

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, AUGUST 20, 2018 AT 6:30 PM  
PUBLIC SCHOOL BOARD MEETING  
MILFORD CENTRAL ACADEMY**

*It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of the meeting for the reasons identified below, then return to a regular session meeting at approximately 7:00 pm.*

1. **Call to Order by President**
2. **Roll Call**

_____ 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.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for July 30, 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. **Delaware School Boards Association (DSBA) Membership Action Item**
  - B. **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

C. Upcoming Events

**11. Business – Mrs. Sara Croce**

- A. Revenue and Expenditure Report as of July 31, 2018 Action Item (Attachment 2)
- B. Review of Board Policy 5103 Milford School District Fund Raising (Attachment 3)
- C. Approval of Board Policy 3303 Student Fees – Child Nutrition Program Action Item (Attachment 4)
- D. Approval to delete Board Policy 4302 Local Salary Supplement: Teacher Assistants, Classroom and Library Action Item (Attachment 5)
- E. Approval to delete Board Policy 4309B Limited Contracts for Personal Services Payment Scale Action Item (Attachment 6)
- F. Approval to delete Board Policy 4311 Working Hours: Teacher Assistants Action Item (Attachment 7)
- G. Approval to delete Board Policy 4312 Working Hours: Custodians Action Item (Attachment 8)
- H. Approval to delete Board Policy 4313 Working Hours: Secretaries Action Item (Attachment 9)
- I. Approval to delete Board Policy 4314 Regular Part Time Employees Action Item (Attachment 10)
- J. Approval to delete Board Policy 4315 Tax Sheltered Annuities Action Item (Attachment 11)

**12. Personnel – Dr. Jason Peel**

- A. Personnel Action Item (Attachment 12)
- J. Approval of Board Policy 4309E Sports Program Volunteer Coaching Assistant Action Item (Attachment 13)

**13. Instruction and Student Programs**

- A. **Director of Student Learning – Dr. Bridget Amory**
  1. Field Trips Action Item (Attachment 14)
  2. Upcoming Year Highlights

**14. Administrative Services**

- A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
  1. Facilities Management Board Policy 3101 Action Item (Attachment 15)

**15. Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – JULY 30, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President  
Mrs. Dennehy –V. President  
Mr. Evans  
Mr. Miller  
Mrs. Purcell  
Mr. Vezmar  
Mr. Schelhouse  
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Ms. Manges  
Dr. Stevenson  
Mrs. Hallman  
Mr. Zoll  
Mr. Snyder  
Mrs. McKenzie  
Mrs. Carter  
Dr. Kilgore  
Mrs. Messick

Public

S. Whaley  
S. Buford  
J. LoBiondo  
R. Viramontes  
E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:30 PM on Monday evening, July 30, 2018 in the Milford Central Academy Cafeteria.

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to adjourn into Executive Session at 6:30 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)

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to adjourn Executive Session at 7:01 PM. **Motion carried unanimously.**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTION OF VISITORS**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE** to approve the minutes of the July 9, 2018 Reorganization Meeting and Regular Board Meeting. **Motion carried unanimously.**

**CHANGES AND ADDITIONS TO THE AGENDA**

Dr. Dickerson stated 14A Facilities Management Board Policy 3101 will be brought to the August 20, 2018 meeting with changes.

## **RECOGNITION AND ACCOMPLISHMENTS**

Mrs. Judith Bruns was recognized at the Delaware State Fair for her 20 years of FFA leadership service in the state and her involvement with the AgriScience Program in Milford. Mrs. Bruns will be an Assistant Principal at Milford Central Academy. The Milford Central Academy AgriScience program was also recognized as the State of Delaware AgriScience Program of the Year.

US News and World Report ranked Milford High School in the top 5 high schools in the State of Delaware. Schools are ranked based on the performance on college readiness indicators.

Dr. Dickerson recognized Mr. Rene Diaz and his involvement with the 4H Program at the Milford Central Academy and Milford High School. There are 50 students enrolled in the program.

### ***Delaware School Board Association***

Mrs. Wiley led a discussion with the Board members regarding membership with the Delaware School Board Association. The fee for joining comes from local funds. This will be an action item at the August 20, 2018 meeting.

### ***Milford Middle School Committee***

Dr. Dickerson stated the first public Milford Middle School Committee meeting will be held on August 27, 2018 at 6:00pm in Milford Central Academy cafeteria. The purpose of the committee is to evaluate the Milford Middle School building and grounds and make recommendations regarding future use relative to the educational needs of the district and overall benefit for the community. Mr. Ron Evans and Mrs. Yvette Dennehy will be the Board representatives on the committee.

## **BUSINESS**

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

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

### ***DOE Financial Position Report***

**MOTION MADE BY MR. EVANS/SECONDED BY MR. SCHELHOUSE** to approve the DOE Financial Position Report. **Motion carried unanimously.**

### ***Review of Board Policy 5103 Milford School District Fundraising***

Mrs. Croce led discussion on the current district fundraising policy. A revised policy will be read at the next board meeting.

## **PERSONNEL**

### ***Personnel Report***

#### **RESCIND EMPLOYMENT**

SEPULVEDA, Jesica

Banneker – Elementary/Spanish Immersion Teacher

RESIGNATION

HICKMAN, Julie  
Mispillion – Grade 5 Teacher  
Effective: July 13, 2018  
Years of Service to MSD: 7

VOSHELL, Ron  
High School – Spanish Teacher  
Effective: July 11, 2018  
Years of Service to MSD: 7

KNIGHT, Cary  
Banneker – EL Teacher  
Effective: July 11, 2018  
Years of Service to MSD: 11

MCKELLOP, Holly  
Central Academy – Special Education Teacher  
Effective: July 17, 2018  
Years of Service to MSD: 3

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\*

SILVA, Mary  
Banneker – Teacher of English Learners  
Effective: August 22, 2018

HOLLEGER, Carrie  
Mispillion – Elementary Teacher  
Effective: August 22, 2018

REYES-MATUZ, Francisco  
Central Academy – Spanish Teacher  
Effective: August 22, 2018

HENRY, Deborah  
High School – Spanish Teacher  
Effective: August 22, 2018

IVORY, McKenzie  
Central Academy – AgriScience Teacher (12 mo.)  
Effective: August 6, 2018

GAZZE, Sarah  
Ross – Reading Interventionist  
Effective: August 22, 2018

MARTIN, Ryan  
Central Academy – Special Education Teacher  
Effective: August 22, 2018

GALATI, Kristin  
Central Academy – Special Education Teacher  
Effective: August 22, 2018

TINSLEY, Sandra  
Banneker – Elementary Teacher  
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT\*

NORDBERG, Carol  
Morris – Night Custodian  
Effective: August 6, 2018

DANIELS, Victor  
High School – Night Custodian  
Effective: July 31, 2018

TRANSFER

HARTSHORNE, Justine  
Transfer from Speech Pathologist 11 mo. To Speech Pathologist 10 mo.  
Effective: August 27, 2018

RETIREMENT

WILKINS, Julia  
Banneker – Grade 3 Teacher  
Effective: September 1, 2018  
Years of Service to MSD: 33

RETURN FROM RIF

Board Only

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

Misplillon	Advisor, Student Council	Hickman, Julie
Central	Cross Country Coach	McKellop, Holly

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

District	Mentor Site Coordinator	Geesaman, Sherrise
District	Lead, School Counselor	Forsberg-Davis, Maud
District	Coordinator, Odyssey of the Mind Secondary	Woods, Judith
District	Coordinator, Odyssey of the Mind Elementary	Gaglione, Amanda
Central	Advisor, Student Council	Woods, Judith
Central	Advisor, Yearbook	Davis, Trish
		Conaway, Jenna
Central	Band Director	Thompson, Jeff

Central	Chorus Director	Fair, Julie
Central	Coordinator, Science Olympiad	Powers, Jacqueline
Central	Instructional Coach, English	Geesaman, Sherrise
Central	Instructional Coach, Expressives	McKee, Marcy
Central	Instructional Coach, Mathematics	Cooper, Brandy
Central	Instructional Coach, Science	Woods, Judith
Central	Instructional Coach, Social Studies	Bailey, Matthew
Central	Instructional Coach, Special Education	Yun, Wendy
Central	Cross Country Coach	Thompson, Kris (21B)
Central	Cross Country Volunteer	Willey, Richard (21B)
		Phillips, Douglas (21B)
Central	Field Hockey Volunteer	Albright, Jenna
Central	Volleyball Volunteer	Darlin, Pat (21B)
High	Football Coach, Asst. (Defensive Coord.)	Fisher, Tim (21B)
High	Football Coach, Asst. (Offensive Coord.)	Harris, Josh (21B)
High	Football Coach, Asst.	Deeney, Ryan/Boyd, Brian
		Franklin, Steve (21B)
		Jefferson, Nick/Mann, Devin
		Zambito, Anthony
High	Football Volunteer	Strickland, Justin (21B)
		Collick, Billy (21B)
High	Field Hockey Coach, Asst.	Shockley, Peyton
High	Field Hockey Volunteer	Silicato, Sara (21B)
		Lingo, Morgan (21B)
		Scott, Dom (21B)
High	Cross Country Volunteer	Venette, Steven (21B)
High	Boys Soccer Volunteer	Jones, Kyle,
		Caranza, Antonio (21B)
High	Volleyball Volunteer	Darlin, Pat (21B)
High/Central	Cheerleading Volunteer	Walls, Kelly (21B)
		Wingo, Lisa (21B)
		Harrington, Tina (21B)
		Thompson, Kristina (21B)
		Davis, Kimberly

\*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. DENNEHY/SECONDED BY MR. EVANS** that the Board approve the Personnel Report as written. **Motion carried unanimously.**

***Morris Early Childhood Center Safety Monitor - Constable***

**MOTION MADE BY MR. EVANS/ SECONDED BY MR. MILLER** to approve the hiring of a Morris Early Childhood Center Safety Monitor – Constable. **Motion carried unanimously.**

***Board Policy 5404 Student Code of Conduct Secondary Schools***

**MOTION MADE BY MR. VEZMAR/ SECONDED BY MR. SCHELHOUSE** to approve Board Policy 5404 Student Code of Conduct Secondary Schools as written. **Motion carried unanimously.**

***Board Policy 5414 Student Code of Conduct Elementary Schools Grades K through 5***

**MOTION MADE BY MR. SCHELHOUSE/ SECONDED BY MRS. DENNEHY** to approve Board Policy 5414 Student Code of Conduct Elementary Schools Grades K through 5 as written. **Motion carried unanimously.**

***Board Policy 5401 Required Dissemination***

***Board Policy 5406 Superintendent's Disciplinary Hearing***

***Board Policy 5409 Student Initiated Appellate Process***

***Board Policy 5410 Suspension and Expulsion of Pupils – Elementary Schools***

***Board Policy 5411 Criteria for Readmission Following Expulsion***

**MOTION MADE BY MRS. DENNEHY/ SECONDED BY MR. SCHELHOUSE** to delete Board Policy 5401 Required Dissemination, Board Policy 5406 Superintendent's Disciplinary Hearing, Board Policy 5409 Student Initiated Appellate Process, Board Policy 5410 Suspension and Expulsion of Pupils – Elementary Schools and Board Policy 5411 Criteria for Readmission Following Expulsion. **Motion carried unanimously.**

***Board Policy 4309E Sports Program Volunteer Coaching Assistant***

Dr. Peel presented the first read of Board Policy 4309E Sports Program Volunteer Coaching Assistant.

**ADMINISTRATIVE SERVICES**

***Transportation***

***Field Trip and Athletic Summary 2018-2019***

**MOTION MADE BY MRS. PURCELL/ SECONDED BY MR. VEZMAR** to approve the Field Trip and Athletic Summary 2018-2019.

Roll Call:	Mrs. Dennehy	yes	Mr. Evans	abstain
	Mr. Miller	yes	Mrs. Purcell	yes
	Mr. Schelhouse	yes	Mr. Vezmar	yes
	Mrs. Wiley	yes		

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

**ADJOURNMENT**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE** that the Regular Meeting of the Milford Board of Education held on Monday, July 30, 2018 adjourn at 8:09 PM. **Motion carried unanimously.**



**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2019 Monthly Revenue Report**  
**As of July 31, 2018**  
**8.3% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Preliminary FY 2019 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
Formula Salaries	26,147,462	24,959,327	95.46%
Cafeteria Salaries	485,872	437,285	90.00%
Delaware Sustainment Fund	785,596	710,172	90.40%
Academic Excellence Cash Option	-		
Related Services Cash Option	55,000	127,639	232.07%
Division II, All Other Costs	851,086	109,531	12.87%
Division II, All Other Costs - VOC	99,443	74,582	75.00%
Division II, Energy	737,822	664,040	90.00%
Division III, Equalization	5,339,016	4,748,100	88.93%
State Transportation	2,739,236	1,364,993	49.83%
Homeless Transportation	447,895	-	0.00%
Foster Care Transportation	82,851	-	0.00%
Transportation Supply	1,000	-	0.00%
Unique Alternatives Transportation	268,930	-	0.00%
Drivers' Education	15,545	13,991	90.00%
Professional Development	-	20,842	
Technology Block Grant	63,068	95,044	150.70%
Educator Accountability (CPR)	1,091	-	0.00%
Professional Instruction - State Grant(s)			
World Language Expansion	30,000	-	0.00%
Readiness with a Purpose Grant			
Odyssey of the Mind			
Education Opportunity Grant		71,007	
Minor Capital Improvements	289,957	-	0.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>38,440,869</b>	<b>33,396,553</b>	<b>86.88%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,892,376	26,174	0.33%
Current Expense (capitations)	250	-	0.00%
Athletics	40,000	-	0.00%
Interest	85,000	2,925	3.44%
Building Rental	15,000	400	2.67%
Other Local Revenue	18,500	57	0.31%
Sol - Systems	1,500		0.00%
Energy Curtailment	15,000		0.00%
CSCR	20,000	-	0.00%
Indirect Costs	175,000	11,059	6.32%
Cafeteria	2,070,000	90,467	4.37%
Net Choice Billings	(117,391)		0.00%
Net Charter Billings	(119,049)		0.00%
Tuition Billings	(1,955,000)		0.00%
Social Studies Coalition/Donations	107,000	4,000	3.74%
Debt Service	1,270,000	4,235	0.33%
Debt Service - County Impact Fees	194,041		0.00%
Tuition	2,825,000	9,084	0.32%
Minor Capital Improvements	193,305	621	0.32%
E-Rate	25,000		0.00%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>12,755,531</b>	<b>149,022</b>	<b>1.17%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,065,421	-	0.00%
IDEA - Preschool	45,979	-	0.00%
IDEA - Preschool (Morris Grant)			
Title I	1,665,001	-	0.00%
Title II	333,718	-	0.00%
Title III English Acquisition	48,104	-	0.00%
Education for the Homeless	10,000	-	0.00%
School Based HIV/STD Prevention	-	-	
Perkins	140,022	-	0.00%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>-</b>	<b>0.00%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>54,504,644.93</b>	<b>33,545,574.75</b>	<b>61.55%</b>

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

Operating Unit	Budget Line	Final Budget		Encumbered	Expended	Budget Remaining	% Remaining
		Amount					
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00		168.00	139.98	\$ 60,039.02	99.49%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50		4,548.45	972.88	\$ 39,920.17	87.85%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00		1,361.37	17.08	\$ 72,016.55	98.12%
9180673A	Misphillion Elementary School	\$ 64,424.50		4,156.09	2,882.63	\$ 57,385.78	89.07%
9180675A	Milford Central Academy	\$ 121,155.00		11,306.64	545.47	\$ 109,302.89	90.22%
9180678A	Milford Senior High School	\$ 149,437.50			170.55	\$ 149,266.95	99.89%
99900000	Board Of Ed/District Expenses	\$ 2,000.00			31.98	\$ 1,968.02	98.40%
	School Resource Officer	\$ 165,000.00		162,000.00		\$ 3,000.00	1.82%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00		20,000.00		\$ 69,459.00	77.64%
99900300	District Expenditures	\$ 20,000.00			917.42	\$ 19,082.58	95.41%
	Public Relations and Communication	\$ 1,000.00				\$ 1,000.00	100.00%
	Copy Center (District Wide)	\$ 95,000.00		16,462.26	7,832.37	\$ 70,705.37	74.43%
	Student Emergency Fund	\$ 4,000.00				\$ 4,000.00	100.00%
99910100	Superintendent	\$ 1,500.00		150.00	87.06	\$ 1,262.94	84.20%
99920000	World Language Immersion (State Grant)	\$ 30,000.00				\$ 30,000.00	100.00%
	Educator Accountability (State Grant)	\$ 1,090.88				\$ 1,090.88	100.00%
	Summer School	\$ 25,000.00			7,611.65	\$ 17,388.35	69.55%
	Translators	\$ 20,000.00				\$ 20,000.00	100.00%
	Extra Time Programs	\$ 20,000.00			87.99	\$ 19,912.01	99.56%
	Curriculum and Instruction	\$ 200,600.00		27,368.70	3,870.00	\$ 169,361.30	84.43%
99920500	State Professional Development	\$ -				\$ -	
99920700	Athletics - High School	\$ 156,500.00		5,523.93	6,820.83	\$ 144,155.24	92.11%
	Athletics - Milford Central Academy	\$ 26,500.00		580.82	1,782.45	\$ 24,136.73	91.08%
99920800	Driver's Education	\$ 15,545.00			2,552.09	\$ 12,992.91	83.58%
99930200	Tuition - Special Services	\$ 574,500.00			3,030.00	\$ 571,470.00	99.47%
	Tuition - Special Services - ILC	\$ 295,500.00		1,187.01	16,231.34	\$ 278,081.65	94.11%
	Unique Alternatives (State Funds)	\$ 268,929.50				\$ 268,929.50	91.01%
99930300	Special Services	\$ 49,000.00		13,113.09	494.05	\$ 35,392.86	72.23%
	Special Services - State Related Services	\$ 55,000.00				\$ 55,000.00	100.00%
99940100	Contingencies and One-Time Items	\$ 200,000.00					
99940100	Milford Middle School Evaluation	\$ 50,000.00					
99940200	Division I/Formula Salaries	\$ 26,147,461.67			2,243,399.08	\$ 23,904,062.59	91.42%
99940300	Division II - Vocational	\$ 99,443.00				\$ 99,443.00	100.00%
99940400	Division III/Local Salaries	\$ 10,300,000.00			731,318.85	\$ 9,568,681.15	92.90%
	Union agreed Limited Contracts	\$ 340,000.00			1,320.47	\$ 338,679.53	99.61%
99940500	Title I	\$ 1,665,001.00				\$ 1,665,001.00	100.00%
	Title II	\$ 333,718.00				\$ 333,718.00	100.00%
	Title III	\$ 48,104.00				\$ 48,104.00	100.00%
	IDEA Part B	\$ 1,065,421.00				\$ 1,065,421.00	100.00%
	IDEA Preschool	\$ 45,979.00				\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00				\$ 140,022.00	100.00%
	Homeless	\$ 10,000.00				\$ 10,000.00	100.00%
	Other Federal Grants	\$ -				\$ -	
99940600	Insurance Expense	\$ 83,000.00				\$ 83,000.00	100.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00		491.44		\$ 106,508.56	99.54%
99940810	Technology Equipment & Repair	\$ 270,000.00		24,273.42	22,168.39	\$ 223,558.19	82.80%
	Technology Block Grant	\$ 63,068.00				\$ 63,068.00	100.00%
99940900	Tuition Reimbursement	\$ 60,000.00				\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 8,000.00		733.00	458.75	\$ 6,808.25	85.10%
99960000	Child Nutrition Operations	\$ 2,070,000.00		456,534.45	90,246.91	\$ 1,523,218.64	73.59%
	Cafeteria Salaries	\$ 485,872.00			35,509.48	\$ 450,362.52	92.69%
99960100	Facilities Maintenance	\$ 90,000.00		36,205.77	1,484.08	\$ 52,310.15	58.12%
	Custodial Services and Supplies	\$ 90,000.00		49,474.10	11,156.25	\$ 29,369.65	32.63%
99960200	Operations and Utilities	\$ 327,340.00		65,854.74	17,828.96	\$ 243,656.30	74.44%
	Energy Division II	\$ 737,822.00		118,779.53	50,870.47	\$ 568,172.00	77.01%
99960300	State Transportation	\$ 2,739,235.56				\$ 2,739,235.56	100.00%
	State Homeless Transportation	\$ 447,895.00				\$ 447,895.00	100.00%
	State Foster Transportation	\$ 82,851.00				\$ 82,851.00	100.00%
	Transportation Supplies	\$ 1,000.00				\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00		250.00	12,703.29	\$ 10,046.71	43.68%
	Local Activities Transportation	\$ 3,000.00				\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 60,000.00				\$ 60,000.00	100.00%
	Local Transportation Match	\$ 315,000.00				\$ 315,000.00	100.00%
<b>Total Operating Budget</b>		<b>\$ 51,139,558.11</b>		<b>\$ 1,020,522.81</b>	<b>\$ 3,274,542.80</b>	<b>\$ 46,594,492.50</b>	<b>91.11%</b>
99970000	Local Debt Service	\$ 1,464,041.07		-	123,410.84	\$ 1,340,630.23	91.57%
99970200	Minor Capital Improvements	\$ 483,262.00				\$ 483,262.00	100.00%
<b>Total Capital Budget</b>		<b>\$ 1,947,303.07</b>		<b>\$ -</b>	<b>\$ 123,410.84</b>	<b>\$ 1,823,892.23</b>	<b>93.66%</b>
<b>Grand Total</b>		<b>\$ 53,086,861.18</b>		<b>\$ 1,020,522.81</b>	<b>\$ 3,397,953.64</b>	<b>\$ 48,418,384.73</b>	<b>91.21%</b>

*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

5103

**MILFORD SCHOOL DISTRICT FUNDRAISING**

The Milford School District recognizes the need for fundraising activities to support various student groups. No commitments to fundraisers shall be made until they are approved through the appropriate process. All fundraiser proposals must be submitted to the building administrator for approval. The building administrator will review and approve or deny the fundraiser proposal. If the fundraiser is approved, the building administrator will submit the approved fundraiser form to the District Office for final review and approval. A calendar of approved fundraisers will be maintained by District Office staff to minimize overlapping fundraisers throughout the district. If consideration is given to a fundraiser that encourages students to sell items in exchange for a reward or sell items door to door within the community, the district will review the fundraiser with the Milford Board of Education prior to any district approval.

Any All funds money raised through student fundraising activities shall be deposited in the student activities account of each school and shall be handled according to the accounting procedures established by the district. Under no circumstances shall funds be deposited into a personal bank account of an employee or advisor.

~~All fund raising activities involving sales of items in the community must be approved in advance by the principal and school board in the spring of the prior school year. The following types of fund raising activities are to be submitted to the Board of Education for its approval or disapproval: all solicitations off school grounds, sales of all types of merchandise, advertisements, foods and beverages.~~

~~Those fund raising activities that do not require school board approval are to be submitted to the principal for his/her approval or disapproval. (Examples include work details, school stores, school productions, dinners, dances, sale of programs, sale of tickets, sale of yearbook, sale of student newspaper.)~~

Fundraisers that sell food and beverage items, whether sold in school or the community, shall meet the nutritional standards set forth in the district Wellness Policy (Board Policy 3304a) in compliance with USDA Federal Standards. and shall incorporate the district "Guidelines for Healthy Fund Raisers" in the planning of such events.

Concession sales at school activities outside school hours may continue the sale of items previously included (i.e. candy, baked goods, pizza, soda), but must include healthy alternatives (fruit juices, bottled water, fruit, vegetables, whole grain baked goods) that meet the "Guidelines for Healthy Fund Raisers." These Healthy items must be prominently displayed and equally promoted with the other items.

ADOPTED: October 18, 1976  
AMENDED: March 21, 1977

REVISED: February 23, 2009

REVISED VERSION:

### **MILFORD SCHOOL DISTRICT FUNDRAISING**

The Milford School District recognizes the need for fundraising activities to support various student groups. No commitments to fundraisers shall be made until they are approved through the appropriate process. All fundraiser proposals must be submitted to the building administrator for approval. The building administrator will review and approve or deny the fundraiser proposal. If the fundraiser is approved, the building administrator will submit the approved fundraiser form to the District Office for final review and approval. A calendar of approved fundraisers will be maintained by District Office staff to minimize overlapping fundraisers throughout the district. If consideration is given to a fundraiser that encourages students to sell items in exchange for a reward or sell items door to door within the community, the district will review the fundraiser with the Milford Board of Education prior to any district approval.

All money raised through fundraising activities shall be deposited in the student activity account of each school and shall be handled according to the accounting procedures established by the district. Under no circumstances shall funds be deposited into a personal bank account of an employee or advisor.

Fundraisers that sell food and beverage items, whether sold in school or the community, shall meet the nutritional standards set forth in the district Wellness Policy (Board Policy 3304a) in compliance with USDA Federal Standards.

Concession sales at school activities outside school hours may continue the sale of items previously included (i.e. candy, baked goods, pizza, soda), but must include healthy alternatives (fruit juices, bottled water, fruit, vegetables, whole grain baked goods) that meet the "Guidelines for Healthy Fund Raisers." Healthy items must be prominently displayed and equally promoted with the other items.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

3303

**STUDENT FEES – CHILD NUTRITION PROGRAM**

**MEAL PRICE – DAILY**

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

**ADULT FEES – DAILY**

	Lunch	Breakfast
All Schools	<del>\$3.60</del> <b>\$3.75</b>	<del>\$2.35</del> <b>\$2.50</b>

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

Students purchasing a second breakfast will be charged ~~\$2.35~~ **\$2.50**, and  
Students purchasing a second complete lunch meal will be charged ~~\$3.60~~ **\$3.75**.

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

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

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

4302 (a)

**LOCAL SALARY SUPPLEMENT: TEACHER ASSISTANTS**  
**CLASSROOM AND LIBRARY**

<u>YEARS</u> <u>EXPERIENCE</u>	<u>AIDE</u>	<u>BACHELOR'S</u>
0	3,616	5,465
1	3,695	5,546
2	3,776	5,626
3	3,860	5,710
4	3,941	5,791
5	4,020	5,868
6	4,101	5,952
7	4,183	6,033
8	4,262	6,112
9	4,344	6,194
10	4,427	6,275
11	4,507	6,356
12	4,590	6,440
13	4,669	6,519
14	4,751	6,602
15	4,834	6,682
16	4,834	6,682
17	4,834	6,682
18	4,834	6,682
19	4,834	6,682
20	4,967	6,817
21	4,967	6,817
22	4,967	6,817
23	4,967	6,817
24	4,967	6,817
25	5,094	6,942
26	5,094	6,942
27	5,094	6,942
28	5,094	6,942
29	5,094	6,942
30	5,094	6,942

ILC Behavior Specialist Positions shall be eligible for a \$5000 stipend beyond the above scale. Para positions earning job-related college credit hours beyond a Bachelor's Degree shall be entitled to an additional annual stipend of \$500 for each of the following increments (B+15, B+30, M, M+15, M+30, M+45, D).

ADOPTED: 11/10/75; 8/22/77; 6/19/78; 12/19/78; 8/20/79; 1/21/80; 8/18/80; 12/15/80; 1/19/81; 7/1/81; 7/1/82; 1/84; 8/20/84; 8/19/85; 8/25/86; 1/23/89; 1/22/90; 6/3/91; 3/23/92; 6/21/93; 12/19/94; 7/1/97; 7/1/99; 7/1/00; 7/1/01; 6/26/06; 5/21/07; 4/21/08;

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/17

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

4309B

**LIMITED CONTRACTS FOR PERSONAL SERVICES PAYMENT SCALE**

**Limited Contract for Athletics** Add \$50 Per Year (no limit)

A	\$3,500.00
B	\$2,500.00
C	\$1,750.00
D	\$1,250.00
E	\$1,000.00

**Limited Contract for Instruction** Add \$50 Per Year (no limit)

1	\$2,500.00
2	\$1,750.00
3	\$1,250.00
4	\$1,000.00
5	\$750.00

REVISED: 7/12/10

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4311

**WORKING HOURS: TEACHER ASSISTANTS**

The regular working hours for full time classroom and library assistants shall be seven and a half (7 ½) hours for each school day. The administration has the right to adjust a teacher assistant's working hours within the work week and to require teacher assistants to attend after school or evening meetings beyond the seven and a half (7 ½) hour day.

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



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4312

**WORKING HOURS: CUSTODIANS**

Whenever any custodian works during a school holiday as defined in Board Policy #4319, that custodian will be paid two (2) times their hourly rate.

DELETE

ADOPTED: 7/18/77; 10/23/89; 4/26/04

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4313

**WORKING HOURS: SECRETARIES**

Regular Hours - 8:00 A. M. to 4:00 P. M. (one-half hour lunch)

The work week (37 1/2 hours) shall begin at 12:00 A. M. on Monday and shall end at 11:59 P. M. on Sunday. The administration has the right to adjust a secretary's working hours within the work week.

ADOPTED: 7/18/77; 10/23/89; 6/25/01; 4/26/04

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4314

**REGULAR PART TIME EMPLOYEES**

In accordance with Department of Education Regulation, regular part time employees are defined as one who is employed in a position which requires at least 50 hours per month for at least 9 months during a period of 12 consecutive months.

Individuals meeting the above mentioned criteria are entitled to a prorated share of leave in accordance with the allowable time for the group for which the position is associated.

ADOPTED: 9/24/01  
EFFECTIVE: 7/1/01

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4315

**TAX SHELTERED ANNUITIES**

In conjunction with provisions established by the State Treasurer, the Board will provide for payroll deductions in payment for Tax Sheltered Annuities. These provisions for payroll deductions shall follow the applicable statutes and State regulations.

The annuity carrier with whom an employee is contracting for tax sheltered annuity deductions must be on the approved vendor list issued by the State Treasurer.

The employee must check with the School District Business Office to see if the annuity carrier is on the approved vendor list.

ADOPTED: 8/17/70

AMENDED: 7/18/77; 8/22/77; 2/27/78; 12/19/78; 3/24/86

## **PERSONNEL REPORT – *Action Item***

### **RESCIND EMPLOYMENT**

REYES MATUZ, Francisco  
Central Academy - Spanish Teacher

### **RESIGNATION**

BREASURE, Elizabeth  
Morris - Kindergarten Teacher  
Effective: August 8, 2018  
Years of Service to MSD: 6

MCDANIEL, Kathryn  
Mispillion – Child Nutrition  
Effective: August 17, 2018  
Years of Service to MSD: 1

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

WEBB, Blakely  
Morris – Kindergarten Teacher  
Effective: August 22, 2018

REYNA, Yaritza  
Banneker – Elementary/Spanish Immersion Teacher  
Effective: August 22, 2018

BROOKS, Montessa  
Ross – English Learner Teacher  
Effective: August 22, 2018

YOUNG, Devon  
High School – English Teacher  
Effective: August 22, 2018

### **RECOMMEND FOR EMPLOYMENT\***

CHRISTIE, Donald  
Morris – Safety Monitor  
Effective: August 27, 2018

### **TRANSFER**

BUFORD, Seth  
Transfer from High School English Teacher to District Student Learning Specialist  
Effective: August 27, 2018

MORGAN, Teresa  
Transfer from Banneker Child Nutrition 5 hrs. to Banneker Child Nutrition 5.5 hrs.  
Effective: August 30, 2018

JACKSON-SAMPLE, Wanda

Transfer from Ross Child Nutrition 6 hrs. to Ross Child Nutrition 6.5 hrs.

Effective: August 30, 2018

SALTIEL, John

Transfer from Mispillion Child Nutrition 6 hrs. to Mispillion Child Nutrition 6.5 hrs.

Effective: August 30, 2018

SMITH, Emma

Transfer from Banneker Child Nutrition 3 hrs. to Child Nutrition 4.5 hrs. (Banneker 3 hrs. and High School 1.5 hrs.)

Effective: August 30, 2018

BELL, Rowena

Transfer from Mispillion Child Nutrition 4 hrs. to Mispillion Child Nutrition 5 hrs.

Effective: August 30, 2018

ELLIOTT, Jeanna

Transfer from Mispillion Child Nutrition 3 hrs. to Mispillion Child Nutrition 4 hrs.

Effective: August 30, 2018

#### RETURN FROM RIF

Board Only

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

High	Instructional	Instructional Coach, English	Buford, Seth
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#### RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Mispillion	Supt. Disc	Advisor, Student Council	Kerpen, Shannon
High	Athletics	Baseball Coach, Head	Brannan, Nicholas
High	Athletics	Golf Coach, Head	French, Nathan
High	Athletics	Lacrosse Coach, Head	Faulkner, Blake
High	Athletics	Soccer, Girls Coach, Head	Howard, Donovan
High	Athletics	Softball, Girls Coach, Head	Brennan, Sean
High	Athletics	Tennis, Girls Coach, Head	Powers, Jacqueline
High	Athletics	Track Coach, Head	Helmick, Patrick (21B)
High	Instructional	Instructional Coach, English	Stahl, Kerry

\*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.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
4309E

**VOLUNTEER COACHING ASSISTANTS**

The Milford School District believes the success of our sports programs are enhanced through the volunteer efforts of parents and others. The District supports volunteerism and greatly appreciates this additional support for our students and our sports programs. The following Board Policy is meant to help define the important role of our volunteer coaching assistants and establish some parameters to help reduce liability for our volunteers and the district.

Volunteer Coaching Assistants may:

- provide support with in-season supervision and skill training in practices under the supervision of a paid coach
- provide limited on-field, sideline, bench and dugout coaching assistance during practices and games providing they do so under the direction of the head coach and adhere to the requirements of this policy
- maintain records and statistics for the team
- assist with scouting teams that the district will play
- may intervene between student-athletes to prevent or curtail disagreements or confrontations. Any difficulties with student athletes must be reported to the head coach for resolution.

Volunteer Coaching Assistants may not:

- initiate a reprimand or administer disciplinary action toward a student-athlete.
- verbally engage with game officials.
- display improper language or decorum with students, parents/guardians, school staff and/or spectators at any time.

Prior to working with student-athletes Volunteer coaching assistants must:

- be at least 20 years of age.
- have a satisfactory Criminal Background Check.
- have a satisfactory Child Protection Registry Check.
- receive Milford School Board approval.
- sign the Volunteer Agreement and Volunteer Coaching Assistant Agreement.
- **be approved by Head Coach and Principal.**

All volunteer coaching assistants must sign a copy of this policy agreeing to comply with its requirements prior to any in-season participation with student-athletes on the team.

I, \_\_\_\_\_, do agree to comply with all stipulations and requirements in accepting this position as a Volunteer Coaching Assistant for the sport of \_\_\_\_\_ for the \_\_\_\_\_ season. I understand that failing to comply with this policy at any time will result in immediate termination as a Volunteer Coaching Assistant.

\_\_\_\_\_  
Volunteer Coaching Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommending Head Coach

\_\_\_\_\_  
Date

## Milford SCHOOL DISTRICT VOLUNTEER agreement

Milford School District strives to make every reasonable effort to provide a safe learning environment for students working with Volunteers. Subsequently, the District requires the following confidential information from Volunteers who directly work with students.

I understand the Milford School District reserves the right to deny my application to serve as Volunteer.

I, as a Volunteer working in the Milford School District, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or any form of compensation for my services.

I understand that my status as an approved Volunteer can be terminated without notice at any time by the school district.

I understand that any misrepresentation of my credentials, qualifications or background can result in termination as a Volunteer without notice at any time by the school district.

I agree to respect confidentiality when dealing with students, parents/guardians and school staff.

I agree to abide by the rules and policies of the Milford School District.

I hereby release the District, its board and its agents as well as all providers of information, from any liability related to furnishing and receiving information related to this process.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

ADOPTED: 1/28/08



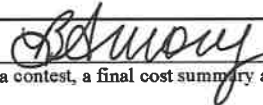
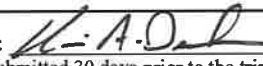
REVISED: 7/12/10; 8/20/18



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

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

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

<b>DATE(S) OF TRIP:</b> Mid October (10/24 was last years trip) <b># of School Days missed:</b> 1		<b>TRIP DESTINATION:</b> National Mall Washington D.C.	<b>TEACHER(S):</b> Bailey
<b>NUMBER OF STUDENTS:</b> Approx. 300		<b>CONTENT AREA/COURSE:</b> Social Studies - Civics Unit	<b>GRADE(S):</b> 7
1. Instructional Unit Title: Majority Rule and Minority Rights in the United States (Civics 2) Essential Freedoms in America (Civics 3) 2. Dates of Instructional Unit: From: Sept To: Oct 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 trip): Students will be required to visit the National Archives building as well as the Supreme Court. There they will examine the historic court cases and the civil rights movement that have help build and preserve our American Freedoms.			<b>Field Trip Cost</b> Transportation: \$4760 Meals: Other expenses (explain): Funding Used: Individual student expense: \$16 \$4760 Total Cost
<b>Closest Medical Facility (with address &amp; phone #):</b> George Washington University Hospital 900 23rd St NW, Washington, DC 20037(202) 715-4000			
<b>Nurse Initials:</b>  Kimberly Cole 2018.06.26 12:15:47 -04'00'			
<b>APPROVAL SEQUENCE</b> (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: Cost based on 8 buses & 5 hour layover time.			
<b>PRINCIPAL'S SIGNATURE:</b> 		<b>DIRECTOR'S SIGNATURE:</b> 	<b>SUPT'S SIGNATURE:</b> 
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.			
12/19/16			

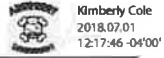

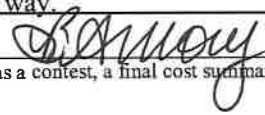
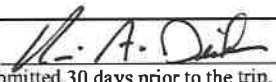
# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

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

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

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

<b>DATE(S) OF TRIP:</b> Feb/Mar 2019 <b># of School Days missed:</b> 1	<b>TRIP DESTINATION:</b> Holocaust Museum Washington, DC	<b>TEACHER(S):</b> Sarah McNulty & Sherrie Wilkins
<b>NUMBER OF STUDENTS:</b> 60	<b>CONTENT AREAS:</b> ELA - Honors	<b>GRADE(S):</b> 8
1. Instructional Unit Title: Research Unit  2. Dates of Instructional Unit: From: Jan 2019 To: April 2019  3. Will technology be used in preparation for this trip? (Check One)  Internet    Virtual Tour    Research <input checked="" type="checkbox"/> Video    Software    Other (specify)  4. Relationship of trip to instructional objective(s) (purpose of the trip):  End Product - MLA Research Paper (5 - 7 pg.) Students will research a self selected topic within the Holocaust period. The Holocaust Museum is one of the required sources for the paper. Students get a hands on experience as they travel through the museum. It gives the substantial information about the topic as a whole and lets them explore where and how their individual topic fits into the overall event. This helps the understanding of not only their own topic but the topics of their peers.		<b>Field Trip Cost</b>  Transportation:            \$1200.00  Meals:                      Packed Lunch  Other expenses (explain):     Funding Used:              Student  Individual student expense:      20.00  <div style="text-align: right;">1200.00      Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Kaiser Permanente Capitol Medical Center - 700 and 2nd Street Northeast, Washington, DC 20002  <b>Nurse Initials:</b> 		
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: This trip is one of the most important pieces of the entire learning experience. It builds interest and helps to support the message of tolerance. It is learning that cannot happen within the classroom. It cannot be replicated in any other way.		
<b>PRINCIPAL'S SIGNATURE:</b>  Mark McDaniel 2018.07.01 12:05:55 -04'00' <b>DIRECTOR'S SIGNATURE:</b>  <b>SUPT'S SIGNATURE:</b> 		
For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		



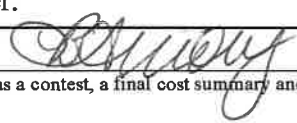
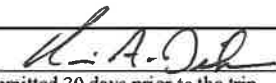


# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

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

Morris ☐   
 Banneker ☐   
 Central Academy ☒   
 High School ☐   
 Mispillion ☐   
 Ross ☐  
 In-State ☐   
 Out-of-State ☒   
 Overnight ☐

<b>DATE(S) OF TRIP:</b> June 2019 <b># of School Days missed:</b> 1	<b>TRIP DESTINATION:</b> Splash Mountain Ocean City, MD	<b>TEACHER(S):</b> 6th
<b>NUMBER OF STUDENTS:</b> Approx. 270	<b>CONTENT AREA/COURSE:</b> PBS reward trip	<b>GRADE(S):</b> 6
1. Instructional Unit Title: PBS End of Year reward Trip  2. Dates of Instructional Unit: From: September    To: May  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 trip):  Students earn this trip with positive behavior throughout the school year.		<u>Field Trip Cost</u>  Transportation:                      \$2380  Meals:                                  student provides  Other expenses (explain): Park Pass - \$15  Funding Used:                        student pay  Individual student expense:      \$24.00   <div style="text-align: right;">\$6430 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> 75th Street Medical Center Ocean City, MD		
<b>Nurse Initials:</b>  Kimberly Cole <small>2018.06.26 13:18:26 -0400</small>		
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: Cost estimate based on 7 buses, 270 students, and five hour layover.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b>  Mark McDaniel  <small>2018.06.26 11:58:42 -0400</small> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b>  </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b>  </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>		
12/19/16		

**MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963**

**POLICY**

**3101**

**FACILITIES MANAGEMENT**

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

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

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

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

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

Adopted: 09/24/12

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

## Operational Procedures and Guidelines for Facilities Use and Rentals Applications

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

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

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

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

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

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

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

### User Classifications:

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

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

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

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

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

## 17. DIAA Officials' Organizations

R-1.3

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

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

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

### Fee Requirements:

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

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

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

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

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

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

### Application and Approval Procedures:

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

### Fees:

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

### Personnel Expenses:

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



**MILFORD SCHOOL DISTRICT FACILITY RENTAL FEES – 3 HR MINIMUM**

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

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

**Additional Charges\***

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

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

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

MILFORD SCHOOL DISTRICT

906 LAKEVIEW AVENUE

MILFORD, DELAWARE 19963

## APPLICATION FOR USE OF SCHOOL FACILITIES

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

Name of Organization or Group: \_\_\_\_\_

Name of Person Responsible for Rental: \_\_\_\_\_

Address for Mailing Permit &amp; Billing: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Signature of Person Responsible for Rental: \_\_\_\_\_ Date: \_\_\_\_\_

## Facilities Requested

Site: \_\_\_\_\_ High \_\_\_\_\_ Academy \_\_\_\_\_ Banneker \_\_\_\_\_ Ross \_\_\_\_\_ Mispillion \_\_\_\_\_ Morris \_\_\_\_\_

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

Facilities/Room(s): \_\_\_\_\_ Services/Equipment Required \_\_\_\_\_

Plan for Security: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Cell phone number to be used during event: \_\_\_\_\_

Address: \_\_\_\_\_

Estimated Charges Due – All fees included in Board Policy #3101 at [www.milfordschooldistrict.org](http://www.milfordschooldistrict.org)

\_\_\_\_\_ Category I \_\_\_\_\_ Category II \_\_\_\_\_ Category III \_\_\_\_\_ Category IV \_\_\_\_\_ Category V \_\_\_\_\_ Category VI

Application Fee: \$35.00

Total: \$35.00

Area(s) to be Rented Fee(s): See Current Building Rental Fees

Total: \$ \_\_\_\_\_

Custodial Fee(s): \$40.00 Hourly Rate X Hours

Total: \$ \_\_\_\_\_

Food Service Fee(s): \$40.00 Hourly Rate X Hours

Total: \$ \_\_\_\_\_

Technician Fee(s): \$50.00 Hourly Rate X Hours

Total: \$ \_\_\_\_\_

\_\_\_\_\_ Superintendent Waiver Applicable: Deduction Amount: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

TOTAL AMOUNT DUE: Total: \$ \_\_\_\_\_

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

Method of Payment: \_\_\_\_\_

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

Criminal Background Check Provided: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Initial Approval(s) by School Administrator(s): \_\_\_\_\_ Date: \_\_\_\_\_

Police Coverage Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Final Approval by District: \_\_\_\_\_

## Final Accounting – Final Billing—NO CASH ACCEPTED

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

## RULES AND REGULATIONS FOR RENTING MILFORD SCHOOL DISTRICT FACILITIES

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

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

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

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

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

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

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

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

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