

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, JUNE 26, 2023 AT 6:00 PM  
REGULAR SCHOOL BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person in the Milford High School Auditorium. Public comment will be held in-person only.*

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=ma7f1a7e74a719498e2691353b4b3ed78>

Webinar Number: 2621 919 3467

Webinar Password: nMRrpYJk933 (66777955 from phones and video systems)

To access the meeting via audio conference, members of the public may use the following information:

Dial in: +1-415-655-0001 US Toll      Access Code: 262 191 93467

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

**1. Call to Order by President**

**2. Roll Call**

\_\_\_\_\_ Dr. Adam Brownstein  
\_\_\_\_\_ Mr. Matt Bucher  
\_\_\_\_\_ Mr. Scott Fitzgerald

\_\_\_\_\_ Mr. David Vezmar  
\_\_\_\_\_ Mrs. Jean Wylie  
\_\_\_\_\_ Mr. Jason Miller

**3. Pledge of Allegiance**

**4. Approval of Minutes**

A. Regular Meeting Minutes for June 16, 2023 Action Item

**5. Adjournment to Executive Session Action Item**

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

1. Discussion of the personnel report and the competencies of staff recommended for hire

B. Strategy Session – See 29 Del. C § 10004(b)(4)

1. Collective Bargaining

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Personnel – Ms. Laura Manges**
  - A. Personnel Action Item
  - B. Memorandum of Understanding between the Milford School District Board of Education and the Milford Education Association Action Item
9. **Public Comment**
10. **Superintendent’s Report**
  - A. Strategic Planning Committee Recognition
  - B. Employee Recognitions
  - C. Board Member Recognition
  - D. Reorganization Meeting July 10, 2023
11. **Business – Dr. Sara Hale**
  - A. Monthly Revenue and Expenditure Reports as of May 31, 2023 Action Item
  - B. FY 2023-2024 Preliminary Tax Rates
  - C. FY 2024 Preliminary Budget Action Item
12. **Building and Grounds – Mr. Mike Sharp**
  - A. District Projects
  - B. MMS Project Update
13. **Instruction and Student Programs – Dr. Bridget Amory**
  - A. Field Trip Approvals Action Item
14. **Board Discussion**
  - A. DSBA Updates
  - B. DSBA Membership Dues Action Item
  - C. Recommended New Draft Board Policy for Action
    1. New Board Policy 4305 Constable Market Analysis Action Item
  - D. Recommended Revised Draft Board Policies for Action
    1. Revised Board Policy 4302(c) Local Salary Supplement: Technology Specialists Action Item
    2. Revised Board Policy 4304 Local Salary Supplement: Food Service Manager Action Item
    3. Revised Board Policy 4323(a) Local Salary Supplement: Cafeteria Workers Action Item
    4. Revised Board Policy 4303(b) Local Salary Supplement: Chief Custodian Action Item
15. **Closing Remarks from Outgoing Board Members**
16. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
June 16, 2023

Board Members in Attendance	
Mr. Jason Miller, President	Mr. Matt Bucher
Mr. Scott Fitzgerald, Vice President	
Dr. Adam Brownstein (Remote)	Dr. Bridget Amory, Executive Secretary

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Miller at 7:37 AM on Friday morning, June 16, 2023.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. BUCHER/SECONDED BY MR. FITZGERALD** to approve the Regular Meeting Minutes for June 6, 2023. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MR. BUCHER** to adjourn into Executive Session at 7:39 AM. **Motion passed unanimously.**

**RETURN TO OPEN SESSION**

**MOTION MADE BY MR. BUCHER/SECONDED BY MR. FITZGERALD** to adjourn Executive Session at 7:56 AM. **Motion passed unanimously.**

**CHANGES TO AGENDA - None**

**PERSONNEL – Dr. Peel**

***Personnel Report***

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MR. BUCHER** to accept the Personnel Report as presented during Executive Session. **Motion passed unanimously.**

**PUBLIC COMMENT - None**

**ADJOURNMENT**

**MOTION MADE BY MR. FITZGERALD/SECONDED BY MR. BUCHER** that the Regular Meeting of the Milford Board of Education held on Friday, June 16, 2023, adjourned 7:58 AM. **Motion passed unanimously.**

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Bridget Amory, Executive Secretary

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Peggy Short, Recording Secretary



## ACKNOWLEDGMENTS

### **Steering Committee Members:**

Jena Albright, Bridget Amory, Sara Bluhm, Seth Buford, Julie Bunting, Jessenia Carranza, Sara Croce, Jayson Crouch, Jolene Dickerson, Kevin Dickerson, Paul Dorey, Fred Duffy, Hunter Emory, Paige Evers, Scott Fitzgerald, Sharon Forrest, Amanda Gaglione, Kristin Galati, Trish Gerken, Sharlitta Gilbert, Charles Gray, Jennifer Hallman, SaraKate Hammer, Brittany Hazzard, Shervau Hinton, Carrie Holleger, Trudy Horsey, Jason James, Nick Jefferson, Amy Jones, Katie Kenton, Lori L'Armand, Ashley Lockwood, Laura Manges, Lisa McQueen, Jodi Messick, Jason Miller, Joe Nolt, Jason Peel, Kris Phillips, Gary Rhodes, Adam Richardson, Mike Sharp, Kerry Stahl, Jean Wylie. Student Representatives: Sofia Lopez and Orrin Sharp

**Staff Recognitions:**  
**Employees of the Year**



**Chris Oplinger**  
*Administrative Professional of  
the Year*



**Yashmen Hood**  
*Child Nutrition Employee  
of the Year*



**Jordan Deeney**  
*School Counselor of the Year*



**Ann-Marie Nash**  
*School Nurse of the Year*



**Matt Bowman & Brian Reynolds**  
*Maintenance and Custodian  
Employees of the Year*



**Amber Lovenguth**  
*Related Services Employee of  
the Year*



**Josh Mal**  
*Technology Employee of the  
Year*

## MAJOR CAPITAL PROJECTS

As of May 31, 2023

### REVENUE

FISCAL YEAR	BOND NO.	DATE OF ISSUANCE	PROJECT	STATE	LOCAL	TOTAL REVENUE
2022	Local Bond 239	3/2/2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00
TOTAL REVENUE BUDGET				\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00

### EXPENDITURE

FISCAL YEAR	OPERATING UNIT	PROGRAM CODE	PROJECT	PROGRAM CODE DESCRIPTION	BUDGET	EXPENDITURES TO DATE	BUDGET REMAINING
2022	99970100	99585	Milford Middle School	Construction Management Fees	\$ 2,004,465.00	\$ 269,226.83	\$ 1,735,238.17
2022	99970100	99586	Milford Middle School	Architectual Fees	\$ 2,236,614.50	\$ 1,587,451.62	\$ 649,162.88
TOTAL EXPENDITURE BUDGET					\$ 4,241,079.50	\$ 1,856,678.45	\$ 2,384,401.05

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended May 31, 2023**

Operating Unit	Budget Line	Final Budget	Encumbered	Expended	Budget Remaining	%
		Amount				Remaining
9180668A	Benjamin Banneker Elementary School	\$ 58,630.00	5,880.29	40,289.18	\$ 12,460.53	21.25%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 58,950.00	4,222.13	50,554.73	\$ 4,173.14	7.08%
9180672A	Lulu M. Ross Elementary School	\$ 79,760.00	15,462.25	68,420.84	\$ (4,123.09)	-5.17%
9180673A	Mispillion Elementary School	\$ 66,770.00	1,775.66	61,029.98	\$ 3,964.36	5.94%
9180675A	Milford Central Academy	\$ 124,100.00	7,535.71	102,000.92	\$ 14,563.37	11.74%
9180678A	Milford Senior High School	\$ 175,070.00	9,464.63	137,407.17	\$ 28,198.20	16.11%
99900000	Board Of Ed/District Expenses	\$ 15,000.00	909.50	7,090.50	\$ 7,000.00	46.67%
	School Resource Officer	\$ 9,000.00		6,785.00	\$ 2,215.00	24.61%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	8,531.12	63,257.15	\$ 58,211.73	44.78%
99900300	District Expenditures	\$ 55,000.00	2,933.66	36,576.27	\$ 15,490.07	28.16%
	School Safety and Security	\$ 263,950.51	59,825.50	157,934.50	\$ 46,190.51	17.50%
	Public Relations and Communication	\$ 40,000.00	-	15,841.62	\$ 24,158.38	60.40%
	Copy Center (District Wide)	\$ 120,000.00	11,206.98	105,017.69	\$ 3,775.33	3.15%
99910100	Superintendent	\$ 1,500.00	79.25	1,075.51	\$ 345.24	23.02%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	2,661.95	\$ 7,338.05	73.38%
	Educator Accountability (State Grant)	\$ 11,699.92	560.29	3,690.03	\$ 7,449.60	63.67%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	334,648.00	\$ -	0.00%
	Opportunity Grant Mental Health	\$ 732,527.00	-	161,976.91	\$ 570,550.09	77.89%
	Education Opportunity Grant	\$ 1,316,524.00	-	-	\$ 1,316,524.00	100.00%
	School Improvement - SSIP Grant	\$ 70,670.00	51,911.50	18,616.45	\$ 142.05	0.20%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 20,000.00	-	1,273.12	\$ 18,726.88	93.63%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 150,000.00	-	59,486.29	\$ 90,513.71	60.34%
99920700	Athletics - High School	\$ 170,000.00	23,461.11	176,031.30	\$ (29,492.41)	-17.35%
	Athletics - Milford Central Academy	\$ 30,000.00	674.07	42,530.05	\$ (13,204.12)	-44.01%
99920800	Driver's Education	\$ 19,495.00	-	10,157.72	\$ 9,337.28	47.90%
99930200	Tuition - Special Services	\$ 380,000.00	-	266,072.20	\$ 113,927.80	29.98%
	Tuition - Special Services - ILC	\$ 315,000.00	855.72	210,867.55	\$ 103,276.73	32.79%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	349,484.19	\$ 248,703.95	41.58%
99930300	Special Services	\$ 57,000.00	6,058.58	43,029.51	\$ 7,911.91	13.88%
	Special Services - State Related Services	\$ 196,990.50	21,256.50	175,734.00	\$ -	0.00%
99940100	Contingencies and One-Time Items	\$ 462,500.00	240,163.07	67,381.89	\$ 154,955.04	33.50%
99940200	Division I/Formula Salaries	\$ 32,557,698.43	-	30,502,011.96	\$ 2,055,686.47	6.31%
99940300	Division II - Vocational	\$ 128,887.00	7,471.58	82,179.62	\$ 39,235.80	30.44%
99940400	Division III/Local Salaries	\$ 12,250,000.00	-	10,418,083.56	\$ 1,831,916.44	14.95%
	Union agreed Limited Contracts	\$ 385,000.00	-	255,911.15	\$ 129,088.85	33.53%
99940500	Title I	\$ 1,812,394.00	434,541.07	354,430.92	\$ 1,023,422.01	56.47%
	Title II	\$ 345,307.00	-	76,749.97	\$ 268,557.03	77.77%
	Title III	\$ 85,388.00	499.71	28,696.66	\$ 56,191.63	65.81%
	Title IV	\$ 212,439.00	24,472.05	33,259.69	\$ 154,707.26	72.82%
	IDEA Part B	\$ 1,207,533.00	70,889.20	65,760.80	\$ 1,070,883.00	88.68%
	IDEA Preschool	\$ 57,566.00	-	24,764.66	\$ 32,801.34	56.98%
	Perkins	\$ 124,470.00	2,917.15	70,941.48	\$ 50,611.37	40.66%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	-	127,520.50	\$ -	0.00%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	40,320.89	\$ 66,679.11	62.32%
99940810	Technology Equipment & Repair	\$ 272,800.00	382.98	265,252.44	\$ 7,164.58	2.63%
	Technology Block Grant	\$ 109,245.00	25,914.22	81,607.26	\$ 1,723.52	1.58%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	7,389.00	\$ 7,611.00	50.74%
	Tuition Reimbursement	\$ 70,000.00	-	34,999.98	\$ 35,000.02	50.00%
99950000	Personnel/Human Resources	\$ 10,000.00	148.72	13,207.65	\$ (3,356.37)	-33.56%
99960000	Child Nutrition Operations	\$ 2,700,000.00	221,434.89	2,730,053.11	\$ (251,488.00)	-9.31%
	Cafeteria Salaries	\$ 691,988.00	-	653,979.43	\$ 38,008.57	5.49%
99960100	Facilities Maintenance	\$ 90,000.00	456.73	48,291.87	\$ 41,251.40	45.83%
	Custodial Services and Supplies	\$ 90,000.00	194.48	92,008.05	\$ (2,202.53)	-2.45%
99960200	Operations and Utilities	\$ 388,974.00	42,532.36	306,855.31	\$ 39,586.33	10.18%
	Energy Division II	\$ 810,530.00	304,625.62	349,168.73	\$ 156,735.65	19.34%
99960300	State Transportation	\$ 3,710,772.37	274,137.95	3,421,760.32	\$ 14,874.10	0.40%
	State Homeless Transportation	\$ 529,967.00	28,608.30	431,519.40	\$ 69,839.30	13.18%
	State Foster Transportation	\$ 114,781.00	2,974.00	121,958.00	\$ (10,151.00)	-8.84%
	Transportation Supplies	\$ 1,000.00	35.74	955.25	\$ 9.01	0.90%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	1,121.82	4,458.70	\$ 17,419.48	75.74%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	3,178.70	47,946.60	\$ 7,759.92	13.18%
	Local Transportation Match	\$ 411,309.38	30,459.76	379,868.95	\$ 980.67	0.24%
<b>Total Operating Budget</b>		<b>\$ 65,645,427.97</b>	<b>\$ 1,949,764.55</b>	<b>\$ 53,848,834.13</b>	<b>\$ 9,846,829.29</b>	<b>15.00%</b>
99970000	Local Debt Service	\$ 1,156,081.49	-	1,156,081.44	\$ 0.05	0.00%
99970200	Minor Capital Improvements	\$ 693,295.00	-	-	\$ 693,295.00	100.00%
<b>Total Capital Budget</b>		<b>\$ 1,849,376.49</b>	<b>\$ -</b>	<b>\$ 1,156,081.44</b>	<b>\$ 693,295.05</b>	<b>37.49%</b>
<b>Grand Total</b>		<b>\$ 67,494,804.46</b>	<b>\$ 1,949,764.55</b>	<b>\$ 55,004,915.57</b>	<b>\$ 10,540,124.34</b>	<b>15.62%</b>

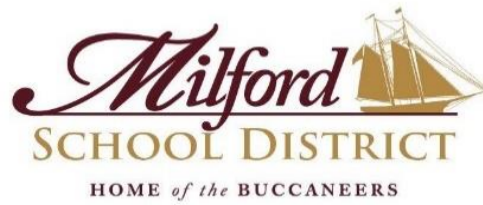
*Note: Budgets are based on the preliminary budget allocations as voted by the MSD Board of Education  
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2023 Monthly Revenue Report**  
**As of May 31, 2023**  
**91.7% of the Fiscal Year completed**

REVENUE SOURCE	Final FY 2023 Budget	Actual to date	% received
<b>STATE FUNDS</b>			
Formula Salaries	32,488,718.96	30,922,313.57	95.18%
Cafeteria Salaries	691,988.00	691,988.00	100.00%
Division II, All Other Costs	943,588.00	947,357.00	100.40%
Division II, All Other Costs - VOC	128,887.00	128,371.00	99.60%
Division II, Energy	838,004.00	838,004.00	100.00%
Division III, Equalization	5,987,867.00	6,007,283.00	100.32%
State Transportation	3,710,772.37	3,795,887.13	102.29%
Homeless Transportation	529,967.00	529,967.00	100.00%
Foster Care Transportation	114,781.00	184,781.00	160.99%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	196,990.50	196,990.50	100.00%
Drivers' Education	19,495.00	19,495.00	100.00%
Unique Alternatives	598,188.14	618,528.74	103.40%
Delaware Sustainment Fund	743,045.00	816,281.00	109.86%
Academic Excellence Cash Option	29,400.00	29,400.00	100.00%
Technology Block Grant	109,245.00	109,245.00	100.00%
College Access	10,509.22	10,509.22	100.00%
World Language Expansion	10,000.00	30,576.02	305.76%
Education Opportunity Grant	1,316,524.00	1,316,524.00	100.00%
Education Opportunity Grant - Mental Health	732,527.00	742,677.00	101.39%
Student Success Block Grant - Reading	334,648.00	334,648.00	100.00%
Child Safety Awareness/CPR	1,190.70	11,129.85	934.73%
Substitute Reimbursement- Paid Parental Leave	68,979.47	81,257.19	117.80%
School Safety and Security	263,950.51	263,950.51	100.00%
State Safe and Supportive Improvement Practices	70,670.00	70,670.00	100.00%
Teacher of the Year	5,000.00	5,000.00	100.00%
Minor Capital Improvements	415,977.00	415,977.00	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>50,361,912.87</b>	<b>49,119,810.73</b>	<b>97.53%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	9,302,726.67	9,281,987.82	99.78%
Current Expense (capitations)	200.00	40.86	20.43%
Athletics	28,000.00	46,529.00	166.18%
Interest	75,000.00	216,475.68	288.63%
Building Rental	1,500.00	4,385.00	292.33%
Other Local Revenue	18,500.00	14,355.36	77.60%
CSCR	40,000.00	52,988.09	132.47%
Indirect Costs	75,000.00	61,840.89	82.45%
Cafeteria	2,700,000.00	2,631,791.35	97.47%
Net Choice Billings	(184,007.37)	(179,341.97)	97.46%
Net Charter Billings	(162,529.37)	(162,529.37)	100.00%
Tuition Billings	(2,100,000.00)	(798,656.36)	38.03%
Social Studies Coalition/Donations	107,000.00	70,077.24	65.49%
Debt Service	1,100,000.00	1,116,816.67	101.53%
Debt Service - County Impact Fees	78,343.00	93,374.06	119.19%
Tuition	2,800,000.00	2,864,469.74	102.30%
Minor Capital Improvements	277,318.00	283,716.19	102.31%
E-Rate	-	-	
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>14,173,550.93</b>	<b>15,598,320.25</b>	<b>110.05%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,207,533.00	1,211,380.00	100.32%
IDEA - Preschool	57,566.00	57,612.00	100.08%
Title I	1,812,394.00	1,815,169.00	100.15%
Title II	345,307.00	345,671.00	100.11%
Title III English Acquisition	85,388.00	85,789.00	100.47%
Title IV	212,439.00	221,820.00	104.42%
Education for the Homeless	10,000.00	-	0.00%
Perkins	124,470.00	125,129.00	100.53%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,855,097.00</b>	<b>3,862,570.00</b>	<b>100.19%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>68,390,560.80</b>	<b>68,580,700.98</b>	<b>100.28%</b>

**Milford School District**  
**Preliminary Expenditure Budget**  
**Fiscal Year 2024**

Operating Unit	Operating Unit Description	FY 2023 Final Budget	FY 2023 Final Budget	Difference between FY 22 and FY 23	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 58,630.00	\$ 49,835.50	\$ (8,794.50)	-15%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 58,950.00	\$ 50,107.50	\$ (8,842.50)	-15%
9180672A	Lulu M. Ross Elementary School	\$ 79,760.00	\$ 67,796.00	\$ (11,964.00)	-15%
9180673A	Misphillion Elementary School	\$ 66,770.00	\$ 56,754.50	\$ (10,015.50)	-15%
9180675A	Milford Central Academy	\$ 124,100.00	\$ 105,485.00	\$ (18,615.00)	-15%
9180678A	Milford Senior High School	\$ 175,070.00	\$ 149,634.50	\$ (25,435.50)	-15%
99900000	Board of Education - School Resource Officer	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99900000	Board of Education	\$ 9,000.00	\$ 9,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 130,000.00	\$ 130,000.00	\$ -	0%
99900300	District Expenditures	\$ 55,000.00	\$ 50,000.00	\$ (5,000.00)	-9%
99900300	Public Relations and Communication	\$ 40,000.00	\$ 40,000.00	\$ -	0%
99900300	School Safety and Security	\$ 263,950.51	\$ 263,950.51	\$ -	0%
99900300	Copy Center (District wide)	\$ 120,000.00	\$ 120,000.00	\$ -	0%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99920000	State Safe and Supportive Improvement Grant	\$ 70,670.00	\$ -	\$ (70,670.00)	-100%
99920000	Educator Accountability (State Grant)	\$ 11,699.92	\$ -	\$ (11,699.92)	-100%
99920000	Student Success Block Grant - Mental Health	\$ 732,527.00	\$ 732,527.00	\$ -	0%
99920000	Student Success Block Grant Reading	\$ 334,648.00	\$ 334,648.00	\$ -	0%
99920000	Education Opportunity Grant	\$ 1,316,524.00	\$ 1,316,524.00	\$ -	0%
99920000	Summer School	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 20,000.00	\$ -	0%
99920000	Extra Time Programs	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Curriculum/Instructional	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99920700	Athletics - Middle School	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920700	Athletics - High School	\$ 170,000.00	\$ 170,000.00	\$ -	0%
99920800	Driver's Education	\$ 19,495.00	\$ 19,495.00	\$ -	0%
99930200	Special School - Tuition ILC	\$ 315,000.00	\$ 275,000.00	\$ (40,000.00)	-13%
99930200	Special School - Tuition	\$ 380,000.00	\$ 330,000.00	\$ (50,000.00)	-13%
99930200	Special School - Unique Alternatives (State)	\$ 598,188.14	\$ 598,188.14	\$ -	0%
99930300	Special Services	\$ 57,000.00	\$ 57,000.00	\$ -	0%
99930300	Special Services - State Related Services	\$ 196,990.50	\$ 196,990.50	\$ -	0%
99940100	Contingencies and One-Time Items	\$ 462,500.00	\$ 425,000.00	\$ (37,500.00)	-8%
99940200	Division I Sal/Other State Prg	\$ 32,557,698.43	\$ 33,550,844.75	\$ 993,146.32	3%
99940300	Division Ii Vocational	\$ 128,887.00	\$ 128,887.00	\$ -	0%
99940400	Local Limited Contracts	\$ 385,000.00	\$ 385,000.00	\$ -	0%
99940400	Division Iii/Local Salaries	\$ 12,250,000.00	\$ 12,678,750.00	\$ 428,750.00	3%
99940500	Title I	\$ 1,812,394.00	\$ 1,812,394.00	\$ -	0%
99940500	Title II	\$ 345,307.00	\$ 345,307.00	\$ -	0%
99940500	Title III	\$ 85,388.00	\$ 85,388.00	\$ -	0%
99940500	Title IV	\$ 212,439.00	\$ 212,439.00	\$ -	0%
99940500	IDEA Part B	\$ 1,207,533.00	\$ 1,207,533.00	\$ -	0%
99940500	IDEA Preschool	\$ 57,566.00	\$ 57,566.00	\$ -	0%
99940500	Perkins	\$ 124,470.00	\$ 124,470.00	\$ -	0%
99940500	Homeless	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99940500	Other Federal Grants	\$ -	\$ -	\$ -	0%
99940600	Insurance	\$ 127,520.50	\$ 127,520.50	\$ -	0%
99940700	Private Grants/Donations	\$ 107,000.00	\$ 107,000.00	\$ -	0%
99940810	Technology Equipment & Repair	\$ 272,800.00	\$ 272,800.00	\$ -	0%
99940810	Technology Block Grant	\$ 109,245.00	\$ 109,245.00	\$ -	0%
99940900	Tuition Reimbursement - Administrative	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99940900	Tuition Reimbursement	\$ 70,000.00	\$ 70,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99960000	Child Nutrition Operations	\$ 3,391,988.00	\$ 3,391,988.00	\$ -	0%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960200	Energy - Division II	\$ 838,004.00	\$ 838,004.00	\$ -	0%
99960200	Local Energy/Utilities	\$ 87,000.00	\$ 87,000.00	\$ -	0%
99960200	Custodial Substitutes	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99960200	Operations/Utilities	\$ 259,500.00	\$ 259,500.00	\$ -	0%
99960300	State Transportation	\$ 4,356,520.37	\$ 4,356,520.37	\$ -	0%
99960400	Local Transportation	\$ 496,194.60	\$ 496,194.59	\$ -	0%
<b>Total Operating Budget</b>		<b>\$ 65,645,427.97</b>	<b>\$ 66,768,787.37</b>	<b>\$ 1,123,359.40</b>	<b>2%</b>
99970000	Local Debt Service	\$ 1,156,081.49	\$ 2,162,746.41	\$ 1,006,664.92	87%
99970200	Minor Capital Improvements	\$ 693,295.00	\$ 695,565.00	\$ 2,270.00	0%
<b>Total Capital Budget</b>		<b>\$ 1,849,376.49</b>	<b>\$ 2,858,311.41</b>	<b>\$ 1,008,934.92</b>	<b>55%</b>
<b>TOTAL</b>		<b>\$ 67,494,804.46</b>	<b>\$ 69,627,098.78</b>	<b>\$ 2,132,294.32</b>	<b>3.2%</b>
<i>Reserve Allocation</i>		<i>\$ 895,756.34</i>	<i>\$ 855,901.76</i>	<i>\$ (39,854.58)</i>	
<b>GRAND TOTAL</b>		<b>\$ 68,390,560.80</b>	<b>\$ 70,483,000.54</b>	<b>\$ 2,092,439.73</b>	<b>3.1%</b>



Preliminary Fiscal Year 2024 Revenue Budget

REVENUE SOURCE	Final FY 2023 Budget	Preliminary FY 2024 Budget
<b>STATE FUNDS</b>		
Formula Salaries	32,488,718.96	33,481,865.28
Cafeteria Salaries	691,988.00	691,988.00
Delaware Sustainment Fund	743,045.00	743,045.00
Academic Excellence Cash Option	29,400.00	-
Related Services Cash Option	196,990.50	196,990.50
Division II, All Other Costs	943,588.00	943,588.00
Division II, All Other Costs - VOC	128,887.00	128,887.00
Division II, Energy	838,004.00	838,004.00
Division III, Equalization	5,987,867.00	5,987,867.00
State Transportation	3,701,784.37	3,701,784.37
Transportation - Driver Training	8,988.00	8,988.00
Homeless Transportation	529,967.00	529,967.00
Foster Transportation	114,781.00	114,781.00
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	598,188.14	598,188.14
Drivers' Education	19,495.00	19,495.00
Technology Block Grant	109,245.00	109,245.00
CPR Instruction/College Access	11,699.92	-
Education Opportunity Grant	1,316,524.00	1,316,524.00
Education Opportunity Grant - Mental Health	462,492.00	462,492.00
Student Success Block Grant - Mental Health 6-8	270,035.00	270,035.00
Student Success Block Grant Reading	334,648.00	334,648.00
State Teacher of the Year (Lockwood)	5,000.00	-
State Safe and Supportive Improvement Practices Grant	70,670.00	-
School Safety and Security Fund	263,950.51	263,950.51
World Language Expansion	10,000.00	10,000.00
Substitute Reimbursement - Parental Leave	68,979.47	68,979.47
Minor Capital Improvements	415,977.00	417,339.00
Major Capital Improvements	-	-
<b>TOTAL STATE FUNDS</b>	<b>50,361,912.87</b>	<b>51,239,651.27</b>
<b>LOCAL FUNDS</b>		
Current Expense (tax rate)	9,302,726.67	9,767,863.00
Current Expense (capitations)	200.00	200.00
Athletics	28,000.00	32,500.00
Interest	75,000.00	200,000.00
Building Rental	1,500.00	1,500.00
Other Local Revenue	18,500.00	35,000.00
CSCR	40,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Cafeteria	2,700,000.00	2,700,000.00
Net Choice Billings	(184,007.37)	(184,007.37)
Charter Billings	(162,529.37)	(162,529.37)
Tuition Billings	(2,100,000.00)	(1,500,000.00)
Tuition	2,800,000.00	1,800,000.00
Donations	107,000.00	107,000.00
Debt Service	1,100,000.00	2,100,000.00
Debt Service - County	78,343.00	92,500.00
Match Tax - Minor Capital Improvements	277,318.00	278,226.00
Match Tax - Education Opportunity	-	-
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
<b>TOTAL LOCAL FUNDS</b>	<b>14,173,550.93</b>	<b>15,388,252.26</b>
<b>FEDERAL FUNDS</b>		
IDEA	1,207,533.00	1,207,533.00
IDEA - Preschool	57,566.00	57,566.00
TITLE I	1,812,394.00	1,812,394.00
TITLE II	345,307.00	345,307.00
TITLE III	85,388.00	85,388.00
TITLE IV	212,439.00	212,439.00
PERKINS	124,470.00	124,470.00
OTHER FEDERAL FUNDS	10,000.00	10,000.00
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,855,097.00</b>	<b>3,855,097.00</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>68,390,560.80</b>	<b>70,483,000.54</b>

# Milford School District

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Preliminary Tax Rate Proposal

June 26, 2023

# School Tax Rate

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- **Four separate components**
  - **Current Expense**
  - **Debt Service**
  - **Match Tax**
  - **Tuition Tax**

# School Tax Rate

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## **Fiscal Year 2024 – Major Impacts on School Tax Rates**

- **Growth in property assessments (*NOT REASSESSMENT*)**
- **Second Bond Sale for Milford Middle School Project**
- **Debt Service planning**

# Current Expense

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- **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.**
- **No changes can occur to the approved rate unless passed through referendum**
- **Current funding structure requires districts to plan for and save to allow many years with no operational revenue increases**
- **State requires districts to keep a “reserve” to ensure local obligations including payroll can be met in the event of a fiscal downturn**

# Current Expense

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- **Current Expense Referendum set rate on October 6, 2015**
  - **Rate will remain unchanged for Fiscal Year 2024**
  - **Rate for Fiscal Year 2024**
    - **Sussex: 3.2188**
    - **Kent: 1.1390**

# Match Tax

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- **Set by the local board of education and does not require referendum approval**
- **Milford is currently only assessing the Minor Capital Improvement match tax in order to receive the state funding for building and grounds repairs and maintenance**
  - **Other Match Taxes Allowable:**
    - Extra Time
    - Technology
    - Reading Specialists
    - Math Specialists
    - Reading Interventionist
    - State Opportunity Grant

# Match Tax

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- **Match Tax for Minor Capital Improvements FY2024**
  - **Rate**
    - **0.0962 Sussex County (Prior Year – 0.0984)**
    - **0.0340 Kent County (Prior Year – 0.0348)**

# Tuition Tax

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- This tax rate provides revenue to pay the 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
- Continue to implement strategies to stabilize Tuition Tax expenses
- Have expanded in-district program offerings
- Continue to maintain contingency to offset sharp increases in one fiscal year
- Rate
  - 0.6225 Sussex County (Prior Year – 0.9933)
  - 0.0340 Kent County (Prior Year – 0.3514)

# Debt Service

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- **This tax rate provides revenue to pay principal and interest payment associated with bonds sold for major capital improvements, such as new construction, additions and renovations**
- **Set by referendum vote for capital projects**
- **Rate fluctuates annually depending on bond payment schedule**

# Debt Service

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- **Milford Middle School Project Bonds**
- **Debt Service planning for several years to maintain tax rate stability**
- **Rate:**
  - **0.7263 Sussex County (Prior Year – 0.3852)**
  - **0.2570 Kent County (Prior Year – 0.1363)**

**Sussex County**

CATEGORY	FY 2023	FY 2024	CHANGE	
CURRENT EXPENSE	\$ 3.2188	\$ 3.2188	\$ -	0.0%
TUITION	\$ 0.9933	\$ 0.6225	\$ (0.3708)	-37.3%
DEBT SERVICE	\$ 0.3852	\$ 0.7263	\$ 0.3411	88.6%
MATCH TAX - MCI	\$ 0.0984	\$ 0.0962	\$ (0.0022)	-2.2%
MATCH TAX - EXTRA-TIME			\$ -	
MATCH TAX - TECHNOLOGY			\$ -	
MATCH TAX - READING				
SPECIALISTS			\$ -	
MATCH TAX - MATH SPECIALISTS			\$ -	
<b>TOTAL TAX RATE</b>	<b>\$ 4.6957</b>	<b>\$ 4.6638</b>	<b>\$ (0.0319)</b>	<b>-0.6%</b>

**Kent County**

CATEGORY	FY 2023	FY 2024	CHANGE	
CURRENT EXPENSE	\$ 1.1390	\$ 1.1390	\$ -	0.0%
TUITION	\$ 0.3514	\$ 0.2203	\$ (0.1311)	-37.3%
DEBT SERVICE	\$ 0.1363	\$ 0.2570	\$ 0.1207	88.6%
MATCH TAX - MCI	\$ 0.0348	\$ 0.0340	\$ (0.0008)	-2.3%
MATCH TAX - EXTRA-TIME			\$ -	
MATCH TAX - TECHNOLOGY			\$ -	
MATCH TAX - READING				
SPECIALISTS			\$ -	
MATCH TAX - MATH SPECIALISTS			\$ -	
<b>TOTAL TAX RATE</b>	<b>\$ 1.6615</b>	<b>\$ 1.6503</b>	<b>\$ (0.0112)</b>	<b>-0.6%</b>

*Debt Service planning and Property assessment growth has allowed the district to decrease the tax rate for the 7<sup>th</sup> year while selling a new Bond for the Milford Middle School project.*

# Questions


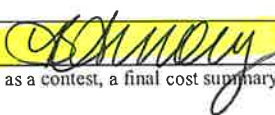
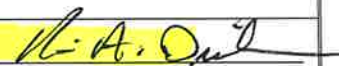
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# MILFORD SCHOOL DISTRICT

## 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> Fall 2023 and or Spring 2024 <b># of School Days missed:</b> 1 and or 2	<b>TRIP DESTINATION:</b> Universal Technical Institute, Exton PA	<b>TEACHER(S):</b> Edwards
<b>NUMBER OF STUDENTS:</b> 30-40	<b>CONTENT AREAS:</b> Agriculture Structures	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: College and Careers  2. Dates of Instructional Unit: From: 8-26-23 To: 6-13-24  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): Universal Technical Institute is an automotive training school. Students can receive the most up to date training after high school. Students will be exposed to college and career readiness opportunities. UTI will pick us up, bring us back, and feed us lunch.		<u>Field Trip Cost</u>  Transportation: \$600-Bus  Meals: Covered by UTI  Other expenses (explain): \$0  Funding Used: Covered by UTI  Individual student expense: \$0  <div style="text-align: right;"><b>\$600 Total Cost</b></div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Chester County Hospital, 701 East Marshall Street, West Chester, PA, 610-431-5000  <b>Nurse Initials:</b> CR		
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:		
<b>PRINCIPAL'S SIGNATURE:</b>  <b>DIRECTOR'S SIGNATURE:</b>  <b>SUPT'S SIGNATURE:</b>  <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small>		
12/19/16		

# MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 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> 9/14-17/2023 <b># of School Days missed:</b> 2	<b>TRIP DESTINATION:</b> Eastern States Exposition, Springfield, MA	<b>TEACHER(S):</b> Rozell, Bethard, Stump.
<b>NUMBER OF STUDENTS:</b> 1 (Pre-Fair)	<b>CONTENT AREAS:</b> FFA, Leadership, Plant Science, Animal Science	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: Spans the entire curriculum of all Agriscience courses.  2. Dates of Instructional Unit: From: 8-30-23      To: 6-13-24  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): The Eastern States Exposition is held every year in Springfield, MA. Students spend time competing against FFA members from the Eastern Region of National FFA. Following competitions, students participate in workshops and listen to speeches from National FFA Officers as well as keynote addresses presented by nationally known presenters.		<u>Field Trip Cost</u>  Transportation:      \$200- District or Fleet  Meals:                      Individually  Other expenses (explain): \$165/room/night  Funding Used:                      FFA  Individual student expense:      TBD  <div style="text-align: right;">             \$1485 Hotel/3rooms    <b>Total Cost</b> </div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Bay State Medical, 759 Chestnut St. #1, Springfield, MA - 413-784-0000  <b>Nurse Initials:</b> <u>CR</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments:		
<div style="display: flex; justify-content: space-between;"> <div> <b>PRINCIPAL'S SIGNATURE:</b> <u>XSS</u> </div> <div> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p> <p>12/19/16</p>		

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

In-State ☒ Out-of-State ☐ Overnight ☒

<b>DATE(S) OF TRIP:</b> 9/27- 28/23 (Estimated-state calendar no <b># of School Days missed:</b> 2	<b>TRIP DESTINATION:</b> COLT Leadership Training, Camp Barnes	<b>TEACHER(S):</b> Rozell, Bethard, Stump, Ed
<b>NUMBER OF STUDENTS:</b> 7	<b>CONTENT AREAS:</b> FFA Leadership	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: FFA 2. Dates of Instructional Unit: From: 8-26 <sup>23</sup> - <del>22</del> To: 6-10 <sup>24</sup> - <del>23</del> 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): Milford FFA Chapter Officers attend workshops to increase their leadership skills such as public speaking, parliamentary procedures, team building, and resolving conflict. Officers also participate in a teamwork building activity called "ropes" where students are taught to rely upon others and work cooperatively in order to accomplish a common goal.		<u>Field Trip Cost</u> Transportation: \$0- District Van Meals: \$0-Included in registration Other expenses (explain): \$60- Registration Funding Used: FFA Individual student expense: \$30 <b>\$540 Total Cost</b>
<b>Closest Medical Facility (with address &amp; phone #):</b> BeeBe Medical Center, 424 Savannah Rd, Lewes, DE 19958, (302) 645-3300		
<b>Nurse Initials:</b> CR		
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:		
<b>PRINCIPAL'S SIGNATURE:</b> [Signature]	<b>DIRECTOR'S SIGNATURE:</b> [Signature]	<b>SUPT'S SIGNATURE:</b> [Signature]
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.		

# 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 ☐

DATE(S) OF TRIP: Thursday, October 5, 2023 # of School Days missed: 1		TRIP DESTINATION: PA Renaissance Fair	TEACHER(S): Meiklejohn and Keefer
NUMBER OF STUDENTS: 30		CONTENT AREAS: Drama and Chamber Choir	GRADE(S): 9-12
1 Instructional Unit Title: Renaissance Era 2 Dates of Instructional Unit: From: Sept. 6, 2023 To: Oct. 5, 2023 3 Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video <input checked="" type="checkbox"/> Software Other (specify) 4 Relationship of trip to instructional objective(s) (purpose of the trip): Students will create choral and dramatic performances for this trip. They will be scored, critiqued, and receive feedback about their performances. Students will create musical and theatrical performances with the possibilities of creating costumes, staging, and choosing musical content relatable to the Renaissance Era.		Field Trip Cost Transportation: \$800 Meals: \$25 Other expenses (explain): Funding Used: Drama Club & Choir Student Account Individual student expense: \$30 \$55/STUDENT - Total Cost <b>\$2300</b>	
Closest Medical Facility (with address & phone #): ON SITE 2775 Lebanon Rd., Manheim, PA Nurse Initials: <i>CK</i>			
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: This is a great opportunity for students to learn about a different time period> The will be performing a drama and song from the Renaissance period. This is also the only date available for this event.			
PRINCIPAL'S SIGNATURE: <i>[Signature]</i>		DIRECTOR'S SIGNATURE: <i>[Signature]</i> SUPT'S SIGNATURE: <i>K. A. D.</i>	

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> <u>Circa 10/2023</u> <b># of School Days missed:</b>	<b>TRIP DESTINATION:</b> <u>Nemours Childrens Hospital</u>	<b>TEACHER(S):</b> <u>Ms. Alma Diaz</u>
<b>NUMBER OF STUDENTS:</b> <u>25-30</u>	<b>CONTENT AREAS:</b> <u>Health Science</u>	<b>GRADE(S):</b> <u>10-12</u>
1. Instructional Unit Title: <u>Healthcare, Anatomy : Physiology</u> 2. Dates of Instructional Unit: From: <u>Circa 10/23</u> To: <u>Circa 11/23</u> 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): <u>Visit to Nemours Children's Hospital will introduce students to health care facility including visit to various specialty floors, laboratory, and radiology departments.</u>		<u>Field Trip Cost</u> Transportation: <u>School Bus</u> Meals: <u>School Supplied packed lunch</u> Other expenses (explain): <u>Only student purchased expenses</u> Funding Used: <u>509</u> Individual student expense: <div style="text-align: right;">Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b>  <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:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <u>[Signature]</u>  <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>12/19/16</span> <span><u>4/16/23</u></span> </div>		

# 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> 10/30-11/4/23 <b># of School Days missed:</b> 5	<b>TRIP DESTINATION:</b> National FFA Convention, Indianapolis, IN	<b>TEACHER(S):</b> Rozell, Bethard, Stump, J
<b>NUMBER OF STUDENTS:</b> 9 (Pre-Fair)	<b>CONTENT AREAS:</b> FFA, Leadership, Plant Science, Animal Science	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: Spans the entire curriculum of all Agriscience courses.  2. Dates of Instructional Unit: From: 8-30-23 To: 6-13-24  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): The National FFA Convention is held every year in Indianapolis, IN. Students spend time competing against FFA members from around the nation. Following competitions, students participate in workshops and listen to speeches from National FFA Officers as well as keynote addresses presented by nationally known presenters.		<b>Field Trip Cost</b>  Transportation: \$800-airline tickets  Meals: Individually  Other expenses (explain): \$65-Registration-\$180-Hotel  Funding Used: FFA  Individual student expense: TBD  <div style="text-align: right; background-color: yellow;">\$9090/9 students Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Indiana University Health Methodist Hospital, 1701 North Senate Ave., 317-962-2000  <b>Nurse Initials:</b> <u>CR</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <u>XSS</u> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <u>K.A. Del</u> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p> <p>12/19/16</p>		

# 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> Dec 15 & 16, 2023 <b># of School Days missed:</b> 1/2 day	<b>TRIP DESTINATION:</b> Howdy Duncan Tournament/Beast of the East	<b>TEACHER(S):</b> Parsley
<b>NUMBER OF STUDENTS:</b> 14	<b>CONTENT AREAS:</b> Athletics	<b>GRADE(S):</b> 8-12
1. Instructional Unit Title: Athletics <i>wrestling</i> 2. Dates of Instructional Unit: From: _____ To: _____ 3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research    Video    Software    Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will stay overnight to participate in a 2-day tournament		<b>Field Trip Cost</b> Transportation: MSP Meals: _____ Other expenses (explain): <i>BOOSTER</i> Funding Used: <i>DISTRICT ATHLETICS</i> Individual student expense: <i>0</i> <div style="text-align: right;">Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Christiana Hospital (302) 733-1000 4755 Ogletown-Stanton Road Newark, DE 19718 <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: _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <i>[Signature]</i>            4/10/23         </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <i>[Signature]</i> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <i>[Signature]</i> </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 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> <u>December</u> - May 2024 <b># of School Days missed:</b> 1	<b>TRIP DESTINATION:</b> Longwood Gardens, Kennett Square, PA	<b>TEACHER(S):</b> Bethard
<b>NUMBER OF STUDENTS:</b> 40	<b>CONTENT AREAS:</b> Greenhouse Mgmt. 1,2,3	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: Landscape Plants 2. Dates of Instructional Unit: From: 8-30- <sup>23</sup> <del>21</del> To: 6-13- <sup>24</sup> <del>23</del> 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): Students will see how plants are grown in various structures. Students will see how finished plants are utilized in formal and informal gardens, beds, and landscapes. Students will view various annuals, perennials, shrubs, vines, and ground covers and their use in a variety of landscapes.		<b>Field Trip Cost</b> Transportation: \$2000- Charter Meals: Individual Other expenses (explain): \$5-Ticket Funding Used: FFA Individual student expense: \$50 <div style="text-align: right; background-color: yellow;">\$2200 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Chester County Hospital, 830 West Cypress Street, Kennett Square, PA- 610-444-6214 <b>Nurse Initials:</b> <u>CR</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p>		
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> Jan 5 & 6, 2024 <b># of School Days missed:</b> 1/2 day	<b>TRIP DESTINATION:</b> New Year's Brawl (Easton, MD)	<b>TEACHER(S):</b> Parsley
<b>NUMBER OF STUDENTS:</b> 14	<b>CONTENT AREAS:</b> Athletics	<b>GRADE(S):</b> 8-12
1. Instructional Unit Title: Athletics <i>Wrestling</i> 2. Dates of Instructional Unit: From: _____ To: _____ 3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research    Video    Software    Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will stay overnight to participate in a 2-day tournament		<b>Field Trip Cost</b> Transportation: <i>MSD</i> Meals: _____ Other expenses (explain): <i>BOOSTERS</i> Funding Used: <i>District Athletics</i> Individual student expense: <i>0</i> <div style="text-align: right;">Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Easton Memorial Hospital (410) 476-3771 219 North Washington Street Easton, MD 21601 <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: _____		
<div style="display: flex; justify-content: space-between;"> <div> <b>PRINCIPAL'S SIGNATURE:</b> <i>XBC</i>            4/10/23         </div> <div> <b>DIRECTOR'S SIGNATURE:</b> <i>[Signature]</i> </div> <div> <b>SUPT'S SIGNATURE:</b> <i>[Signature]</i> </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

## 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> 1/9-12/2024 <b># of School Days missed:</b> 1	<b>TRIP DESTINATION:</b> Pennsylvania Farm Show, Harrisburg, PA	<b>TEACHER(S):</b> Rozell, Bethard, Stump, J
<b>NUMBER OF STUDENTS:</b> 40	<b>CONTENT AREAS:</b> FFA, Animal Science, Plant Science, Food Science, Structures	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: Spans every curriculum  2. Dates of Instructional Unit: From: 8-30-23 To: 6-13-24  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): The wide range of vendors and exhibits will provide students with a very diverse example of careers, jobs, and required training necessary to enter these occupations. The wide range of exhibits will provide students with a visual representation not possible in a classroom or video.		<u>Field Trip Cost</u>  Transportation: \$55.00/person-Charter  Meals: individually  Other expenses (explain):  Funding Used: FFA  Individual student expense: \$25.00  <div style="text-align: right; background-color: yellow;">\$2200 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Harrisburg Hospital, 111 South Front Street, Harrisburg, PA - 717-782-3131  <b>Nurse Initials:</b> CR		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments:		
<div style="display: flex; justify-content: space-between;"> <div> <b>PRINCIPAL'S SIGNATURE:</b> </div> <div> <b>DIRECTOR'S SIGNATURE:</b> </div> <div> <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 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> Jan 12 & 13, 2024 <b># of School Days missed:</b> 1/2 day	<b>TRIP DESTINATION:</b> Quaker Classic (Wilmington Friends)	<b>TEACHER(S):</b> Don Parsley
<b>NUMBER OF STUDENTS:</b> 14	<b>CONTENT AREAS:</b> Athletics	<b>GRADE(S):</b> 8-12
1. Instructional Unit Title: Athletics <i>Wrestling</i> 2. Dates of Instructional Unit: From: _____ To: _____ 3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research    Video    Software    Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will stay overnight to participate in a 2-day tournament		<b>Field Trip Cost</b> Transportation: MSP Meals: _____ Other expenses (explain): <i>Boosters</i> <small>Meals and Lodging will be covered by the Milford Wrestling Boosters</small> Funding Used: <i>District Athletics</i> Individual student expense: <i>0</i> <div style="text-align: right;">Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Christiana Hospital (302) 733-1000 4755 Ogletown-Stanton Road Newark, DE 19718 <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: _____		
<div style="display: flex; justify-content: space-between;"> <div> <b>PRINCIPAL'S SIGNATURE:</b> <i>X 800</i>  <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small> </div> <div> <b>DIRECTOR'S SIGNATURE:</b> <i>[Signature]</i> </div> <div> <b>SUPT'S SIGNATURE:</b> <i>[Signature]</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>12/19/16</div> <div><i>4/16/23</i></div> </div>		

# 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> February TBD, 2024 (estimate, State FFA Calendar not out) <b># of School Days missed:</b> 2 days after school (State Practice and State Competition)	<b>TRIP DESTINATION:</b> Sudlersville Meat Locker, Sudlersville, MD	<b>TEACHER(S):</b> Rozell/Stump
<b>NUMBER OF STUDENTS:</b> 4	<b>CONTENT AREAS:</b> Animal Science and Food Science	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: Food Science State Standards 1-5 (Spans a wide range)  2. Dates of Instructional Unit: From: 8-30-23    To: 6-13-24  3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour    Research    Video    Software    Other (specify)  4. Relationship of trip to instructional objective(s) (purpose of the trip): The trip is for the State of Delaware FFA Meats Judging Career Development Event which encompasses the Animal Science and Food Science curriculum as well as FFA curriculum for the state.		<u>Field Trip Cost</u>  Transportation:            \$0-District Van  Meals:                            Individually  Other expenses (explain):            \$0  Funding Used:  Individual student expense:            \$0  <div style="text-align: right; background-color: yellow;">\$0 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Kent General Hospital, Bayhealth, 640 South State St., Dover, DE- 302-674-4700  <b>Nurse Initials:</b> <u>CR</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>PRINCIPAL'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div style="width: 30%;"> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div> <p style="font-size: small;">For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p>		
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> March 1 & 2, 2024 <b># of School Days missed:</b> 1/2 day		<b>TRIP DESTINATION:</b> State Tournament (Cape Henlopen High School)	<b>TEACHER(S):</b> Parsley
NUMBER OF STUDENTS: 14		CONTENT AREAS: Athletics	GRADE(S): 8-12
<p>1. Instructional Unit Title: Athletics <b>Wrestling</b></p> <p>2. Dates of Instructional Unit: From: To:</p> <p>3. Will technology be used in preparation for this trip? (Check One)</p> <p>Internet   Virtual Tour   Research   Video   Software   Other (specify)</p> <p>4. Relationship of trip to instructional objective(s) (purpose of the trip):</p> <p>Students will stay overnight to participate in a 2-day tournament</p>			<p><u>Field Trip Cost</u></p> <p>Transportation: <b>MSB</b></p> <p>Meals:</p> <p>Other expenses (explain): <b>Boosters</b></p> <p><small>Meals and Lodging will be covered by the Milford Wrestling Boosters</small></p> <p>Funding Used: <b>District Athletics</b></p> <p>Individual student expense: <b>0</b></p> <p>Total Cost</p>
<p><b>Closest Medical Facility (with address &amp; phone #):</b> Beebe Medical Center (302) 645-3300 424 Savannaah Road Lewes DE 19958</p> <p><b>Nurse Initials:</b> _____</p>			
<p>APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).</p> <p>Comments:</p>			
<p><b>PRINCIPAL'S SIGNATURE:</b> <b>X</b> <b>BOO</b> <b>4/6/23</b> <b>DIRECTOR'S SIGNATURE:</b> <b>[Signature]</b> <b>SUPT'S SIGNATURE:</b> <b>[Signature]</b></p> <p><small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small></p> <p>12/19/16</p>			

# 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> 3/5-6/2024 (estimated, state calendar not out) <b># of School Days missed:</b> 2	<b>TRIP DESTINATION:</b> State FFA Convention, Location TBD	<b>TEACHER(S):</b> Rozell, Bethard, Stump, I
<b>NUMBER OF STUDENTS:</b> 35	<b>CONTENT AREAS:</b> FFA, Leadership, Plant Science, Animal Science	<b>GRADE(S):</b> 9-12
1. Instructional Unit Title: FFA Leadership/ Extending Knowledge 2. Dates of Instructional Unit: From: 8-30- <sup>23</sup> <del>22</del> To: 6-13- <sup>24</sup> <del>23</del> 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): The Delaware State FFA Convention is held every year at the Delaware State University. Students spend time competing against FFA members from around the state. Following competitions, students participate in workshops and listen to speeches from National FFA Officers as well as keynote addresses presented by nationally known presenters.		<u>Field Trip Cost</u> Transportation: \$600 Meals: \$0 - Included in registration Other expenses (explain): \$100- Registration \$100-Hotel/night Funding Used: FFA Individual student expense: \$50 <div style="text-align: right; background-color: yellow; padding: 5px;">\$4200 Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Kent General Hospital, 640 South State Street, Dover- 302-674-4700 <b>Nurse Initials:</b>		
<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:		
<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

DATE(S) OF TRIP: March 14th, 2024

TRIP DESTINATION: National Museum of African American History

TEACHER(S): Cinque & O'Kelley

# of School Days missed: 1

GRADE(S): 11-12

NUMBER OF STUDENTS: 56

CONTENT AREAS: Social Studies

Field Trip Cost Museum is Free, Just  
Cost of bus 1500-2500

1. Instructional Unit Title:

Transportation: Coach bus

2. Dates of Instructional Unit: From: To:

Meals: Pack a lunch/Purchase

3. Will technology be used in preparation for this trip? (Check One)

Other expenses (explain):

Other (specify)

Internet Virtual Tour Research Video Software

4. Relationship of trip to instructional objective(s) (purpose of the trip): This trip helps meet House Bill 198 - Black History Education

Funding Used: Building Social Studies English  
Individual student expense: TBD

Closest Medical Facility (with address & phone #): George Washington University Hospital 900 23rd St NW, Washington, DC 20037

Nurse Initials: CR

APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:

PRINCIPAL'S SIGNATURE: [Signature]

DIRECTOR'S SIGNATURE: [Signature]

SUPT'S SIGNATURE: [Signature]

For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.

12/19/16

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

**POLICY 4305**

**NEW**

**CONSTABLE MARKET ANALYSIS**

To maintain a fiscally responsible constable compensation scale that is competitive with select districts in Kent and Sussex Counties, the district will evaluate the constable pay structure annually.

The Chief Financial Officer shall establish a market value for the constable position by averaging salary data from select comparable and/or neighboring districts in Kent and Sussex Counties where applicable. The market-range shall be evaluated and adjusted accordingly. If upon evaluation for adjustment, the market value decreases for the position, no adjustment shall be made.

ADOPTED:

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4302 (c)

**LOCAL SALARY SUPPLEMENT: TECHNOLOGY SPECIALISTS**

YEARS EXP	12 MONTH
0	16,243
1	16,350
2	16,461
3	16,571
4	16,684
5	16,791
6	16,903
7	17,014
8	17,123
9	17,234
10	17,343
11	17,454
12	17,571
13	17,679
14	17,787
15	17,901
16	17,901
17	17,901
18	17,901
19	17,901
20	18,086
21	18,086
22	18,086
23	18,086
24	18,086
25	18,370
26	18,370
27	18,370
28	18,370
29	18,370
30	18,370

Salary supplement for additional network training:

Two of three certifications are required.

Tech Spec – A+	2000
Tech Spec – CNA	2000
Tech Spec – Network+	2000
Bachelor's Degree	1800

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

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

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18; 10/18/21; 3/21/22;

7/1/23

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4304

**LOCAL SALARY SUPPLEMENT: FOOD SERVICE MANAGER**

<u>YEARS OF EXPERIENCE</u>	<u>LOCAL</u>
0	5,857
1	5,951
2	6,043
3	6,132
4	6,226
5	6,316
6	6,408
7	6,501
8	6,591
9	6,685
10	6,776
11	6,866
12	6,960
13	7,052
14	7,143
15	7,238
16	7,238
17	7,238
18	7,238
19	7,238
20	7,388
21	7,388
22	7,388
23	7,388
24	7,388
25	7,534
26	7,534
27	7,534
28	7,534
29	7,534
30	7,534

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

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18; 7/1/23

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

4323(a)

**LOCAL SALARY SUPPLEMENT: CAFETERIA WORKERS**

YEARS EXPERIENCE	LOCAL
0	2.33
1	2.36
2	2.37
3	2.38
4	2.42
5	2.45
6	2.46
7	2.50
8	2.51
9	2.52
10	2.54
11	2.55
12	2.57
13	2.61
14	2.62
15	2.64
16	2.64
17	2.64
18	2.64
19	2.64
20	2.73
21	2.73
22	2.73
23	2.73
24	2.73
25	2.79
26	2.79
27	2.79
28	2.79
29	2.79
30	2.79

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

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

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

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

Effective January 1, 2015:

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

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

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

REVISED: 3/22/10; 6/20/11; 9/24/12; 07/08/13; 12/15/14, 10/19/15, 7/1/16, 7/1/18; **7/1/23**

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4303(b)

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

<u>EXPERIENCE</u>	<u>CHIEF CUSTODIAN</u>
0	10,441
1	10,650
2	10,863
3	11,080
4	11,302
5	11,528
6	11,758
7	11,993
8	12,233
9	12,478
10	12,727
11	12,982
12	13,242
13	13,506
14	13,777
15	14,052
16	14,052
17	14,052
18	14,052
19	14,052
20	14,052
21	14,052
22	14,052
23	14,052
24	14,052
25	14,052
26	14,052
27	14,052
28	14,052
29	14,052
30	14,052

Potential Performance Stipends Based Upon Evaluation

Chief Custodians Elementary	\$1,500
Chief Custodians Middle School/High School	\$2,500

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

REVISED: 3/22/10, 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18; 10/18/21; 7/11/22;

7/1/23