

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, MAY 21, 2018 AT 6:00 PM
PUBLIC SCHOOL BOARD MEETING
MILFORD CENTRAL ACADEMY**

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

1. Call to Order by President

2. Roll Call

_____ Mrs. Dennehy

_____ Mr. Emory

_____ Mr. Evans

_____ Ms. Kirby

_____ Mrs. Purcell

_____ Mr. Schelhouse

_____ Mrs. Wiley

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 May 7, 2018, 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
11. **Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA**
 - A. Teachers Contract 2018-2020 Action Item
 - B. Paraprofessionals Contract 2018-2020 Action Item
 - C. Custodial / Maintenance Contract 2018-2020 Action Item
 - D. Secretaries Contract 2018-2020 Action Item
12. **Personnel – Dr. Jason Peel**
 - A. Personnel Action Item (Attachment 2)
 - B. First Read of Board Policy 4309D Approved Limited Contracts for Personal Services Action Item (Attachment 3)
13. **Instruction and Student Programs**
 - A. Director of Student Learning – Dr. Bridget Amory
 - B. Director of Student Services – Ms. Laura Manges
14. **Business – Mrs. Sara Croce**
 - A. Revenue and Expenditure Report as of April 30, 2018 Action Item (Attachment 4)
 - B. Review of Tax Rate Information
15. **Administrative Services**
 - A. Buildings, Grounds and Operations – Dr. Glen Stevenson
 1. Facilities Management Board Policy 3101 First Read (Attachment 5)
16. **Adjournment**

**MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – MAY 7, 2018
MILFORD DISTRICT OFFICE CONFERENCE ROOM**

Board Members Present

Mrs. Wiley, President
Mrs. Dennehy, V. President
Mr. Emory
Mr. Evans
Ms. Kirby
Mrs. Purcell
Mr. Schelhouse - absent
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel

Public

E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Renate Wiley at 8:03 a.m. on Monday morning, May 7, 2018, in the Milford District Office Conference Room.

ROLL CALL

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

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

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY to adjourn into Executive Session at 8:03 AM. **Motion carried unanimously.**

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EMORY to adjourn out of Executive Session at 8:59 AM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EMORY to approve the minutes of the April 16, 2018 Regular Board Meeting. **Motion carried unanimously.**

PERSONNEL

Personnel Reports

RESIGNATION

GOODWIN, Ryan
Mispillion – Grade 5 Teacher
Effective: June 30, 2018
Years of Service to MSD: 3

EVANS, Kim
Central Academy – Special Education Teacher
Effective: June 30, 2018
Years of Service to MSD: 3

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

SUDLER, Eric
District – School Psychologist
Effective: August 22, 2018

SOSA, Erin
High School – Spanish Teacher
Effective: August 22, 2018

SHORTS, Lamar
Central Academy – Special Education Teacher
Effective: August 22, 2018

MARCH, Alexandra
Central Academy – Computer Science and Technology Teacher
Effective: August 22, 2018

SEPULVEDA, Jesica
Banneker – Spanish Immersion
Effective: August 22, 2018

ODMUNDSON, Casey
Milford High School – English
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT – ADMINISTRATIVE CONTRACT

ZOLL, Gary
Central Academy – Principal with one-year contract ending June 30, 2019
Effective: July 1, 2018

RECOMMEND FOR EMPLOYMENT*

BARNETT, Amy
Ross – Child Nutrition (3 hrs.)
Effective: May 8, 2018

NON-RENEWAL

Board Only

FMLA

Board Only

*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.

ADJOURNMENT

MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY that the Regular Meeting of the Milford Board of Education held on Monday, May 7, 2018, be adjourned at 9:00 AM.

Motion carried unanimously.

Kevin Dickerson, Ed.D., Executive Secretary

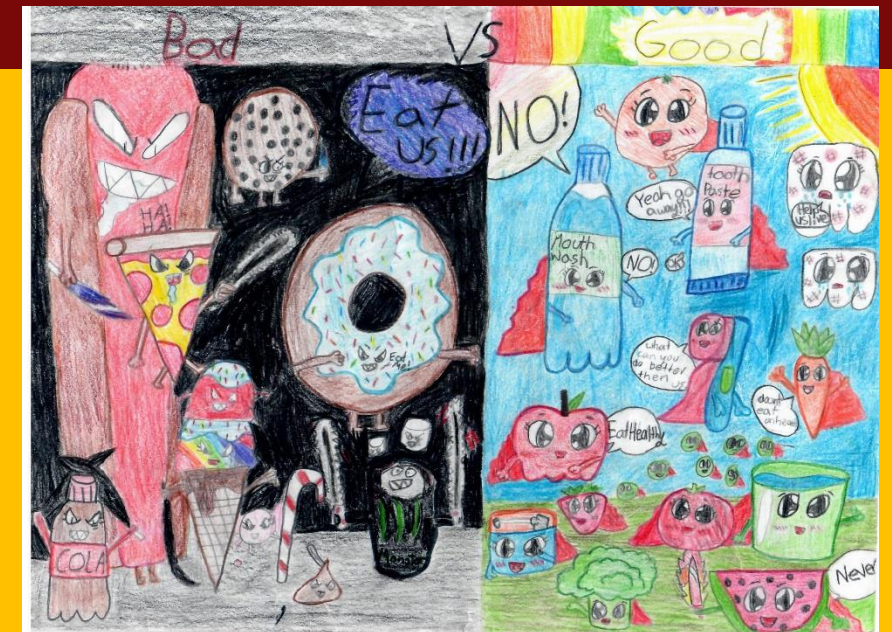
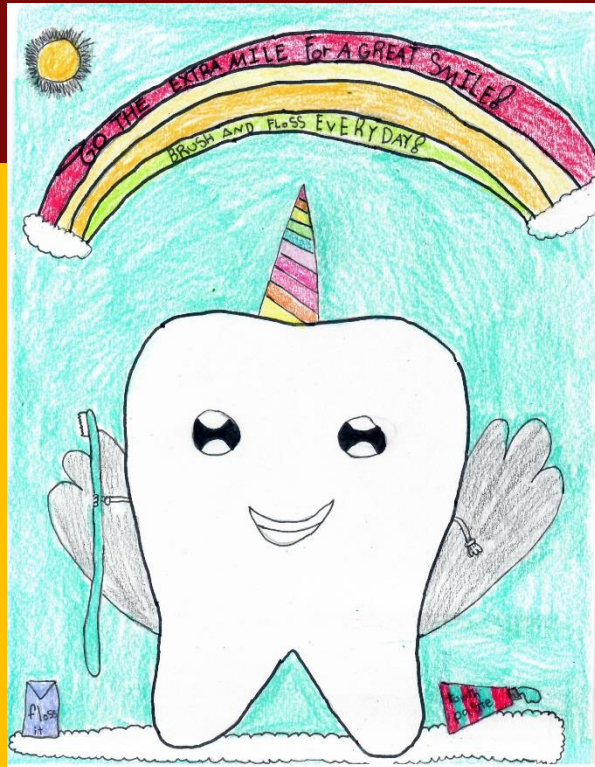
Edna Rust, Recording Secretary

Congratulations to the National Children's Dental Health Month Poster Contest Winners!

Sussex County Winner: Anani Meza – 3rd Grade Student at Mispillion

Kent County Winner: Marayah Crippen – 3rd Grade Student at Banneker

Honorable Mentions included: Naomi Chavez-Carrillo, Jayden Kellam, Helen Lopez-Alfaro, Paul Azzanesi, Cheng Ying-Zhang, Estefania Yanez, Kelsey Juarez-Sanchez, and Amanda Lee



Noah Garlick

2018 National FFA Scholarship Winner



Milford Lions Club Grant Awards from the Eunice S. Reed Fund

Laurie Moorman from Banneker Elementary and Lauren Rieley from Mispillion Elementary were awarded grants from the Eunice S. Reed fund by the Milford Lions Club. The award ceremony will be held May 24, 2018.



Congratulations to Dr. Amanda Gaglione



Dr. Gaglione received
recognition and an award
from the Delaware STEM
Council for her work with
TEAM.



Congratulations to Lulu Ross and Banneker Elementary Schools!



Lulu Ross and Banneker Elementary were two of six schools statewide to achieve the status of Special Olympics Delaware Unified Champion Schools Banner Programs!

All six schools were recognized for the top quality programming they provide in all three components of the Unified Champion Schools program: Unified sports, youth leadership and whole school engagement.

Each school will receive a banner to proudly hang and all six are now eligible to apply for national recognition as a Unified Champion School Banner Program.

Congratulations to MCA's We the People Team!



The students of MCA's We the People Team placed 6th overall at the National Competition in Washington, D.C.

- 1st Place – Unit 4: How the Values and Principles Embodied in the Constitution Shaped American Institutions and Practices
Team Members included:
Kayla Jefferson
Olivia Muir
Kylie Short
- 2nd Place – Unit 6: Twenty-first Century Challenges to America Constitutional Democracy
Team Members included:
Josh Beckett
Liam Dennehy
Jordan Lee



JOBS *for*
DELAWARE
GRADUATES

**Congratulations to MCA Jobs for Delaware
Graduates program for their Jefferson Award
recognition for community service!**

Congratulations to Yojana Garcia-Lopez from Mispillion Elementary
Delaware Forest Service
2018 Arbor Day School Poster Contest
Grades 1-2 Winner!





Fifth Grade Ross Elementary student Luke Azzanesi was chosen as a State Ambassador!

Luke will be attending the National Fuel Up to Play 60 summit in Atlanta Georgia in August!

Congratulations Luke and Ross Elementary!



Lulu Ross Elementary School was one of eleven schools nationwide to receive the AAA Advancement Grant for the School Safety Patrol.



Congratulations Melissa Bradford and Mispillion Child Nutrition for being selected as an Action for Healthy Kids School Grants for Healthy Kids Award Winner!

Ms. Bradford will receive \$1000 for the school's cafeteria!

Milford High School named as a Superstar in Education by the DE Chamber of Commerce!

<http://www.dscc.com/ssewinners.html>

PERSONNEL REPORT – *Action Item*

RESIGNATION

STURGEON, Robyn
High School - Math Teacher
Effective: June 30, 2018
Years of Service to MSD: 3

GREENLY-TEAT, Stacy
Central Academy – School Counselor
Effective: August 18, 2018
Years of Service to MSD: 18

RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT*

WEBB, Kim
Ross – Elementary Teacher
Effective: August 22, 2018

PASE, Jamie
Mispillion – Elementary Teacher
Effective: August 22, 2018

DEINERT, Danielle
Mispillion – Elementary Teacher
Effective: August 22, 2018

WORLEY, Keegan
Milford High School – English Teacher
Effective: August 22, 2018

HILDEBRANT, Rebecca
Ross – Autism Teacher
Effective: August 22, 2018

MONOCELLO, Alexis
District – Speech Language Pathologist
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT

HITCHENS, Rudy
District – Maintenance-HVAC
Effective: June 6, 2018

TRANSFER

REYNOLDS, Brian
Transfer from Morris Night Custodian to District Child Nutrition Custodian
Effective: July 1, 2018

LOBIONDO, Jon
Transfer from Morris Assistant Principal to Transportation and School Safety Specialist
Effective: July 1, 2018

WALTERS, Harold
Transfer from Transportation Specialist to School Climate and Truancy Specialist
Effective: July 1, 2018

PARSLEY, Jesse
Transfer from Central Academy Assistant Principal to Supervisor of Secondary Student Learning
Effective: July 1, 2018

FMLA
Board Only

AMEND LEAVE OF ABSENCE
GIBBS, Brandon
Morris - Paraprofessional
Amend End Date: May 16, 2018 (from May 7, 2018)

REDUCTION IN FORCE
Board Only

RECOMMEND FOR EMPLOYMENT – SUMMER SCHOOL
Recommend for employment in summer school, contingent upon funding and enrollment:
Nurses

Smith, Sue
Cole, Kim
Nash, Ann-Marie
White, Yvonne
Simpson, Joan
McKenzie, Morgan

Teachers
DiCostanzo, Kevin
Hamilton, Michelle
Coverdale, Emily
Davis, Courtney

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

Central Academy	Football Coach, Head	McNulty, Ryan
Central Academy	Field Hockey Coach, Head	Pepper, Rebecca
Central Academy	Soccer Coach, Head	Holloway, Sam
Central Academy	Cross Country Coach, Head	McKellop, Holly
High School	Athletic Director	Winkleblech, Ryan
High School	Football Coach, Head	Strickland, Shaun
High School	Soccer Coach, Head	French, Todd
High School	Field Hockey Coach, Head	McPike, Andrea
High School	Cross Country Coach, Head	Spath, Robert

High School
High School

Cheerleading Coach - Football
Wrestling Coach, Head

Geesaman, Sherry
Parsley, Don

*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.

FOR APPROVAL

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY 4309D

APPROVED LIMITED CONTRACTS FOR PERSONAL SERVICES

School	Position	Category
District	Athletic Director	A
High	Cheerleading Coach – Football	C
High	Cheerleading Coach – Basketball	E
High	Field Hockey Coach, Head	B
High	Field Hockey Coach, Asst.	D
High	Football Coach, Head	A
High	Football Coach, Asst. (Defensive Coor.)	B
High	Football Coach, Asst. (Offensive Coor.)	B
High	Football Coach, Asst.	C
High	Football Coach, Asst.	C
High	Football Coach, Asst.	C
High	Soccer Boys Coach, Head	B
High	Soccer Boys Coach, Asst.	D
High	Cross Country Coach, Head	B
High	Cross Country Coach, Asst.	D
High	Basketball Boys Coach, Head	B
High	Basketball Boys Coach, Asst.	D
High	Basketball Girls Coach, Head	B
High	Basketball Girls Coach, Asst.	D
High	Wrestling Coach, Head	B
High	Wrestling Coach, Asst.	D
High	Swim Coach, Head	B
High	Swim Coach, Asst.	D
High	Baseball Coach, Head	B
High	Baseball Coach, Asst.	D
High	Baseball Coach, Asst.	D
High	Softball Girls Coach, Head	B
High	Softball Girls Coach, Asst.	D
High	Softball Girls Coach, Asst.	D
High	Track Coach, Head	B
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Tennis Boys Coach, Head	C
High	Tennis Girls Coach, Head	C
High	Golf Coach, Head	C
High	Soccer Girls Coach, Head	B
High	Soccer Girls Coach, Asst.	D

High	Lacrosse Boys Coach, Head	B
High	Lacrosse Boys Coach, Asst.	D
High	Lacrosse Girls Coach, Head JV	C
High	Lacrosse Girls Coach, Asst. JV	D
High	Volleyball Girls Coach, Head	B
High	Volleyball Girls Coach, Asst.	D
High	Theatrical Drama/Musical Director	1
High	Theatrical Choreography	3
High	Theatrical Stage/Set	3
High	Theatrical Pit Conductor	3
High	Theatrical Producer, Fall & Spring	3
High	Instructional Coach, Business/CTE	3
High	Instructional Coach, Visual & Performing Arts	3
High	Instructional Coach, English	3
High	Instructional Coach, Math	3
High	Instructional Coach, Technology Ed./Ag/CTE	3
High	Instructional Coach, Physical & Drivers Ed	3
High	Instructional Coach, Science	3
High	Instructional Coach, Social Studies	3
High	Instructional Coach, Special Education	3
High	Instructional Coach, World Language	3
High	Band Director	1
High	Asst. Band Director	3
High	Advisor, Business Professional of America (BPA)	4
High	Advisor, DECA	4
High	Advisor, Varsity Club	4
High	Advisor, National Honor Society	4
High	Advisor, Technology Student Association (TSA)	4
High	Advisor, Freshman Class	4
High	Advisor, Sophomore Class	4
High	Advisor, Junior Class/Prom	3
High	Advisor, Senior Class	4
High	Advisor, FFA	4
High	Advisor, Student Government Association (SGA)	3
High	Coordinator, Band Front (Color Guard)	5
High	Weight Room Coordinator- Fall/Winter	5
High	Weight Room Coordinator- Winter/Spring	5
Central	Advisor, FFA	4
Central	Advisor, Student Council	4
Central	Advisor, Yearbook	4
Central	Advisory, Technology Student Association (TSA)	4
Central	Advisor, National Junior Honor Society	4
Central	Coordinator, Science Olympiad	5
Central	Instructional Coach, English	3
Central	Instructional Coach, Mathematics	3
Central	Instructional Coach, Social Studies	3

Central	Instructional Coach, Science	3
Central	Instructional Coach, Special Education	3
Central	Instructional Coach, Expressives	3
Central	Band Director	2
Central	Chorus Director	3
Central	Cheerleading Coach – Football	E
Central	Cheerleading Coach – Basketball	E
Central	Field Hockey Coach, Head	C
Central	Field Hockey Coach, Asst.	E
Central	Soccer Boys Coach, Head	C
Central	Soccer Boys Coach, Asst.	E
Central	Football Coach, Head	B
Central	Football Coach, Asst.	D
Central	Football Coach, Asst.	D
Central	Volleyball Girls Coach, Head	C
Central	Volleyball Girls Coach, Asst.	E
Central	Basketball Boys Coach, Head	C
Central	Basketball Boys Coach, Asst.	E
Central	Basketball Girls Coach, Head	C
Central	Basketball Girls Coach, Asst.	E
Central	Wrestling Coach, Head	C
Central	Wrestling Coach, Asst.	E
Central	Cross Country Coach, Head	C
Central	Baseball Coach, Head	C
Central	Baseball Coach, Asst.	E
Central	Softball Coach, Head	C
Central	Softball Coach, Asst.	E
Central	Soccer, Girls Coach, Head	C
Central	Soccer, Girls Coach, Asst.	E
Central	Track Coach, Head	C
Central	Track Coach, Asst.	E
Banneker	Girls on the Run	5
Banneker	Advisor, Honor Society	4
Banneker	Advisor, Student Council	4
Banneker	Instructional Coach, Expressives	3
Banneker	Instructional Coach, Grade 1	3
Banneker	Instructional Coach, Grade 2	3
Banneker	Instructional Coach, Grade 3	3
Banneker	Instructional Coach, Grade 4	3
Banneker	Instructional Coach, Grade 5	3
Ross	Girls on the Run	5
Ross	Advisor, Honor Society	4
Ross	Advisor, Student Council	4
Ross	Instructional Coach, Expressives	3
Ross	Instructional Coach, Grade 1	3
Ross	Instructional Coach, Grade 2	3

Ross	Instructional Coach, Grade 3	3
Ross	Instructional Coach, Grade 4	3
Ross	Instructional Coach, Grade 5	3
Mispillion	Girls on the Run	5
Mispillion	Advisor, Honor Society	4
Mispillion	Advisor, Student Council	4
Mispillion	Instructional Coach, Expressives	3
Mispillion	Instructional Coach, Grade 1	3
Mispillion	Instructional Coach, Grade 2	3
Mispillion	Instructional Coach, Grade 3	3
Mispillion	Instructional Coach, Grade 4	3
Mispillion	Instructional Coach, Grade 5	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Pre-K	3
District	Coordinator, Odyssey of the Mind Elementary	5
District	Coordinator, Odyssey of the Mind Secondary	5
District	Mentor Site Coordinator	5

APPROVED: 7/12/10

REVISED: 8/23/10; 10/25/10; 11/22/10; 12/13/10; 8/22/11; 9/24/12; 12/10/12; 6/24/13; 8/18/14;
9/22/14; 5/16/16

MILFORD SCHOOL DISTRICT
Fiscal Year 2018 Monthly Revenue Report
As of April 30, 2018
83.3% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2018 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	25,175,105	24,098,053	95.72%
Cafeteria Salaries	485,872	485,872	100.00%
Delaware Sustainment Fund	785,596	785,596	100.00%
Academic Excellence Cash Option	-	-	
Related Services Cash Option	141,821	141,821	100.00%
Division II, All Other Costs	851,086	851,086	100.00%
Division II, All Other Costs - VOC	99,443	99,443	100.00%
Division II, Energy	737,822	737,822	100.00%
Division III, Equalization	5,339,016	5,339,016	100.00%
State Transportation	2,739,236	2,739,236	100.00%
Homeless Transportation	447,895	447,895	100.00%
Foster Care Transportation	82,851	82,851	100.00%
Transportation Supply	1,000	1,000	100.00%
Unique Alternatives Transportation	268,930	268,930	100.00%
Drivers' Education	15,545	15,545	100.00%
Professional Development	-	-	
Technology Block Grant	63,068	63,068	100.00%
Educator Accountability (CPR)	1,091	1,091	100.00%
Professional Instruction - State Grant(s)	35,481	35,481	100.00%
World Language Expansion	30,000	49,143	163.81%
Readiness with a Purpose Grant	21,682	21,682	100.00%
Odyssey of the Mind	-	1,467	
Minor Capital Improvements	291,143	291,143	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	37,613,682	36,557,239	97.19%
LOCAL FUNDS			
Current Expense (tax rate)	7,480,925	7,908,288	105.71%
Current Expense (capitations)	500	253	50.58%
Athletics	40,000	42,865	107.16%
Interest	85,000	58,263	68.55%
Building Rental	15,000	14,918	99.45%
Other Local Revenue	18,500	15,726	85.01%
Sol - Systems	1,500	1,029	68.63%
Energy Curtailment	15,000	14,867	99.11%
CSCR	15,000	37,738	251.59%
Indirect Costs	190,000	54,720	28.80%
Cafeteria	2,070,000	1,525,725	73.71%
Net Choice Billings	(117,391)	(117,391)	100.00%
Net Charter Billings	(119,049)	(119,049)	100.00%
Social Studies Coalition/Donations	107,000	84,757	79.21%
Debt Service	1,275,000	1,276,889	100.15%
Debt Service - County Impact Fees	235,241	38,903	16.54%
Tuition	2,875,000	2,870,369	99.84%
Minor Capital Improvements	194,095	193,799	99.85%
E-Rate	26,500	26,493	99.97%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	14,407,820	13,929,160	96.68%
FEDERAL FUNDS			
IDEA Part B	1,065,421	1,065,421	100.00%
IDEA - Preschool	45,979	45,979	100.00%
IDEA - Preschool (Morris Grant)	-	-	
Title I	1,665,001	1,665,001	100.00%
Title II	333,718	333,718	100.00%
Title III English Acquisition	48,104	48,104	100.00%
Education for the Homeless	10,000	10,000	100.00%
School Based HIV/STD Prevention	-	10,000	
Perkins	140,022	140,022	100.00%
TOTAL FEDERAL/OTHER FUNDS	3,308,245	3,318,245	100.30%
GRAND TOTAL ALL FUNDS	55,329,748	53,804,644	97.24%

Milford School District
Monthly Report of Expenditures
For the month ended April 30, 2018

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	% Remaining
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	4,773.54	25,469.99	\$ 30,103.47	49.88%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	1,228.16	31,143.36	\$ 13,069.98	28.76%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	6,335.26	42,600.47	\$ 24,459.27	33.33%
9180673A	Misphillion Elementary School	\$ 64,424.50	4,721.48	39,409.20	\$ 20,293.82	31.50%
9180675A	Milford Central Academy	\$ 121,155.00	3,754.60	98,248.35	\$ 19,152.05	15.81%
9180678A	Milford Senior High School	\$ 149,437.50	9,094.79	95,389.03	\$ 44,953.68	30.08%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	2,097.99	\$ (97.99)	-4.90%
	School Resource Officer	\$ 160,000.00	-	161,511.00	\$ (1,511.00)	-0.94%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	5,164.04	35,465.55	\$ 48,829.41	54.58%
99900300	District Expenditures	\$ 15,000.00	4,205.00	21,229.14	\$ (10,434.14)	-69.56%
	Public Relations and Communication	\$ 1,000.00	-	727.40	\$ 272.60	27.26%
	Copy Center (District Wide)	\$ 95,000.00	7,215.31	83,006.38	\$ 4,778.31	5.03%
	Student Emergency Fund	\$ 4,000.00	500.00	2,900.00	\$ 600.00	15.00%
99910100	Superintendent	\$ 1,500.00	-	1,391.15	\$ 108.85	7.26%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	956.83	19,859.70	\$ 9,183.47	30.61%
	Readiness with a Purpose (State Grant)	\$ 21,681.67	-	21,681.67	\$ -	0.00%
	Educator Accountability (State Grant)	\$ 1,090.88	-	618.13	\$ 472.75	43.34%
	Instructional Advancement (State Grant)	\$ 35,481.00	-	35,481.00	\$ -	0.00%
	Odyssey of the Mind	\$ -	1,466.66		\$ (1,466.66)	
	Summer School	\$ 25,000.00	-	11,880.70	\$ 13,119.30	52.48%
	Translators	\$ 20,000.00	-	3,326.52	\$ 16,673.48	83.37%
	Extra Time Programs	\$ 15,000.00	-	14,751.88	\$ 248.12	1.65%
	Curriculum and Instruction	\$ 168,600.00	5,877.58	80,159.33	\$ 82,563.09	48.97%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 151,050.00	35,194.26	112,824.00	\$ 3,031.74	2.01%
	Athletics - Milford Central Academy	\$ 24,500.00	5,133.46	19,040.52	\$ 326.02	1.33%
99920800	Driver's Education	\$ 15,545.00	248.66	13,235.88	\$ 2,060.46	13.25%
99930200	Tuition - Special Services	\$ 2,579,500.00	12,116.00	144,093.07	\$ 2,423,290.93	93.94%
	Tuition - Special Services - ILC	\$ 295,500.00	1,283.15	108,520.96	\$ 185,695.89	62.84%
	Unique Alternatives (State Funds)	\$ 268,929.50	88,784.50	180,145.00	\$ -	0.00%
99930300	Special Services	\$ 49,000.00	6,227.06	28,615.01	\$ 14,157.93	28.89%
	Special Services - State Related Services	\$ 141,821.42	17,337.50	78,882.50	\$ 45,601.42	32.15%
99940200	Division I/Formula Salaries	\$ 25,175,105.40	-	23,034,903.85	\$ 2,140,201.55	8.50%
99940300	Division II - Vocational	\$ 99,443.00	6,186.98	62,405.96	\$ 30,850.06	31.02%
99940400	Division III/Local Salaries	\$ 9,983,600.00	-	7,673,520.90	\$ 2,310,079.10	23.14%
	Union agreed Limited Contracts	\$ 340,000.00	-	204,501.77	\$ 135,498.23	39.85%
99940500	Title I	\$ 1,665,001.00	41,382.76	553,992.08	\$ 1,069,626.16	64.24%
	Title II	\$ 333,718.00	6,060.00	87,383.68	\$ 240,274.32	72.00%
	Title III	\$ 48,104.00	-	2,960.56	\$ 45,143.44	93.85%
	IDEA Part B	\$ 1,065,421.00	39,037.11	151,515.40	\$ 874,868.49	82.11%
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00	8,377.63	50,284.43	\$ 81,359.94	58.11%
	Homeless	\$ 10,000.00	197.43	402.57	\$ 9,400.00	94.00%
	Other Federal Grants	\$ -			\$ -	
99940600	Insurance Expense	\$ 83,000.00	-	82,816.00	\$ 184.00	0.22%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	1,101.20	66,506.73	\$ 39,392.07	36.82%
99940810	Technology Equipment & Repair	\$ 270,000.00	29,031.92	224,707.81	\$ 16,260.27	6.02%
	Technology Block Grant	\$ 63,068.00	-	63,068.00	\$ -	0.00%
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.03	\$ 29,999.97	50.00%
99950000	Personnel/Human Resources	\$ 6,500.00	6.51	5,211.51	\$ 1,281.98	19.72%
99960000	Child Nutrition Operations	\$ 2,070,000.00	334,482.73	1,784,056.81	\$ (48,539.54)	-2.34%
	Cafeteria Salaries	\$ 485,872.00	-	387,643.20	\$ 98,228.80	20.22%
99960100	Facilities Maintenance	\$ 90,000.00	24,495.90	50,151.82	\$ 15,352.28	17.06%
	Custodial Services and Supplies	\$ 90,000.00	17,320.20	62,920.95	\$ 9,758.85	10.84%
99960200	Operations and Utilities	\$ 342,340.00	31,847.17	214,876.23	\$ 95,616.60	27.93%
	Energy Division II	\$ 737,822.00	137,765.29	600,056.71	\$ -	0.00%
99960300	State Transportation	\$ 2,739,235.56	546,175.31	2,176,719.58	\$ 16,340.67	0.60%
	State Homeless Transportation	\$ 447,895.00	154,538.10	268,168.50	\$ 25,188.40	5.62%
	State Foster Transportation	\$ 82,851.00	21,906.00	46,321.00	\$ 14,624.00	17.65%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	184.86	21,389.26	\$ 1,425.88	6.20%
	Local Activities Transportation	\$ 3,000.00	-	875.98	\$ 2,124.02	70.80%
	Local Homeless Transportation Match	\$ 60,000.00	18,065.90	29,796.50	\$ 12,137.60	20.23%
	Local Transportation Match	\$ 300,000.00	60,836.75	240,369.41	\$ (1,206.16)	-0.40%
Total Operating Budget		\$ 51,693,835.93	\$ 1,700,617.59	\$ 39,692,232.11	\$ 10,300,986.23	19.93%
99970000	Local Debt Service	\$ 1,510,240.78	-	1,510,240.78	\$ -	0.00%
99970200	Minor Capital Improvements	\$ 485,238.00	170,260.69	104,366.33	\$ 210,610.98	43.40%
Total Capital Budget		\$ 1,995,478.78	\$ 170,260.69	\$ 1,614,607.11	\$ 210,610.98	10.55%
Grand Total		\$ 53,689,314.71	\$ 1,870,878.28	\$ 41,306,839.22	\$ 10,511,597.21	19.58%

Note: Budgets are based on final budget allocations as voted by the MSD Board of Education

Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.

Milford School District

Preliminary Tax Rate Discussion

The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates.

The figures presented are subject to change.

School Tax Rate Components

- **Current Expense:** This tax rate provides revenue to cover operating costs, such as teaching materials, textbooks, technology, insurance, athletic and academic programs, and local salary expenditures, etc. (*Current Expense Referendum set rate on October 6, 2015*)
- **Debt Service:** This tax rate provides revenue to pay principal and interest payments associated with bonds sold for major capital improvements, such as new construction, additions and renovations. The rate fluctuates annually depending on bond payment schedule.
- **Match:** **Minor Capital Improvement only** (Matches State Bond Bill funding for building and grounds repairs and maintenance).
- **Tuition:** Costs of Milford School District students with special needs who require specialized services within the district or who must attend special schools within and outside of the State of Delaware.
- **Capitation:** Do not assess.

Fiscal Year 2018 (Current) Tax Rates by County

Sussex County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1683
DEBT SERVICE	\$ 0.5181
MATCH TAX - MCI	\$ 0.0789
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
TOTAL TAX RATE	\$ 4.9841

Kent County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.4134
DEBT SERVICE	\$ 0.1833
MATCH TAX - MCI	\$ 0.0279
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
TOTAL TAX RATE	\$ 1.7636

Preliminary Projections for Fiscal Year 2019 Tax Rates by County

Sussex County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1171
DEBT SERVICE	\$ 0.5022
MATCH TAX - MCI	\$ 0.0764
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
TOTAL TAX RATE	\$ 4.9145

Kent County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.3953
DEBT SERVICE	\$ 0.1777
MATCH TAX - MCI	\$ 0.0270
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
TOTAL TAX RATE	\$ 1.7390

The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates. The figures presented are subject to change.

Questions and Feedback

The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates.
The figures presented are subject to change.

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, ~~it is the policy of~~ the Milford Board of Education ~~to~~ support~~s~~ reasonable and ~~practicable~~ **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 ~~his/her~~ 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, ~~and political and religious group usage.~~

REVIEW AND REPORTING: The Superintendent or ~~his/her~~ 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, **6/18/18**

Operational Procedures and Guidelines for Facilities Use and Rentals Applications

A. ~~Generally, Use~~ of school facilities is restricted to residents of the Milford School District. The district will ~~no longer not~~ approve facilities use and rentals from organizations located outside the Milford School District unless the requesting organization can ~~assure document they “encompass or include a significant majority of students/residents of the Milford School District in their organization’s programs or activities.”~~ at least 75% 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 ~~to the Superintendent~~ evidence of the number of Milford School District participants in their organization ~~to the Superintendent or Designee. Groups may apply for fee reductions when groups are comprised of 60% student participants who are currently enrolled in the Milford School District.~~

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.

~~B.C.~~ An “Application For Use of School Facilities” must be completed and on file ~~two weeks~~ 45 days prior to the rental date. ~~Insurance certificate~~ 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.

~~C.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. ~~The middle school’s~~ Athletic facilities at Milford Middle School, located on Lakeview Avenue, will be available on a first come, first served basis.

~~D.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.

~~E.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.

~~F.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.

~~G.H.~~ The Milford School District reserves the right to cancel or postpone any event based on, but not limited to, weather conditions, availability of district personnel, school events, condition of the buildings and/or grounds.

~~H.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.~~ All non-school organizations, staff and volunteers ~~will be~~ **are** required to have annual criminal background checks prior to facilities use and rental approvals being granted. **The organization must verify, within their building use form request, that all of their staff utilizing the facilities have had acceptable criminal background checks. A copy of an acceptable criminal background check must be submitted for the person, within the supervisory role, with the application.**

~~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 have an "Application for Use of School Facilities" form submitted by the sanctioning body and approved by the Milford School District.

~~J.O. The following operational procedures and guidelines apply to the use of Milford School District facilities and grounds.~~ 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 district Milford School District** and State of Delaware.

~~K.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 **48 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 **48 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—Hospital Fair |
| 5. City of Milford | 14. National Multiple Sclerosis Society—Bike to Bay |
| 6. Carlisle Fire Company | 15. Banneker 4-H Club |
| 7. People's Place | 16. Delaware Red Sox American Legion Baseball |
| 8. Milford Elks Lodge | 17. Delaware Umpires Association |
| 9. Milford Rotary Club | |

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 ~~one-day~~ all events according to their User Classification category. ~~Rental fees for consecutive days which are part of events which run longer than a single day will be charged at the rate of 50% of the rental fee for the primary day.~~ The rental fee schedule ~~for personnel~~ 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 ~~at periods when district staff are not normally on duty and available for coverage of events~~ 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. ~~District personnel will be reimbursed at their daily hourly rate times one and a half for any overtime incurred for covering the activity unless otherwise provided.~~

MILFORD SCHOOL DISTRICT FACILITY RENTAL FEES – 3 HR MINIMUM

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

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

Additional Charges*

Custodial/Security Personnel	\$40.00 Hourly Fee
Light/Sound School Personnel	\$40.00 \$50.00 Hourly Fee**
Light/Sound Student Personnel	\$10.00 \$25.00 Hourly Fee**
Food Service Personnel	\$40.00 Hourly Fee
Additional Trash Removal	\$120.00 Per Dump

***NOTE:** 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 TWO WEEKS PRIOR TO RENTAL DATE.

Name of Organization or Group: _____

Name of Person Responsible for Rental: _____

Address for Mailing Permit & Billing: _____

Telephone: _____ Home: _____ Cell: _____ Work: _____

Name of Event: _____

Signature of Person Responsible for Rental: _____ Date: _____

Facilities Requested

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

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

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

Plan for Security: _____

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

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

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

Address: _____

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

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

Application Fee: \$35.00

Total: \$35.00

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

Total: \$ _____

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

Total: \$ _____

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

Total: \$ _____

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

Total: \$ _____

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

TOTAL AMOUNT DUE: Total: \$ _____

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

Method of Payment: _____

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

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

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

Police Coverage Required: Yes _____ No _____

Final Approval by District: _____

Final Accounting – Final Billing—NO CASH ACCEPTED

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

RULES AND REGULATIONS FOR RENTING MILFORD SCHOOL DISTRICT FACILITIES

This application must be completed and estimated: 50% cost of usage is to be paid in full at time of the submission of usage request. ~~Insurance-Certificates~~ **Certificate of Insurance** and Background Checks will be required for initial approval. Refunds will be made in accordance with Regulation 1-~~JM~~ 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, 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.

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 **4872** 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 **48 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