



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, JANUARY 28, 2019 AT 6:15 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

_____ Mrs. Dennehy

_____ Mr. Schelhouse

_____ Mr. Evans

_____ Mr. Vezmar

_____ Mr. Miller

_____ Mrs. Wiley

_____ Mrs. Purcell

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 December 17, 2018 Action Item (Attachment 1)

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

8. Public Comment

9. Recognition and Accomplishments

10. Superintendent Reports – Dr. Kevin Dickerson

- A. Reports from School Administrators
 - 1. Evelyn I. Morris Early Childhood Center
 - 2. Benjamin Banneker Elementary School
 - 3. Lulu M. Ross Elementary School
 - 4. Mispillion Elementary School
 - 5. Milford Central Academy
 - 6. Milford High School
 - 7. Athletics
- B. Upcoming Events
- C. Milford Middle School Committee Update
- D. 2019-2020 Calendar Proposal Discussion
- E. Board Elections

11. Director of Student Services – Ms. Laura Mange

- A. Data Collection – Mispillion (Rosa DiPiazza)
- B. Public Reporting on Disproportionately Findings
- C. Secondary Transition Compliance

12. MHS Dress Code – Mr. Shawn Snyder

13. Business – Mrs. Sara Croce

- A. Revenue and Expenditure Report as of December 31, 2018 Action Item (Attachment 2)
- B. Request Approval of Board Policy 3304A – Wellness Policy Action Item (Attachment 3)
- C. First Read of Revision to Delete Board Policy 3403 – High School/Home Activity Buses (Attachment 4)
- D. First Read of Revision to Board Policy 4332 – Family and Medical Leave (Attachment 5)
- E. First Read of Board Policy 4339 – Paid Leave for Birth or Adoption of a Child (Attachment 6)
- F. Final Fiscal Year 2019 Revenue and Expenditure Budgets Action Item (Attachment 7)
- G. DOE Financial Position Report Action Item (Attachment 8)

14. Personnel – Dr. Jason Peel

- A. Personnel Action Item (Attachment 9)
- B. Request Approval of Board Policy 4102 Employment Procedures: Certified and Non-Certified Personnel Action Item (Attachment 10)
- C. Request Approval to Delete Board Policy 4103 Employment Procedures: Administrators, Paraprofessionals Action Item (Attachment 11)
- D. Request Approval to Delete Board Policy 4104 Employment Procedures: Teacher Assistants Action Item (Attachment 12)
- E. Request Approval to Delete Board Policy 4105 Employment Procedures: Custodians Action Item (Attachment 13)
- F. Request Approval to Delete Board Policy 4106 Employment Procedures: Child Nutrition Services Action Item (Attachment 14)
- G. Request Approval to Delete Board Policy 4107 Employment Procedures: Secretaries Action Item (Attachment 15)
- H. Request Approval to Delete Board Policy 4108 Employment Procedures: Teachers Action Item (Attachment 16)

15. Instruction and Student Programs

A. Director of Student Learning – Dr. Bridget Amory

1. Field Trips Action Item (Attachment 17)
2. School Choice Action Item
3. Secondary Schools Presentation – Mr. Gary Zoll and Mr. Shawn Snyder

B. Supervisor of Technology – Mr. Scott Whaley

1. E-Rate Updates

16. Administrative Services

A. Buildings, Grounds and Operations – Dr. Glen Stevenson

1. Elementary School Boundary Lines

17. Adjournment

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING – DECEMBER 17, 2018
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President
Mrs. Dennehy –V. President -6:24PM
Mr. Evans
Mr. Miller
Mrs. Purcell
Mr. Vezmar
Mr. Schelhouse
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel
Dr. Amory
Mrs. Croce
Dr. Stevenson
Mr. Zoll
Mr. Snyder
Mrs. Wallace
Ms. Alfaro
Ms. Alexander
Mrs. Hallman

Public

S. Whaley
S. Buford
D. Marvel
E. Lang
S. Cabrera-Ruiz
R. Fogel
A. Gardner
A. Hatfield
A. Herber
S. Sobota
H. Thompson
P. Thompson
K. Willey
R. Spath, Jr.
L. Skinner
C. Thompson
E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:15 PM on Monday evening, December 17, 2018 in the Milford Central Academy Cafeteria.

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

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. DENNEHY/SECONDED BY MR. EVANS to adjourn Executive Session at 7:05 PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. VEZMAR/SECONDED BY MRS. PURCELL to approve the minutes of the

November 19, 2018 Regular Board Meeting. **Motion carried unanimously.**

RECOGNITION AND ACCOMPLISHMENTS

Girls' Cross Country Team

Dr. Dickerson congratulated the team and coaches for their undefeated season in the South and Henlopen Conference South Championship Division. Ethan Lang, student, gave thanks to the students and coaches for their efforts. Dr. Dickerson acknowledged the families of the students and recognized each of the team members and coaches.

Honor Roll Recipients

The names of all the students making honor roll first marking period were listed on the screen. Benjamin Banneker had 295 students; Mispillion Elementary had 327 students; Ross Elementary had 395 students; Central Academy had 460 students; and High School had 416.

MHS National Honor Society Members

Milford High School inducted 37 new members in the National Honor Society. The club now has 63 total members.

Mispillion Recognition School

Congratulations to Mispillion Elementary for earning the State of Delaware Recognition School honor for exemplary student performance. This was the second straight year in which Mispillion Elementary was honored with this award..

Coldwell Bank/Resort Realty

Coldwell Bank/Resort Realty held their annual toy drive for homeless families in the Milford School District. Thank you for the huge collection of toys and monetary gifts supporting our families.

M&T Charitable Foundation – Banneker Elementary

Kyle Caldwell, M&T Bank representative, served as Principal for a Day at Banneker Elementary. Banneker received a check for \$500 as their token of appreciation from the M&T Charitable Foundation.

Hertrich Toyota Donation

Thank you to Hertrich of Toyota for the \$4,000 donation in support of after school, college and career tutoring.

Empty Stockings

Thank you to the Milford Church of God for coordinating the Empty Stocking Initiative. Volunteers gathered to fill stockings for MSD students providing cheer and support for students in all four elementary schools. Marvin and Tina Hill, Hill's Bus Service owners, helped deliver the stockings to the schools.

Christmas Trees in the Park

MCA and the City of Milford partnered with decorating Christmas Trees in the Park. National Junior Honor Society decorated three trees, Student Council decorated two trees, and FFA, Academic Challenge, and Odyssey of the Mind each decorated a tree. Thank you to Jennyfer Cilano and Michelle Hamilton, MCA teachers, for organizing the decorating effort.

Wreaths Across America

MCA's National Junior Honor Society, with advisors Michelle Hamilton and Jennyfer Cilano, travelled to Virginia on Saturday, December 15, to lay wreaths at Arlington National Cemetery.

SUPERINTENDENT REPORTS

Reports from School Administrators

Mrs. Jennifer Hallman, Morris Early Childhood Principal, reported 20 families received Thanksgiving meals. Many families enjoyed Family Movie Night. Students are excited to travel to MHS on Friday for Santa's Workshop.

Ms. Lisa Alfaro, Banneker Elementary Assistant Principal, thanked M&T Bank for the \$500 donation. More than 200 stockings were filled for students. The Holiday Shop was very active on December 18 and 19. Honor Society students assisted with the Food Bank. The Chess Club starts Thursday, December 20.

Mrs. Tania Alexander, Ross Elementary Assistant Principal, stated a Book Fair was held the first week in December. The Spelling Bee was held on December 10 with Wyatt Herring (5th) being the 1st place winner and Sean Torres Rivera (4th) placing 2nd. Ross Honor Society and Student Council students participated with the Salvation Army at Redners. The Safety Patrol reads a safety tip of the week on Fridays to students on RCTV.

Mrs. Teresa Wallace, Mispillion Elementary Principal, was very pleased to report the Spelling Bee winners, Mackenzie King (5th) won 1st place and Maureen O'Neill (5th) won 2nd place. Live announcements led by Todd Mentzer, teacher, began on Friday, December 14. It is quite exciting for students to be able to stream through You Tube to the classrooms. A homebound student has been able to communicate with the classroom via skyping. Mispillion held their Holiday Shop during the week of December 10. 47 students participated in the Special Olympics. The Pride Patrol toured the Mispillion cafeteria/kitchen and learned many safety rules.

Mr. Gary Zoll, Central Academy Principal, was excited to be hosting the Special Olympics at MCA on Tuesday, December 18, with the opening ceremony beginning at 9:30AM. Laurie Moorman and Michele Davis were very instrumental with hosting this event. He was very proud to announce 14 members from the Junior Honor Society with advisors, Michelle Hamilton and Jennyfer Cilano, participated in the Wreaths Across America at the Arlington National Cemetery. The Band and Choral Concerts filled the auditorium with family and community members. MCA has received more than 1200 donated books so each students will have one to take home for the holiday. Judges are needed for their Science Fair on January 18. Discussion for scheduling students next year has begun.

Mr. Shawn Snyder, High School Principal, reported Brion Murray, a 2017 graduate of MHS, has committed to Virginia Tech for football. Thank you to Kate Lynch, Aaron Rill, and Nick Jefferson for their efforts with Special Olympics. Nurse Cheryl Rash coordinated for 15 students to receive free eye exams and glasses. The FFA and SGA (Student Government Association) raised \$2,000 for Breast Cancer. Wednesday, December 19, will display the Night of the Arts talent. Morris Early Childhood students will enjoy the activities staff and students put together for Santa's Workshop on Friday, December 21. MHS is partnering with the Food Bank for students to earn the Safe Serv

Certification.

Athletics

MOTION MADE BY MR. EVANS/SECONDED BY MRS. DENNEHY to approve the recommendation to begin a Boys Lacrosse team at MCA. **Motion carried unanimously.**

The following students earned a 4.0 or greater GPA for the Milford Fall Academic All-Conference:

Cross Country – Stephanie Cabrera-Ruiz, Dominic Feightner, Reina Fogel, Anna Hatfield, Ethan Lang, Moses Martinez, Brian Saxon, Sophia Sobota, Matthew Stangl, Tristan Stevenson, Haley Thompson, Paige Thompson, Spencer Warren, Kassidy Willey, Shannon Wilt; **Football** – Jonathan Gaglione, Robert Marsh, Rashawn Price, Bryce Wells; **Boys Soccer** – Zane Wallace; **Field Hockey** – Summer Davis, Samantha Jacona, Olivia Muir, Emma Sekscinski, Sara Wallace, Kyleigh Wright; **Cheer** – Victoria Jordan, Haley Pagden, Briana Reynolds, Katelyn Watson, Lily Wiley; **Volleyball** – Giavonna Dorell, Celia Reinhardt, Grace Sekscinski, Taylor Wessel.

Upcoming Events

The 5th grade Band Concert will be held on January 10 in the high school auditorium.

BUSINESS

Revenue and Expenditure Report

MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. DENNEHY to approve the Revenue and Expenditure Report as of November 30, 2018. **Motion carried unanimously.**

Board Policy 1009 Athletic Booster Clubs

MOTION MADE BY MR. VEZMAR/ SECONDED BY MR. MILLER to approve Board Policy 1009 Athletic Booster Clubs. **Motion carried unanimously.**

Board Policy 3304A – Wellness Policy

Mrs. Croce had the first read of Board Policy 3304A – Wellness Policy.

State of Delaware Career and Technical Education Performance Audit

Mrs. Croce reported the State Auditor's Office released the final report for the FY 2018 Career and Technical Education Performance Audit. The Milford School District was evaluated according to the criteria set forth in the engagement and found to be compliant in all areas. A copy of the full report can be found at auditor.delaware.gov.

PERSONNEL

Personnel Report

RECOMMEND FOR EMPLOYMENT*

OGLE, Nicole

Central Academy – Child Nutrition Worker (6 hrs.)

Effective: December 18, 2018

KENT, Jenna

High School – Part-Time Educational Support Paraprofessional (27.5 hrs.)

Effective: January 2, 2019

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

LOVENGUTH, Amber

District – Speech Language Pathologist (10 mo.)

Effective: January 22, 2019

GIBBS, Kayleigh

Morris – Kindergarten Teacher

Effective: January 2, 2019

CARPENTER, Jason

High School – Special Education Teacher

Effective: January 22, 2018

TRANSFER

CHORMAN, Brittany

Transfer from Morris Full-Time Educational Support Paraprofessional to Morris Full-Time Behavior Support Paraprofessional

Effective: December 18, 2018

NEEMAN, Frank

Transfer from Morris Night Custodian to Landscaping and Groundskeeper

Effective: January 2, 2019

TIMMONS, Chelsea

Transfer from Morris Part-Time Paraprofessional to Morris Full-Time Educational Support Paraprofessional

Effective: December 18, 2018

RESIGNATION

HENRY, Deborah

High School – Spanish Teacher

Effective: December 20, 2018

Service to MSD: 4 months

CHRISTIE, Lauren

Morris – Kindergarten Teacher

Effective: January 18, 2019

Service to MSD: 5 months

ROHLS, Brittnee

Morris – Kindergarten Teacher

Effective: January 18, 2019

Service to MSD: 3 ½ years

MURPHY, Rose
Ross – Child Nutrition (3 hrs.)
Effective: December 21, 2018
Service to MSD: 2 months

JONES, Kyle
Morris – Part-Time Paraprofessional (27.5 hrs.)
Effective: December 14, 2018
Service to MSD: 1 year

AMEND RESIGNATION DATE

SALTIEL, John
Effective: November 26, 2018 (from November 30, 2018)

AMEND TRANSFER DATE

NICHOLS, Kim
Effective: January 2, 2019 (from January 2, 2018)

RETIREMENT

HILLIGOSS, Katrina
High School – Math Teacher
Effective: June 30, 2019
Service to MSD: 27 years

LINGO, Jay
Ross – School Counselor
Effective: June 30, 2019
Service to MSD: 30 years

LEAVE OF ABSENCE

GONZALEZ-SOTO, Marli
Banneker – P/T Paraprofessional
Effective: December 12, 2018 and ending January 11, 2019

RESCIND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES*

Central (21B)	Basketball, Boys Coach, Asst.	Dukes, Jaron (21B) Hazzard, Troy
High	Basletball, Boys Coach, Asst.	Jones, Kyle

RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES*

Central	Basketball, Boys Coach, Asst.	Dukes, Jaron (21B)
Central	Basketball, Boys Volunteer	Sivels, Jawon (21B)
High	Tennis, Boys Coach, Head	Worley, Keegan
High	Unified Basketball, Volunteer	Rill, Aaron
High	Basketball, Boys Volunteer	Savage, Mike (21B) Helmick, Patrick (21B) Green, Jay (21B)
High	Lacrosse, Girls Coach, Head JV	Frampton, Amanda
High	Lacrosse, Girls Coach, Asst. JV	McMillan, Leslie

RECOMMEND EMPLOYMENT – READING TUTORS

Morris	Caldwell, Laura
Misplion	Savage, Ella; Lau, Debbie
Banneker	McGraw, Mary Ellen
Ross	Vincent, Diana

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

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

MOTION MADE BY MRS. DENNEHY/SECONDED BY MRS. PURCELL that the Board approve the Administrator Contracts. **Motion carried unanimously.**

Board Policy 4227 Use of Force

MOTION MADE BY MR. VEZMAR/SECONDED BY MR. MILLER to approve Board Policy 4227 Use of Force. **Motion carried unanimously.**

Board Policy 4308 Salary Schedule: Substitutes

MOTION MADE BY MR. EVANS/SECONDED BY MR. SCHELHOUSE to approve Board Policy 4308 Salary Schedule: Substitutes. **Motion carried unanimously.**

Board Policy 4110 Reduction in Force

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to delete Board Policy 4110 Reduction in Force. **Motion carried unanimously.**

Board Policy 4102 Employment Procedures: Certified and Non-Certified Personnel

Board Policy 4103 Employment Procedures: Administrators, Paraprofessionals

Board Policy 4104 Employment Procedures: Teacher Assistants

Board Policy 4105 Employment Procedures: Custodians

Board Policy 4106 Employment Procedures: Child Nutrition Services

Board Policy 4107 Employment Procedures: Secretaries

Board Policy 4108 Employment Procedures: Teacher

Dr. Peel submitted the first read of Board Policy 4102 Employment Procedures: Certified and Non-Certified Personnel, Board Policy 4103 Employment Procedures, Board Policy 4104 Employment Procedures: Teacher Assistants, Board Policy 4105 Employment Procedures: Custodians, Board Policy 4106 Employment Procedures: Child Nutrition Services, Board Policy 4107 Employment Procedures: Secretaries, and Board Policy 4108 Employment Procedures: Teacher.

INSTRUCTION AND STUDENT PROGRAMS

Director of Student Learning

2019-2020 School Year Calendar

Dr. Amory submitted a draft of the 2019-2020 district calendar. She recognized the staff members serving on the committee: Judy Purcell, Board Member; Tina Hilligoss, MHS; Trish Davis, MCA; Ann Mahan, Ross; Rebecca Evans Keesler, Misplion; Rita Frost, Banneker;

Ericka Allen, Morris; Duvenal Louis, Banneker; Bill Webb, District; Laurel Pastor, MCA; Seth Buford, MEA; and Denise Heimbaugh, Ross.

ELA Curriculum Resources

Dr. Amory reported the district is currently in year six of the elementary resource and year eight for the secondary resource. Discussions for a curriculum review process for English Language Arts K-12 curriculum started in September. Selections have been narrowed down and vendors will be bringing formal presentations on January 7, 2019.

ADMINISTRATIVE SERVICES

Banneker Elementary Phone System Upgrade

MOTION MADE BY MR. EVANS/SECONDED BY MRS. DENNEHY to purchase, if needed, a new phone system for Banneker Elementary. **Motion carried unanimously.** Dr. Stevenson noted minor cap money cannot be used for the phone system per state code.

Milford Middle School Evaluation

MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR to approve the recommendation of the bid evaluation committee to approve Tetra Tech to complete the Feasibility Study for the Milford Middle School (Lakeview Property) contingent upon the district's ability to confirm responsiveness from said vendor. **Motion carried unanimously.**

Elementary School Enrollment and Boundary Lines

Dr. Dickerson shared present and 2019-2020 projected school enrollments. Dr. Dickerson stated the boundary lines for the elementary schools will be analyzed following a student growth study by the University of Delaware.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY that the Regular Meeting of the Milford Board of Education held on Monday, December 17, 2018 adjourn at 9:00 PM. **Motion carried unanimously.**

Kevin Dickerson, Executive Secretary

Edna Rust, Recording Secretary

MILFORD SCHOOL DISTRICT
Fiscal Year 2019 Monthly Revenue Report
As of December 31, 2018
50% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2019 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	26,147,462	24,260,342	92.78%
Cafeteria Salaries	485,872	558,887	115.03%
Division II, All Other Costs	851,086	879,584	103.35%
Division II, All Other Costs - VOC	99,443	105,381	105.97%
Division II, Energy	737,822	764,150	103.57%
Division III, Equalization	5,339,016	5,519,527	103.38%
State Transportation	2,739,236	2,994,921	109.33%
Homeless Transportation	447,895	342,000	76.36%
Foster Care Transportation	82,851	49,300	59.50%
Transportation Supply	1,000	1,000	100.00%
Related Services Cash Option	55,000	127,639	232.07%
Drivers' Education	15,545	14,414	92.72%
Unique Alternatives	268,930	319,710	118.88%
Professional Development	-	-	
Delaware Sustainment Fund	785,596	710,172	90.40%
Academic Excellence Cash Option	-		
Technology Block Grant	63,068	107,326	170.18%
Educator Accountability (CPR)	1,091	-	0.00%
World Language Expansion	30,000	48,395	161.32%
Odyssey of the Mind			
Education Opportunity Grant		142,014	
Recognition School (Mispillion)		8,000	
Student Success Block Grant - K-3		62,937	
Student Success Block Grant - Reading (Ross)		79,366	
School Safety and Security		140,421	
Minor Capital Improvements	289,957	399,880	137.91%
Milford Career and Technical Fund		25,000	
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	38,440,869	37,660,366	97.97%
LOCAL FUNDS			
Current Expense (tax rate)	7,892,376	7,590,207	96.17%
Current Expense (capitations)	250	19	7.56%
Athletics	40,000	28,461	71.15%
Interest	85,000	52,342	61.58%
Building Rental	15,000	7,860	52.40%
Other Local Revenue	18,500	23,367	126.31%
Sol - Systems	1,500	521	34.76%
Energy Curtailment	15,000		0.00%
CSCRCP	20,000		0.00%
Indirect Costs	175,000	43,423	24.81%
Cafeteria	2,070,000	825,546	39.88%
Net Choice Billings	(117,391)	(102,585)	87.39%
Net Charter Billings	(119,049)	(108,405)	91.06%
Tuition Billings	(1,955,000)	(478,626)	24.48%
Social Studies Coalition/Donations	107,000	56,255	52.58%
Debt Service	1,270,000	1,186,410	93.42%
Debt Service - County Impact Fees	194,041	61,737	31.82%
Tuition	2,825,000	2,634,229	93.25%
Minor Capital Improvements	193,305	180,070	93.15%
E-Rate	25,000	8,653	34.61%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	12,755,531	12,009,485	94.15%
FEDERAL FUNDS			
IDEA Part B	1,065,421	1,064,130	99.88%
IDEA - Preschool	45,979	47,165	102.58%
Title I	1,665,001	1,835,010	110.21%
Title II	333,718	370,471	111.01%
Title III English Acquisition	48,104	51,993	108.08%
Education for the Homeless	10,000	-	0.00%
School Based HIV/STD Prevention	-	-	
Perkins	140,022	146,156	104.38%
TOTAL FEDERAL/OTHER FUNDS	3,308,245	3,514,925	106.25%
GRAND TOTAL ALL FUNDS	54,504,645	53,184,776	97.58%

Milford School District
Monthly Report of Expenditures
For the month ended December 31, 2018

		Preliminary				
Operating Unit	Budget Line	Budget Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	7,477.41	10,714.71	\$ 42,154.88	69.85%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	3,310.28	15,987.89	\$ 26,143.33	57.53%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	3,365.45	16,762.72	\$ 53,266.83	72.58%
9180673A	Mispillion Elementary School	\$ 64,424.50	3,433.62	13,545.32	\$ 47,445.56	73.65%
9180675A	Milford Central Academy	\$ 121,155.00	4,306.30	54,111.75	\$ 62,736.95	51.78%
9180678A	Milford Senior High School	\$ 149,437.50	23,552.71	74,445.33	\$ 51,439.46	34.42%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	1,342.71	\$ 657.29	32.86%
	School Resource Officer	\$ 165,000.00	9,332.00	152,995.00	\$ 2,673.00	1.62%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	9,282.73	12,471.02	\$ 67,705.25	75.68%
99900300	District Expenditures	\$ 20,000.00	-	4,739.31	\$ 15,260.69	76.30%
	School Safety and Security		98,115.00	32,430.05	\$ (130,545.05)	
	Public Relations and Communication	\$ 1,000.00	-	784.90	\$ 215.10	21.51%
	Copy Center (District Wide)	\$ 95,000.00	48,855.10	47,823.42	\$ (1,678.52)	-1.77%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	287.15	922.52	\$ 290.33	19.36%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	-	27,900.02	\$ 2,099.98	7.00%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Milford Career and Technical (State Grant)		-	-	\$ -	
	Student Success Block Grant (Reading)		-	19,451.07	\$ (19,451.07)	
	Education Opportunity Grant - Ross		-	15,857.04	\$ (15,857.04)	
	Summer School	\$ 25,000.00	-	20,132.06	\$ 4,867.94	19.47%
	Translators	\$ 20,000.00	-	3,031.70	\$ 16,968.30	84.84%
	Extra Time Programs	\$ 20,000.00	-	7,834.86	\$ 12,165.14	60.83%
	Curriculum and Instruction	\$ 200,600.00	25,655.50	70,181.86	\$ 104,762.64	52.22%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 156,500.00	58,560.50	73,500.80	\$ 24,438.70	15.62%
	Athletics - Milford Central Academy	\$ 26,500.00	11,244.60	16,004.52	\$ (749.12)	-2.83%
99920800	Driver's Education	\$ 15,545.00	803.78	13,518.01	\$ 1,223.21	7.87%
99930200	Tuition - Special Services	\$ 574,500.00	70,999.20	96,823.58	\$ 406,677.22	70.79%
	Tuition - Special Services - ILC	\$ 295,500.00	2,055.49	100,817.75	\$ 192,626.76	65.19%
	Unique Alternatives (State Funds)	\$ 268,929.50	171,114.30	119,114.10	\$ (21,298.90)	-7.21%
99930300	Special Services	\$ 49,000.00	17,215.53	23,099.77	\$ 8,684.70	17.72%
	Special Services - State Related Services	\$ 55,000.00	-	1,365.00	\$ 53,635.00	97.52%
99940100	Contingencies and One-Time Items	\$ 200,000.00	-	-	\$ 200,000.00	100.00%
99940100	Milford Middle School Evaluation	\$ 50,000.00	-	1,381.82	\$ 48,618.18	97.24%
99940200	Division I/Formula Salaries	\$ 26,147,461.67	-	14,184,787.20	\$ 11,962,674.47	45.75%
99940300	Division II - Vocational	\$ 99,443.00	7,897.86	16,049.19	\$ 75,495.95	75.92%
99940400	Division III/Local Salaries	\$ 10,300,000.00	-	4,724,414.39	\$ 5,575,585.61	54.13%
	Union agreed Limited Contracts	\$ 340,000.00	-	144,162.36	\$ 195,837.64	57.60%
99940500	Title I	\$ 1,665,001.00	10,858.81	276,416.01	\$ 1,377,726.18	82.75%
	Title II	\$ 333,718.00	-	-	\$ 333,718.00	100.00%
	Title III	\$ 48,104.00	2,646.00	3,798.36	\$ 41,659.64	86.60%
	IDEA Part B	\$ 1,065,421.00	71,591.20	101,224.60	\$ 892,605.20	83.78%
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00	7,700.00	55,730.95	\$ 76,591.05	54.70%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 83,000.00	-	13,931.00	\$ 69,069.00	83.22%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	788.77	14,376.36	\$ 91,834.87	85.83%
99940810	Technology Equipment & Repair	\$ 270,000.00	34,667.28	131,156.11	\$ 104,176.61	38.58%
	Technology Block Grant	\$ 63,068.00	-	76,684.88	\$ (13,616.88)	-21.59%
99940900	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 8,000.00	798.76	3,877.99	\$ 3,323.25	41.54%
99960000	Child Nutrition Operations	\$ 2,070,000.00	179,245.74	1,057,652.21	\$ 833,102.05	40.25%
	Cafeteria Salaries	\$ 485,872.00	-	216,051.20	\$ 269,820.80	55.53%
99960100	Facilities Maintenance	\$ 90,000.00	35,336.40	35,745.92	\$ 18,917.68	21.02%
	Custodial Services and Supplies	\$ 90,000.00	29,184.69	44,851.00	\$ 15,964.31	17.74%
99960200	Operations and Utilities	\$ 327,340.00	68,527.27	122,385.64	\$ 136,427.09	41.68%
	Energy Division II	\$ 737,822.00	291,676.82	331,468.57	\$ 114,676.61	15.54%
99960300	State Transportation	\$ 2,739,235.56	1,195,695.01	1,184,239.28	\$ 359,301.27	13.12%
	State Homeless Transportation	\$ 447,895.00	50,350.50	129,649.50	\$ 267,895.00	59.81%
	State Foster Transportation	\$ 82,851.00	21,215.00	18,785.00	\$ 42,851.00	51.72%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	703.77	17,014.51	\$ 5,281.72	22.96%
	Local Activities Transportation	\$ 3,000.00	-	267.65	\$ 2,732.35	91.08%
	Local Homeless Transportation Match	\$ 60,000.00	5,594.50	14,405.50	\$ 40,000.00	66.67%
	Local Transportation Match	\$ 315,000.00	139,419.39	128,807.19	\$ 46,773.42	14.85%
Total Operating Budget		\$ 51,139,558.11	\$ 2,724,864.42	\$ 24,099,023.18	\$ 24,315,670.51	47.55%
99970000	Local Debt Service	\$ 1,464,041.07	-	710,122.20	\$ 753,918.87	51.50%
99970200	Minor Capital Improvements	\$ 483,262.00	56,364.99	114,964.40	\$ 311,932.61	64.55%
Total Capital Budget		\$ 1,947,303.07	\$ 56,364.99	\$ 825,086.60	\$ 1,065,851.48	54.73%
Grand Total		\$ 53,086,861.18	\$ 2,781,229.41	\$ 24,924,109.78	\$ 25,381,521.99	47.81%

Note: Budgets are based on 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
Milford, Delaware 19963

POLICY

3304A

WELLNESS POLICY

PURPOSE:

The Milford School District is committed to promoting and enhancing the health and well-being of all students. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, a positive, safe and health-promoting learning environment must be created at every level, in every setting, throughout the school year. This policy outlines the District's approach to ensuring there are environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

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

GOALS:

The goals of this policy are:

- to ensure that Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and State nutrition standards;
- to ensure that Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- to provide Students with opportunities to be physically active before, during and after school;
- to engage Schools in nutrition and physical activity promotion and other activities that promote student wellness;
- to engage the community in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- to establish and maintain an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

MILFORD SCHOOL DISTRICT WELLNESS COMMITTEE:

The Milford School District shall work within the existing district wellness committee to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The wellness committee shall serve as a resource to school sites for implementing those policies. The Milford School District Wellness Committee shall consist of a group of individuals representing the school and community, and will include parents, students, and representatives of the school food authority, members of the school

board, school administrators, teachers, health professionals, and members of the public. The Superintendent or designee(s) will convene the District Wellness Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

NUTRITION STANDARDS FOR FOOD AND BEVERAGES SOLD AND SERVED IN SCHOOLS:

During each school day the school food service program shall offer breakfast and lunch, as well as snacks for students in organized after-school education or enrichment programs.

In addition:

- Free breakfast and lunch shall be offered in all schools through the USDA Community Eligibility Provision.
- If schools are eligible to administer the After School Snack Program, they will do so.

Each school shall encourage all students to participate in these meal opportunities. The school food service program shall operate in accordance with The Healthy Hunger-Free Kids Act of 2010 and applicable laws and regulations of the State. Schools shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. Menus should be planned with input from students, family members, and other school personnel and should take into account students' cultural norms and preferences. Food-pricing strategies shall be designed to encourage students to purchase nutritious items. Procedures shall be in place for providing information to families about the ingredients and nutritional value of the foods served. This information may be made available on menus, website, cafeteria menu boards, placards, newsletters, email, or point-of-purchase materials.

Alternative meals shall be made available for students with physician documented food allergies. Information on the ingredients used in preparation of school meals shall be provided to parents upon request, and parents shall be notified about this option.

All foods, especially healthy options like fruits and vegetables, shall be presented in an appealing and attractive manner and served in a clean and pleasant setting. All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation, and workplace safety. Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat. Nutrition guidelines should be considered for all school events including celebrations, promotions and incentives.

STAFFING:

Properly qualified nutrition professionals shall administer the school meal programs. The district shall provide annual certification/training via organizations such as the USDA, School Nutrition Association, and National Food Service Management Institute. Staff development programs shall include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers according to their level of responsibility.

Newly hired district food service coordinators shall be registered dietitians or have a four-year degree in nutrition science or dietetics.

WATER:

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available in close proximity to where school meals are served during mealtimes.

FOOD AND BEVERAGES OFFERED OUTSIDE FEDERAL NUTRITION PROGRAMS:**Elementary School**

The school food service program shall manage all food and beverage sales to students in elementary schools. All Foods and beverages sold individually in elementary schools shall be compliant with the USDA Smart Snack guidelines.

Middle/High School

In middle and high schools, all foods and beverages sold outside the reimbursable school meal programs (including those sold through a la carte lines, vending machines, or student stores) during the school day shall meet the USDA Smart Snack guidelines.

Foods and beverages offered outside the reimbursable school meal program, including those served for celebrations, shall meet the USDA Smart Snack guidelines. Any food brought into the school for consumption by students shall be commercially packaged and labeled with ingredients to meet allergen requirements.

Competitive Food Service and Standards USDA Regulation 7CFR 210.1:

All foods or beverages sold must meet USDA Smart Snack guidelines. This rule is in effect for the defined school day of midnight to 30 minutes past the end of the school day.

Food provided or offered, but not sold, should meet the Milford School District nutrition guidelines. Any food brought into the school for consumption by students shall be commercially packaged and labeled with ingredients to meet allergen requirements.

All foods served, sold, or given out as free promotion anywhere on school property at any time during the defined school day must meet Competitive Food Service and Standards per USDA Regulation 7CFR 210.11. These foods are defined as foods which provide less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving, and foods which provide less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving.

Examples: soda water, water ices, chewing gum, and certain candies (hard candy, Jellies/gums, marshmallow, fondant, licorice, spun candy, candy coated popcorn).

SCHOOL-RELATED PROGRAMS OR NON-SCHOOL SPONSORED PROGRAMS OUTSIDE OF THE SCHOOL DAY:

In order to support our students and their families in leading healthy lifestyles, all school-related programs that occur outside of the school day shall be encouraged to ensure:

- there is a selection of food and beverages that meet the nutritional standards of food sold during the school day;

- food and beverages that meet the nutrition standards are sold at a price equivalent to or lower than similar items that do not meet the standards; and
- food and beverages meeting the standards will be as visible or more visible as items that do not meet the standards.

REWARDS:

Schools shall not withhold meals or physical activity from students as punishment. Schools shall encourage the use of non-food performance incentives and rewards.

FOOD MARKETING:

School-based marketing shall promote only foods and beverages that meet the adopted nutrition standards in this policy. Schools shall actively market fruits, vegetables, and 1% and fat-free dairy products. Procedures shall be in place for providing families information about the ingredients and nutritional value of the food served. This information may be made available on menus, website, cafeteria menu boards, placards, newsletters, email, or point-of-purchase materials.

Any food and beverage marketed in the school buildings or on school campuses, including areas adjacent to the building, such as athletic fields, must include only foods and beverages that meet the competitive foods requirements per FNS rule 210.30(c)(iii). This includes the marketing of products on the exterior of vending machines, through posters, menu boards, coolers, trash cans, and other food service equipment, as well as cups used for beverage dispensing. Under these standards, the logos and products marketed in these areas are required to meet the competitive foods standards for foods sold in schools. This policy does not require these items to be immediately disposed of; however, as these items are replaced, they must be replaced with compliant marketing materials.

FUNDRAISING AND CELEBRATIONS:

The School District encourages fundraising and celebrations that promote non-food items and/or physical activity. The School District shall provide a list of ideas for healthy fundraising activities. Any food items brought to school shall meet the Milford School District nutrition guidelines.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY:

Schools shall be encouraged to provide all students with the opportunity to participate in physical activity through physical education, recess, and classroom activities.

DAILY RECESS:

All elementary school students shall have at least 20 minutes a day of recess, preferably outdoors. Elementary schools shall have a back-up plan in the event that outdoor recess is not possible due to weather conditions. It is safe for children to be outside when the temperatures are above ~~20~~ 32° F, including wind chill factor. Outdoor playtime should be limited to 20-30 minutes when temperatures are ~~between 21-32° F~~ including wind chill factor. When the outdoor temperature is equal to or higher than ~~95~~ 89° F including humidity factors there should be no outside activity.

Middle schools should encourage outside activities when possible, and offer meaningful opportunities for physical activity.

NUTRITION EDUCATION:

The health education program shall include nutrition education that:

- is integrated within the comprehensive health education program taught at every grade level and may be integrated not only in health education classes, but also in classroom instruction in other subjects, with links to school meal programs, school foods, physical education, nurses, guidance counselors, and health-related community services;
- is based on theories and methods proven by published research to improve behaviors consistent with the state's health education standards;
- emphasizes healthy eating, screen time (including use of electronic devices) and physical activity;
- is developmentally-appropriate and culturally-relevant, such as nutrition promotion activities that include taste testing, farm visits, school gardens, etc.;
- includes measurable goals and outcomes related to student wellness.

MONITORING AND POLICY REVIEW:

The Superintendent or designee shall ensure compliance with established state and district nutrition and physical activity wellness policies. In each school, the principal or designee shall ensure compliance with those policies in his/her school and report on the school's compliance to the school district Superintendent or designee.

The Superintendent or designee shall develop a summary report annually on each school's progress in meeting the goals of the district's established nutrition and physical activity wellness policies. That report will be provided to the Milford School Board and distributed to all school principals. A final copy of the report shall be made available on the school district webpage for all stakeholders.

ADOPTED: 6/19/17

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3404

HIGH SCHOOL/HOME ACTIVITY BUSES

The Milford Board of Education shall provide two (2) activity buses for Milford Senior High School students.

Any high school student staying after school for an approved supervised student activity, i.e., athletic team practice, club meeting, class make-up work, is eligible to ride the bus. These students must present a "Rider's Pass" in order to board the bus each day. Activity sponsors are responsible for issuing passes. The buses will depart as scheduled and only release at predetermined drop points (not door-to-door).

ADOPTED: 8/15/83; 6/21/93;

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

4332

Federal Family and Medical Leave Policy

An employee of the Milford School District may be eligible to take unpaid family and medical leave under the federal law, the Family and Medical Leave Act or certain leave under the National Defense Authorization Act, which amends FMLA (collectively, "FMLA").

The Milford School District's policy is to follow FMLA, its regulations and the Department of Labor's (DOL's) notices. If an employee has questions regarding FMLA, they should contact the Chief Financial Officer or the Finance and Benefits department.

Milford School District reserves all rights under FMLA and other leave laws, and counts available FMLA leave using the rolling calendar basis. This is measured backward from the date an employee uses any FMLA leave. Milford School District counts FMLA leave concurrently with paid leave, meaning that used FMLA leave, which is unpaid, will be paid to the extent there is available leave days, which will reduce the leave balance. It is the employee's responsibility to notify a supervisor or the Chief Financial Officer of absences that may be covered by FMLA.

The need to take non-emergency leave should generally be requested at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, notice should be given as soon as possible (or by a representative if the employee is incapacitated), and the application form should be completed as soon as practical.

Failure to provide adequate notice or documentation may result in a delay or denial of the leave. The employee must provide sufficient information regarding the reason for an absence for Milford School District to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against the employee's record for purposes of discipline for attendance or similar matters. All absence procedures must be followed unless otherwise preapproved.

This policy is separate from any policy or guidance related to the State of Delaware Paid Family Leave Act.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
POLICY

4332

FAMILY AND MEDICAL LEAVE

The Milford School District Board of Education adopts the following policy in order to assure the Milford School District's ("the District") compliance with the Family and Medical Leave Act (FMLA). This Policy is intended to comply with the National Defense Authorization Act (NDAA) for FY 2008, the Family and Medical Leave Act of 1993 (the "FMLA") as amended, the Department of Labor's regulations implementing FMLA, and any applicable collective bargaining agreements, and shall be construed consistently with NDAA, FMLA and any applicable regulations. Unless otherwise required by law, the District will grant up to 12 weeks (26 weeks for certain service member family leave) of family and medical leave during any 12 month period to eligible employees. Effective March 8, 2013, FMLA "Qualifying Exigency Leave" covered family member has been extended to include Regular Armed Forces. The FMLA now also provides for up to 26 workweeks of "Military Caregiver Leave" i.e., leave for employees during a single 12-month period to care for a covered military family member and covered veteran.

I. ELIGIBILITY FOR LEAVE

A. FMLA applies to all employees who:

1. have worked a minimum of 1250 hours during the preceding twelve (12) month period, which may or may not be consecutive, but only to the extent required by law.; AND
2. have been employed by the District for at least a twelve month period.

Note: An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

B. PROVISIONS:

Eligible employees may take:

- a) Up to 12 workweeks FMLA leave for serious health conditions of themselves or specified family members. This includes "Qualifying Exigency Leave" for families of active duty Regular Armed Forces, National Guard and Reserve members to manage their affairs (the eligibility period for this type of leave begins on the first day of FMLA leave and runs for 12 months);
- b) Up to 26 workweeks Military Caregiver Leave to care for a qualified military family member and qualified veteran (the eligibility period for this type of leave begins on the first day of Military Caregiver Leave and runs for a single 12-month period).

- C. EXCEPTION: The District may deny an employee job restoration if:
1. the employee is among the highest paid 10% of the District's employees;
 2. denial of job restoration is necessary to prevent substantial and grievous economic injury to the operations of the District; AND
 3. the District must notify the employee of the intent to deny him or her job restoration at the time the employee first requests leave.

II. REASONS FOR WHICH A LEAVE MAY BE GRANTED UNDER THE FMLA

A. To qualify for FMLA leave under this policy, the employee must use the leave for one of the following reasons:

- For birth of a son or daughter of the employee, and to care for such newborn child;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the U.S. Armed Forces in support of a contingency operation; and
- To care for a covered servicemember with a serious injury or illness sustained in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

B. A "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider as defined in the FMLA. Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Director of Personnel.

C. "Parent" does not include parents-in-law.

D. "Spouse" means a husband or wife as defined or recognized under Delaware law for the purposes of marriage.

~~includes only those recognized by the State of Delaware as being married. Thus, spouses of common law and same sex marriages would not qualify for leave, unless otherwise required by law.~~

E. For Military Caregiver Leave-For Family Member's Serious Health Condition

- "Son" or "daughter" mean son or daughter on active duty or call to active duty status" as an employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or called to active duty status, and who is of any age.

F. For Exigency Leave for child care and school activities

- "Son" or "daughter" mean a biological, adoptive, step, or foster child, a legal ward, or a child of a person standing "in loco parentis" under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

G. The entitlement to a leave for the birth, adoption or placement of a child expires twelve (12) months from the birth, adoption or placement of the child.

H. Employees who are husbands and wives and both eligible District employees are limited to a single twelve (12) month period for childbirth, adoption or placement of a child. For other types of family and medical leave, each spouse is treated individually.

I. The District may ask for certification of the serious health condition. The District will use the U.S. Department of Labor Form WH-380, the *Certification of Health Care Provider*, to obtain this certification. The employee should respond to this request within 15 days or provide reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The District will request medical certification in writing as part of the employer's response to an employee's request for leave.

The District reserves the right, in requiring certification from a health care provider, to provide a statement of the essential functions of the employee's position for the health care provider to review. A sufficient medical certification must specify what functions of the employee's position the employee is unable to perform so that the District can then determine whether the employee is unable to perform one or more essential functions of the position.

The District reserves the right to ask for a second opinion from a physician or facility of their choice. If the District requests a second opinion, the cost of the second opinion will be paid for by the District. In order to resolve a discrepancy between the first and second opinions, a third opinion will be required which will be mutually agreed upon by the employee and the District. The cost of a third opinion will be paid by the District and will be the final determination of the employee's condition.

The District reserves its right to require subsequent recertifications on a reasonable basis.

III. LEAVE WHICH MAY BE GRANTED.

A. An employee may take FMLA leave in 12 consecutive weeks, or to the extent required by FMLA, may use the leave (i) intermittently or (ii) to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases other than leave to care for a covered servicemember with a serious injury or illness, FMLA leave may not exceed 12 weeks over a 12 month period. Except in the case of leave to care for a covered servicemember with a serious injury or illness, the District will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes FMLA leave, the District will compute the amount of FMLA leave the employee has taken

during the prior 12 months and subtract such leave from the 12 weeks of available leave time. The balance remaining is the amount the employee is entitled to take at that time.

An eligible employee's FMLA leave entitlement is limited to a total of 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The "single 12-month period" in which the 26-weeks-of-leave-entitlement occurs is determined measured forward from the date an employee's first FMLA leave to care for the covered servicemember begins.

B. FMLA leave is without pay except as set forth in the following paragraph.

If the employee has accrued paid time off, such as sick or vacation time, the employee must use paid leave first and take the remainder of the 12 weeks as unpaid leave. Any paid time off will count towards the 12 weeks of FMLA entitlement. Accrual of vacation and sick time will be suspended during any unpaid leave.

C. Intermittent and reduced schedule leave

1. Intermittent leave or a reduced leave schedule may be taken only as required by or provided in the Act. Incremental leave must be taken in minimal increments equivalent to the minimal increments of time for personal, sick or vacation time, whichever of personal, sick, or vacation time is greatest. The amount of leave taken on an intermittent basis for employees who work a variable schedule or mandatory overtime will be calculated pursuant to the Act.

2. "Reduced Leave Schedule" means a leave schedule that reduces the usual number of hours per workweek or hours per workday of an employee.

3. Intermittent leave or leave on a reduced schedule is not available to employees if the leave is because of the birth, adoption, or foster care of a son or daughter, unless the District and the employee agree otherwise.

4. If intermittent leave or leave on a reduced schedule is requested for qualifying conditions, the District may require the employee to transfer temporarily to an available alternative position, when the alternative position will offer the same pay and benefits. We may also transfer you to a part-time job with the same hourly rate of pay and benefits, provided you are not required to take more leave than is medically necessary.

IV. RIGHTS OF AN EMPLOYEE

A. The employee has the following rights under the FMLA:

1. The District is required to maintain health care coverage for the duration of the employee's leave at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave.

2. If the employee is using available paid time off, the cost of the employee portion of the employee's health coverage will continue to be deducted from their paycheck. In the event that the employee is on unpaid leave or is not receiving wages sufficient to cover the cost of the employee's portion of their health coverage, the employee will be responsible for paying their portion of the coverage to the District by the first of each month.
3. For elective payroll deductions, we will continue to make payroll deductions to cover premiums while the employee is on paid leave. If the employee is on unpaid leave, the employee must request that those policies be continued and must make premium payments to the District by the first of each month.
4. Failure to pay for the employee's portion of health insurance or elective payroll deductions defined above by the 1st of the month will result in those policies being cancelled.
5. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family, or a circumstance beyond the employee's control, the District will require the employee to reimburse the District the amount it paid for the employee's health insurance premium and other deductions during the leave period.
6. The taking of leave shall not result in the employee losing any employment benefit accrued prior to the date on which the leave commenced, such as seniority or pension benefits.
7. The employee is not entitled to accrue any benefits, including seniority benefits, that would have occurred during a leave of absence.
8. The employee is not entitled to unemployment compensation benefits while on leave.

V. EMPLOYEE'S RESPONSIBILITIES

A. All employees requesting leave under this policy must provide written notice with an explanation of the reason(s) for the needed leave to the Personnel Director at least 30 days before the date the leave is to begin. The employees' immediate supervisor will advise the appropriate management staff and the Personnel Director. If 30 days notice cannot be given because of an unexpected change in circumstance, a medical emergency or the like, notice must be given with as much lead time as possible, normally within one to two business days of when the employee becomes aware of the need for FMLA. If the employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. When taking leave for any reason, the employee must explain the reason for the leave in order to allow the District to determine whether the leave qualifies as FMLA leave. If an employee fails to provide reason for the leave, the leave may be denied. While on leave, employees are requested to report periodically to the company regarding the status of the medical condition and their intent and expected date to return to work.

B. If an employee anticipates leave will be needed based on planned medical treatment, the employee must make a reasonable effort to schedule the medical treatment, subject to approval

of the employee's health-care provider, in a manner that does not disrupt unduly District operations. If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until appropriate notice is provided.

C. For purposes of leave under the FMLA, all notifications to the District must be in writing and addressed to the Personnel Director.

VI. RETURN FROM LEAVE

A. Any employee that has taken FMLA leave because of the employee's own serious health condition must provide a medical certification from their treating healthcare provider which states the employee is able to resume work, before the employee will be permitted to return to work. We will provide you with the information that is required to be included in a certification. All relevant parts of certification must be completed. We may also request information under the Americans With Disabilities Act, and rely upon information we receive. An employee who takes FMLA leave must notify the District of the date they intend to return to work as soon the date is known.

B. Personnel replacing employees on Family Medical Leave shall be compensated at the daily substitute rate when the anticipated leave is for 10 days or less. Beginning on the 11th day of coverage the substitute will begin receiving the daily rate in effect as determined by the current state and local salary scales for a teaching position with a Bachelor's Degree and 0 years of experience. A substitute will not be placed on a temporary contract, at their actual per diem rate, unless they are expected to provide coverage in excess of 12 weeks (60 working days) and the coverage is expected to continue through the end of the current school year.

C. Upon returning from leave, the District must restore the employee to the position held by the employee when the leave commenced, or restore the employee to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If the employee would have been laid off or otherwise terminated during the leave, the District is not required to restore the employee to his or her position or an equivalent. The employee only has the same rights that he or she would have had if the employee had been working during the leave period.

VII. INSTRUCTIONAL EMPLOYEES

FMLA provides special rules affecting the taking of intermittent leave, leave on a reduced leave schedule, or leave near the end of an academic term (semester), by instructional employees. The District reserves its rights to limit, require, or modify leave according to FMLA provisions. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

ADOPTED 12/19/94

AMENDED: 8/25/03; 2/25/08; 4/27/09, 3/25/13

REPLACE WITH
NEW LANGUAGE

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4339

PAID LEAVE FOR BIRTH OR ADOPTION OF A CHILD

I. Purpose

The purpose of this policy is to provide guidelines under which full-time employees may exercise their right to take paid leave upon the birth or adoption of a child pursuant to Section 1333 of Title 14 of the Delaware (“Section 1333”).

II. Definitions

A. **Full-time employee** means a full-time State pension eligible employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months in a 9 month, 10 month, 11 month, or 12 month position requiring 30 or more hours of work during a standard workweek.

B. **12 weeks of paid leave** means 12 workweeks. The fact that a holiday may occur within a week of paid leave has no effect in that the week counts as a week of paid leave. If, however, an employee is not expected to work for an entire week (e.g. school closing for Winter Holiday, Spring Break, or Summer Break), the week does not count against the employee’s paid leave entitlement.

C. **The District** refers to the Milford School District.

D. **Intermittent leave** is leave taken in separate blocks of time due to a single qualifying reason. If an employee works less than 12 months in a year, paid leave taken

for a period ending at the end of a school year, and resuming at the beginning of the following school year, is leave taken consecutively rather than intermittently.

E. **Reduced leave schedule** is a leave schedule that reduces an employee's usual number of working hours per workweek, or per workday.

F. **Paid leave** refers to the paid leave taken pursuant to Section 1333(a).

G. **Parent** means legal parent as evidenced by birth certificate, adoption documents, court order, or other legal documents.

H. **Multiple births/adoptions** means more than one child is born from the same pregnancy, or more than 1 child who is 6 years old or younger adopted through the same adoption process, or on the same date.

I. **FMLA** refers to the Family Medical Leave Act.

J. **STD** refers to Short Term Disability.

K. **Written notice** means written notice to the District's Human Resources Department.

III. Paid Leave Entitlement

A. A full-time employee employed by a reorganized school district, charter school, or vocational school district for at least 12 consecutive months (see definition of "full-time employee" in Section II.A.) shall be entitled to 12 weeks of paid leave upon the birth of a child of the employee, or upon adoption by the employee of a child who is 6 years old or younger. The birth of a child, or adoption of a child, must occur on or after April 1, 2019. Multiple births/adoptions do not increase the length of paid leave.

B. Paid leave is for the purpose of caring for and bonding with the child. If the employee is not caring for and bonding with the child, the employee is not eligible for paid

leave. If, for whatever reason, the child is no longer in the care of the employee, the paid leave shall terminate.

C. The entitlement to paid leave shall expire at the end of the 12-month period beginning on the date of the birth or adoption creating the entitlement to paid leave. If, for example, an employee entitled to paid leave takes 6 weeks of paid leave during this 12-month period, there will be no entitlement to take the remaining 6 weeks of paid leave subsequent to the expiration of the 12-month period following the birth or adoption creating the entitlement to paid leave. If an employee receiving paid leave terminates employment prior to the end of the 12-month period, there shall be no payment for unused paid leave.

D. Paid leave cannot be taken on an intermittent basis, or be used to create a reduced leave schedule. Paid leave must be taken for a continuous block of time up to a maximum of 12 weeks.

E. If two District employees are eligible for paid leave for the same birth or adoption, each of the employees is eligible for 12 weeks of paid leave. Paid leave for the employees ends at the expiration of the 12-month period beginning on the date of the birth or adoption.

IV. Right to Use Accumulated Sick Leave

A. Employees who are not eligible for paid leave may use accumulated sick leave upon the birth or adoption of a child pursuant to Section 1333(c). Employees eligible for paid leave cannot use accumulated sick leave to extend paid leave upon the

birth or adoption of a child beyond the 12 weeks of paid leave provided by Section 1333(a), unless otherwise approved by the District's Board of Education

B. The right to use accumulated sick leave pursuant to Section 1333(c) is without regard to length of employment.

V. Impact on FMLA Leave Entitlement and STD

The use of paid leave, or the use of accumulated sick leave under § 1333(c), shall run concurrently with FMLA leave, and STD. If, for example, a full-time employee uses 12 weeks of paid leave, the use of the 12 weeks of paid leave will also result in the use of 12 weeks of FMLA leave. When the use of paid leave runs concurrently with STD, STD shall pay 75% of the employee's salary, and paid leave shall pay 25% of the employee's salary.

VI. Notice and Certification

A. If an employee intends to take paid leave upon the birth of the employee's child, the employee shall provide the District written notice of intent to take paid leave at least 30 days' in advance of the expected date of birth. If an employee intends to take paid leave based upon the adoption of a child, the employee must provide written notice of intent to take paid leave at least 30 days' in advance of the adoption if the date of the adoption is foreseeable. If the date of the adoption is not foreseeable, the employee shall provide the District written notice of the date of adoption as soon as practicable.

B. If an employee requests paid leave based upon the birth or adoption of a child, the employee shall provide documentation of the birth or adoption within 30 days of the birth or adoption, or as soon as documentation is available. The name of a legal parent must appear on the birth certificate, a legal document establishing paternity, or a

legal document establishing adoption. Situations where a legal document cannot be provided at the time of birth or adoption, or within a reasonable time thereafter, will be considered on a case-by-case basis. Legal documents considered include a report of birth, a birth certificate, and an adoption order. The documents provided shall show the date of the birth or adoption age of the adopted child, and name of the parent(s). An employee's stepchild is not the child of the employee, unless the employee adopts the stepchild.

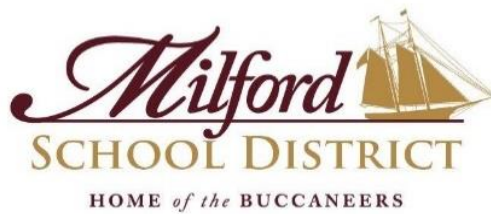
VII. Amendment or Repeal of Section 1333

The Board reserves the right to revise or rescind this policy. If Section 1333 is amended, the policy will be revised to conform the policy to the amendment. If Section 1333 is repealed, this policy is null and void.

VIII. Effective Date

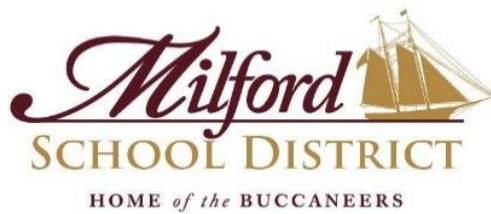
This policy takes effect on April 1, 2019.

ADOPTED:



Final Fiscal Year 2019 Revenue Budget

REVENUE SOURCE	Final FY 2018 Budget	Final FY 2019 Budget
STATE FUNDS		
Formula Salaries	25,175,105.40	26,147,461.67
Cafeteria Salaries	485,872.00	558,887.00
Delaware Sustainment Fund	785,596.35	801,942.00
Academic Excellence Cash Option	0.00	0.00
Related Services Cash Option	141,821.42	58,633.26
Division II, All Other Costs	851,085.54	879,584.00
Division II, All Other Costs - VOC	99,443.00	105,381.00
Division II, Energy	737,822.00	764,150.00
Division III, Equalization	5,339,016.00	5,519,527.00
State Transportation	2,739,235.56	2,994,921.23
Homeless Transportation	447,895.00	342,000.00
Foster Transportation	82,851.00	49,300.00
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	268,929.50	319,710.30
Drivers' Education	15,545.00	14,414.00
Technology Block Grant	63,068.00	107,326.00
Educator Accountability	1,090.88	1,090.88
Education Opportunity Grant - Ross	0.00	142,014.00
Student Success Block Grant Reading - Ross	0.00	79,365.77
Student Success Block Grant K-3	0.00	62,936.91
State Recognition School Award - Mispillion	0.00	8,000.00
Readiness with a Purpose Grant	21,681.67	0.00
World Language Expansion	30,000.00	48,395.08
Instructional Advancement Grant	35,481.00	0.00
Minor Capital Improvements	291,143.00	399,880.00
School Safety and Security Fund	0.00	140,421.29
State Bond Allocation - Special Projects	0.00	25,000.00
Major Capital Improvements	0.00	0.00
TOTAL STATE FUNDS	37,613,682.32	39,571,341.39



Final Fiscal Year 2019 Revenue Budget

LOCAL FUNDS

Current Expense (tax rate)	7,480,925.00	7,892,375.88
Current Expense (capitations)	500.00	250.00
Athletics	40,000.00	40,000.00
Interest	85,000.00	85,000.00
Building Rental	15,000.00	15,000.00
Other Local Revenue	18,500.00	18,500.00
Sol - Systems	1,500.00	1,500.00
Energy Curtailment	15,000.00	15,000.00
E-Rate	26,500.00	25,000.00
CSCR	15,000.00	20,000.00
Indirect Costs	190,000.00	175,000.00
Cafeteria	2,070,000.00	2,070,000.00
Net Choice Billings	(117,391.35)	(102,585.39)
Charter Billings	(119,049.17)	(108,404.57)
Tuition Billings	0.00	(1,965,000.00)
Tuition	2,875,000.00	2,825,000.00
Donations	107,000.00	107,000.00
Debt Service	1,275,000.00	1,270,000.00
Debt Service - County	235,240.78	194,041.07
Match Tax - Minor Capital Improvements	194,095.00	193,305.00
Match Tax - Reading and Math Specialists	0.00	0.00
Match Tax - Extra Time	0.00	0.00
Match Tax - Technology Maintenance	0.00	0.00
TOTAL LOCAL FUNDS	14,407,820.26	12,770,981.99

FEDERAL FUNDS

IDEA	1,065,421.00	1,064,130.00
IDEA - Preschool	45,979.00	47,165.00
TITLE I	1,665,001.00	1,835,010.00
TITLE II	333,718.00	370,471.00
TITLE III	48,104.00	51,993.00
Education for the Homeless	10,000.00	0.00
PERKINS	140,022.00	146,156.00
TOTAL FEDERAL/OTHER FUNDS	3,308,245.00	3,514,925.00

GRAND TOTAL ALL FUNDS	55,329,747.58	55,857,248.38
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Milford School District
Final Expenditure Budget
Fiscal Year 2019

Operating Unit	Operating Unit Description	FY 2018 Final Budget	FY 2019 Final Budget	Difference between FY 18 and FY 19	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	\$ 62,560.50	\$ 2,213.50	4%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	\$ 47,368.00	\$ 1,926.50	4%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	\$ 77,822.00	\$ 4,427.00	6%
9180673A	Mispillion Elementary School	\$ 64,424.50	\$ 64,424.50	\$ -	0%
9180675A	Milford Central Academy	\$ 121,155.00	\$ 121,750.00	\$ 595.00	0%
9180678A	Milford Senior High School	\$ 149,437.50	\$ 154,387.50	\$ 4,950.00	3%
99900000	Board of Education - School Resource Officer	\$ 160,000.00	\$ 165,000.00	\$ 5,000.00	3%
99900000	Board of Education	\$ 2,000.00	\$ 2,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 89,459.00	\$ 109,459.00	\$ 20,000.00	22%
99900300	District Expenditures	\$ 15,000.00	\$ 20,000.00	\$ 5,000.00	33%
99900300	Public Relations and Communication	\$ 1,000.00	\$ 1,000.00	\$ -	0%
99900300	Uniform Assistance	\$ 4,000.00	\$ 4,000.00	\$ -	0%
99900300	School Safety and Security	\$ -	\$ 140,421.29		
99900300	Copy Center (District wide)	\$ 95,000.00	\$ 98,500.00	\$ 3,500.00	4%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion <i>(State Grant)</i>	\$ 30,000.00	\$ 48,395.08	\$ 18,395.08	61%
99920000	College Access - Readiness with a Purpose	\$ 21,681.67	\$ -	\$ (21,681.67)	-100%
99920000	Educator Accountability <i>(State Grant)</i>	\$ 1,090.88	\$ 1,090.88	\$ -	0%
99920000	Instructional Advancement <i>(State Grant)</i>	\$ 35,481.00	\$ -	\$ (35,481.00)	-100%
99920000	Student Success Block Grant Reading (Ross)	\$ -	\$ 79,365.77		
99920000	Education Opportunity Grant (Ross)	\$ -	\$ 142,014.00		
99920000	Recognition School Award (Mispillion)	\$ -	\$ 8,000.00		
99920000	State Bond Allocation - Special Projects	\$ -	\$ 25,000.00		
99920000	Summer School	\$ 25,000.00	\$ 25,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 20,000.00	\$ -	0%
99920000	Extra Time Programs	\$ 15,000.00	\$ 25,000.00	\$ 10,000.00	67%
99920000	Curriculum/Instructional	\$ 168,600.00	\$ 200,600.00	\$ 32,000.00	19%
99920500	State Professional Development	\$ -	\$ -	\$ -	
99920700	Athletics - Middle School	\$ 24,500.00	\$ 26,500.00	\$ 2,000.00	8%
99920700	Athletics - High School	\$ 151,050.00	\$ 156,500.00	\$ 5,450.00	4%
99920800	Driver's Education	\$ 15,545.00	\$ 14,414.00	\$ (1,131.00)	-7%
99930200	Special School - Tuition ILC	\$ 295,500.00	\$ 285,500.00	\$ (10,000.00)	-3%
99930200	Special School - Tuition	\$ 2,579,500.00	\$ 574,500.00	\$ (2,005,000.00)	-78%
99930200	Special School - Unique Alternatives <i>(State)</i>	\$ 268,929.50	\$ 319,710.30	\$ 50,780.80	19%
99930300	Special Services	\$ 49,000.00	\$ 49,000.00	\$ -	0%
99930300	Student Success Block Grant K-3	\$ -	\$ 62,936.91	\$ 62,936.91	
99930300	Special Services - State Related Services	\$ 141,821.42	\$ 58,633.26	\$ (83,188.16)	-59%
99940100	Contingencies and One-Time Items	\$ -	\$ 200,000.00	\$ 200,000.00	
99940100	Milford Middle School Evaluation	\$ -	\$ 50,000.00	\$ 50,000.00	
99940200	Division I Sal/Other State Prg	\$ 25,175,105.40	\$ 26,147,461.67	\$ 972,356.27	4%
99940300	Division Ii Vocational	\$ 99,443.00	\$ 105,381.00	\$ 5,938.00	6%
99940400	Local Limited Contracts	\$ 340,000.00	\$ 340,000.00	\$ -	0%
99940400	Division Iii/Local Salaries	\$ 9,983,600.00	\$ 10,300,000.00	\$ 316,400.00	3%
99940500	Title I	\$ 1,665,001.00	\$ 1,835,010.00	\$ 170,009.00	10%
99940500	Title II	\$ 333,718.00	\$ 370,471.00	\$ 36,753.00	11%
99940500	Title III	\$ 48,104.00	\$ 51,993.00	\$ 3,889.00	8%
99940500	IDEA Part B	\$ 1,065,421.00	\$ 1,064,130.00	\$ (1,291.00)	0%
99940500	IDEA Preschool	\$ 45,979.00	\$ 47,165.00	\$ 1,186.00	3%
99940500	Perkins	\$ 140,022.00	\$ 146,156.00	\$ 6,134.00	4%
99940500	Homeless	\$ 10,000.00	\$ -	\$ (10,000.00)	-100%
99940600	Insurance	\$ 83,000.00	\$ 87,500.00	\$ 4,500.00	5%
99940700	Private Grants/Donations	\$ 107,000.00	\$ 107,000.00	\$ -	0%
99940810	Technology Equipment & Repair	\$ 270,000.00	\$ 272,800.00	\$ 2,800.00	1%
99940810	Technology Block Grant	\$ 63,068.00	\$ 107,326.00	\$ 44,258.00	70%
99940900	Tuition Reimbursement	\$ 60,000.00	\$ 60,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 6,500.00	\$ 8,000.00	\$ 1,500.00	23%
99960000	Child Nutrition Operations	\$ 2,555,872.00	\$ 2,628,887.00	\$ 73,015.00	3%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960200	Energy - Division II	\$ 737,822.00	\$ 764,150.00	\$ 26,328.00	4%
99960200	Local Energy/Utilities	\$ 115,000.00	\$ 137,000.00	\$ 22,000.00	19%
99960200	Custodial Substitutes	\$ 8,240.00	\$ 10,000.00	\$ 1,760.00	21%
99960200	Operations/Utilities	\$ 219,100.00	\$ 167,100.00	\$ (52,000.00)	-24%
99960300	State Transportation	\$ 3,270,981.56	\$ 3,387,221.23	\$ 116,239.67	4%
99960400	Local Transportation	\$ 386,000.00	\$ 396,769.03	\$ 10,769.03	3%
Total Operating Budget		\$ 51,693,835.93	\$ 52,163,873.92	\$ 75,236.93	0%
99970000	Local Debt Service	\$ 1,510,240.78	\$ 1,464,041.07	\$ (46,199.71)	-3%
99970200	Minor Capital Improvements	\$ 485,238.00	\$ 666,467.00	\$ 181,229.00	37%
Total Capital Budget		\$ 1,995,478.78	\$ 2,130,508.07	\$ 135,029.29	7%
TOTAL		\$ 53,689,314.71	\$ 54,294,381.99	\$ 605,067.28	1.1%
<i>Reserve Allocation</i>		<i>\$ 1,640,432.87</i>	<i>\$ 1,562,866.39</i>	<i>\$ (77,566.48)</i>	<i>-4.7%</i>
GRAND TOTAL		\$ 55,329,747.58	\$ 55,857,248.38	\$ 527,500.79	1.0%

Financial Position Report

as of 31-December-2018

Forecast Period: Q3-2019

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non- Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$16,249,998.88	\$364,275.46	\$1,589,870.00	\$18,204,144.34		\$1,975,000.00	\$1,981,381.94	\$3,956,381.94	\$14,247,762.40		\$125,000.00	\$2,370,000.00	\$521,056.94	\$11,481,705.46	\$790,000.00
Div II	\$597,388.09	\$475,028.01	\$0.00	\$1,072,416.10		\$0.00	\$493,995.23	\$493,995.23	\$578,420.87		\$0.00	\$0.00	\$568,420.87	\$10,000.00	
Div III	\$565,909.79	\$0.00	\$0.00	\$565,909.79		\$565,909.79	\$0.00	\$565,909.79	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$710,172.00	\$0.00	\$0.00	\$710,172.00		\$710,172.00	\$0.00	\$710,172.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Total Discretionary Fund Revenue	\$18,123,468.76	\$839,303.47	\$1,589,870.00	\$20,552,642.23		\$3,251,081.79	\$2,475,377.17	\$5,726,458.96	\$14,826,183.27		\$125,000.00	\$2,370,000.00	\$1,089,477.81	\$11,491,705.46	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4102

EMPLOYMENT PROCEDURES: CERTIFIED AND NON-CERTIFIED PERSONNEL

All employees are appointed by the Board of Education upon recommendation of the Superintendent of Schools. The Superintendent shall be responsible for the development and administration of procedures for recruiting, screening, interviewing and selecting candidates for final consideration and election by the Board. All employment approvals are conditioned upon submitting necessary hiring paperwork, verification of credentials and receipt of a satisfactory criminal background check.

When circumstances require a recommended candidate to commence employment prior to the Board meeting at which formal election would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next meeting. Until such approval, the employment remains conditional.

A. Vacancies

1. All regular vacancies will be advertised and posted by the Director of Human Resources or designee, and, when applicable, will be in accordance with the Collective Bargaining Agreements.

B. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the office of the Director of Human Resources.
2. Online and paper applications will be made available to all applicants.
3. All applications are to be submitted within the appropriate timeframe
4. Applications will be considered complete whenever the applicant has completed the requirements outlined on the application.

C. Selection Process

1. The Director of Human Resources will oversee the following selection process:
 - a. Review of online and paper applications to determine qualifications. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. Initial screening to determine if qualifications may be performed by a clerk.
 - b. Selection of diverse interview panel in accordance with the Collective Bargaining Agreements.
 - c. Ranking of candidates based upon interview scores.
 - d. Review of references and confirming that references were checked, including that the current supervisor was contacted.
 - e. Recommendation of the Superintendent to the Board of Education of the highest scoring candidate, unless otherwise required by a CBA, and assuming each party conducting an interview scored each candidate independently.
 - f. Approval by the Board of Education.
 - g. Final approval 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.
 - h. For administrative positions, the Board of Education may interview candidates, if it so desires.

D. Processing Applications of Unsuccessful Candidates

1. Unsuccessful candidates will be notified informing them of their status.

ADOPTED: August 17, 1970

AMENDED: July 18, 1977

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4103

EMPLOYMENT PROCEDURES: ADMINISTRATORS, PARAPROFESSIONALS,

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Superintendent.
2. Applications will be given to any person who feels they may qualify by certification for an administrative position in the Milford School District.
3. All applications are to be submitted and filed in Personnel Office. The Personnel Office will acknowledge receipt of application.
4. Application will be considered complete whenever the applicant has on file in the Personnel Office their application, credentials, transcripts, a certificate issued by the Delaware Department of Public Instruction for the position, and any other requested material for the specific vacancy.
5. Applications will remain active until the opening of the next school year. They must be renewed and the data updated, by written request of the applicant to remain active. Applications will remain in the inactive file for an additional year.

B. Vacancies

1. When a vacancy occurs, the Superintendent will develop a job description, interview questions, and evaluation form and necessary qualifications for the position.
2. The basic interview questions and evaluation form will be developed for the vacancy.
3. All vacancies will be advertised to present employees.
4. Applications on file in the Personnel Office will be reviewed for qualified applicants.

5. Vacancy notices will be forwarded to placement services of colleges and universities when deemed necessary.

C. Processing of Candidates

1. An interview committee consisting of the immediate supervisor and at least two other administrators/supervisors will be designated by the Superintendent.
2. The committee will screen completed applications using predetermined qualifications found in the job description.
3. The Superintendent shall contact the candidates and arrange for an interview date and time.
4. Evaluation forms must be completed on all candidates interviewed.
5. Candidates identified for further consideration following the committee interview shall be referred to the Superintendent who shall:
 - a. Check to see that the candidate is certifiable.
 - b. Evaluate the candidates' experience and check references.
6. The Superintendent shall recommend the successful candidate(s) to the Board of Education for employment.
7. The Board may interview the successful candidate(s) if it so desires.

D. Processing Applications of Unsuccessful Candidates

1. A letter shall be mailed to all unsuccessful candidates informing them of their status.

ADOPTED: 7/18/77; 7/20/87; 10/23/89;

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4104

EMPLOYMENT PROCEDURES: TEACHER ASSISTANTS

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Director of Personnel.
2. All applications will be taken at www.milfordschooldistrict.com.
3. Qualifications are:
 - a. Successful criminal background check.
 - b. Health exam and PPD test.
 - c. High school graduate
 - d. To serve as a teacher assistant from kindergarten to grade 12 applicant must meet one of the following requirements:
 1. Pass Para Pro or
 2. 60 college credits or
 3. Associates Degree or
 4. Bachelors Degree or
 5. Pass Praxis I
 - e. Satisfactory prior employment records
 - f. Qualify for a Teacher's Assistant Permit issued by the Delaware Department of Education
4. All applications are to be submitted and filed in the Personnel Office. The Personnel Office will acknowledge receipt of applications.

B. Vacancies

1. When a vacancy occurs, the Director of Personnel and the Principal/Supervisor will develop the basic interview questions and evaluation form that will be used in the interview.

2. Applications of all candidates who meet the above listed qualifications will be reviewed.
3. If no qualified applications are on file in the Personnel Office, the vacancy will be advertised online.

C. Processing of Candidates

1. The Director of Personnel shall make available to principals and supervisors valid applications for identified vacancies.
2. Every qualified applicant must be interviewed by at least two members of the staff. One must be the Principal or his/her designee.
3. Evaluation forms must be completed on all candidates interviewed.
4. Candidates identified for further consideration following the interview shall be referred to the Director of Personnel, who shall have references checked.

D. Final Employment Procedures

1. If all employment records are in order, the Director of Personnel shall:
 - a. Contact the candidate and indicate that he or she is being recommended to the Board for employment.
 - b. Have candidate complete all necessary employment forms.
 - c. Include approved applicant on the agenda of the next regular school Board meeting.

E. Processing Application of Unsuccessful Candidates

1. A letter shall be mailed or personal phone call will be made to all unsuccessful candidates informing them of their status.

ADOPTED: 7/18/77; 7/20/87; 10/23/89; 2/25/02; 8/28/06

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4105

EMPLOYMENT PROCEDURES: CUSTODIANS

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Director of Personnel.
2. Applications will be given to any person who feels they may qualify for a custodial position in the Milford School District.
3. Qualifications are:
 - a. Certification of good health signed by a licensed physician.
 - b. Physical ability to lift 50 lbs. of dead weight for performance of custodial tasks.
 - c. Physical ability to climb an eight (8) foot step ladder and perform custodial cleaning tasks such as windows, walls, etc.
 - d. Physical ability to operate a scrubbing-buffing machine, lawn mowers, etc. for the performance of custodial tasks.
4. All applications are to be submitted and filed in the Personnel office. The Personnel Office will acknowledge receipt of applications.

B. Vacancies

1. When a vacancy occurs, the Director of Personnel and Principal/Supervisor and/or the Chief Custodian will develop the basic interview questions and evaluation form that will be used in the interview.
2. The list of laid-off custodians will be checked to ascertain qualifications for the vacancy.
3. If no qualified applications are on file in the Personnel Office, the vacancy will be advertised in the local newspaper.

C. Processing of Candidates

1. The Director of Personnel shall make available to Principal/Supervisor and Chief Custodian, valid applications for identified vacancies.
2. Every applicant must be interviewed by at least two members of the staff:
 - a. For Building Custodian - Principal or designee and Chief Custodian.
 - b. For Maintenance - One must be the Supervisor of Buildings and Grounds.
3. Evaluation forms must be completed on all candidates interviewed.
4. Candidates identified for further consideration following the interview shall be referred to the Director of Personnel, who shall have references checked.

D. Final Employment Procedures

1. If all employment records are in order, the Director of Personnel shall:
 - a. Contact the candidate and indicate that he or she is being recommended to the Board for employment.
 - b. Have candidate complete all necessary employment forms.
 - c. Include approved applicant on the agenda of the next regular school Board meeting.
 - d. Following final approval by the Board, send a letter to the new employee.
2. Employment Status
 - a. Each newly hired custodian shall be considered a "probationary employee" for a period of one hundred fifty (150) calendar days extending from and including the first day of actual work for the District after the date of appointment by the Board of Education.

- b. If during the one hundred fifty calendar day probationary period the District terminates the employment of a "probationary employee," the termination shall not be appealable through the Grievance procedure.
- c. After successful completion of the one hundred fifty calendar day probationary period, the "probationary employee" shall be considered a regular "employee" of the District.
- d. All probationary employees shall be formally observed by his/her immediate supervisor within the first 60 workdays of employment with the District.

E. Processing Application of Unsuccessful Candidates

- 1. A letter shall be mailed to all unsuccessful candidates informing them of their status.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4106

EMPLOYMENT PROCEDURES: CHILD NUTRITION SERVICES

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Director of Personnel.
2. Applications will be given to any person who feels they may qualify for a child nutrition position in the Milford School District.
3. Qualifications are:
 - a. Certificate of good health signed by a licensed physician.
 1. Tuberculin Tine Test - negative.
 - b. Be able to read 2 cards from the Quantity Recipes for Type A school lunches file.
4. All applications are to be submitted and filed in the Personnel Office. The Personnel Office will acknowledge receipt of applications.

B. Vacancies

1. When a vacancy occurs, the Director of Personnel and the Supervisor of Child Nutrition will develop the basic interview questions and evaluation form that will be used in the interview.
2. The list of laid-off child nutrition workers will be checked to ascertain qualifications for the vacancy.
3. All applicants will be invited to a screening interview.
4. If no qualified applications are on file in the Personnel Office, the vacancy will be advertised in the local newspaper.

C. Processing of Candidates

1. The Director of Personnel shall make available to the Supervisor of Child

Nutrition valid applications for identified vacancies.

2. Every applicant must be interviewed by at least two members of the staff. One must be the Supervisor of Child Nutrition.
3. Evaluation forms must be completed on all candidates interviewed.
4. Candidates identified for further consideration following the interview shall be referred to the Director of Personnel, who shall have references checked.

D. Final Employment Procedures

1. If all employment records are in order, the Director of Personnel shall:
 - a. Contact the candidate and indicate that he or she is being recommended to the Board for employment.
 - b. Have candidate complete all necessary employment forms.
 - c. Include approved applicant on the agenda of the next regular school Board meeting.
 - d. Following final approval by the Board, send a letter to the new employee.

E. Processing Applications of Unsuccessful Candidates

1. A letter shall be mailed to all unsuccessful candidates informing them of their status.

ADOPTED: 8/17/70; 5/30/73; 1/12/76; 7/18/77; 7/20/87; 10/23/89;

Delete

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4107

EMPLOYMENT PROCEDURES: SECRETARIES

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Director of Personnel.
2. Applications will be given to any person who feels they may qualify for a secretarial position in the Milford School District.
3. Qualifications are:
 - a. Certificate of good health signed by a licensed physician
 - b. Typing - be capable of passing typing test on a computer
 - c. Be familiar with computers, including word processing software
 - d. Be able to demonstrate proficiency in the use of calculators and other business machines
 - e. Be able to pass our test in spelling, vocabulary and math
 - f. Be a high school graduate
 - g. Be able to pass the criminal background check
4. All applications are to be submitted and filed in the Personnel Office. The Personnel Office will acknowledge receipt of applications.

B. Vacancies

1. When a vacancy occurs, the Director of Personnel and the Principal/Supervisor will develop the basic interview questions and evaluation form that will be used in the interview.
2. The list of laid-off secretaries will be checked to ascertain qualifications for the vacancy.
3. Applications of all candidates who meet the above listed qualifications will be reviewed.

4. If no qualified applications are on file in the Personnel Office, the vacancy will be advertised in the local newspaper.
5. All applicants will be invited to take the Milford School District's Secretarial Test.

C. Processing of Candidates

1. The Director of Personnel shall make available to the Principal/Supervisor all qualified applicants for identified vacancies.
2. Every qualified applicant must be interviewed by at least two members of the staff.
3. Evaluation forms must be completed on all candidates interviewed.
4. Candidates identified for further consideration following the interview shall be referred to the Director of Personnel, who shall have references checked.

D. Final Employment Procedures

1. If all employment records are in order, the Director of Personnel shall:
 - a. Contact the candidate and indicate that he or she is being recommended to the Board for employment.
 - b. Have candidate complete all necessary employment forms.
 - c. Include approved applicant on the agenda of the next regular school Board meeting.

E. Processing Applications of Unsuccessful Candidates

1. A letter shall be mailed to all unsuccessful candidates informing them of their status.

ADOPTED: 7/18/77; 7/20/87; 10/23/89; 2/25/02

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4108

EMPLOYMENT PROCEDURES: TEACHERS

A. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the Director of Personnel.
2. Online applications will be made available to any person who feels they may qualify by certification for a teaching position in the Milford School District.
3. All applications are to be submitted online within the appropriate timeframe. The district employment website will acknowledge receipt of application.
4. Applications will be considered complete whenever the applicant has completed the requirements of the online application.
5. Applications will remain active for one year. They must be renewed each year via the online application to remain active.

B. Vacancies

1. When a vacancy occurs, the Director of Personnel and the Principal/Supervisor will develop a job description and necessary qualifications for the position.
2. The basic interview questions and evaluation form will be developed for the vacancy.
3. All vacancies will be advertised to present employees via email.
4. Applications on file in the Personnel Office will be reviewed for qualified applicants.
5. Vacancy notices will be forwarded to placement services of colleges and universities when deemed necessary.

C. Processing of Candidates

1. The Director of Personnel shall make available to Principals/Supervisors

valid applications for identified vacancies.

2. Every applicant must be interviewed by at least two members of the staff. One must be the Principal or another administrator designated by him/her and the other may be another administrator, supervisor or teacher.
3. The principal/supervisor shall contact the candidates and arrange for an interview date and time.
4. Evaluation forms must be completed on all candidates interviewed.
5. Candidates identified for further consideration following the interview shall be referred to the Director of Personnel, who shall:
 - a. Check to see that candidate is certifiable.
 - b. Evaluate the candidate's experience and check references.

D. Final Employment Procedures

1. If all employment records are in order, the Director of Personnel shall:
 - a. Contact the candidate and indicate that he or she is being recommended to the Board for employment.
 - b. Have candidate complete all necessary employment forms and issue a contract pending final action of the Board.
 - c. Include approved applicant on the agenda of the next regular school Board meeting.

E. Processing Applications of Unsuccessful Candidates

1. Unsuccessful candidates will be notified via email informing them of their status.

ADOPTED: 7/18/77; 7/20/87; 10/23/89; 3/23/15

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 19th for School Board approval for the following school year)

Morris ☐
 Banneker ☐
 Central Academy ☐
 High School ☐
 Mispillion ☐
 Ross ☒

In-State ☐
 Out-of-State ☒
 Overnight ☐

DATE(S) OF TRIP: 6/10/2019 # of School Days missed: 1	TRIP DESTINATION: Nat'l Constitution Cntr. U.S. Mint. Philadelphia	TEACHER(S): Leesa Lopez
NUMBER OF STUDENTS: 145	CONTENT AREAS: Social Studies	GRADE(S): 5
1. Instructional Unit Title: Bill of Rights, Money and Banking, USA Studies Weekly 2. Dates of Instructional Unit: From: September 2018 To: June 2019 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour <input checked="" type="checkbox"/> Research Video Software Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): During the Constitution Hall visit students will view the "Freedom Rising" show and hear the story of the United States Constitution and its ongoing role in our lives and they will sign the Constitution alongside 42 life-size, bronze statues of the Founding Fathers. They will participate in a self-guided tour of the Civil War and Hamilton Galleries. At the Franklin Mint students will take part in a self guided tour of the coining operations from 40 feet above the factory floor. See the first coining press, used to strike our nation's first coins in 1792, and other historic artifacts.		Field Trip Cost Transportation: \$4396.00 Meals: Other expenses (explain): \$1087.50 <i>Show Admission</i> Funding Used: Individual student expense: \$28.95 * <i>1/2 bus cost of \$1250.40 split by 40 payments</i> <div style="text-align: right;">\$5483.50 Total Cost</div>
Closest Medical Facility (with address & phone #): Thomas Jefferson University Hospitals, 1020 Walnut St. Philadelphia, PA 19107 (215) 955-6000 Nurse Initials: <u>JAW</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>		
<small>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</small>		
12/19/16		

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 ☐
 Mispillion ☐
 Ross ☒

In-State ☐
 Out-of-State ☒
 Overnight ☐

DATE(S) OF TRIP: May 22, 2019 # of School Days missed: 1	TRIP DESTINATION: Arthur Purdue Stadium	TEACHER(S): Kemmerlin
NUMBER OF STUDENTS: 150	CONTENT AREAS: PBS	GRADE(S): 5th
1. Instructional Unit Title: This is our End-of-the-Year celebration/culminating event for PBS. 2. Dates of Instructional Unit: From: 2018 To: 2019 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify) 4. Relationship of trip to instructional objective(s) (purpose of the trip): This is a PBS, culminating, end of the year activity for our fifth graders who have exhibited positive behavior throughout the year. This is their final reward for making good choices as a Ross Cat.		Field Trip Cost Transportation: \$915.00 Meals: Other expenses (explain): \$1350.00 <i>Entrance/Meal Combo Ticket</i> Funding Used: Individual student expense: \$15.10 <div style="text-align: right;">\$2265.00 Total Cost</div>
Closest Medical Facility (with address & phone #): Peninsula Regional Medical Center, 100 E. Carroll Street, Salisbury, MD 21801 410-546-6400 Nurse Initials: <i>Jan</i>		
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: <i>Cynthia McPhee</i> DIRECTOR'S SIGNATURE: <i>Shirley</i> SUPT'S SIGNATURE: <i>W. A. DeR...</i> <small>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.</small>		
12/19/16		

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 ☐
 Mispillion ☐
 Ross ☒

In-State ☐
 Out-of-State ☒
 Overnight ☐

DATE(S) OF TRIP: May 17, 2019 # of School Days missed: 1	TRIP DESTINATION: Salisbury Zoo, Salisbury, MD	TEACHER(S): First Grade Team
NUMBER OF STUDENTS: approx. 150	CONTENT AREAS: Science	GRADE(S): 1
1. Instructional Unit Title: Organisms 2. Dates of Instructional Unit: From: MP 3 To: MP 4 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): Organism Science Kit <div style="margin-left: 40px;"> 1. There is a wide variety of living things on Earth that have basic needs such as food, light, water, air, space and shelter. 2. Organisms grow and develop, change, and die over time. 3. Each type of organism has specific needs such as food, amount of water, amount of light, amount of space, and type of shelter. 4. Humans are also similar to other organisms performing similar life processes for example: growth and development, motion, digestion, excretion, respiration, and reproduction. </div>		Field Trip Cost Transportation: \$1310.00 Meals: n/a Other expenses (explain): n/a Funding Used: Students/PTP Individual student expense: \$8.73 <div style="text-align: right;">\$1310.00 Total Cost</div>
Closest Medical Facility (with address & phone #): PGH Medical Ctr., 100 E Carroll St., Salisbury, MD 21801 (410) 546-6400 Nurse Initials: <u>Jaw</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:		
<div style="display: flex; justify-content: space-between;"> <div> PRINCIPAL'S SIGNATURE: <u>Brookia McHenry</u> </div> <div> DIRECTOR'S SIGNATURE: <u>[Signature]</u> </div> <div> SUP'T'S SIGNATURE: <u>[Signature]</u> </div> </div> <p style="font-size: small;">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.</p> <p>12/19/16</p>		