



HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, JANUARY 22, 2024 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=mdaae28505300de939a7fadbdb9911351>

Webinar Number: 2630 919 8860

Webinar Password: pEEvPp3Yf94 (73387739 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: 263 091 98860

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 December 18, 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. 2024-2025 School Choice Acceptance

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
 - A. 2024-2025 School Choice Acceptance Report Action Item
10. ***Academic Excellence: Dr. Carvajal-Hageman***
 - A. Literacy Professional Learning Plan
 - B. School Climate & Safety Update
11. ***Building Our Future: Dr. Sara Hale***
 - A. Monthly Revenue and Expenditure Reports as of December 31, 2023 Action Item
 - B. DDOE Financial Position Report as of December 31, 2023 Action Item
 - C. Construction Change Order Approval Action Item
 - D. MMS Bid Pack B Contract 13 – Floor Coverings Action Item
 - E. Strategic Plan Quadrant 4: Building our Future
12. ***Empowering and Investing in our People: Ms. Laura Manges***
 - A. Personnel Action Item
13. **Board Discussion**
 - A. DSBA Updates
 - B. Introduction of Recommended Deletion of Board Policy for Read Only
 1. Delete Board Policy 5107 Providing Education to Students with HIV Infection - Read Only
 - C. Recommended Draft Revision of Board Policies for Action
 1. Revised Board Policy 6113 Field Trips and Student Travel Action Item
 2. Revised Board Policy 6113A Cultural Trips Involving Travel Outside of the United States Action Item
14. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
DECEMBER 18, 2023

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mr. Victor “Butch” Elzey
Mr. Matt Bucher, Vice President	Mrs. Jennifer Massotti
Dr. Adam Brownstein	Dr. Bridget Amory, Executive Secretary
Mrs. Ashlee Connell	

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:00 PM on Monday evening, December 18, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI to approve the Regular Meeting Minutes for November 20, 2023. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to adjourn into Executive Session at 6:03 PM. **Motion passed unanimously.**

RETURN TO OPEN SESSION

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY to adjourn Executive Session at 7:25 PM.

CHANGES TO AGENDA

Remove 11B Construction Change Order Approval

PUBLIC COMMENT

Ms. Calhoun thanked Dr. Weller and other board members for reaching out to her after the last board meeting and asked parents to help support their children and administrators enforce rules and policies to keep kids safe in schools.

Mr. Christy asked for parents to be involved in the schools and a portable PA system for the kids to use when they are in the community.

SUPERINTENDENT’S REPORT

Dr. Amory recognized State Educational Support Personnel of the Year Mrs. Christa Henderson – Ross Elementary School. Mrs. Henderson attended the State Educational Support Personnel of the Year banquet on December 5, 2023.

On behalf of the administrative team Dr. Amory thanked the staff for their perseverance and spreading joy to students as they transition into the holidays.

Strategic Plan Update Quadrant 1: Supporting the Whole Student – Mrs. Jennifer Hallman, Director of Student Services

Mrs. Hallman gave an overview of how the communication is supported for the whole student. Dr. Hazzard reviewed social and emotional supports that are available for students and families. Dr. Weller reviewed district-wide discipline data and interventions utilized at MHS/MCA.

Academic Excellence: Dr. Carvajal-Hageman

A December to Remember – Dr. Kilgore

Dr. Kilgore reviewed some December activities and videos from every school administrative team were shown.

Field Trip Approvals

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve the field trips as presented.

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to amend the approval of the Shorebirds field trip as presented and with corrections made to the African American Museum field trip.

Motion passed unanimously.

Building Our Future: Dr. Hale

Revenue and Expenditure Report

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve the Revenue and Expenditure Reports as of November 30, 2023. **Motion passed unanimously.**

Milford Middle School Project Bid Pack B Approvals

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. ELZEY to approve the Milford Middle School Project Bid Pack B excluding contract 13B for flooring. The MMS project is currently \$4.2 million under budget.

Roll Call:	Dr. Brownstein – yes	Mr. Elzey - yes
5-1	Mr. Bucher – abstain	Ms. Massotti - yes
Motion Carries	Ms. Connell – yes	Mr. Fitzgerald - yes

JUUL Update

Milford School District will receive \$63,749.00 from the JUUL settlement. As of December 18th, the district has received \$24,700 from the settlement. Statewide meetings are being held to determine how the spend the money.

Empowering and Investing in our People: Ms. Manges

Personnel Report

MOTION MADE BY MR. ELZEY/SECONDED BY MRS. CONNELL to approve the Personnel Report as presented during Executive Session. **Motion passed unanimously.**

Administrative Contracts

MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI to approve the Administrative Contract Renewals as presented during Executive Session. **Motion passed unanimously.**

Supporting the Whole Student:

Fall Sports Summary – Mr. Jed Bell

BOARD DISCUSSION

DSBA UPDATES

The next legislative and executive sessions are January 3, 2024.

RECOMMENDED DELETION OF BOARD POLICIES FOR ACTION

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. BUCHER to approve deletion of the board policies listed below. **Motion passed unanimously.**

Delete Board Policy 2001 Line and Staff Relations

Delete Board Policy 2002 Superintendent

Delete Board Policy 2004 Director of Student Learning

Delete Board Policy 2005 Director of Human Resources and School Climate

Delete Board Policy 2006 Supervisor of Buildings and Grounds
Delete Board Policy 2007 Supervisor of Child Nutrition
Delete Board Policy 2008 Supervisor of Transportation
Delete Board Policy 2009 Principal
Delete Board Policy 2010 Assistant Principals
Delete Board Policy 2012 Chief Financial Officer
Delete Board Policy 2013 Director of Student Services
Delete Board Policy 4305 Constable Market Analysis

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR SECOND READ

- Dr. Amory presented revised Board Policy 6113 Field Trips and Student Travel
- Dr. Amory presented revised Board Policy 6113A Cultural Trips Involving Travel Outside of the United States

ADJOURNMENT

MOTION MADE BY MR. BUCHER/SECONDED BY MR. ELZEY that the Regular Meeting of the Milford Board of Education held on Monday, December 18, 2023, adjourned @ 9:01 PM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

K-5 Literacy Professional Learning



Charting the Course to Excellence

School Year 2023 -2024

Core Belief



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

Our District Goals



#1 Strengthen all components of Tier I literacy instruction K-5 to include rigorous grade level access to all students in all settings

- Provide teachers with strong feedback and coaching
- Increase school leader knowledge and capacity to deliver strong Bookworms aligned feedback to teachers

#2 Develop the school Reading Specialist role into a literacy coach, enabling them to:

- Lead the Literacy Teams in their respective schools
- Coach teachers on all components of Bookworms instruction
- Facilitate data analysis meetings & PLCs

#3 Integrate the Multilingual Learner Services and Literacy Services K-5, eliminating all pull-out instruction K-5

- Increase the collaboration between the ML Teacher and Reading Specialist
- Create school and district-wide coherence in literacy serves for ML students
- Train ML Team in all Tier II & III foundational skill work K-5 and the strategies for explicit skill development
- Introduce push-in support for Tier I literacy

#4 Create School Literacy Teams

- Reading Support Paras
- ML Teachers
- ML paras
- Reading Specialists

Banneker Bookworms Professional Learning



- Curriculum Implementation
 - New Leader Data Collection
 - Fidelity
 - Updated Resources
 - Staff
 - PD
 - Communicating Expectations and Accountability
 - Sharing the “Why” behind Bookworms
- Culture of Coaching
 - Addressing PD needs via UD Partnership
 - Mandalas (Tier I Bookworms Leadership & Implementation PL)
 - Steele (Reading Specialist Leadership PL)*
 - Burris (ML Team Literacy PL)
 - Group and Individualized PLC Coaching
 - Time and Focus on Components
 - Shared Reading, ELA, DI
 - Model Teaching
 - Teacher observation and feedback
 - Grade Level Collaboration
- Staff and Building Resources
 - Empowering Academic Leaders and Staff (Heroes)
 - Reading Lab, Sp. Ed Suite, PLC Rm/Conference Rm



Mispillion Bookworms Professional Learning



- Culture of Coaching
 - Addressing PD needs via UD Partnership
 - Sarah Mandalas (Tier I Bookworms Leadership & Implementation PL)
 - Tammi Steele (Reading Specialist Leadership PL)
 - Burris (ML Team Literacy PL)
- Primary focus was on NEW staff
 - Professional learning with Bookworms Coach
 - Birdean Clinton and Tammi Steele
 - ELA focus
 - Interactive Read Alouds
 - Genre Based Writing
 - Individualized PLC Coaching
 - Lesson planning with teachers
 - Lesson observation by Coaches
 - Followed by debrief session with Coach
- Lesson modeling by Bookworms Coaches
 - All teachers
 - Debrief and Q & A sessions





School Climate and Safety Update



Charting the Course to Excellence

January 22, 2024

Constables



- New uniforms offering better visibility and identification.
- New substitute Constable - Ed Huey.
- Collaborated with DOE to bring national speaker/expert Becky Haas from Tennessee to host Trauma-Informed Safety Training for Constables and SROs at Milford PD this Friday.



Student Presentations on Code of Conduct



January 2 MCA
January 11 MHS



Upcoming Parenting for Resilience Classes



Would you like more information on how to support your student academically and emotionally?

The Milford School District has partnered with DOE and The Skills Connexion to bring an exciting night of learning to empower our families. Please join us for Parenting for Resilience. This information session will:

- ✓ Increase knowledge of social-emotional learning skills
- ✓ Learn strategies that build resilience and encourage student success
- ✓ Gain an understanding of MTSS (Multi-Tiered System of Support)
- ✓ Discussion of school expectations for students

When: Wednesday,
January 31, 2023
Time: 5pm to 7pm
Where: Lulu Ross
Elementary School
310 Lovers Lane,
Milford



January 31 5p-7p
Lulu Ross

February 28 5p-7p
Milford Senior High School

MILFORD SCHOOL DISTRICT
Fiscal Year 2024 Monthly Revenue Report
As of December 31, 2023
50% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2024 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	33,481,865.29	31,352,369.86	93.64%
Cafeteria Salaries	691,988.00	639,693.00	92.44%
Division II, All Other Costs	943,588.00	993,184.00	105.26%
Division II, All Other Costs - VOC	128,887.00	116,210.00	90.16%
Division II, Energy	838,004.00	862,232.00	102.89%
Division III, Equalization	5,987,867.00	6,251,388.00	104.40%
State Transportation	3,710,772.37	4,055,010.98	109.28%
Homeless Transportation	529,967.00	534,984.00	100.95%
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	23,169.00	118.85%
Unique Alternatives	598,188.14	408,146.71	68.23%
Delaware Sustainment Fund	743,045.00	823,122.00	110.78%
Technology Block Grant	109,245.00	110,160.00	100.84%
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%
Filter First - Lead Remediation Funds	-	100,782.00	
Year Long Teacher Residencies	-	43,684.00	
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%
CPR Instruction	-	1,147.01	
Minor Capital Improvements	417,339.00	417,339.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	51,239,651.28	50,086,876.96	97.75%
LOCAL FUNDS			
Current Expense (tax rate)	9,767,863.00	8,892,765.63	91.04%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,100,000.00	1,953,282.37	93.01%
Debt Service - County Impact Fees	92,500.00	58,641.93	63.40%
Tuition	1,800,000.00	1,735,614.93	96.42%
Minor Capital Improvements	278,226.00	320,999.05	115.37%
Interest	200,000.00	533,665.55	266.83%
Athletics	32,500.00	19,792.00	60.90%
CSCRIP	45,000.00	23,586.95	52.42%
Indirect Costs	75,000.00	1,187.62	1.58%
Cafeteria	2,700,000.00	920,612.19	34.10%
Social Studies Coalition/Donations	107,000.00	56,664.76	52.96%
Building Rental	1,500.00	1,560.00	104.00%
E-Rate	-	2,689.20	
Net Choice Billings	(184,007.37)	(202,385.26)	109.99%
Net Charter Billings	(162,529.37)	(209,974.65)	129.19%
Tuition Billings	(1,500,000.00)	(2,020,191.34)	134.68%
Other Local Revenue	35,000.00	22,147.70	63.28%
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	12,110,658.63	78.70%
FEDERAL FUNDS			
IDEA Part B	1,207,533.00	1,292,973.00	107.08%
IDEA - Preschool	57,566.00	58,844.00	102.22%
Title I	1,812,394.00	1,805,919.00	99.64%
Title II	345,307.00	346,873.00	100.45%
Title III English Acquisition	85,388.00	108,406.00	126.96%
Title IV	212,439.00	215,270.00	101.33%
Education for the Homeless	10,000.00	-	0.00%
Perkins	124,470.00	127,837.00	102.71%
TOTAL FEDERAL/OTHER FUNDS	3,855,097.00	3,956,122.00	102.62%
GRAND TOTAL ALL FUNDS	70,483,000.54	66,153,657.59	93.86%

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

Operating Unit	Budget Line	Preliminary Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 49,835.50	4,659.15	21,797.23	\$ 23,379.12	46.91%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 50,107.50	2,438.38	32,242.42	\$ 15,426.70	30.79%
9180672A	Lulu M. Ross Elementary School	\$ 67,796.00	4,841.40	29,228.05	\$ 33,726.55	49.75%
9180673A	Mispillion Elementary School	\$ 56,754.50	870.84	24,912.79	\$ 30,970.87	54.57%
9180675A	Milford Central Academy	\$ 105,485.00	17,996.93	56,442.60	\$ 31,045.47	29.43%
9180678A	Milford Senior High School	\$ 149,634.50	14,863.74	62,580.03	\$ 72,190.73	48.24%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	6,880.99	\$ 2,119.01	23.54%
	School Resource Officer	\$ 15,000.00	-	12,004.00	\$ 2,996.00	19.97%
99900100	Legal Services, Audit and Insurance Premiums	\$ 130,000.00	9,770.00	29,272.92	\$ 90,957.08	69.97%
99900300	District Expenditures	\$ 50,000.00	1,349.40	13,497.55	\$ 35,153.05	70.31%
	School Safety and Security	\$ 263,950.51	129,928.02	152,500.00	\$ (18,477.51)	-7.00%
	Public Relations and Communication	\$ 40,000.00	22,632.00	9,242.36	\$ 8,125.64	20.31%
	Copy Center (District Wide)	\$ 120,000.00	65,634.10	60,675.93	\$ (6,310.03)	-5.26%
99910100	Superintendent	\$ 1,500.00	408.34	1,004.67	\$ 86.99	5.80%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	180.11	\$ 9,819.89	98.20%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	74,040.52	\$ 260,607.48	77.88%
	Opportunity Grant Mental Health	\$ 732,527.00	-	518.47	\$ 732,008.53	99.93%
	Education Opportunity Grant	\$ 1,316,524.00	232.11	5,985.54	\$ 1,310,306.35	99.53%
	School Improvement	\$ 70,000.00	-	-	\$ 70,000.00	100.00%
	Summer School	\$ 30,000.00	-	42,572.91	\$ (12,572.91)	-41.91%
	Translators	\$ 20,000.00	-	54.66	\$ 19,945.34	99.73%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 100,000.00	40,000.00	93,698.58	\$ (33,698.58)	-33.70%
99920700	Athletics - High School	\$ 170,000.00	23,715.35	78,817.98	\$ 67,466.67	39.69%
	Athletics - Milford Central Academy	\$ 30,000.00	1,000.00	19,560.17	\$ 9,439.83	31.47%
99920800	Driver's Education	\$ 19,495.00	-	5,561.44	\$ 13,933.56	71.47%
99930200	Tuition - Special Services	\$ 330,000.00	-	222,562.04	\$ 107,437.96	32.56%
	Tuition - Special Services - ILC	\$ 275,000.00	669.91	131,677.36	\$ 142,652.73	51.87%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	221,459.64	\$ 376,728.50	62.98%
99930300	Special Services	\$ 57,000.00	18,554.66	27,831.13	\$ 10,614.21	18.62%
	Special Services - State Related Services	\$ 196,990.50	62,435.87	102,677.33	\$ 31,877.30	16.18%
99940100	Contingencies and One-Time Items	\$ 425,000.00	197,690.53	85,972.29	\$ 141,337.18	33.26%
99940200	Division I/Formula Salaries	\$ 33,550,844.75	-	17,854,338.05	\$ 15,696,506.70	46.78%
99940300	Division II - Vocational	\$ 128,887.00	-	3,918.72	\$ 124,968.28	96.96%
99940400	Division III/Local Salaries	\$ 12,678,750.00	-	5,910,905.75	\$ 6,767,844.25	53.38%
	Union agreed Limited Contracts	\$ 385,000.00	-	184,789.45	\$ 200,210.55	52.00%
99940500	Title I	\$ 1,812,394.00	18,534.73	241,254.11	\$ 1,552,605.16	85.67%
	Title II	\$ 345,307.00	-	51,547.02	\$ 293,759.98	85.07%
	Title III	\$ 85,388.00	4,064.00	-	\$ 81,324.00	95.24%
	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	-	10,647.77	\$ 46,918.23	81.50%
	Perkins	\$ 124,470.00	14,803.20	8,202.00	\$ 101,464.80	81.52%
	Homeless	\$ 10,000.00	-	-	\$ 10,000.00	100.00%
99940600	Insurance Expense	\$ 127,520.50	-	141,251.00	\$ (13,730.50)	-10.77%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	89.58	61,758.51	\$ 45,151.91	42.20%
99940810	Technology Equipment & Repair	\$ 272,800.00	5,012.63	142,989.38	\$ 124,797.99	45.75%
	Technology Block Grant	\$ 109,245.00	-	17,813.54	\$ 91,431.46	83.69%
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	309.14	976.39	\$ 8,714.47	87.14%
99960000	Child Nutrition Operations	\$ 2,700,000.00	553,090.45	1,437,577.50	\$ 709,332.05	26.27%
	Cafeteria Salaries	\$ 691,988.00	-	362,403.57	\$ 329,584.43	47.63%
99960100	Facilities Maintenance	\$ 90,000.00	648.07	24,594.89	\$ 64,757.04	71.95%
	Custodial Services and Supplies	\$ 90,000.00	24.99	79,082.21	\$ 10,892.80	12.10%
99960200	Operations and Utilities	\$ 361,500.00	50,846.37	177,348.98	\$ 133,304.65	36.88%
	Energy Division II	\$ 838,004.00	297,386.02	41,070.45	\$ 499,547.53	59.61%
99960300	State Transportation	\$ 3,710,772.37	1,566,361.84	1,623,023.86	\$ 521,386.67	14.05%
	State Homeless Transportation	\$ 529,967.00	-	295,362.00	\$ 234,605.00	44.27%
	State Foster Transportation	\$ 114,781.00	-	44,390.00	\$ 70,391.00	61.33%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	410.07	4,446.58	\$ 18,143.35	78.88%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	-	43,026.70	\$ 15,858.52	26.93%
	Local Transportation Match	\$ 411,309.37	174,040.22	183,478.06	\$ 53,791.09	13.08%
Total Operating Budget		\$ 66,788,787.36	\$ 3,305,312.04	\$ 30,571,648.20	\$ 32,911,827.12	49.28%
99970000	Local Debt Service	\$ 2,162,746.41	-	712,717.38	\$ 1,450,029.03	67.05%
99970200	Minor Capital Improvements	\$ 695,565.00	-	-	\$ 695,565.00	100.00%
Total Capital Budget		\$ 2,858,311.41	\$ -	\$ 712,717.38	\$ 2,145,594.03	75.07%
Grand Total		\$ 69,647,098.77	\$ 3,305,312.04	\$ 31,284,365.58	\$ 35,057,421.15	50.34%

*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.*

Financial Position Report

as of 31-December-2023

Forecast Period: Q3-2023

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31	Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31	Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$31,499,958.85	\$400,602.59	\$227,473.92	\$32,128,035.36	\$2,016,162.12	\$409,076.30	\$2,425,238.42	\$29,702,796.94	\$346,360.30	\$3,312,498.14	\$852,363.41	\$25,884,295.69	\$946,428.04
Div II	\$1,120,239.89	\$689,495.42	\$0.00	\$1,809,735.31	\$0.00	\$689,495.42	\$689,495.42	\$1,120,239.89	\$0.00	\$0.00	\$849,798.10	\$270,441.79	
Div III	\$50,478.76	\$0.00	\$0.00	\$50,478.76	\$50,478.76	\$0.00	\$50,478.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$823,122.00	\$0.00	\$0.00	\$823,122.00	\$823,122.00	\$0.00	\$823,122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Discretionary Fund Revenue	\$33,493,799.50	\$1,090,098.01	\$227,473.92	\$34,811,371.43	\$2,889,762.88	\$1,098,571.72	\$3,988,334.60	\$30,823,036.83	\$346,360.30	\$3,312,498.14	\$1,702,161.51	\$26,154,737.48	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

**POLICY FOR PROVIDING EDUCATION
TO STUDENTS WITH HIV INFECTION**

1. A student enrolled or entering a Delaware public school/program, or in an adult or apprenticeship program, with HIV infection shall be permitted to attend school unless the student, in the opinion of his/her physician, is at risk from communicable diseases (e.g. measles, chicken pox) present in the school or has other medically related problems.
2. Any conflict regarding attendance of the HIV infected student by the school district will be reviewed on a case by case basis by the State Advisory Panel appointed by the State Department of Public Instruction and consisting of the State Health Officer, State Epidemiologist, a representative from the Medical Society of Delaware, a representative from the State Department of Public Instruction, a school nurse, and a school superintendent. The local district will submit to the panel: (a) evidence that the student exhibits or manifests symptoms which justify exclusion; (b) a current report from the student's personal physician. If recommended by the student's physician, the student will remain in the school until a determination is made by the panel.
3. The student shall be readmitted to the school or program when the student's physician verifies to the State Advisory Panel that the condition for which removal occurred has been corrected or has abated and the Panel determines the student can return to school.
4. The school nurse, in cooperation with the building principal, shall function as: (a) the liaison with the student's physician and the State Advisory Panel; (b) the advocate for the HIV infected student in the school (i.e., assist in problem resolution, answer questions); (c) the coordinator of services provided by other staff.
5. A student, entitled to a free public education pursuant to 14 Del. C., ch. 2 and/or ch. 31, with HIV infection who is removed for reasons stated in Paragraph 1, shall be

provided with an appropriate alternative education according to already established procedures.

6. Dissemination of the knowledge that a student has HIV infection is subject to State and Federal privacy laws and regulations.
7. Routine and standard procedures (i.e., universal precautions) for handling all body fluids established by the State Department of Public Instruction and Division of Public Health and approved by the Delaware State Board of Education on December 19, 1985, shall be utilized in every school and program. These procedures will be found in the School Nurse Handbook, School Bus Drivers Handbook, Handbook for School Food Services and K-12 Handbook.
8. Educational programs about HIV infection, mode of transmission, care of body fluids, and good hand washing techniques shall be offered to all school personnel. The Department of Public Instruction shall coordinate training programs for school nurses and other designated personnel who will be responsible for school district programs.

ADOPTED: 4/24/89; Revised 7/9/90

DELETED: 2/26/24

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 closest 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 ensure that student participation is adequate to meet competitive standards. Trips are to be carefully planned to ensure 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 managed 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~~ **district administration**, 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~~ **district administration** 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~~ **district administration**. 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;
1/22/24

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
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: 1/22/24