cheryl Rash, Milford High School Nurse, for successfully meeting the requirements for the National Board of Certification of School Nurses.

Thank you to Representative Bryan Shupe for being the Principal for a Day at Morris Early Childhood Center and Debbie Millman, M&T Bank, on Monday, October 21st. Rob Rescigno, Wilmington University, will be at Ross Elementary on Wednesday, October 23rd; Kathy McGuiness, Delaware's Auditor, will be at Banneker Elementary on Friday morning, October 25th; and Scott Welch, Mohawk Electrical, will be Principal for the a Day at Milford High School on Thursday, October 31st.

Congratulations to Jaime Hill, Milford School District Teacher of the Year, for her outstanding representation of the district at the Teacher of the Year Banquet on October 15, 2019.

Congratulations to Andrea Fleming McPike (Milford High School graduate, Teacher, and Coach) for being inducted into the Lynchburg Sports Hall of Fame for her excellence as a field hockey student-athlete.

Congratulations to Sylvester Johnson, a 1970 Milford High School graduate, for being inducted in the University of Delaware Athletic Hall of Fame for his excellence as an athletic administrator at the collegiate level.

Dr. Dickerson expressed appreciation for the district's custodians and maintenance group, principals and IT professionals in accordance with recognition days in October for these employees.

SUPERINTENDENT REPORTS

Reports from School Administrators

Mrs. Jenn Hallman, Morris Early Childhood Principal, reiterated Dr. Dickerson's praise and comments for Jaime Hill.

Mrs. Cindy McKenzie, Ross Elementary Principal, reported a new fence in front of the school is almost completed.

Mrs. Teresa Wallace, Mispillion Elementary Principal, reported the AHOY program will officially start this week at Mispillion.

Upcoming Events

Dr. Dickerson highlighted the upcoming events from the Milford School District school calendar.

School Calendar 2020-2021

Dr. Bridget Amory presented two skeleton calendars, one with all students beginning before Labor Day and one beginning after Labor Day, for the Board to review. The Board was supportive of the district considering a before Labor Day start for all students.

MHS Dress Code

There was discussion regarding MHS students and staff suggestions of modifications to the dress code for MHS students.

Certificate of Necessity

Dr. Dickerson reported the district's Certificate of Necessity was not approved by the Department of Education. Mrs. Wiley stated the district should resubmit the current project proposal again next year. Mr. Vezmar thanked Mrs. Croce for all her time and effort working on the Certificate.

DSBA Legislative Committee

Mr. Vezmar reported on the Delaware School Board Association's legislative priorities and State legislation being considered.

Mr. Baltazar-Lopez would like to establish an official policies pertaining to what the school district should do in the event parents of students are not available for their students after school due to unforeseen circumstances and what to do in the event that Immigration and Customs Enforcement (ICE) should attempt to enter one of the schools.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. JEAN WYLIE to approve the Revenue and Expenditure Report as of September 30, 2019. **Motion carried unanimously.**

Tax Exemption Request

MOTION MADE BY MR. MILLER/SECONDED BY MR. THOMPSON to approve the Tax Exemption Request from the City of Milford for the future site of the Milford Police Department. **Motion carried unanimously.**

2018-2019 Maximum Student-Teacher Ratio Audit Report

Mrs. Croce presented the information for the 2018-2019 Maximum Student/Ratio from the State of Delaware.

Board Policy 4339 Paid Leave for Birth or Adoption of a Child

MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. JEAN WYLIE to approve Board Policy 4339 Paid Leave for Birth or Adoption of a Child. **Motion carried unanimously.**

Dr. Peel reminded everyone of the WE ARE MILFORD DAY on November 2, 2019. Lots of fun activities are planned as well as a 5K run in the morning.

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT*

LEARY, Amy

Banneker – Child Nutrition (3 hrs.)

Effective: October 22, 2019

SHOCKLEY, Brenda

Milford School District – Child Nutrition (3hrs.)

Effective: October 22, 2019

FIRCH, MacKenzie

Morris – Full-Time Paraprofessional (Educational Support)

Effective: October 22, 2019

MEGILL, Colleen

Morris – Full-Time Paraprofessional (Educational Support)

Effective: October 22, 2019

CARMEAN, Abigail

High – Part-Time Paraprofessional 5.5 hrs. (Educational Support)

Effective: November 5, 2019

FORD, Paula

Morris – Part-Time Paraprofessional 5.5 hrs. (Educational Support)

Effective: November 5, 2019

VELASQUEZ, Eunise
MCA – Part-Time Paraprofessional 5.5 hrs. (World Language)
Effective: October 23, 2019

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

WALLACE, Katherine
Ross – Elementary Teacher
Effective: November 25, 2019

GUAJARDO, Marisa
Morris – PreK-Teacher
Effective: October 28, 2019

HAYE, Karl
High – Special Education Teacher
Effective: November 25, 2019

RECOMMEND FOR EMPLOYMENT – AHOY*

Recommend for employment for AHOY, contingent upon funding and enrollment:

Ross
Kim Seckinski

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

High	Lacrosse Coach, Asst.	Deeney, Ryan
High	Lacrosse Coach, Asst.	Boyd, Bryan
High	Lacrosse Coach, Asst.	Edwards, TJ (NE)
High	Swim Coach, Asst.	Davis, Trisha
High	Band Front	Link, Noah
High	Indoor Track Coach, Asst.	Crenshaw, Joe (NE)
Central	Lacrosse Coach, Asst.	Frederick, Jack (NE)
Central	Track, Head Coach	Altidor, Rebecca

RECOMMEND VOLUNTEER COACH – 2019-2020

High	Lacrosse Coach, Volunteer	Galante, Charles
High	Indoor Track Coach, Volunteer	Cartwright, Bryson

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

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

INSTRUCTION AND STUDENT PROGRAMS

Field Trips

MOTION MADE BY MR. THOMPSON/SECONDED BY MR. VEZMAR to approve the field trip as presented. **Motion carried unanimously.**

Instructional Programs

Dr. Amory stated the annual School Choice meeting is scheduled for Tuesday, October 22th, in the District Office Conference Room at 5:30PM. CTE applications for the CTE State Innovation Grant as well as an application to request a new program of study to offer Hospitality and Tourism Management at the high

school have been submitted to the Department of Education. The AHOY After School Program has been initiated with the first sessions being held October 22nd. Staff and identified students are excited to bring this program to fruition. Dr. Amory commended the staff involved with implementing the new ELA programs across the district. The administration has been engaged in walkthroughs across all the schools and are pleased to share there is good instruction and active learning going on. We are pleased with the level of excitement and passion that the teachers are sharing with the students and are eager to see the positive results of their work.

Student Services

Ms. Manges reported the Special Education Leadership Team of Valerie Carter, Kathleen Molitor, Laurie Moorman, Wendy Yun, Brian Clarke, and Jerri Turner are participating in a yearlong professional learning network for educators who are leading special education programs. The team will be working with the University of Delaware and Dr. David Bateman (nationally recognized speaker on special education procedures and law). During the first session, it was very exciting to recognize the level of fidelity with which our teams are following best practice policies and procedures when implementing supports for students with disabilities.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER that the Regular Meeting of the Milford Board of Education held on Monday, October 21, 2019 adjourn at 8:22 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

Milford School District
Monthly Report of Expenditures
For the month ended October 31, 2019

Operating Unit	Budget Line	Final Budget				
		Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 61,309.29	11,783.37	6,023.99	\$ 43,501.93	70.95%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 46,420.64	2,336.84	10,354.01	\$ 33,729.79	72.66%
9180672A	Lulu M. Ross Elementary School	\$ 76,265.56	2,765.47	7,995.01	\$ 65,505.08	85.89%
9180673A	Misplion Elementary School	\$ 63,136.01	1,124.51	14,190.31	\$ 47,821.19	75.74%
9180675A	Milford Central Academy	\$ 119,315.00	3,842.65	32,262.49	\$ 83,209.86	69.74%
9180678A	Milford Senior High School	\$ 151,359.75	6,823.80	25,328.19	\$ 119,207.76	78.76%
99900000	Board Of Ed/District Expenses	\$ 10,100.00	-	8,044.00	\$ 2,056.00	20.36%
	School Resource Officer	\$ 165,000.00	11,346.00	153,654.00	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 104,459.00	-	7,727.60	\$ 96,731.40	92.60%
99900300	District Expenditures	\$ 35,000.00	2,500.00	2,638.80	\$ 29,861.20	85.32%
	School Safety and Security	\$ 140,421.29	64,850.00	69,364.34	\$ 6,206.95	4.42%
	Public Relations and Communication	\$ 1,500.00	-	887.60	\$ 612.40	40.83%
	Copy Center (District Wide)	\$ 98,500.00	229.29	31,739.53	\$ 66,531.18	67.54%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	409.56	388.84	\$ 701.60	46.77%
99920000	World Language Immersion (State Grant)	\$ 35,000.00	-	2,094.25	\$ 32,905.75	94.02%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	8,519.17	\$ 70,846.60	89.27%
	Opportunity Grant Mental Health - Ross	\$ -	-	19,674.76	\$ (19,674.76)	
	Education Opportunity Grant	\$ 871,300.00	-	69,353.86	\$ 801,946.14	92.04%
	Summer School	\$ 25,000.00	-	36,187.39	\$ (11,187.39)	-44.75%
	Translators	\$ 20,000.00	-	1,144.93	\$ 18,855.07	94.28%
	Extra Time Programs	\$ 25,000.00	-	1,041.90	\$ 23,958.10	95.83%
	Curriculum and Instruction	\$ 220,600.00	-	53,165.55	\$ 167,434.45	75.90%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 164,325.00	36,559.39	48,820.14	\$ 78,945.47	48.04%
	Athletics - Milford Central Academy	\$ 27,825.00	8,725.05	10,983.75	\$ 8,116.20	29.17%
99920800	Driver's Education	\$ 15,545.00	-	10,174.58	\$ 5,370.42	34.55%
99930200	Tuition - Special Services	\$ 569,500.00	25,947.36	89,047.50	\$ 454,505.14	79.81%
	Tuition - Special Services - ILC	\$ 295,500.00	4,233.21	67,214.04	\$ 224,052.75	75.82%
	Unique Alternatives (State Funds)	\$ 319,710.30	60,545.82	75,528.55	\$ 183,635.93	62.14%
99930300	Special Services	\$ 49,000.00	18,432.21	16,653.93	\$ 13,913.86	28.40%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	4,014.85	\$ 58,922.06	
	Special Services - State Related Services	\$ 50,000.00	11,900.00	11,512.50	\$ 26,587.50	53.18%
99940100	Contingencies and One-Time Items	\$ 300,000.00	3,192.05	30,706.66	\$ 266,101.29	88.70%
99940200	Division I/Formula Salaries	\$ 26,645,486.52	-	10,085,661.20	\$ 16,559,825.32	62.15%
99940300	Division II - Vocational	\$ 105,381.00	2,342.93	4,884.97	\$ 98,153.10	93.14%
99940400	Division III/Local Salaries	\$ 10,660,500.00	-	3,407,393.94	\$ 7,253,106.06	68.04%
	Union agreed Limited Contracts	\$ 340,000.00	-	34,096.56	\$ 305,903.44	89.97%
99940500	Title I	\$ 1,835,010.00	186.16	87,268.56	\$ 1,747,555.28	95.23%
	Title II	\$ 370,471.00	-	-	\$ 370,471.00	100.00%
	Title III	\$ 51,993.00	-	530.86	\$ 51,462.14	98.98%
	IDEA Part B	\$ 1,064,130.00	37,845.08	46,437.15	\$ 979,847.77	92.08%
	IDEA Preschool	\$ 47,165.00	38,504.00	6,496.00	\$ 2,165.00	4.59%
	Perkins	\$ 146,156.00	24,014.27	1,198.61	\$ 120,943.12	82.75%
	Homeless	\$ -	-	-	\$ -	
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 87,500.00	-	13,931.00	\$ 73,569.00	84.08%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	14,215.26	\$ 92,784.74	86.71%
99940810	Technology Equipment & Repair	\$ 272,800.00	10,199.72	144,715.40	\$ 117,884.88	43.21%
	Technology Block Grant	\$ 107,326.00	73,107.78	126.02	\$ 34,092.20	31.77%
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	409.56	1,231.56	\$ 8,358.88	83.59%
99960000	Child Nutrition Operations	\$ 2,070,000.00	169,923.60	735,821.43	\$ 1,164,254.97	56.24%
	Cafeteria Salaries	\$ 558,887.00	-	188,774.15	\$ 370,112.85	66.22%
99960100	Facilities Maintenance	\$ 90,000.00	8,699.75	29,976.26	\$ 51,323.99	57.03%
	Custodial Services and Supplies	\$ 90,000.00	12,743.80	39,021.88	\$ 38,234.32	42.48%
99960200	Operations and Utilities	\$ 294,100.00	24,012.46	105,099.34	\$ 164,988.20	56.10%
	Energy Division II	\$ 764,150.00	148,409.62	187,240.38	\$ 428,500.00	56.08%
99960300	State Transportation	\$ 2,994,921.23	717,100.01	610,706.47	\$ 1,667,114.75	55.66%
	State Homeless Transportation	\$ 342,000.00	165,975.50	34,024.50	\$ 142,000.00	41.52%
	State Foster Transportation	\$ 49,300.00	22,035.00	2,965.00	\$ 24,300.00	49.29%
	Transportation Supplies	\$ 1,000.00	618.58	151.49	\$ 229.93	22.99%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	-	20,676.26	\$ 2,323.74	10.10%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 34,200.00	16,219.50	3,786.50	\$ 14,194.00	41.50%
	Local Transportation Match	\$ 299,492.12	65,255.56	67,856.28	\$ 166,380.28	55.55%
Total Operating Budget		\$ 53,749,954.27	\$ 1,817,149.46	\$ 16,802,724.05	\$ 35,130,080.76	65.36%
99970000	Local Debt Service	\$ 1,417,841.37	-	687,022.35	\$ 730,819.02	51.54%
99970200	Minor Capital Improvements	\$ 519,158.00	-	-	\$ 519,158.00	100.00%
Total Capital Budget		\$ 1,936,999.37	\$ -	\$ 687,022.35	\$ 1,249,977.02	64.53%
Grand Total		\$ 55,686,953.64	\$ 1,817,149.46	\$ 17,489,746.40	\$ 36,380,057.78	65.33%

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

MILFORD SCHOOL DISTRICT
Fiscal Year 2020 Monthly Revenue Report
As of October 31, 2019
33% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2020 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	26,645,486.52	26,157,742.00	98.17%
Cafeteria Salaries	558,887.00	502,998.00	90.00%
Division II, All Other Costs	879,584.00	123,217.00	14.01%
Division II, All Other Costs - VOC	105,381.00	79,035.00	75.00%
Division II, Energy	764,150.00	687,735.00	90.00%
Division III, Equalization	5,519,527.00	4,909,806.00	88.95%
State Transportation	2,994,921.23	1,452,742.00	48.51%
Homeless Transportation	342,000.00	226,000.00	66.08%
Foster Care Transportation	49,300.00	42,150.00	85.50%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	50,000.00	52,770.00	105.54%
Drivers' Education	15,545.00	12,973.00	83.45%
Unique Alternatives	319,710.30	184,263.00	57.63%
Professional Development	-	42,193.00	
Delaware Sustainment Fund	801,942.00	723,153.00	90.18%
Academic Excellence Cash Option	-	-	
Technology Block Grant	107,326.00	96,782.00	90.18%
Educator Accountability (CPR)	1,090.88	-	0.00%
World Language Expansion	35,000.00	30,000.00	85.71%
Education Opportunity Grant	871,300.00	871,300.00	100.00%
Education Opportunity Grant - Mental Health (Ross)		155,364.00	
Student Success Block Grant - K-3	62,936.91	107,560.00	170.90%
Student Success Block Grant - Reading (Ross)	79,365.77	81,102.00	102.19%
School Safety and Security	140,421.29	142,663.55	101.60%
Substitute Reimbursement- Paid Parental Leave	-	2,185.11	
Minor Capital Improvements	311,495.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	40,656,369.90	36,684,733.66	90.23%
LOCAL FUNDS			
Current Expense (tax rate)	7,971,299.63	6,881,914.29	86.33%
Current Expense (capitations)	150.00	151.20	100.80%
Athletics	40,000.00	18,646.00	46.62%
Interest	125,000.00	176,306.61	141.05%
Building Rental	18,500.00	12,075.00	65.27%
Other Local Revenue	18,500.00	528.40	2.86%
Sol - Systems	1,500.00	181.25	12.08%
Energy Curtailment	15,000.00	-	0.00%
CSCRIP	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	18,716.27	22.02%
Cafeteria	2,070,000.00	390,906.26	18.88%
Net Choice Billings	(102,585.39)	-	0.00%
Net Charter Billings	(108,404.57)	(46,468.60)	42.87%
Tuition Billings	(1,960,000.00)	(235,556.23)	12.02%
Social Studies Coalition/Donations	107,000.00	51,784.98	48.40%
Debt Service	1,270,000.00	1,059,644.52	83.44%
Debt Service - County Impact Fees	147,841.37	-	0.00%
Tuition	2,825,000.00	2,295,519.08	81.26%
Minor Capital Improvements	207,663.00	225,983.66	108.82%
E-Rate	8,500.00	9,359.06	110.11%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	12,759,964.04	10,878,170.00	85.25%
FEDERAL FUNDS			
IDEA Part B	1,064,130.00	1,086,566.00	102.11%
IDEA - Preschool	47,165.00	53,718.00	113.89%
Title I	1,835,010.00	1,909,792.00	104.08%
Title II	370,471.00	351,701.00	94.93%
Title III English Acquisition	51,993.00	54,120.00	104.09%
Education for the Homeless	-	-	
Perkins	146,156.00	137,938.00	94.38%
TOTAL FEDERAL/OTHER FUNDS	3,514,925.00	3,593,835.00	102.24%
GRAND TOTAL ALL FUNDS	56,931,258.94	51,156,738.66	89.86%

INFORMAL PROCUREMENT "QUOTES" LOG AND EVALUATION MATRIX

(Purchases costing more than \$3,500 and less than \$25,000)

I. Rationale	Supplier Name:	Bidder 1: Clark	Bidder 2: Singer	Bidder 3: PJP
II. Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price
(a) Delivery Frequency: 1 x				
(b) Bid will be honored for: 6 mos				
(c) Special Requirements/Specifications (i.e. delivery): unpack, instead fridge				
III. Product name & specification: Ross - Combi-Oven Rationale	2	\$ 30,059.11	29,883.75	\$ 31,871.86
Product name & specification: High - Combi - Oven Rationale	2	\$ 30,059.11	29,883.75	\$ 31,996.64
Product name & specification:				
Product name & specification:				
Product name & specification:				
Product name & specification:				
Total:		\$ 60,1182.22	\$ 59,767.50	\$ 63,868.50
*Bidder Selected (BS)		<input type="checkbox"/>	<input checked="" 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: Email/Fax/Mail/In person/Phone		Email	Email	Email
V. Name of person quoting pricing:		Samantha Nothack	Maryana Snyder	Paul Harmon
VI. Date contacted:		10/8/19	10/8/19	10/8/19
VII. Additional Notes: May need to pay additional \$ 800 for install of second unit				
VIII. Signature and title of person completing this form:		Sharon R Jones		
IX. (a) Name of bidder selected: Singer		IX. Date: 10/18/19		
(b) Bidder selected was notified on: _____		(If notification was in writing attach document to the procurement log/evaluation matrix)		
(c) Method of notification: _____		(Email/Fax/Mail/In person/Phone)		

Rationale over reduces cooking time to 4 minutes for vegetables & 6 minutes for entrees vs. 20 minutes or more

MILFORD SCHOOL DISTRICT
 Milford, Delaware 19963
 POLICY

4323(a)

LOCAL SALARY SUPPLEMENT: CAFETERIA WORKERS

YEARS EXPERIENCE	LOCAL	
0	2.13	2.17
1	2.16	2.20
2	2.17	2.21
3	2.18	2.22
4	2.21	2.26
5	2.24	2.28
6	2.25	2.29
7	2.28	2.33
8	2.30	2.34
9	2.31	2.35
10	2.32	2.37
11	2.33	2.38
12	2.35	2.40
13	2.39	2.44
14	2.40	2.45
15	2.41	2.46
16	2.41	2.46
17	2.41	2.46
18	2.41	2.46
19	2.41	2.46
20	2.49	2.54
21	2.49	2.54
22	2.49	2.54
23	2.49	2.54
24	2.49	2.54
25	2.55	2.60
26	2.55	2.60
27	2.55	2.60
28	2.55	2.60
29	2.55	2.60
30	2.55	2.60

High School and Middle School Assistants: additional \$.75 per hour

Elementary School Lead Workers: additional \$.25 per hour

Completion of the four (4) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: **Additional thirty (\$.30) cents per hour.**

Completion of six (6) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: **Additional five (\$.15) cents per hour.**

Effective January 1, 2015:

Completion of two (2) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: **Additional thirty (\$.30) cents per hour.**

Completion of four (4) prescribed Food Services Training Program Units sponsored by the Department of Public Instruction: **Additional five (\$.15) cents per hour.**

ADOPTED: 1/19/81; 6/21/82; 8/20/84; 8/19/85; 8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13; 12/15/14, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4302 (b)

LOCAL SALARY SUPPLEMENT: TECHNOLOGY ASSISTANTS

<u>YEARS</u> <u>EXPERIENCE</u>	<u>12</u> <u>MONTH</u>	
0	8,059	8,221
1	8,159	8,322
2	8,259	8,424
3	8,360	8,527
4	8,461	8,630
5	8,559	8,730
6	8,660	8,833
7	8,762	8,937
8	8,858	9,036
9	8,960	9,140
10	9,060	9,241
11	9,161	9,344
12	9,263	9,448
13	9,364	9,548
14	9,463	9,652
15	9,565	9,756
16	9,565	9,756
17	9,565	9,756
18	9,565	9,756
19	9,565	9,756
20	9,734	9,925
21	9,734	9,925
22	9,734	9,925
23	9,734	9,925
24	9,734	9,925
25	9,989	10,189
26	9,989	10,189
27	9,989	10,189
28	9,989	10,189
29	9,989	10,189
30	9,989	10,189

Salary supplement for additional network training:

Tech Asst – A+	2,000
Tech Asst – CNA	2,000
Tech Asst – Network+	2,000
Bachelor’s Degree	1,800

Other certifications may be substituted with the written approval of the superintendent.

ADOPTED: 7/1/97; 7/1/99; 7/1/00; 11/24/03; 5/24/04; 5/23/05; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4302 (c)

LOCAL SALARY SUPPLEMENT: TECHNOLOGY SPECIALISTS

<u>YEARS</u> <u>EXPERIENCE</u>	<u>12</u> <u>MONTH</u>	
0	14,860	15,157
1	14,959	15,258
2	15,059	15,361
3	15,160	15,464
4	15,264	15,569
5	15,362	15,669
6	15,464	15,773
7	15,566	15,877
8	15,665	15,979
9	15,767	16,083
10	15,867	16,184
11	15,969	16,288
12	16,075	16,397
13	16,174	16,497
14	16,273	16,599
15	16,377	16,705
16	16,377	16,705
17	16,377	16,705
18	16,377	16,705
19	16,377	16,705
20	16,546	16,877
21	16,546	16,877
22	16,546	16,877
23	16,546	16,877
24	16,546	16,877
25	16,806	17,142
26	16,806	17,142
27	16,806	17,142
28	16,806	17,142
29	16,806	17,142
30	16,806	17,142

Salary supplement for additional network training:

Two of three certifications are required.

Tech Spec – A+	2,000
Tech Spec – CNA	2,000
Tech Spec – Network+	2,000
Bachelor’s Degree	1,800

Other certifications may be substituted with the written approval of the superintendent.

ADOPTED: 7/1/00; 11/24/03; 5/24/04; 5/23/05; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4303(b)

**LOCAL SALARY SUPPLEMENT: CHIEF CUSTODIAN
TWELVE-MONTH EMPLOYEES**

<u>EXPERIENCE</u>	<u>CHIEF CUSTODIAN</u>	
0	9460	9,649
1	9584	9,776
2	9676	9,870
3	9737	9,932
4	9800	9,996
5	9893	10,091
6	9984	10,184
7	10077	10,279
8	10169	10,372
9	10230	10,435
10	10324	10,531
11	10417	10,625
12	10479	10,688
13	10601	10,813
14	10632	10,844
15	10693	10,907
16	10817	11,034
17	10879	11,096
18	11002	11,222
19	11064	11,285
20	11126	11,348
21	11187	11,411
22	11250	11,475
23	11311	11,537
24	11373	11,600
25	11434	11,663
26	11496	11,726
27	11557	11,788
28	11619	11,851
29	11680	11,914
30	11804	12,040

Potential Performance Stipends Based Upon Evaluation

Chief Custodians Elementary	300
Chief Custodians Middle School/High School	750

ADOPTED: 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00;
7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10, 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4304

LOCAL SALARY SUPPLEMENT: FOOD SERVICE MANAGER

<u>YEARS OF EXPERIENCE</u>	<u>LOCAL</u>	
0	5,358	5,465
1	5,445	5,554
2	5,528	5,639
3	5,610	5,722
4	5,696	5,810
5	5,778	5,894
6	5,863	5,980
7	5,948	6,066
8	6,030	6,151
9	6,116	6,238
10	6,199	6,323
11	6,282	6,408
12	6,368	6,495
13	6,451	6,580
14	6,535	6,666
15	6,622	6,754
16	6,622	6,754
17	6,622	6,754
18	6,622	6,754
19	6,622	6,754
20	6,759	6,894
21	6,759	6,894
22	6,759	6,894
23	6,759	6,894
24	6,759	6,894
25	6,893	7,031
26	6,893	7,031
27	6,893	7,031
28	6,893	7,031
29	6,893	7,031
30	6,893	7,031

ADOPTED: 11/10/75; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/20/84; 8/19/85;
8/25/86; 1/23/89; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00; 7/1/01;
11/24/03; 5/24/04; 5/23/05; 5/22/06; 5/21/07; 6/30/08

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4328

SALARY SCHEDULE: BUS DRIVER/BUS AIDE ON DISTRICT OWNED BUSES

The hourly rate paid to bus drivers employed by the district to drive district owned buses is as follows:

Years Exp		Driver		Aide
0	16.06	16.38	13.13	13.39
1	16.25	16.57	13.41	13.68
2	16.46	16.79	13.73	14.00
3	16.66	16.99	14.02	14.30
4	16.87	17.20	14.33	14.61
5	17.08	17.42	14.59	14.89
6	17.29	17.63	14.91	15.21
7	17.50	17.85	15.19	15.50
8	17.73	18.09	15.50	15.81
9	17.93	18.29	15.78	16.09
10	18.17	18.53	16.09	16.42
11	18.42	18.79	16.39	16.71
12	18.64	19.01	16.68	17.01
13	18.88	19.26	16.97	17.31
14	19.12	19.50	17.28	17.62
15	19.35	19.74	17.57	17.92
16	19.63	20.02	17.86	18.22
17	19.85	20.25	18.16	18.52
18	20.12	20.53	18.46	18.83
19	20.37	20.78	18.75	19.13
20	20.64	21.05	19.06	19.44
21	20.92	21.34	19.35	19.74
22	21.17	21.59	19.68	20.07
23	21.48	21.91	19.95	20.35
24	21.48	21.91	19.95	20.35
25	21.48	21.91	19.95	20.35
26	21.48	21.91	19.95	20.35
27	21.48	21.91	19.95	20.35
28	21.48	21.91	19.95	20.35
29	21.48	21.91	19.95	20.35
30	21.48	21.91	19.95	20.35

ADOPTED: 12/15/86; 10/23/89; 2/25/91; 6/21/93; 7/1/97; 7/1/99; 8/23/99; 8/21/00;
7/1/01; 7/22/02; 8/25/03; 10/27/03; 5/24/04; 5/23/05; 6/20/05; 7/6/09

REVISED: 3/22/10; 6/20/11; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 7/1/19

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

MEMORANDUM

TO: Kevin Dickerson, Ed. D., Superintendent

FROM: Sara Croce, Chief Financial Officer

RE: K-3 Student-Instructor Ratio Requirements and 98% Rule

DATE: October 31, 2019

Title 14 Section 1705A of Delaware Code states in part, “The ratio of students to instructors in any class in kindergarten or grades 1-3 in a Delaware public school shall not exceed 22 students as of the last school day of October.” While most of the district’s K-3 class sizes meet this requirement, some do not. Delaware Code provides a waiver provision in which the Milford School District Board of Education can waive this requirement at their discretion.

Also, Section 1704, Title 14 of Delaware Code states in part “Each local school board shall allocate Division I units to schools in its district such that as of the last school day of October each school receives not less than 98% of the Division I units it generates as a result of the actual unit count.” Final unit count will not be certified until late November, and in order to utilize earned units to offset state budget reductions per Section 362 of the Fiscal Year 2020 Appropriations Bill (House Bill 225), the board should waive this requirement.

The following schools have not met the criteria for Section 1705A, Title 14:

Lulu M. Ross Elementary
Homeroom(s):
3 – 25 Students
5 – 27 Students
12 – 24 Students
9 – 24 Students
102 - 24 Students
106 – 24 Students

Misphillion Elementary
Homeroom(s):
1105 – 23 Students
1107 – 24 Students
2030 – 23 Students

Benjamin Banneker Elementary
Homeroom(s)
A112 – 24 Students
A113 – 25 Students
A116 – 25 Students

Milford School District
2019 – 2020 School Year

**Waiver of Student – Instructor Ratio Requirements and
Division I Unit Staffing Requirements**

Section 1705A, Title 14 of the Delaware Code states in part “The ratio of students to instructors in any class in kindergarten or grades 1-3 in a Delaware public school shall not exceed 22 students as of the last school day of October.” Section 1704, Title 14 of the Delaware Code further states “Each local school board shall allocate Division I units to schools in its district such that as of the last school day of October each school receives not less than 98% of the Division I units it generates as a result of the actual unit count.”

While most district classrooms meet the class size requirement and the district strives to fully staff each building based upon units earned, facility constraints, budgetary constraints, and an objective of maintaining consistency in student class assignments will require the Board of Education to consider a waiver provision to these requirements at the November 18, 2019 Board Meeting. Public comments regarding this potential waiver provision may be made in accordance with Board Policy 8503 Public and Employee Participation at Board of Education Meetings. Written comments should be directed to the Superintendent no later than five days prior to the November 18, 2019 Board Meeting.

TITLE IX RIGHTS AND RESPONSIBILITIES

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District, hereinafter referred to as the “District”, that receive any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The District has a responsibility to respond promptly and effectively. If the District knows or reasonably should know about sex discrimination, sexual harassment or sexual violence that creates a hostile environment, the District will take immediate action to eliminate the sex discrimination, sexual harassment or sexual violence, prevent its recurrence, and address its effects.

If the District knows or reasonably should know about possible sex discrimination, sexual harassment or sexual violence, it will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. This will occur even if the complainant does not want to file a complaint or does not request action be taken by the District.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities.

Inquiries concerning potential discrimination on the basis of sex can be directed to the District’s Title IX Coordinator or to the Office of Civil Rights.

The District’s Title IX Coordinator is:

Director of Human Resources and School Climate
Milford School District
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

The Office of Civil Rights is located:

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215) 656-8541
Fax: (215) 656-8605

The Title IX Coordinator’s responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The District strives to provide an environment free from sex discrimination. The District encourages students, parents and staff to identify barriers to a discrimination-free environment in all schools. Any employee, parent/guardian of a student enrolled in the District, or student eighteen years of age or older may file a grievance if they believe they or their child has been subjected to discrimination on the basis of sex by students, employees or third parties. All grievances will be received and investigated in a fair and expeditious manner.

Violation of the prohibition against sex discrimination will result in formal action taken by the District.

Steps to Resolution

Step 1: The best solutions to parent/student concerns often occur at the school level. Therefore, the District encourages parents to attempt to resolve concerns by working **immediately** with the building principal or other appropriate building staff to reach a joint resolution of the issue. Contact the building principal to arrange a meeting or to discuss the complaint. Mediation is also encouraged, though not required.

Step 2: If the issue is not resolved at the school level, a formal written grievance form filed by the complainant or respondent shall be submitted to the District Title IX Coordinator (Director of Human Resources), ~~within 10 business days of~~ **immediately after** the alleged violation (**or promptly after Step 1**) to request a hearing. The Coordinator will be independent and impartial. If the Coordinator has prior knowledge of the situation, an independent and impartial designee shall be appointed. The Coordinator will investigate the circumstances of the concern, hear evidence and statements from witnesses, and then transmit a report of their findings of fact and conclusions within 30 business days using a preponderance of the evidence standard. The complaint should be sent to:

Milford School District
Attention: Director of Human Resources and School Climate
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

The letter should contain:

- the complainant's name, date of birth, address and the relevant school or building;
- your name, address and phone number;
- your relationship to the complainant (parent, guardian, etc. if applicable);
- name, address and phone number of the person representing you (if you have someone);
- decision of the school with which you disagree and the reason;
- date you received this decision; and
- your signature.

Similar relevant information shall be provided by the accused if the accused is the one making the request.

Step 3: The complainant or respondent may appeal the decision of the District Title IX Coordinator to the Superintendent (or designee) within 10 days of receiving the Title IX Coordinator's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Coordinator's report,

gather such additional evidence as deemed necessary, and then issue a written decision in response to the appeal no later than 30 days after its filing. The District must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to a student victim.

Step 4: The complainant or respondent may appeal the decision of the Superintendent to the President of the Board within 10 days of receiving the Superintendent's (or designee's) decision. The complainant or respondent may request a meeting with the Board. The Board has the option of meeting with the complainant or respondent to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The complainant or respondent will be notified in writing of the decision within 10 working days after Board action.

In the event there is a finding of discrimination, the District shall take remedial efforts and efforts to prevent recurrence.

Any party aggrieved shall have the right to file a formal complaint after the Milford Board of Education's decision with the U.S. Department of Education, Office of Civil Rights.

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215) 656-8541
Fax: (215) 656-8605
E-mail: ocr@ed.gov
OCR Electronic Complaint Form:
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

ADOPTED: 9/27/10

REVISED: 11/28/11; 2/20/18; 11/18/19

HARASSMENT

All Milford School District employees should enjoy a non-hostile, non-intimidating and non-offensive work environment free from unlawful harassment. Unlawful harassment in the workplace is a form of employment discrimination. It is the policy of the District that unlawful harassment, in any form, is unacceptable conduct which will not be tolerated. Under this policy, all employees share responsibility for assuring that the workplace is free from all forms of harassment. Unlawful harassment is any form of harassment based on an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other category protected by law.

Specifically as to sexual harassment- Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Such conduct has the purpose or effect of offering, promising or granting preferential treatment to any employee or applicant for employment as a result of the individual engaging in or agreeing to engage in sexual conduct.

The following are specific examples of behaviors that are prohibited:

- Physical assaults of a sexual nature.
- Other unwanted and unnecessary physical contact with another employee.
- Unwelcome advances, propositions or sexual flirtations.
- Subtle pressure or requests for sexual activities.
- Verbal abuse of a sexual nature including, but not limited to, inappropriate verbal comments about an individual's body or sexual activities.
- Inappropriate use of sexually explicit or offensive language in discussions with or which describe an individual.
- Sexually explicit or sexually offensive jokes.
- Display in the workplace of sexually suggestive objects or pictures, graffiti or cartoons.

The purpose of this policy is to establish a method by which complaints regarding alleged or suspected harassment can be processed.

Employees who believe they have been subjected to harassment or any other unlawful employment discrimination should immediately report the basis of such belief to their principal, administrative supervisor, HR and/or the District's Equal Employment Opportunity/Affirmative Action Officer (EEO/AA). The complaint should be in writing, stating completely the basis for the complaint and listing the names of the persons involved and the dates of any specific incidents.

If the complaint involves someone in the employee's direct line of supervision, the employee is uncomfortable discussing the complaint with the individuals designated, or is not satisfied with the resolution, that employee should report the matter promptly to the EEO/AA officer and/or the Director of Human Resources.

If the employee remains uncomfortable with these individuals, he or she should bring the issue to the Superintendent.

The District will investigate all allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted.

Any employee who is found to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited and will in itself be cause for appropriate disciplinary action. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Adopted: 9/28/92

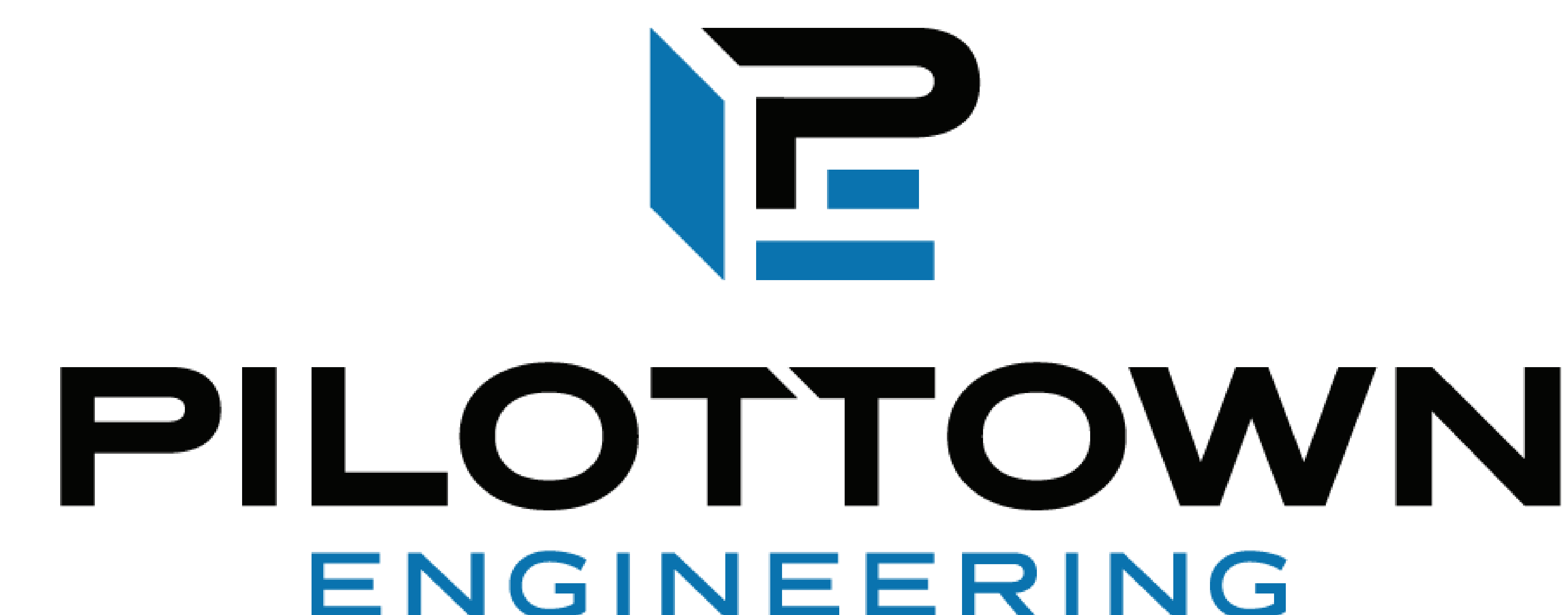
Revised: 4/18/11; 11/25/13; 11/18/19

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MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY 5415

K-12 SCHOOL DRESS CODE POLICY

Milford School District School Dress Code Policy Statement:

This school dress code policy will supersede any and all previous dress code policies. The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

All Clothing is Solid Color

Approved Dress code bottoms include Khaki style pants, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses of the approved colors (black, white, navy, tan, or grey). Cotton and/or corduroy are acceptable; no leather or sheer materials should be worn.

1. No denim or stretch apparel of any type will be permitted.
2. Shorts, skorts, skirts, jumpers or dresses must be to the knee or longer in length.
3. A solid color belt, for secondary students only, must be worn if pants or shorts have belt loops. The belt buckle must be plain and free of embellishments.
4. Clothing items must be worn at the natural waist.
5. Solid color (black, white, navy, tan, or grey) leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
6. Clothing must be sized to fit the student (no loose, baggy or form fitting appearance).
7. Chains, wallet chains and spiked jewelry are not permitted.
8. Cotton or mesh gym shorts may be worn for elementary, but must be to the knee.

Approved Dress code tops must be Maroon, Black, Gold, Yellow, Navy, White, or Grey Polo Shirts (No red or other shades of blue.)

1. All polo shirts must be collared, **2 to 5 buttons, and solid in color**. They must be short or long sleeve. (No sleeveless) (Shirt collar must be visible at all times). Button down, oxford style shirts, of approved colors, are permitted.
2. Only top button can be unbuttoned.
3. Turtlenecks (mock and regular) or t-shirts (short sleeve and long sleeve) of an approved solid color may be worn **underneath** polo shirts.
4. Anything designated as an undergarment (except t-shirts), camisoles, for example, cannot be revealed.
5. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
6. Hooded apparel is not permitted.
7. Solid **2-5** button collared polo shirts of the approved color may have a **small** emblem on the left chest. MSD issued collared polo shirts may also be worn.
8. Approved solid colored crewneck sweatshirts or **hoodless** polar fleece jackets with a zipper may be worn.

9. Black, white, maroon, navy, grey, and gold pull over V-neck, crew neck, button down or zippered cardigan sweaters may be worn over the polo as long as the collar is visible. Appropriate physical education attire is determined by the physical education teacher.
10. Cut-offs, frayed seams and holes are not permitted on any clothing. Hats, head coverings (except for religious practices), visors, bandanas, combs/picks and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.
11. No apparel, jewelry, accessory, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, may be specifically identifiable as belonging to a disruptive group or gang.
12. Athletic gear and/or presentation of "Milford Bucs" (lettering and/or emblem) are acceptable on crewneck sweatshirts or polos.

Footwear

1. Students must wear appropriate footwear at all times as designated by the school Administrators. No shoes with wheels or bedroom slippers are permitted. Elementary students are not permitted to wear flip flops and need to have a closed toed shoe and secured to foot by strap or shoelaces. New students who have not been previously enrolled in the Milford School District will have (5) school days from their enrollment date to come into compliance with the uniform policy.

Any questions concerning this policy, please contact your child's school.

ADOPTED: 5/16/11

REVISED: 7/11/11; 3/26/12; 4/19/16

**MILFORD HIGH SCHOOL
SCHOOL DRESS CODE PILOT
EFFECTIVE ONLY FROM JANUARY 6, 2020 THROUGH JUNE 12, 2020**

MILFORD HIGH SCHOOL GRADES 9-12 SCHOOL DRESS CODE PILOT

Milford School District School Dress Code Policy Statement:

This school dress code policy will supersede any and all previous dress code policies. The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

All Clothing is Solid Color

Approved Dress code bottoms include Khaki style pants, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses of the approved colors (black, white, navy, tan, or grey). Cotton and/or corduroy are acceptable; no leather or sheer materials should be worn.

1. No denim or stretch apparel of any type will be permitted.
2. Shorts, skorts, skirts, jumpers or dresses must be to the knee or longer in length.
3. A solid color belt, for secondary students only, must be worn if pants or shorts have belt loops. The belt buckle must be plain and free of embellishments.
4. Clothing items must be worn at the natural waist.
5. Solid color (black, white, navy, tan, or grey) leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
6. Clothing must be sized to fit the student (no loose, baggy or form fitting appearance).
7. Chains, wallet chains and spiked jewelry are not permitted.

Approved Dress code tops must be Maroon, Black, Gold, Yellow, Navy, White, or Grey Polo Shirts (No red or other shades of blue.)

1. All polo shirts must be collared, **2 to 5 buttons, and solid in color**. They must be short or long sleeve. (No sleeveless) (Shirt collar must be visible at all times). Button down, oxford style shirts, of approved colors, are permitted.
2. Only top button can be unbuttoned.
3. Turtlenecks (mock and regular) or t-shirts (short sleeve and long sleeve) of an approved solid color may be worn **underneath** polo shirts.
4. Anything designated as an undergarment (except t-shirts), camisoles, for example, cannot be revealed.
5. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
6. Solid **2-5** button collared polo shirts of the approved color may have a **small** emblem on the left chest. MSD issued collared polo shirts may also be worn.
7. Approved solid colored crewneck and hooded sweatshirts, pullovers or polar fleece jackets with a zipper may be worn. Hooded apparel other than approved hooded sweatshirts, pullovers and polar fleece jackets with a zipper is not permitted. Students

***Pilot language without markup**

wearing approved hooded apparel must keep the hood down, off of their head, while in the school building.

8. Black, white, maroon, navy, grey, and gold pull over V-neck, crew neck, button down or zippered cardigan sweaters may be worn over the polo as long as the collar is visible. Appropriate physical education attire is determined by the physical education teacher.
9. Cut-offs, frayed seams and holes are not permitted on any clothing. Hats, head coverings (except for religious practices), visors, bandanas, combs/picks and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.
10. No apparel, jewelry, accessory, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, may be specifically identifiable as belonging to a disruptive group or gang.
11. Athletic gear and presentation of lettering or an emblem associated with Milford High School or colleges are acceptable on approved dress code tops.

Footwear

1. Students must wear appropriate footwear at all times as designated by the school Administrators. No shoes with wheels or bedroom slippers are permitted. New students who have not been previously enrolled in the Milford School District will have (5) school days from their enrollment date to come into compliance with the uniform policy.

Any questions concerning this policy, please contact your child's school.

BOARD APPROVED: 11/18/19

**MILFORD HIGH SCHOOL
SCHOOL DRESS CODE PILOT
EFFECTIVE ONLY FROM JANUARY 6, 2020 THROUGH JUNE 12, 2020**

~~K-12 SCHOOL DRESS CODE POLICY~~

MILFORD HIGH SCHOOL GRADES 9-12 SCHOOL DRESS CODE PILOT

Milford School District School Dress Code Policy Statement:

This school dress code policy will supersede any and all previous dress code policies. The required style of dress must be worn to enter the building on a normal school day from entry to dismissal unless otherwise authorized by Administration.

All Clothing is Solid Color

Approved Dress code bottoms include Khaki style pants, walking shorts, capris, skorts, skirts (no slits), jumpers or dresses of the approved colors (black, white, navy, tan, or grey). Cotton and/or corduroy are acceptable; no leather or sheer materials should be worn.

1. No denim or stretch apparel of any type will be permitted.
2. Shorts, skorts, skirts, jumpers or dresses must be to the knee or longer in length.
3. A solid color belt, for secondary students only, must be worn if pants or shorts have belt loops. The belt buckle must be plain and free of embellishments.
4. Clothing items must be worn at the natural waist.
5. Solid color (black, white, navy, tan, or grey) leggings, tights or nylons may be worn under skirts that are no shorter than the knee.
6. Clothing must be sized to fit the student (no loose, baggy or form fitting appearance).
7. Chains, wallet chains and spiked jewelry are not permitted.
8. ~~Cotton or mesh gym shorts may be worn for elementary, but must be to the knee.~~

Approved Dress code tops must be Maroon, Black, Gold, Yellow, Navy, White, or Grey Polo Shirts (No red or other shades of blue.)

1. All polo shirts must be collared, **2 to 5 buttons, and solid in color**. They must be short or long sleeve. (No sleeveless) (Shirt collar must be visible at all times). Button down, oxford style shirts, of approved colors, are permitted.
2. Only top button can be unbuttoned.
3. Turtlenecks (mock and regular) or t-shirts (short sleeve and long sleeve) of an approved solid color may be worn **underneath** polo shirts.
4. Anything designated as an undergarment (except t-shirts), camisoles, for example, cannot be revealed.
5. No skin or undergarments should be visible between the waistband of the pants and the bottom of the shirt.
6. ~~Hooded apparel is not permitted.~~
7. ~~6.~~ Solid **2-5** button collared polo shirts of the approved color may have a **small** emblem on the left chest. MSD issued collared polo shirts may also be worn.

- 8- 7. Approved solid colored crewneck ~~and hooded~~ sweatshirts, ~~pullovers~~ or ~~hoodless~~ polar fleece jackets with a zipper may be worn. ~~Hooded apparel other than approved hooded sweatshirts, pullovers and polar fleece jackets with a zipper is not permitted.~~ ~~Students wearing approved hooded apparel must keep the hood down, off of their head, while in the school building.~~
- 9- 8. Black, white, maroon, navy, grey, and gold pull over V-neck, crew neck, button down or zippered cardigan sweaters may be worn over the polo as long as the collar is visible. Appropriate physical education attire is determined by the physical education teacher.
- 10- 9. Cut-offs, frayed seams and holes are not permitted on any clothing. Hats, head coverings (except for religious practices), visors, bandanas, combs/picks and sunglasses (except with a doctor prescription) may not be worn in the building. Scarves, ties, and bowties are acceptable.
- 11- 10. No apparel, jewelry, accessory, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, may be specifically identifiable as belonging to a disruptive group or gang.
- 12- 11. Athletic gear ~~and/or~~ presentation of ~~lettering and/or an emblem associated with Milford High School "Milford Bucs" or colleges (lettering and/or emblem)~~ are acceptable on ~~crewneck sweatshirts or polos.~~ ~~approved dress code tops.~~

Footwear

1. Students must wear appropriate footwear at all times as designated by the school Administrators. No shoes with wheels or bedroom slippers are permitted. ~~Elementary students are not permitted to wear flip flops and need to have a closed toed shoe and secured to foot by strap or shoelaces.~~ New students who have not been previously enrolled in the Milford School District will have (5) school days from their enrollment date to come into compliance with the uniform policy.

Any questions concerning this policy, please contact your child's school.

APPROVED: 11/18/19