



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

**AGENDA FOR MONDAY, NOVEMBER 20, 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:

Webinar Number: 2632 222 8970

Webinar Password: nuNxCqRF843 (68692773 from phones and video systems)

To access the meeting via audio conference, members of the public may use the following information:
<https://milford.webex.com/milford/j.php?MTID=m4e6bc90b978fb7ba2837d5ff075f6847>

Dial in: +1-415-655-0001 US Toll

Access Code: 263 222 28970

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
_____ Mrs. Ashlee Connell
_____ Mr. Victor "Butch" Elzey

_____ Mr. Scott Fitzgerald
_____ Mrs. Jennifer Massotti
_____ Mrs. Jean Wylie

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for October 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. Potential Litigation – See 29 C § 10004(b)(4)

1. Discussion with regard to potential litigation matter

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
 - A. District Strategic Plan Implementation Update
 - Portrait of a Buccaneer
 - *Problem-Solving
 - *Empathy
 - *Communication Skills
 - *Work Ethic
 - *Team Building
10. **Academic Excellence: Dr. Kelly Carvajal Hageman**
 - A. Academic Updates
 - B. Field Trip Approval Action Item
 - C. Student Matter Update: Dr. Jessica Weller
11. **Building Our Future: Dr. Sara Hale**
 - A. Monthly Revenue and Expenditure Reports as of October 31, 2023 Action Item
 - B. Construction Project Change Order Approval Action Item
 - C. Unit Growth Review
 - D. Class Size and 98% Division I Staffing Waiver Action Item
12. **Empowering and Investing in Our People: Ms. Laura Manges**
 - A. Personnel Action Item
13. **Board Discussion**
 - A. DSBA Update
 - B. Introduction of Recommended Draft Revision of Board Policies
 1. Revised Board Policy 6113 Field Trips and Student Travel - First Read
 2. Revised Board Policy 6113A Cultural Trips Involving Travel Outside of the United States - First Read
 - C. Introduction of Recommended Deletion of Board Policies
 1. Delete Board Policy 2001 Line and Staff Relations - First Read
 2. Delete Board Policy 2002 Superintendent - First Read
 3. Delete Board Policy 2004 Director of Student Learning - First Read
 4. Delete Board Policy 2005 Director of Human Resources and School Climate - First Read
 5. Delete Board Policy 2006 Supervisor of Buildings and Grounds - First Read
 6. Delete Board Policy 2007 Supervisor of Child Nutrition - First Read
 7. Delete Board Policy 2008 Supervisor of Transportation - First Read
 8. Delete Board Policy 2009 Principal - First Read
 9. Delete Board Policy 2010 Assistant Principals - First Read
 10. Delete Board Policy 2012 Chief Financial Officer - First Read
 11. Delete Board Policy 2013 Director of Student Services - First Read
 12. Delete Board Policy 4305 Constable Market Analysis - First Read

14. Adjournment *Action Item*



Academic Excellence Update



Charting the Course to Excellence

Board of Education Meeting
Nov. 19, 2023
Dr. Carvajal Hageman



Core Belief

We Believe the foundation of excellence is rooted in an academically rigorous curriculum, supportive instruction, and high expectations for each learner.



Integrated Systems of Support

- Partnership with the University of Delaware
- Curriculum Implementation Needs Assessment
- School Administrator Support and Professional Learning
- Data Dive Meetings
- 30-60-90 Day Planning

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: Jan. 26-28 2024 <small># of School Days missed & times of trip:</small> 0	TRIP DESTINATION: LEAD Conference Arlington, VA	TEACHER(S): Shae Parks
NUMBER OF STUDENTS: 4	CONTENT AREAS: Student Govt Assoc.	GRADE(S): 9-12
1. Instructional Unit Title: Student Leadership 2. Dates of Instructional Unit: From: N/A To: N/A 3. Will technology be used in preparation for this trip? (Check One) N/A Internet Virtual Tour Research Video Software Other (specify) 4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will participate in leadership building workshops as well as have opportunities to collaborate with students from across the US to address the role students can play as school leaders.		Field Trip Cost:- Must be filled out for approval Transportation: \$120 Meals: \$250 Other expenses (explain): Activities - \$500 Hotel - \$640 Registration - \$1275 Funding Used: Student Govt Activity Account Individual student expense: \$215 <div style="text-align: right;">Total Cost \$2,000 (SGA)</div>
Closest Medical Facility (with address & phone #): George Washington University Hospital (202) 715-4000 Nurse Initials: CK Date: 10/23/23 900 23 rd St. NW, Washington DC, 20037		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:		
<div style="display: flex; justify-content: space-between;"> <div> PRINCIPAL'S SIGNATURE: [Signature] Date: 6/26/23 DIRECTOR'S SIGNATURE: [Signature] Date: 11/7/2023 SUPT'S SIGNATURE: [Signature] Date: 11/8/2023 </div> <div style="text-align: right;"> 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. </div> </div>		

School Climate and Safety Board Update

Jessica Weller, Ed.D.



Safety

Completed:

Met with Milford Police Department to collaborate on district wide safety plan and emergency response guide.

Collaborated with DOE to plan and schedule Trauma-Informed Policing for Constables and SROs throughout the state to support students in our schools. Becky Haas from Metro-Nashville Police Department will be joining us on January 26th in-service day to train our staff. A train the trainer model will be offered this summer so we can sustain the model long term.

Brought Delaware State Police Vulnerability Risk Assessor in to complete the Homeland Security's Risk Assessment on each of our schools

Introduced and completed one after action review and safety planning meeting for Battle of the Bell.

Current goals:

Collaborating with SRO Bloodsworth and Officer Kosiorowski to create a new Multi-Option Active Shooter Response training and plan for consistent training based on the FBI's CRAZE model of Avoid, Deny, Defend.

Completing a comprehensive needs assessment of each school which will be presented in January.

Continue to offer structures and support to Constable program to clearly identify position, roles, and responsibilities.



Discipline

Completed:

Met with each school to complete Code of Conduct and discipline review.

Completed PLC with secondary team for Discipline regulations and practices.

Conducted 11 Central review meetings.

Took a team of admin to the DOE SDIP training regarding our current SDIP report to action plan.

Current goals:

Identifying areas for yearly review of the Code of Conduct

Creating tiered intervention approach for MTSS SEL requirements in relation to discipline per regulation 616

Hosting Parenting for Resilience classes for families to learn expectations of code of conduct and how we can all assist in their students' success

Creating a presentation for secondary students regarding code of conduct expectations and consequences



School Climate

Completed:

Parenting for Resilience classes (3) planned for families to learn about code of conduct expectations and social and emotional competencies in school.

Created plan for CSTAG Behavioral Threat Assessment model to be used in our district. Training and implementation planning is underway.

Current goals:

Create a School Climate committee for the district that will cover safety, discipline, and other areas of climate.

Collaborate with Support Services to enhance MTSS SEL system in district.

Collaborate with admin teams to enhance Code of Conduct areas identified.

Professional Development planning for SY 24-25 in area of Poverty Simulator, Classroom Management, and Discipline.



MILFORD SCHOOL DISTRICT
Fiscal Year 2024 Monthly Revenue Report
As of October 31, 2023
33.3% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2024 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	33,481,865.29	32,155,084.76	96.04%
Cafeteria Salaries	691,988.00	622,773.00	90.00%
Division II, All Other Costs	943,588.00	163,630.00	17.34%
Division II, All Other Costs - VOC	128,887.00	96,278.00	74.70%
Division II, Energy	838,004.00	754,204.00	90.00%
Division III, Equalization	5,987,867.00	5,347,309.00	89.30%
State Transportation	3,710,772.37	1,901,240.40	51.24%
Homeless Transportation	529,967.00	264,984.00	50.00%
Foster Care Transportation	114,781.00	92,391.00	80.49%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	196,990.50	177,291.00	90.00%
Drivers' Education	19,495.00	17,546.00	90.00%
Unique Alternatives	598,188.14	309,264.00	51.70%
Professional Development	-	43,039.00	
Delaware Sustainment Fund	743,045.00	734,653.00	98.87%
Technology Block Grant	109,245.00	98,321.00	90.00%
World Language Expansion	10,000.00	-	0.00%
Education Opportunity Grant	1,316,524.00	1,970,924.40	149.71%
Education Opportunity Grant - Mental Health	732,527.00	436,848.00	59.64%
Student Success Block Grant - Reading	334,648.00	344,620.00	102.98%
Child Safety Awareness	-	8,940.00	
Substitute Reimbursement- Paid Parental Leave	68,979.47	41,214.00	59.75%
School Safety and Security	263,950.51	289,967.00	109.86%
Minor Capital Improvements	417,339.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	51,239,651.28	45,871,521.56	89.52%
LOCAL FUNDS			
Current Expense (tax rate)	9,767,863.00	8,416,021.27	86.16%
Current Expense (capitations)	200.00		0.00%
Athletics	32,500.00	7,483.00	23.02%
Interest	200,000.00	372,586.59	186.29%
Building Rental	1,500.00	1,240.00	82.67%
Other Local Revenue	35,000.00	10,097.93	28.85%
CSCR	45,000.00	19,397.94	43.11%
Indirect Costs	75,000.00	1,187.62	1.58%
Cafeteria	2,700,000.00	390,840.44	14.48%
Net Choice Billings	(184,007.37)		0.00%
Net Charter Billings	(162,529.37)	(65,255.54)	40.15%
Tuition Billings	(1,500,000.00)		0.00%
Social Studies Coalition/Donations	107,000.00	53,844.76	50.32%
Debt Service	2,100,000.00	1,837,737.79	87.51%
Debt Service - County Impact Fees	92,500.00	58,641.93	63.40%
Tuition	1,800,000.00	1,643,412.78	91.30%
Minor Capital Improvements	278,226.00	306,754.48	110.25%
E-Rate	-	2,689.20	
Education Opportunity Match	-		
Extra Time Local Match	-		
Reading and Match Specialist Match	-		
Technology Maintenance Match	-		
Major Capital Improvements	-		
TOTAL LOCAL FUNDS	15,388,252.26	13,056,680.19	84.85%
FEDERAL FUNDS			
IDEA Part B	1,207,533.00		0.00%
IDEA - Preschool	57,566.00		0.00%
Title I	1,812,394.00		0.00%
Title II	345,307.00		0.00%
Title III English Acquisition	85,388.00		0.00%
Title IV	212,439.00		0.00%
Education for the Homeless	10,000.00		0.00%
Perkins	124,470.00		0.00%
TOTAL FEDERAL/OTHER FUNDS	3,855,097.00	-	0.00%
GRAND TOTAL ALL FUNDS	70,483,000.54	58,928,201.75	83.61%

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

		Preliminary Budget			% Remaining	
Operating Unit	Budget Line	Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 49,835.50	4,383.37	15,668.37	\$ 29,783.76	59.76%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 50,107.50	1,959.67	17,591.60	\$ 30,556.23	60.98%
9180672A	Lulu M. Ross Elementary School	\$ 67,796.00	5,150.05	13,733.33	\$ 48,912.62	72.15%
9180673A	Mispillion Elementary School	\$ 56,754.50	2,048.09	10,786.33	\$ 43,920.08	77.39%
9180675A	Milford Central Academy	\$ 105,485.00	16,569.68	42,388.25	\$ 46,527.07	44.11%
9180678A	Milford Senior High School	\$ 149,634.50	16,692.47	37,819.55	\$ 95,122.48	63.57%
99900000	Board Of Ed/District Expenses	\$ 15,000.00	-	8,567.50	\$ 6,432.50	42.88%
	School Resource Officer	\$ 9,000.00	-	16.99	\$ 8,983.01	99.81%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	9,900.00	17,018.32	\$ 103,081.68	79.29%
99900300	District Expenditures	\$ 50,000.00	-	7,584.32	\$ 42,415.68	84.83%
	School Safety and Security	\$ 263,950.51	-	152,500.00	\$ 111,450.51	42.22%
	Public Relations and Communication	\$ 40,000.00		6,171.76	\$ 33,828.24	84.57%
	Copy Center (District Wide)	\$ 120,000.00	81,694.14	39,517.34	\$ (1,211.48)	-1.01%
99910100	Superintendent	\$ 1,500.00	408.34	291.66	\$ 800.00	53.33%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	77.19	\$ 9,922.81	99.23%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	29,620.94	\$ 305,027.06	91.15%
	Opportunity Grant Mental Health	\$ 732,527.00	-	525.25	\$ 732,001.75	99.93%
	Education Opportunity Grant	\$ 1,316,524.00	243.12	5,542.12	\$ 1,310,738.76	99.56%
	School Improvement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
	Summer School	\$ 30,000.00	-	56,392.29	\$ (26,392.29)	-87.97%
	Translators	\$ 20,000.00	-	-	\$ 20,000.00	100.00%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 100,000.00	40,000.00	47,106.83	\$ 12,893.17	12.89%
99920700	Athletics - High School	\$ 170,000.00	23,742.79	29,218.17	\$ 117,039.04	68.85%
	Athletics - Milford Central Academy	\$ 30,000.00	1,000.00	8,739.99	\$ 20,260.01	67.53%
99920800	Driver's Education	\$ 19,495.00	-	3,306.96	\$ 16,188.04	83.04%
99930200	Tuition - Special Services	\$ 330,000.00	-	125,324.00	\$ 204,676.00	62.02%
	Tuition - Special Services - ILC	\$ 275,000.00	1,027.01	94,281.19	\$ 179,691.80	65.34%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	132,643.18	\$ 465,544.96	77.83%
99930300	Special Services	\$ 57,000.00	26,075.45	19,479.56	\$ 11,444.99	20.08%
	Special Services - State Related Services	\$ 196,990.50	18,892.37	33,841.33	\$ 144,256.80	73.23%
99940100	Contingencies and One-Time Items	\$ 425,000.00	90,103.62	21,377.67	\$ 313,518.71	73.77%
99940200	Division I/Formula Salaries	\$ 33,550,844.75	-	11,010,698.14	\$ 22,540,146.61	67.18%
99940300	Division II - Vocational	\$ 128,887.00	786.24	839.06	\$ 127,261.70	98.74%
99940400	Division III/Local Salaries	\$ 12,678,750.00	-	3,626,673.60	\$ 9,052,076.40	71.40%
	Union agreed Limited Contracts	\$ 385,000.00	-	125,250.96	\$ 259,749.04	67.47%
99940500	Title I	\$ 1,812,394.00	-	-	\$ 1,812,394.00	100.00%
	Title II	\$ 345,307.00	-	-	\$ 345,307.00	100.00%
	Title III	\$ 85,388.00	-	-	\$ 85,388.00	100.00%
	Title IV	\$ 212,439.00	-	-	\$ 212,439.00	100.00%
	IDEA Part B	\$ 1,207,533.00	-	-	\$ 1,207,533.00	100.00%
	IDEA Preschool	\$ 57,566.00	-	-	\$ 57,566.00	100.00%
	Perkins	\$ 124,470.00	-	-	\$ 124,470.00	100.00%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	-	15,010.00	\$ 112,510.50	88.23%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	1,251.58	59,329.75	\$ 46,418.67	43.38%
99940810	Technology Equipment & Repair	\$ 272,800.00	19,136.66	108,129.05	\$ 145,534.29	53.35%
	Technology Block Grant	\$ 109,245.00	-	17,493.42	\$ 91,751.58	83.99%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
	Tuition Reimbursement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	389.98	895.55	\$ 8,714.47	87.14%
99960000	Child Nutrition Operations	\$ 2,700,000.00	546,825.58	806,595.79	\$ 1,346,578.63	49.87%
	Cafeteria Salaries	\$ 691,988.00	-	218,583.02	\$ 473,404.98	68.41%
99960100	Facilities Maintenance	\$ 90,000.00	-	16,776.36	\$ 73,223.64	81.36%
	Custodial Services and Supplies	\$ 90,000.00	-	56,561.94	\$ 33,438.06	37.15%
99960200	Operations and Utilities	\$ 361,500.00	42,911.06	120,065.99	\$ 198,522.95	54.92%
	Energy Division II	\$ 838,004.00	308,383.99	21,711.66	\$ 507,908.35	60.61%
99960300	State Transportation	\$ 3,710,772.37	660,643.77	802,779.13	\$ 2,247,349.47	60.56%
	State Homeless Transportation	\$ 529,967.00	-	92,961.90	\$ 437,005.10	82.46%
	State Foster Transportation	\$ 114,781.00	-	16,316.00	\$ 98,465.00	85.79%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	535.33	4,321.32	\$ 18,143.35	78.88%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	-	20,537.80	\$ 38,347.42	65.12%
	Local Transportation Match	\$ 411,309.37	77,849.31	92,339.77	\$ 241,120.29	58.62%
Total Operating Budget		\$ 66,788,787.36	\$ 1,998,603.67	\$ 18,211,002.20	\$ 46,579,181.49	69.74%
99970000	Local Debt Service	\$ 2,162,746.41	-	505,264.28	\$ 1,657,482.13	76.64%
99970200	Minor Capital Improvements	\$ 695,565.00	-	-	\$ 695,565.00	100.00%
Total Capital Budget		\$ 2,858,311.41	\$ -	\$ 505,264.28	\$ 2,353,047.13	82.32%
Grand Total		\$ 69,647,098.77	\$ 1,998,603.67	\$ 18,716,266.48	\$ 48,932,228.62	70.26%

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
Milford, Delaware 19963

MEMORANDUM

TO: Bridget Amory, Ed. D., Superintendent

FROM: Sara Hale, DBA, Chief Operating Officer

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

DATE: October 31, 2023

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

Also, Section 1704, Title 14 of Delaware Code states in part “Each local school board shall allocate Division I units to schools in its district such that as of the last school day of October each school receives not less than 98% of the Division I units it generates as a result of the actual unit count.” Final unit count will not be certified until late November or early December. In order to finalize building staffing plans and utilize earned units to offset state budget reductions per Section 355 of the Fiscal Year 2024 Appropriations Bill (House Bill 195), the board should waive this requirement.

Milford School District
2023 – 2024 School Year

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

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

While most district classrooms meet the class size requirement and the district strives to fully staff each building based upon units earned, the unique circumstances caused by, facility constraints, budgetary constraints, and an objective of maintaining consistency in student class assignments will require the Board of Education to waive these requirements at the November 20, 2023 Board Meeting. Public comments regarding this waiver provision may be made in accordance with Board Policy 8503 Public and Employee Participation at Board of Education Meetings. Written comments should be directed to the Superintendent no later than five days prior to the November 20, 2023 Board Meeting.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6113

FIELD TRIPS AND STUDENT TRAVEL

1. CRITERIA

- a. A field trip must be directly related to specific State Standards/ Performance Indicators or Milford Instructional objectives where no State Standards exist. As such, field trips of this type should be required as an integral part of the instructional program. The school is responsible to communicate this to parents and be assertive in removing financial barriers. In addition, a field trip may be a part of or extension of an extra-curricular activity or athletic team and as such will meet the quality standards of the district, sanctioning body or conference.
- b. A field trip should represent a high quality learning experience that cannot be obtained by other instructional means in the school building.
- c. A field trip must be an integral part of an instructional unit in progress at the time of the trip. A field trip that is well integrated into an instructional unit in progress will have appropriate activities both before and after the trip to prepare students for the experience and process the learning after. The trip should be well structured to assure that students focus on the particular aspects of the trip that produce the desired learning results. For example, students need assistance and structure to obtain the desired results from visiting a museum such as the Franklin Institute.
- d. Field trips should not be concentrated in the spring or fall, but spread throughout the school year. There should be specific instructional reasons why there would be more than one field trip in a month, or more than two or three in a school year.
- e. Participation in strictly commercial projects or activities is prohibited.
- f. Performances involving only entertainment purposes are not permitted. Cultural or artistic performances must be related to State Standards in the Fine and Performing Arts.
- g. School day trips shall be scheduled for instructional reasons only. Motivational or reward field trips should be scheduled outside the school day, unless there is a compelling reason to schedule them during the school day. The instructional impact on students who are not going on the field trip must be considered with great weight in this decision. Quality instructional activities must be in place for students who do not qualify and for students at other grade levels who are not a part of the reward or motivational program.
- h. Field trips may require no more than four hours of travel for a one-day trip (in addition to the ride to and from the school). Washington, DC, Baltimore and Philadelphia are all considered to be within this limit.

2. APPROVAL

All field trips of any kind are under the authority and direction of the Milford School District. The principals are responsible for the appropriate plans including safety, efficiency and economy.

- a. Teacher(s) shall submit the district field trip form to their principal for approval at least a month before the date.
- b. If the trip is over 100 miles, out of state or over night, it must be submitted for School Board approval at least three (3) months prior to the trip.
- c. A detailed itinerary shall be submitted to the principal or School Board with the field trip approval form.

- d. Board or principal approval is required prior to making any reservations, collecting any money, or discussing the trip with students.
- e. After principal approval; document will be submitted to building nurse to document the closes medical facility and initial.
- f. No money is to be paid by students or parents directly to a vendor. All money is to be deposited to the Student Activity Fund. Bills are to be paid from the Activities Fund or other district accounts.
- g. The principal is responsible for quality control of field trips. Each principal shall establish detailed building procedures for field trip approval. The procedures shall be located in the faculty handbook.
- h. School committees should meet annually to sequence and align field trips with the curriculum.
- i. All transportation contracts are to be arranged by the principal through the district Transportation Department.
- j. Field trips are not permitted if it will disrupt state student testing.

3. PARENT PERMISSION

Parent permission is required prior to the field trip, using the district approved form. (Attachment B)

4. SUPERVISION

- a. The determination of an acceptable ratio of chaperones for any given activity is the responsibility of the principal as part of his/her approval of the activity. Factors to be considered include:
 - age of the children involved
 - type of activity
 - distance

The younger the child, the more chaperones needed.
- b. Students are to be under planned supervision at all times.
- c. A description of duties and expectations shall be given to each chaperone. The teacher will direct students to obey the chaperones. The duties of a chaperone are:
 - Keeping the group together and monitoring student behavior.
 - Directing students to act appropriately regarding their manners.
 - Reporting discipline infractions to the teacher promptly.
 - Supervising students to assure their safety and welfare.
 - Directing students to the areas for observation or participation.
 - Assuring that students adhere to time schedules.
- d. The district discipline code is in effect during all school sponsored activities including all field trips. Encouraging students to "dress up" for field trips will positively influence their behavior.

5. FIELD TRIPS OVER 100 MILES, OUT OF STATE OR OVERNIGHT

- a. Field trips are not permitted if it will disrupt student testing.
- b. Field trip approval forms shall be submitted to the Board of Education for approval at least three (3) months prior to the field trip.
- c. A detailed itinerary shall be submitted to the Board with the field trip approval form.

- d. Field trip must be related to a specific instructional objective(s), focusing on an instructional unit in progress.
- e. Field trips that extend more than one school day should be scheduled on non-school days (i.e. weekends, holidays, etc.).
- f. Field trips must be available for all qualified students. Equity concerns may mean providing assistance to students who cannot afford the trip.
- g. Instructional programs and student organizations such as DECA, FFA, Competition Cheerleaders or approved competitive activities which require regional or national conferences shall be approved by the School Board. As students advance in competitions or conferences, the advisor shall submit the field trip request to the principal along with students' state scores, attendance data, discipline records and current grades. The principal shall decide whether it is appropriate, given this data, to request Superintendent's approval. If the principal chooses to forward the request, the Superintendent will make the final decision regarding the approval for the student(s) in question. It is important to note that the advisor is expected to plan productive lessons for his/her absence to balance the needs of the numerous students attending school with the few students attending the trip for the competition or conference. Advisors may not attend these conferences or competitions unless he/she has students attending.
- h. Trips that remove a teacher and a few students from the school for more than a day or two are of great concern. Students going on the trip shall receive in writing all of their makeup work from all of their teachers prior to the trip. They shall be given 1.5 times as many days as the trip to make up the work. Arrangements must be made for a quality instructional experience for the students who remain, or the trip should not be approved. A certified or well-qualified substitute teacher shall be scheduled and meet with the teacher to review detailed, written unit plans for the time of coverage. These concerns are eliminated when the extended trip is taken when school is not in session.
- i. Band Trips: The educational purposes of all band trips include the application of performing arts skills to a different venue, to receive adjudication, the opportunity to compete with other ensembles and to travel to another area as a cultural opportunity.
 - The Band Director is responsible for planning and recommending all band trips for approval by the principal. In developing his/her recommendations, he/she shall consider the input of the Band Boosters.
 - The destinations of out of state or overnight trips must be submitted by the band director and principal to the School Board for approval in July of each year to assure time for planning and fund raising.
 - Band students shall be permitted to miss 3 instructional days every 2 years for competition band trips but no more than 2 instructional days in any given school year without written permission from the Board. The location of competitions shall not be regulated under this policy providing the destination is not outside of the continental United States. The band director must insure that student participation is adequate to meet competitive standards. Trips are to be carefully planned to insure that adequate financing is available such that all interested band members may fully participate. Safety considerations for students are a primary concern and must be appropriately addressed. A two-year plan shall be submitted by the Band Director to the Milford Board of Education for approval in August of each school year outlining safety considerations, financing, and travel arrangements/schedules for upcoming band competitions and parades. The Board reserves the right to cancel any student trips at any time should national security concerns warrant such action.

- j. Foreign Travel Trips: Extended trips for foreign language and other instructional areas are intended to apply skills in the context of a cultural experience. The Milford Board of Education does not organize, sponsor, or accept liability for student travel outside of the United States.
- The teacher is responsible for planning and recommending extended trips to the principal, who is the first level of approval for this process.
 - The destinations and general arrangements must be submitted by the teacher and principal to the School Board for approval in July of each school year to assure time for planning and fund raising.
 - In the interest of the expense of this type of educational experience and conserving instructional time, extended trips should limit the cost and time lost from school. As such, the trips shall incorporate weekends and holidays so that the trip will not lose more than one day of instruction for the students involved.
 - The teacher must plan thoroughly for the lessons of the students who will not be attending the trip, so that their instruction will be impacted as little as possible.
 - Parents and students are responsible for travel arrangements and expenses and are encouraged to fully investigate the credentials of the company or organization they are utilizing for foreign travel.
 - The liability waiver statement, Policy 6113A, must be completed and submitted to the Principal by the parent/guardian prior to any financial commitments being incurred.
- k. For all Out-of-State trips, the travel protocol documentation and notification will be required. The Superintendent or his/her designee will notify the Delaware Department of Education of the following group travel information:
1. Name of group traveling;
 2. Name of person in charge and other chaperones (including their home phone numbers);
 3. Destination, including hotel arrangements, name of hotels, including phone numbers;
 4. Time and date of departure and return;
 5. Mode of travel, including flight numbers and names of airlines, names of bus companies, rentals. Be sure to include all connecting flights, buses, trains;
 6. Travel itinerary (planned stops, housing plans at each stop);
 7. Make arrangements for student and chaperones to be able to access funds in case they are stranded. Chaperones should know what to do to access funds even if they cannot reach someone at the District Office or at the home school;
 8. If hosting a group of students from another state or country, please inform DDOE;
 9. Permission forms are mandatory. Complete information for all students should be obtained and copies provided for the chaperones, the school, and the district office.
 10. If possible, send a laptop computer with a modem, with one of the chaperones. Be sure the chaperone has several e-mail addresses available so that it can be provided to emergency officials who may need to contact the chaperones or the home school.

I. Regulations:

- This process must be handled entirely by the principal and may not be delegated to anyone other than an assistant principal. The principal must sign each form.
 - A building administrator must meet with each person requesting one or more field trips to review the accuracy and completeness of the information listed on the proper form.
 - Trips not submitted on the proper form will not be advanced through the three levels for approval.
 - Lack of awareness by the staff member involved is not a reason for which this process will be modified. It is the responsibility of the principal to make the staff aware and guide the process in a timely and accurate fashion.
 - All trips that can reasonably be known and planned for the next school year must meet the timeline below to be approved. The timeline anticipates the busyness that occurs at the end of the school year by starting this process in April.
 - Trips that are not submitted in a timely fashion following all of the guidelines explained in this document will not be approved.
 - The director will meet with the building administrator to review each submitted trip that the principal intends to approve and advance to the next level.
 - Trips not approved at one level will not be advanced to the next level until the concerns blocking advancement are resolved. If they are not resolved, they will not be approved.
 - There is no appeal to this process.
 - All provisions of School Board Policy 6113 must be met, with particular attention to Section 5 Field Trips Over 100 Miles, Out of State or Over Night (which is available online at the Milford School District website. See Section 5 provided below.)
- m. Process and Timeline for processing out of state and overnight field trip approval.
1. Teacher and group requests must be submitted on the proper form by April 10 to be considered for the following school year.
 2. By May 1, the principal or assistant principal must meet with each teacher submitting one or more trips for approval to review the required information, ask questions, make a decision regarding approval of the trip, and advancement to the next level of the process. All anticipated questions, including a projected itinerary, must be answered at this level of the process.
 3. The completed forms must be forwarded to the Director of Teaching and Learning, who will meet by May 15 with each principal to review the submissions for appropriateness, completeness, and accuracy. At this point, corrections and adjustments may be made to enable trip requests to move forward.
 4. Those trips approved by the principals and the director will be advanced to the School Board for their review by June 10. Issues and questions by individual Board members that can be resolved in time for the processing of the June agenda for the regular Board meeting will be advanced for approval. Those trip submissions that still have unresolved issues at that time will not be approved at the discretion of the principal and director. Submissions that have not followed the process in a timely fashion will not be forwarded to the Board and may jeopardize eventual approval.

6. SUBSTITUTES FOR FIELD TRIPS

For field trips that require the hiring of a substitute for a teacher, the group attending the field trip is responsible for funding a Class A Substitute for the period that the teacher will be gone.

ADOPTED: 5/20/96

AMENDED: 3/27/00; 6/23/03; 8/25/03; 5/23/05; 8/22/05/ 12/18/06; 6/25/07; 8/25/08; 11/28/11; 12/19/16;
12/18/23

**MILFORD SCHOOL DISTRICT
FIELD TRIP APPROVAL FORM**

(Out-of-state to be submitted to the principal by April 10 for School Board approval for the following school year)

SCHOOL: _____ CLASS/GRADE: _____

Check one: OUT-OF-STATE OR OVERNIGHT: _____ IN-STATE: _____

DATE(S) OF TRIP: # of School days missed:	TRIP DESTINATION:	TEACHER(S):
NUMBER OF STUDENTS:	CONTENT AREA(S):	
INSTRUCTIONAL UNIT: TITLE: State Standards/Performance Indicators:		DATES UNIT WILL BE PRESENTED: From: _____ To: _____ COST(S): Transportation: Meals: Other expenses: Total cost per pupil: Total cost:
Closest Medical Facility (with address & phone #): Nurse Initials: _____		
How will technology be used in preparation for this trip? (Circle one) Internet Virtual Tour Research Video Software Other (specify) _____		
RELATIONSHIP OF TRIP TO THE STATE STANDARD/PERFORMANCE INDICATORS (purpose of the trip): _____		
APPROVAL SEQUENCE (indicated by the proper signatures below): Comments: Field trips not approved at one level will not advance to the next level (no appeals). _____		
PRINCIPAL'S SIGNATURE: _____ DIRECTOR'S SIGNATURE: _____ SUPT'S 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 a detailed itinerary must be submitted 30 days before the trip.		
12/19/16		

MILFORD SCHOOL DISTRICT

SCHOOL FIELD TRIP

SUMMARY FORM

[illegible]

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6113A

CULTURAL TRIPS INVOLVING TRAVEL OUTSIDE THE UNITED STATES

1. Employees of the Milford School District who intend to offer or promote out of country travel involving Milford School District students must inform the Superintendent in writing of such intent prior to information being shared with students or parents concerning the foreign travel.
2. All such travel must not conflict with student instructional time and must only be scheduled during dates when school is not in session for students.
3. District employees shall not offer or promote travel opportunities to countries listed under the US Current Travel Warnings on the US Department of State web site.
4. While the Milford School District acknowledges the cultural and educational value of international travel, the district does not sponsor, provide oversight, or accept any liability for such travel arranged through its employees. The District requires sponsors of such trips to include the following disclaimer on all written literature to parents and students and they must also obtain a written waiver of liability form signed by traveling students and their parents prior to accepting funds or deposits for such travel. These waiver forms are to be hand delivered to the school principal for recording and filing.
5. Parents and students are responsible for travel arrangements and expenses and are encouraged to fully investigate the credentials of the company or organization they are utilizing for foreign travel.

Disclaimer for written materials:

The Milford School District ("the District") does not sponsor or provide oversight for this trip. Neither the District, nor the Board of Education, have reviewed the travel plans for the purpose of making a judgment as to the risks associated with the travel, or the level of supervision which may be provided by chaperones. Employees of the District accompanying students are doing so in their personal and individual capacities, as opposed to their capacity as employees of the District.

Liability waiver statement:

I understand and agree that this trip is neither sponsored by the Milford School District ("the District"), nor the Milford Board of Education ("the Board"). Neither the District, nor the Board, have reviewed the plans for the trip for the purpose of making any judgment as to the risks associated with the travel, or the adequacy of the supervision provided by chaperones. I also understand that District employees organizing and participating in the trip are acting in their personal and individual capacity, as opposed to their capacity as employees of the District. For the reasons set forth in this statement, I agree that the District and the Board have no liability for any claim arising out of the trip, and I waive any right I may have to assert such a claim against the District or the Board.

Date

Parent/Guardian

ADOPTED: 3/27/06

REVISED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2001

LINE AND STAFF RELATIONS

All personnel employed by the Board shall be responsible to the Superintendent through their immediate administrator/supervisor.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area. Administrators shall refer such matters to the next higher level when necessary. The Superintendent shall be responsible for the development and implementation of the line and staff organization chart.

All personnel shall have the right to appeal through approved grievance procedures as defined by Board policy, contract, or by state or federal law.

All administrative/supervisory personnel shall keep the person they are immediately responsible to informed of their activities.

ADOPTED: 7/19/82

REVISED: 7/13/98; 7/12/99

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2002

SUPERINTENDENT

The Superintendent of Schools is the executive officer and Secretary of the Board of Education and is responsible to the Board for the organization, operation and administration of the entire school program. This encompasses all matters over which the Board of Education has authority. The extent of the Superintendent's responsibility requires that (s)he delegate to an administrative staff responsibility for implementing and supervising various programs and activities.

ADOPTED: 8/17/70; 1/12/16; 7/19/82
DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2004

DIRECTOR OF STUDENT LEARNING

The Director of Student Learning is responsible for the development, coordination and supervision of the PreK-12 curricular, instructional and assessment programs. The Director also provides leadership for the development and coordination of the district's professional development, family involvement and English Learner programs. The Director of Student Learning works collaboratively with the Superintendent, as well as the entire Milford School District team, to provide the support and leadership necessary for the success of Milford School District's schools and best serving the district's students, families, staff and community.

ADOPTED: 8/17/70; 1/12/76; 7/21/80; 7/19/82; 11/19/84; 8/28/89; 10/26/92

REVISED: 5/3/10; 7/13/15; 8/21/17

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2005

DIRECTOR OF HUMAN RESOURCES & SCHOOL CLIMATE

The Director of Human Resources & School Climate is responsible for the administration, supervision and coordination of personnel policies and programs for the district. The Director provides leadership in the recruitment, hiring, development and retention of high quality staff. The Director shall interact with students, staff and families to provide leadership in the development, implementation and coordination of the district's PreK-12 student code of conduct and school safety plans. The Director of Human Resources & School Climate works collaboratively with the Superintendent, as well as the entire Milford School District team, to provide the support and leadership necessary for the success of Milford School District's schools and best serving the district's students, families, staff and community.

ADOPTED: 8/18/80; 7/19/82; 12/15/86; 10/23/89; 10/26/92;

REVISED: 5/3/10; 7/13/15; 8/21/17

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2006

SUPERVISOR OF BUILDINGS AND GROUNDS

The Supervisor of Buildings and Grounds is responsible for the coordination and supervision of all maintenance and custodial services on all property owned by the Board of Education. (S)He shall be concerned with the areas of health, safety, public relations, housekeeping, research, preventative maintenance, on-the-job training, scheduling, staffing and recordkeeping related to the job. In all instances, (s)he reports directly to the Superintendent.

ADOPTED: 8/17/70; 1/12/76; 7/19/82; 11/19/84; 12/10/12

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2007

SUPERVISOR OF CHILD NUTRITION SERVICES

The Supervisor of Child Nutrition Services is responsible for the administration, supervision and coordination of all cafeteria services. (S)He shall be concerned with the areas of: diet, health, safety, public relations, housekeeping, research, on-the-job training, scheduling, staffing and recordkeeping related to the job. In all instances, (s)he reports directly to the Chief Financial Officer.

ADOPTED: 8/17/70

REVISED: 1/12/76; 7/19/82; 11/19/84; 9/22/14

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2008

SUPERVISOR OF TRANSPORTATION

The Supervisor of Transportation is responsible for the administration, supervision, and coordination of all bus transportation provided by the school district. The Supervisor of Transportation shall be concerned with the areas of: safety, schedules, maintenance, budget, public relations, research, on-the-job training and staffing. The Supervisor of Transportation reports directly to the Superintendent.

ADOPTED: 8/17/70; 1/12/76; 7/19/82; 11/19/84; 10/23/89;

REVISED: 11/28/11; 9/22/14

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2009

PRINCIPAL

The Principal is responsible for administering programs of instruction, pupil personnel, organization, finance, transportation, food service, staff personnel, building and grounds and community-school relations. In all instances, (s)he reports directly to the Superintendent of Schools.

ADOPTED: 8/17/70; 1/12/76; 7/21/80

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2010

ASSISTANT PRINCIPALS

The Assistant Principals are responsible for administering the programs designated by their Principal. In all instances, they report directly to the Principal.

ADOPTED: 8/17/70; 1/12/76; 7/21/80; 7/19/82; 10/23/89

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2012

CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) is responsible for the business and financial management of the school district. The CFO provides leadership in the development, implementation and coordination of budget and budget control, long range financial planning, payroll, benefit management, purchasing, bid laws and tax laws. The CFO serves as FOIA Coordinator for the district and oversees public information processes. The CFO provides oversight of the Child Nutrition Program. The Chief Financial Officer works collaboratively with the Superintendent, as well as the entire Milford School District team, to provide the support and leadership necessary for the success of Milford School District's schools and best serving the district's students, families, staff and community.

ADOPTED: 10/23/89

REVISED: 5/3/10; 8/21/17

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

2013

DIRECTOR OF STUDENT SERVICES

The Director of Student Services is responsible for the development, coordination and supervision of the district's PreK to age 21 special education programs. The Director oversees special education related services, compliance monitoring and needs based funding processes. The Director also provides leadership in the coordination of the district's programs supporting student needs including 504, homeless, school nurse and school counseling services. The Director of Student Services works collaboratively with the Superintendent, as well as the entire Milford School District team, to provide the support and leadership necessary for the success of Milford School District's schools and best serving the district's students, families, staff and community.

ADOPTED: 5/21/12; 8/21/17

DELETED: 12/18/23

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY 4305

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: 6/26/23
DELETED: 12/18/23