

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, FEBRUARY 26 2024 AT 6:00 PM  
REGULAR SCHOOL BOARD MEETING**

*The Milford Board of Education will hold this meeting in-person in the Morris Early Childhood Center Cafeteria, 8600 Third Street, Lincoln, DE. 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=m2a9fd203d66384516e139cd2436de063>

Webinar Number: 2633 250 7685

Webinar Password: EGjfHexe643 (34534393 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: 263 325 07685

*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 January 22, 2024 and February 12, 2024 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

**6. Return to Open Session (anticipated at 7:00 pm) Action Item**

7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
  - A. Morris Early Childhood Center Presentation
  - B. Former MMS Naming Committee Presentation
  - C. Community Compass
10. ***Academic Excellence: Dr. Carvajal-Hageman***
  - A. 2024-2025 Academic Calendar – First Read
  - B. School Climate & Safety Update
  - C. Field Trip Approval ***Action Item***
11. ***Building Our Future: Dr. Sara Hale***
  - A. Monthly Revenue and Expenditure Reports as of January 31, 2024 ***Action Item***
  - B. Final Fiscal Year 2024 Revenue and Expenditures Budgets ***Action Item***
12. ***Empowering and Investing in our People: Ms. Laura Manges***
  - A. Personnel ***Action Item***
13. **Board Discussion**
  - A. DSBA Updates
  - B. Introduction of New Draft Board Policy for Read Only
    1. New Board Policy 1016 Civility – Read Only
  - C. Introduction of Recommended Draft Revision of Board Policy for Read Only
    1. Revised Board Policy 4309D Limited Contract Positions – Read Only
  - D. Recommended Revised Draft Board Policy for Action
    1. Revised Board Policy 4308 Salary Schedule: Substitutes ***Action Item***
  - E. Recommended Deletion of Board Policy for Action
    1. Delete Board Policy 5107 Providing Education to Students with HIV Infection ***Action Item***
14. **Adjournment ***Action Item*****



MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
JANUARY 22, 2024

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

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 6:01 PM on Monday evening, January 22, 2024.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY** to approve the Regular Meeting Minutes for December 18, 2023. **Motion passed unanimously.**

**ADJOURNMENT TO EXECUTIVE SESSION**

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

**RETURN TO OPEN SESSION**

**MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MRS. CONNELL** to adjourn Executive Session at 7:15 PM.

**CHANGES TO AGENDA**

None

**PUBLIC COMMENT**

None

**SUPERINTENDENT’S REPORT**

***2024-2025 School Choice Acceptance Report***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY** to approve the 2024-2025 School Choice Acceptance Report. **Motion passed unanimously.**

***Academic Excellence: Dr. Carvajal-Hageman  
Literacy Professional Learning Plan***

Dr. Carvajal-Hageman presented the K-5 Literacy Professional Learning Plan Update. Mr. Luzier, Principal at Banneker Elementary and Mrs. Messick, Principal at Mispillion Elementary shared how the literacy plan is enacted in their buildings.

***School Climate & Safety Update***

Dr. Carvajal-Hageman provided a School Climate and Safety Update. Highlights includes new uniforms for constables to make them more recognizable, Mr. Huey was hired as a substitute constable, and in conjunction with DOE the constables received additional training.

***Building Our Future: Dr. Hale  
Revenue and Expenditure Report***

**MOTION MADE BY MR. BUCHER/SECONDED BY MR. ELZEY** to approve the Revenue and Expenditure Reports as of December 31, 2023. **Motion passed unanimously.**

***DDOE Financial Position Report***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to approve the DDOE Financial Position Report. **Motion passed unanimously.**

***MMS Bid Pack B Contract 13 – Floor Coverings***

**MOTION MADE BY MR. ELZEY/SECONDED BY MRS. CONNELL** to approve the MMS Bid Pack B Contract 13 – Floor Coverings.

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

***Strategic Plan Quadrant 4: Building our Future – Dr. Hale***

Dr. Hale reviewed the Building the Future plan that addresses the district long term student growth by transitioning all elementary schools to K-4, mascots transitioning to Buccaneers, and future renovations at the high school.

***Empowering and Investing in our People: Ms. Manges  
Personnel Report***

**MOTION MADE BY MRS. WYLIE/SECONDED BY MR. ELZEY** to accept the Personnel Report as presented during Executive Session. **Motion passed unanimously.** Ms. Manges thanked Mrs. Galati for helping the leadership team disseminate information to staff.

**BOARD DISCUSSION  
DSBA UPDATES**

The next legislative meeting is February 10<sup>th</sup>. Mr. Bucher was selected as a delegate for the National School Board Association Conference in New Orleans, LA in April 2024.

**RECOMMENDED DELETION OF BOARD POLICIES FOR READ ONLY**

Dr. Amory presented Board Policy 5107 Providing Education to Students with HIV Infection

**RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION**

***Revised Board Policy 6113 Field Trips and Student Travel***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. WYLIE** to approve revised Board Policy 6113 Field Trips and Student Travel. **Motion passed unanimously.**

***Revised Board Policy 6113A Cultural Trips Involving Travel Outside of the United States***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. BUCHER** to approve revised Board Policy 6113A Cultural Trips Involving Student Travel Outside of the United States. **Motion passed unanimously.**

Mr. Bucher introduced the new MHS Board Student Representative, Ricardo Bruinton, Jr., a Junior at Milford High School.

**ADJOURNMENT**

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL** that the Regular Meeting of the Milford Board of Education held on Monday, January 22, 2024. **Motion passed unanimously.**

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Bridget Amory, Ed.D., Executive Secretary

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Theresa Blocker, Recording Secretary

DRAFT

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
FEBRUARY 12, 2024

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

The Regular Meeting of the Milford Board of Education was called to order by President Mr. Fitzgerald at 7:32 AM on Monday morning, February 12, 2024.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

None

**ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION MADE BY MRS. WYLIE/SECONDED BY MR. BUCHER** to adjourn into Executive Session at 7:34 AM. **Motion carried.**

**RETURN TO OPEN SESSION**

**MOTION MADE BY MR. BUCHER/SECONDED BY MR. ELZEY** to adjourn Executive Session at 7:44 AM.

***Empowering and Investing in our People: Ms. Manges  
Personnel Report***

**MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI** to accept the Personnel Report as presented during Executive Session. **Motion carried.**

***Building Our Future: Dr. Hale  
Bond Resolution – Issuance of Bond***

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. WYLIE** to approve the Bond Resolution – Issuance of Bond as presented. **Motion carried.**

***Superintendent’s Report – Dr. Amory  
Field Trip Approval***

**MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZIE** to approve the field trip as presented. **Motion carried.**

**ADJOURNMENT**

**MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL** that the Regular Meeting of the Milford Board of Education held on Monday, February 12, 2024 adjourned @ 7:48 AM. **Motion carried.**

# Lakeview Avenue Project (Former Milford Middle School) Naming Committee

Special thanks to committee members:

- ★ Mike Sharp
- ★ Amanda Gaglione
- ★ Kristin Galati
- ★ Jean Wylie
- ★ Robert Masten

- ★ Frederick Duffy
- ★ Student Representative - Orrin Sharp
- ★ Bridget Amory
- ★ Kelly Carvajal-Hageman





# Considerations



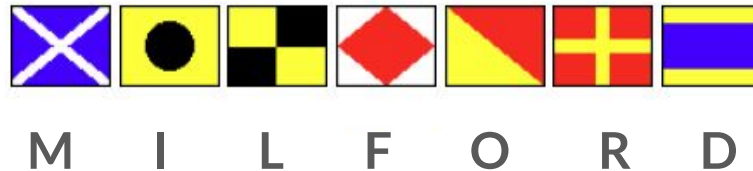
...keep the history alive  
for future generations

- ★ Grade configurations long-term
- ★ Community and history
- ★ Already established  
commemorative and historical  
items



## Suggested Names

- ★ Lakeview Avenue Intermediate School
- ★ Lakeview Intermediate School on the Milford Eleven Campus
- ★ Milford Schelhouse School (M.S.S.)
- ★ Marvin P. Schelhouse School



# 2024-2025 CALENDAR



HOME of the **BUCCANEERS**

Student K-11 = 171 Days  
Student Gr.12= 161 Days  
Teacher = 188 Days  
Paraprofessional = 185 Days  
Non Work Days for Paraprofessionals  
11/25, 2/10, 6/11

## August 2024

		Su	M	Tu	W	Th	F	Sa		
						1	2	3		
		4	5	6	7	8	9	10		
		11	12	13	14	15	16	17		
		26 District Meet & Greet Day 11am-7pm								
		27 Full School Day Grades: K, 1, 6, 9 only								
		28 All students return								
Stdnt	Tchr	18	19	20	21	22	23	24		
Aug	3	9	25	26	27	28	29	30	31	

## February 2025

		Su	M	Tu	W	Th	F	Sa		
								1		
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		10 Student Self-Directed Learning Day								
		17 President's Day								
Stdnt	Tchr	9	10	11	12	13	14	15		
Feb	19	19	16	17	18	19	20	21	22	
Total	108	120.5	23	24	25	26	27	28	1	

## September 2024

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		2 Labor Day								
		10 State Primary Day								
Stdnt	Tchr	15	16	17	18	19	20	21		
Sept	18	20	22	23	24	25	26	27	28	
Total	21	29	29	30						

## March 2025

		Su	M	Tu	W	Th	F	Sa		
		2	3	4	5	6	7	8		
		9	10	11	12	13	14	15		
		3 Mid-Marking Period 3								
		7 Family Conferences								
		7 Student Self-Directed Learning Day								
Stdnt	Tchr	16	17	18	19	20	21	22		
Mar	21	21	23	24	25	26	27	28	29	
Total	129	141.5	30	31						

## October 2024

		Su	M	Tu	W	Th	F	Sa		
				1	2	3	4	5		
		6	7	8	9	10	11	12		
		11 Student Self-Directed Learning Day								
Stdnt	Tchr	13	14	15	16	17	18	19		
Oct	23	23	20	21	22	23	24	25	26	
Total	44	52	27	28	29	30	31			

## April 2025

		Su	M	Tu	W	Th	F	Sa		
				1	2	3	4	5		
		6	7	8	9	10	11	12		
		3 End of Marking Period 3								
Stdnt	Tchr	13	14	15	16	17	18	19		
Apr	15	16	20	21	22	23	24	25	26	
Total	144	157.5	27	28	29	30				

## November 2024

		Su	M	Tu	W	Th	F	Sa		
							1	2		
		3	4	5	6	7	8	9		
		5 Election Day								
		7 Return Day, Half Day for Staff								
Stdnt	Tchr	10	11	12	13	14	15	16		
Nov	13	15.5	17	18	19	20	21	22	23	
Total	57	67.5	24	25	26	27	28	29	30	

## May 2025

		Su	M	Tu	W	Th	F	Sa		
						1	2	3		
		4	5	6	7	8	9	10		
		11	12	13	14	15	16	17		
		12 Mid-Marking Period 4								
Stdnt	Tchr	18	19	20	21	22	23	24		
May	21	21	18	19	20	21	22	23	24	
Total	165	178.5	25	26	27	28	29	30	31	

## December 2024

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		11 Mid-Marking Period 2								
Stdnt	Tchr	15	16	17	18	19	20	21		
Dec	15	15	22	23	24	25	26	27	28	
Total	72	82.5	29	30	31					

## June 2025

		Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		9 End of Marking Period 4								
Stdnt	Tchr	15	16	17	18	19	20	21		
June	6	9.5	22	23	24	25	26	27	28	
Total	171	188	29	30						

## January 2025

		Su	M	Tu	W	Th	F	Sa		
					1	2	3	4		
		5	6	7	8	9	10	11		
		1-3 Winter Break								
Stdnt	Tchr	12	13	14	15	16	17	18		
Jan	17	19	19	20	21	22	23	24	25	
Total	89	101.5	26	27	28	29	30	31		

## Calendar Key:

White	Traditional Student Day
Gold	District Closed
Maroon	Staff Professional Development (PD)
Gray	District Open with no students/staff
Navy	Student Self-Directed Learning

Report Cards Issued: 11/15, 2/5, 4/17, 6/9

# MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

Bowie, MD

<b>DATE(S) OF TRIP:</b> <u>May 2024</u> <small># of School Days missed &amp; times of trip:</small>	<b>TRIP DESTINATION:</b> <u>Six Flags America</u>	<b>TEACHER(S):</b> <u>Parks/Admin</u>
<b>NUMBER OF STUDENTS:</b> <u>200</u>	<b>CONTENT AREAS:</b> <u>PBIS</u>	<b>GRADE(S):</b> <u>9-12</u>
1. Instructional Unit Title: <u>Positive Behavior</u> 2. Dates of Instructional Unit: From: <u>Beg. Year</u> To: <u>End Year</u> 3. Will technology be used in preparation for this trip? (Check One) Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify) <u>N/A</u> 4. Relationship of trip to instructional objective(s) (purpose of the trip): <u>To reward students for excelling in academics, attendance, and behavior during the entire school year we would recreate the iconic MCA trip many of our seniors missed out on due to COVID.</u>		Field Trip Cost:- Must be filled out for approval Transportation: <u>3600</u> Meals: <u>Ticket includes meal</u> Other expenses (explain): <u>Entrance fee</u> <u>Parking</u> Funding Used: <u>Student/Activity Fee:</u> Individual student expense: <u>\$40</u> <div style="text-align: right;"> <u>10,000</u> Total Cost       </div>
Closest Medical Facility (with address & phone #): Nurse Initials: <u>LR</u> Date: <u>2/7/24</u> <u>UM BOWIE Health Center</u> <u>15001 Health Center, MD Bowie MD 20716</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> Date: <u>2/7/24</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> Date: <u>2/22/24</u> SUPT'S SIGNATURE: <u>[Signature]</u> Date: <u>2/24/2024</u>		

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

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2024 Monthly Revenue Report**  
**As of January 31, 2024**  
**58% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Preliminary FY 2024 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
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	
School Recognition - Banneker	-	8,000.00	
Minor Capital Improvements	417,339.00	417,339.00	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>51,239,651.28</b>	<b>50,094,876.96</b>	<b>97.77%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	9,767,863.00	8,991,782.55	92.05%
Current Expense (capitations)	200.00		0.00%
Debt Service	2,100,000.00	1,984,211.01	94.49%
Debt Service - County Impact Fees	92,500.00	58,641.93	63.40%
Tuition	1,800,000.00	1,754,750.22	97.49%
Minor Capital Improvements	278,226.00	323,955.16	116.44%
Interest	200,000.00	708,173.16	354.09%
Athletics	32,500.00	24,884.00	76.57%
CSCR	45,000.00	23,586.95	52.42%
Indirect Costs	75,000.00	1,187.62	1.58%
Cafeteria	2,700,000.00	1,240,875.96	45.96%
Social Studies Coalition/Donations	107,000.00	81,403.11	76.08%
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)	(209,563.67)	128.94%
Tuition Billings	(1,500,000.00)	(1,940,360.00)	129.36%
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	-		
<b>TOTAL LOCAL FUNDS</b>	<b>15,388,252.26</b>	<b>12,867,539.64</b>	<b>83.62%</b>
<b>FEDERAL FUNDS</b>			
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%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,855,097.00</b>	<b>3,956,122.00</b>	<b>102.62%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>70,483,000.54</b>	<b>66,918,538.60</b>	<b>94.94%</b>



**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended January 31, 2024**

Operating Unit	Budget Line	Preliminary Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 49,835.50	4,722.53	24,462.88	\$ 20,650.09	41.44%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 50,107.50	697.92	38,934.71	\$ 10,474.87	20.90%
9180672A	Lulu M. Ross Elementary School	\$ 67,796.00	2,330.01	36,904.42	\$ 28,561.57	42.13%
9180673A	Mispillion Elementary School	\$ 56,754.50	4,107.11	29,445.30	\$ 23,202.09	40.88%
9180675A	Milford Central Academy	\$ 105,485.00	6,547.64	74,059.06	\$ 24,878.30	23.58%
9180678A	Milford Senior High School	\$ 149,634.50	13,749.30	75,025.13	\$ 60,860.07	40.67%
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	6,980.00	35,754.97	\$ 87,265.03	67.13%
99900300	District Expenditures	\$ 50,000.00	878.50	16,389.35	\$ 32,732.15	65.46%
	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	19,147.00	14,019.02	\$ 6,833.98	17.08%
	Copy Center (District Wide)	\$ 120,000.00	54,584.41	71,725.62	\$ (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	-	-	\$ 10,000.00	100.00%
	Student Success Block Grant (Reading)	\$ 334,648.00	-	74,040.52	\$ 260,607.48	77.88%
	Opportunity Grant Mental Health	\$ 732,527.00	-	518.73	\$ 732,008.27	99.93%
	Education Opportunity Grant	\$ 1,316,524.00	2,009.74	7,617.04	\$ 1,306,897.22	99.27%
	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	30,000.00	103,698.58	\$ (33,698.58)	-33.70%
99920700	Athletics - High School	\$ 170,000.00	14,570.95	108,961.27	\$ 46,467.78	27.33%
	Athletics - Milford Central Academy	\$ 30,000.00	1,000.00	21,325.28	\$ 7,674.72	25.58%
99920800	Driver's Education	\$ 19,495.00	-	6,688.68	\$ 12,806.32	65.69%
99930200	Tuition - Special Services	\$ 330,000.00	-	266,556.00	\$ 63,444.00	19.23%
	Tuition - Special Services - ILC	\$ 275,000.00	502.68	146,369.61	\$ 128,127.71	46.59%
	Unique Alternatives (State Funds)	\$ 598,188.14	-	244,650.64	\$ 353,537.50	59.10%
99930300	Special Services	\$ 57,000.00	19,946.65	28,385.19	\$ 8,668.16	15.21%
	Special Services - State Related Services	\$ 196,990.50	32,730.40	144,382.80	\$ 19,877.30	10.09%
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	-	20,792,705.96	\$ 12,758,138.79	38.03%
99940300	Division II - Vocational	\$ 128,887.00	9,501.81	5,682.17	\$ 113,703.02	88.22%
99940400	Division III/Local Salaries	\$ 12,678,750.00	-	6,843,478.43	\$ 5,835,271.57	46.02%
	Union agreed Limited Contracts	\$ 385,000.00	-	187,519.70	\$ 197,480.30	51.29%
99940500	Title I	\$ 1,812,394.00	17,207.71	256,001.96	\$ 1,539,184.33	84.93%
	Title II	\$ 345,307.00	-	106,829.82	\$ 238,477.18	69.06%
	Title III	\$ 85,388.00	19.89	4,910.60	\$ 80,457.51	94.23%
	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	-	15,898.61	\$ 41,667.39	72.38%
	Perkins	\$ 124,470.00	-	24,711.20	\$ 99,758.80	80.15%
	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	988.43	67,957.06	\$ 38,054.51	35.56%
99940810	Technology Equipment & Repair	\$ 272,800.00	10,257.16	147,179.02	\$ 115,363.82	42.29%
	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	228.29	2,085.04	\$ 7,686.67	76.87%
99960000	Child Nutrition Operations	\$ 2,700,000.00	346,686.55	1,803,991.98	\$ 549,321.47	20.35%
	Cafeteria Salaries	\$ 691,988.00	-	419,158.32	\$ 272,829.68	39.43%
99960100	Facilities Maintenance	\$ 90,000.00	623.56	31,401.81	\$ 57,974.63	64.42%
	Custodial Services and Supplies	\$ 90,000.00	157.96	88,268.57	\$ 1,573.47	1.75%
99960200	Operations and Utilities	\$ 361,500.00	40,417.46	204,121.70	\$ 116,960.84	32.35%
	Energy Division II	\$ 838,004.00	284,318.82	59,909.50	\$ 493,775.68	58.92%
99960300	State Transportation	\$ 3,710,772.37	1,153,531.46	2,035,854.24	\$ 521,386.67	14.05%
	State Homeless Transportation	\$ 529,967.00	-	375,690.60	\$ 154,276.40	29.11%
	State Foster Transportation	\$ 114,781.00	-	54,394.00	\$ 60,387.00	52.61%
	Transportation Supplies	\$ 1,000.00	24.90	-	\$ 975.10	97.51%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	6,282.54	4,571.88	\$ 12,145.58	52.81%
	Local Activities Transportation	\$ 3,000.00	-	-	\$ 3,000.00	100.00%
	Local Homeless Transportation Match	\$ 58,885.22	-	51,952.10	\$ 6,933.12	11.77%
	Local Transportation Match	\$ 411,309.37	128,170.19	229,348.09	\$ 53,791.09	13.08%
<b>Total Operating Budget</b>		<b>\$ 66,788,787.36</b>	<b>\$ 2,540,948.46</b>	<b>\$ 35,843,591.22</b>	<b>\$ 28,404,247.68</b>	<b>42.53%</b>
99970000	Local Debt Service	\$ 2,162,746.41	-	712,717.38	\$ 1,450,029.03	67.05%
99970200	Minor Capital Improvements	\$ 695,565.00	3,632.00	4,593.51	\$ 687,339.49	98.82%
<b>Total Capital Budget</b>		<b>\$ 2,858,311.41</b>	<b>\$ 3,632.00</b>	<b>\$ 717,310.89</b>	<b>\$ 2,137,368.52</b>	<b>74.78%</b>
<b>Grand Total</b>		<b>\$ 69,647,098.77</b>	<b>\$ 2,544,580.46</b>	<b>\$ 36,560,902.11</b>	<b>\$ 30,541,616.20</b>	<b>43.85%</b>

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



### Final Fiscal Year 2024 Revenue Budget

REVENUE SOURCE	Final FY 2023 Budget	Final FY 2024 Budget
<b>STATE FUNDS</b>		
Formula Salaries	32,488,718.96	34,396,104.39
Cafeteria Salaries	691,988.00	639,693.00
Delaware Sustainment Fund	743,045.00	823,122.00
Academic Excellence Cash Option	29,400.00	-
Related Services Cash Option	196,990.50	316,175.25
Division II, All Other Costs	943,588.00	993,184.00
Division II, All Other Costs - VOC	128,887.00	116,210.00
Division II, Energy	838,004.00	862,232.00
Division III, Equalization	5,987,867.00	6,251,388.00
State Transportation	3,701,784.37	4,045,110.98
Transportation - Driver Training	8,988.00	9,900.00
Homeless Transportation	529,967.00	534,984.00
Foster Transportation	114,781.00	92,391.00
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	598,188.14	408,146.71
Drivers' Education	19,495.00	23,169.00
Technology Block Grant	109,245.00	110,160.00
CPR Instruction/College Access	11,699.92	1,147.01
Education Opportunity Grant	1,316,524.00	1,970,924.40
Education Opportunity Grant - Mental Health	462,492.00	436,848.00
Student Success Block Grant - Mental Health 6-8	270,035.00	-
Student Success Block Grant Reading	334,648.00	344,620.00
Year-Long Teacher Residencies	-	43,684.00
State Teacher of the Year (Lockwood)	5,000.00	-
State School Recognition Award - Banneker	70,670.00	8,000.00
School Safety and Security Fund	263,950.51	289,967.00
World Language Expansion	10,000.00	-
Substitute Reimbursement - Parental Leave	68,979.47	41,214.00
Minor Capital Improvements	415,977.00	417,339.00
State Filter First Funds	-	100,782.00
Major Capital Improvements	-	-
<b>TOTAL STATE FUNDS</b>	<b>50,361,912.87</b>	<b>53,277,495.74</b>
<b>LOCAL FUNDS</b>		
Current Expense (tax rate)	9,302,726.67	9,767,863.00
Current Expense (capitations)	200.00	200.00
Athletics	28,000.00	32,500.00
Interest	75,000.00	1,259,000.00
Building Rental	1,500.00	2,000.00
Other Local Revenue	18,500.00	35,000.00
CSCR	40,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Cafeteria	2,700,000.00	2,700,000.00
Net Choice Billings	(184,007.37)	(209,563.67)
Charter Billings	(162,529.37)	(202,385.26)
Tuition Billings	(2,100,000.00)	(2,100,000.00)
Tuition	2,800,000.00	1,800,000.00
Donations	107,000.00	98,500.00
Debt Service	1,100,000.00	2,100,000.00
Debt Service - County	78,343.00	92,500.00
Match Tax - Minor Capital Improvements	277,318.00	278,226.00
Match Tax - Education Opportunity	-	-
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
<b>TOTAL LOCAL FUNDS</b>	<b>14,173,550.93</b>	<b>15,773,840.07</b>
<b>FEDERAL FUNDS</b>		
IDEA	1,207,533.00	1,292,973.00
IDEA - Preschool	57,566.00	58,844.00
TITLE I	1,812,394.00	1,805,919.00
TITLE II	345,307.00	346,873.00
TITLE III	85,388.00	108,406.00
TITLE IV	212,439.00	215,270.00
PERKINS	124,470.00	127,837.00
OTHER FEDERAL FUNDS	10,000.00	-
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,855,097.00</b>	<b>3,956,122.00</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>68,390,560.80</b>	<b>73,007,457.81</b>

Projected Expenditure Budget  
Projected Current Year Surplus/(Deficit)

71,661,289.53  
1,346,168.28

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

Operating Unit	Operating Unit Description	FY 2023 Final Budget	FY 2024 Final Budget	Difference between FY 23 and FY 24	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 58,630.00	\$ 65,225.00	\$ 6,595.00	11%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 58,950.00	\$ 64,600.00	\$ 5,650.00	10%
9180672A	Lulu M. Ross Elementary School	\$ 79,760.00	\$ 87,425.00	\$ 7,665.00	10%
9180673A	Misphillion Elementary School	\$ 66,770.00	\$ 70,400.00	\$ 3,630.00	5%
9180675A	Milford Central Academy	\$ 124,100.00	\$ 131,390.00	\$ 7,290.00	6%
9180678A	Milford Senior High School	\$ 175,070.00	\$ 188,175.00	\$ 13,105.00	7%
99900000	Board of Education - School Resource Officer	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99900000	Board of Education	\$ 9,000.00	\$ 9,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 130,000.00	\$ 130,000.00	\$ -	0%
99900300	District Expenditures	\$ 55,000.00	\$ 55,000.00	\$ -	0%
99900300	Public Relations and Communication	\$ 40,000.00	\$ 40,000.00	\$ -	0%
99900300	School Safety and Security	\$ 263,950.51	\$ 289,967.00	\$ 26,016.49	10%
99900300	Copy Center (District wide)	\$ 120,000.00	\$ 135,000.00	\$ 15,000.00	13%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion <i>(State Grant)</i>	\$ 10,000.00	\$ -	\$ (10,000.00)	-100%
99920000	State Safe and Supportive Improvement Grant	\$ 70,670.00	\$ -	\$ (70,670.00)	-100%
99920000	Academic Achievement Award - Banneker	\$ -	\$ 8,000.00	\$ 8,000.00	
99920000	Educator Accountability <i>(State Grant)</i>	\$ 11,699.92	\$ 1,147.01	\$ (10,552.91)	-90%
99920000	Student Success Block Grant - Mental Health	\$ 732,527.00	\$ 436,848.00	\$ (295,679.00)	-40%
99920000	Student Success Block Grant Reading	\$ 334,648.00	\$ 344,620.00	\$ 9,972.00	3%
99920000	Education Opportunity Grant	\$ 1,316,524.00	\$ 1,970,924.40	\$ 654,400.40	50%
99920000	Summer School	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 20,000.00	\$ -	0%
99920000	Extra Time Programs	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Curriculum/Instructional	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99920700	Athletics - Middle School	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00	33%
99920700	Athletics - High School	\$ 170,000.00	\$ 180,000.00	\$ 10,000.00	6%
99920800	Driver's Education	\$ 19,495.00	\$ 23,169.00	\$ 3,674.00	19%
99930200	Special School - Tuition ILC	\$ 315,000.00	\$ 275,000.00	\$ (40,000.00)	-13%
99930200	Special School - Tuition	\$ 380,000.00	\$ 330,000.00	\$ (50,000.00)	-13%
99930200	Special School - Unique Alternatives <i>(State)</i>	\$ 598,188.14	\$ 408,146.71	\$ (190,041.43)	-32%
99930300	Special Services	\$ 57,000.00	\$ 59,500.00	\$ 2,500.00	4%
99930300	Special Services - State Related Services	\$ 196,990.50	\$ 316,175.25	\$ 119,184.75	61%
99940100	Contingencies and One-Time Items	\$ 462,500.00	\$ 425,000.00	\$ (37,500.00)	-8%
99940200	Division I Sal/Other State Prg	\$ 32,557,698.43	\$ 34,437,318.39	\$ 1,879,619.96	6%
99940300	Division II Vocational	\$ 128,887.00	\$ 116,210.00	\$ (12,677.00)	-10%
99940400	Local Limited Contracts	\$ 385,000.00	\$ 385,000.00	\$ -	0%
99940400	Division III/Local Salaries	\$ 12,250,000.00	\$ 12,723,962.94	\$ 473,962.94	4%
99940500	Title I	\$ 1,812,394.00	\$ 1,805,919.00	\$ (6,475.00)	0%
99940500	Title II	\$ 345,307.00	\$ 346,873.00	\$ 1,566.00	0%
99940500	Title III	\$ 85,388.00	\$ 108,406.00	\$ 23,018.00	27%
99940500	Title IV	\$ 212,439.00	\$ 215,270.00	\$ 2,831.00	
99940500	IDEA Part B	\$ 1,207,533.00	\$ 1,292,973.00	\$ 85,440.00	7%
99940500	IDEA Preschool	\$ 57,566.00	\$ 58,844.00	\$ 1,278.00	2%
99940500	Perkins	\$ 124,470.00	\$ 127,837.00	\$ 3,367.00	3%
99940500	Homeless	\$ 10,000.00	\$ -	\$ (10,000.00)	
99940500	Other Federal Grants	\$ -	\$ -	\$ -	
99940600	Insurance	\$ 127,520.50	\$ 142,000.00	\$ 14,479.50	11%
99940700	Private Grants/Donations	\$ 107,000.00	\$ 98,500.00	\$ (8,500.00)	-8%
99940810	Technology Equipment & Repair	\$ 272,800.00	\$ 286,000.00	\$ 13,200.00	5%
99940810	Technology Block Grant	\$ 109,245.00	\$ 110,160.00	\$ 915.00	1%
99940900	Tuition Reimbursement - Administrative	\$ 15,000.00	\$ 15,000.00	\$ -	
99940900	Tuition Reimbursement	\$ 70,000.00	\$ 70,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99960000	Child Nutrition Operations	\$ 3,391,988.00	\$ 3,339,693.00	\$ (52,295.00)	-2%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 90,000.00	\$ 150,000.00	\$ 60,000.00	67%
99960200	Energy - Division II	\$ 838,004.00	\$ 862,232.00	\$ 24,228.00	3%
99960200	Delaware Filter First Funds	\$ -	\$ 100,782.00	\$ 100,782.00	
99960200	Local Energy/Utilities	\$ 87,000.00	\$ 87,000.00	\$ -	0%
99960200	Custodial Substitutes	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99960200	Operations/Utilities	\$ 259,500.00	\$ 259,500.00	\$ -	0%
99960300	State Transportation	\$ 4,356,520.37	\$ 4,683,385.98	\$ 326,865.61	8%
99960400	Local Transportation	\$ 496,194.60	\$ 533,899.44	\$ 37,704.84	8%
<b>Total Operating Budget</b>		<b>\$ 65,645,427.97</b>	<b>\$ 68,802,978.12</b>	<b>\$ 3,157,550.15</b>	<b>5%</b>
99970000	Local Debt Service	\$ 1,156,081.49	\$ 2,162,746.41	\$ 1,006,664.92	87%
99970200	Minor Capital Improvements	\$ 693,295.00	\$ 695,565.00	\$ 2,270.00	0%
<b>Total Capital Budget</b>		<b>\$ 1,849,376.49</b>	<b>\$ 2,858,311.41</b>	<b>\$ 1,008,934.92</b>	<b>55%</b>

<b>TOTAL</b>	<b>\$ 67,494,804.46</b>	<b>\$ 71,661,289.53</b>	<b>\$ 4,166,485.07</b>	<b>6.2%</b>
<i>Reserve Allocation</i>	<i>\$ 895,756.34</i>	<i>\$ 1,346,168.28</i>	<i>\$ 450,411.94</i>	
<b>GRAND TOTAL</b>	<b>\$ 68,390,560.80</b>	<b>\$ 73,007,457.81</b>	<b>\$ 4,616,897.01</b>	<b>6.8%</b>



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

1016

**CIVILITY**

**Purpose**

The Milford School District Board of Education believes that a safe, civil environment is essential to high achievement for staff and students. District administration and staff are held to high expectations with regard to the respectful treatment of parents/guardians and other members of the public and expect the same consideration in return. The District is committed to maintaining a positive environment for students, staff, and community members and will work tirelessly to limit any abusive conduct that may occur toward any staff member/administrator by the school community.

**Definitions**

**School Community:** The various individuals, groups, businesses, visitors, and institutions that are invested in the welfare and vitality of the Milford School District and the community it serves. For the purpose of this policy the school community does not include students or employees of the Milford School District. This policy is separate from policies governing staff and student expectations of conduct.

**Abusive Conduct:** Any conduct, speech, or action which:

- a. Involves the use of obscene, discriminatory, and/or otherwise patently offensive language which disrupts or threatens to disrupt school/office operations, or
- b. Is harassing, demeaning, or threatening, or
- c. Amounts to unauthorized or prohibited entry onto District property, or the failure to leave District property when directed to do so, or
- d. Equates to the crime of Disorderly Conduct as provided in 11 Del. C. §1301.

**Abusive Conduct in Schools**

If any member of the school community engages in abusive conduct towards any District employee while on district property, on a school bus, or at a school bus stop, at a district sponsored event or utilizing a district electronic messaging system, the employee may:

- a. Request that the person cease engaging in the abusive conduct; and/or
- b. Notify the Building Principal, Assistant Principal, Supervisor and/or District Office Administrator that the abusive conduct is occurring. If so notified, the Building Principal, Assistant Principal, Supervisor and/or District Office Administrator shall assess and determine if the behavior is abusive and may:
  - a. Make contact with the person engaging in abusive conduct and attempt to de-escalate the situation, and
  - b. Request the person engaging in abusive conduct to leave district property or the district event,
  - c. Initiate the issuance of a Cease-and-Desist-Letter or Letter of Trespass; and/or
  - d. Contact law enforcement

The district may report to law enforcement any member of the school community who engages in abusive conduct via any media or in person.

Nothing herein shall prevent any employee from directly contacting law enforcement to report abusive conduct or other safety concerns.

#### **Remedy for Abusive Conduct**

Should any individual perpetrate abusive conduct towards any District employee, the District may consider options to limit and/or monitor interaction and/or communications including, but not limited to: Directing any necessary communications between the involved individuals be channeled through a Building Principal, Assistant Principal, Supervisor, limiting access to facilities to certain areas, requiring appointments before appearing on campus, and/or District Level Administrator, and/or the removal of the individual in question from District property and/or from the activity.

#### **Documentation**

A copy of this policy is available on the District website and in all administrative offices. The employee will immediately notify their supervisor and provide a written report of the incident.

ADOPTED: 3/18/24

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4308

**SALARY SCHEDULE: SUBSTITUTES**

Persons employed as substitutes shall be paid as follows:

1. Teachers - Substitute teachers will be compensated in accordance with the individual's classification as a Class A, Class B, or Class C substitute on the salary scale found in 14 Delaware Code, Chapter 13, Section 1326. Substitute teachers serving in a long-term capacity shall receive, at a minimum, an increase of 1.35 times their Class (A, B or C) rate after 10 consecutive days of service in the same teaching assignment.
2. Paraprofessionals – Substitute paraprofessionals will be compensated in accordance with the Class C Substitute rate found in 14 Delaware Code, Chapter 13, Section 1326. Milford School District may approve a paraprofessional substitute serving in a critical needs capacity to be compensated at the substitute teacher rate for which they qualify.
3. Custodian – Substitute custodians will be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1311, Custodian and the local Custodial/Maintenance Negotiated Agreement. (The annual salary shall be divided by 261 days and then further divided by 8 hours.)
4. Child Nutrition – Substitute child nutrition workers will be compensated in accordance with the hourly rate identified at 0 years' experience.
5. Secretaries – Substitute secretaries will be compensated in accordance with the hourly rate calculated at 0 years' experience for salary scales found in 14 Delaware Code, Chapter 13, Section 1308, Senior Secretary and the local Secretary Negotiated Agreement. (The annual salary shall be divided by 261 days and then further divided by 7.5 hours)  
Hourly rate is used for personnel working less than a full workday.
6. School Nurse – Substitute nurses will be compensated ~~\$200.00~~ 250.00 per day.

ADOPTED: 7/18/77; 12/19/78; 1/21/80; 1/19/81; 10/23/89; 2/25/91; 6/21/93; 7/1/97;  
5/24/99; 10/1/2000; 9/23/02; 12/16/02; 2/24/03; 7/8/13; 12/25/16; 6/19/17; 12/17/18;  
8/19/19; 2/26/24

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

5107

**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.

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