

HOME *of the* BUCCANEERS

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

**AGENDA FOR MONDAY, OCTOBRE 21, 2024 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting in-person at Mispillion Elementary School, 311 Lovers Lane, Milford, DE 19963. 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=me5d0c5db3421a34b3bd5e9e647e9e249>

Webinar Number: 2632 967 9343

Webinar Password: saBJwzS7r32 (72259977 when dialing from a phone or video system)

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

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

Access Code: 263 296 79343

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 September 16, 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. Mispillion Elementary School
 - B. Homecoming
10. **Academic Excellence: Dr. Carvajal-Hageman**
 - A. Academic Data Presentation
 - B. MSD-MEA MOU: Inclement Weather Time Accrual Action Item
 - C. Field Trip Approval Action Item
 - D. Student Climate & Safety Update – Dr. Weller
11. **Building Our Future: Dr. Sara Hale & Dr. Bridget Amory**
 - A. Monthly Revenue, Expenditure and Major Capital Reports as of September 30, 2024 Action Item
 - B. Construction Change Order Approval Action Item
12. **Empowering and Investing in our People: Ms. Laura Manges**
 - A. Personnel Action Item
13. **Supporting the Whole Student: Dr. Jennifer Hallman**
 - A. Annual Autism Program Environment Rating (APERS) Results
Presented by Philip Concors, ABC Consultants, LLC. **added October 17, 2024 @ 2:13 pm*
14. **Board Discussion**
 - A. DSBA Updates
 - B. Introduction of Recommended Draft Revision of Board Policies
 1. Revised Board Policy 3101 Facilities Management – First Read
 - C. Recommended Revised Draft Board Policies for Action
 1. Revised Board Policy 8503 Public and Employee Participation at Board of Education Meetings
Action Item
 2. Revised Board Policy 4306 Local Salary Supplement: Critical Need Positions Action Item
**action required immediately and cannot be deferred to a later meeting*
 - D. Recommended Deletion of Board Policy for Action
 1. Delete Board Policy 3106 Use of District Cellular Phones and Personal Reimbursement for Overages on Non-Business Calls Action Item
15. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
SEPTEMBER 19, 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 Fitzgerald at 6:00 PM on Monday evening, September 19, 2024.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MRS. WYLIE/SECONDED BY MR. BUCHER to approve the Regular Meeting Minutes for August 19, 2024, and September 5, 2024, with corrections. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

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

RETURN TO OPEN SESSION

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL to adjourn Executive Session at 7:17 PM.

CHANGES TO AGENDA

13A Annual Autism Program Environment Rating (APERS) Results presented by Philip Concors, ABC Consultants, LLC will be rescheduled until a future date.

14C1 Draft Board Policy 8503 Public and Employee Participation at Board of Education Meetings was rescheduled until a future date.

PUBLIC COMMENT

Mr. B. Davis would like closure on an incident involving his daughter last school year.

SUPERINTENDENT'S REPORT

Thank you to Lulu Ross for hosting the meeting and showcasing your school.

Milford Middle School construction update and beam signing

A beam signing was held earlier in the evening at the Milford Middle School. The beam was successfully hoisted into place.

Opening of academic year

We had a successful opening of the school year despite a few problems with the transition to the new database. There is a learning curve with the portal, but families are starting to see the benefits of the new program.

Academic Excellence: Dr. Carvajal-Hageman

Student Information System Family Portal Demonstration – Dr. Kilgore

Dr. Kilgore highlighted some of the parent/student features in Infinite Campus which include viewing student attendance, schedules, and grades, updating emergency contacts, uploading documents such as doctor notes and physical/medical information. You can also download the Infinite Campus app on both your computer and phone.

Field Trip Approvals

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY to approve field trips as presented. **Motion passed unanimously.**

Student Services/Student Climate & Safety Update – Dr. Hallman & Dr. Weller

Dr. Hallman and Dr. Weller highlighted some of the completed safety, student services, and climate goals. Some of the completed goals are vision panel covers for all classrooms and office doors, constables in every school, ongoing safety training and assessments for our staff and campuses and establishing district timelines for screenings, meetings, intervention cycles and progress monitoring.

Dr. Hallman and Dr. Weller also presented safety, school climate and student services 2024-2025 goals. One of the goals is the implementation, transition, and discipline room pilot at MCA (BRIDGES room: Building Resilience, Independence, and Discipline through Guidance, and Empowerment for Success).

Building Our Future: Dr. Hale

Revenue, Expenditure and Major Capital Reports

MOTION MADE BY MRS. WYLIE/SECONDED BY MR. BUCHER to approve the Revenue, Expenditure and Major Capital Reports as of August 31, 2024. **Motion passed unanimously.**

Construction Change Order Approval

MOTION MADE BY DR. BROWNSTEIN/SECONDED BY MR. ELZEY to approve Construction Change Orders. **Motion passed unanimously.**

Empowering and Investing in our People: Ms. Manges

Personnel Report

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

BOARD DISCUSSION

DSBA UPDATES

Legislative session resumes in October. Executive session with Dr. Holodick, Secretary of Education, in attendance was held where they started working on reassessing proficiencies.

RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION

Revised Board Policy 4323(a) Local Salary Supplement: Cafeteria Workers

MOTION MADE BY MR. BUCHER/SECONDED BY DR. BROWNSTEIN to approve revised Board Policy 4323(a) Local Salary Supplement: Cafeteria Workers. **Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MRS. CONNELL that the Regular Meeting of the Milford Board of Education held on Monday, September 16, 2024, adjourned @ 8:26 PM. **Motion passed unanimously.**

MSD Data Results SY 2024



Charting the Course to Excellence

October 21, 2024



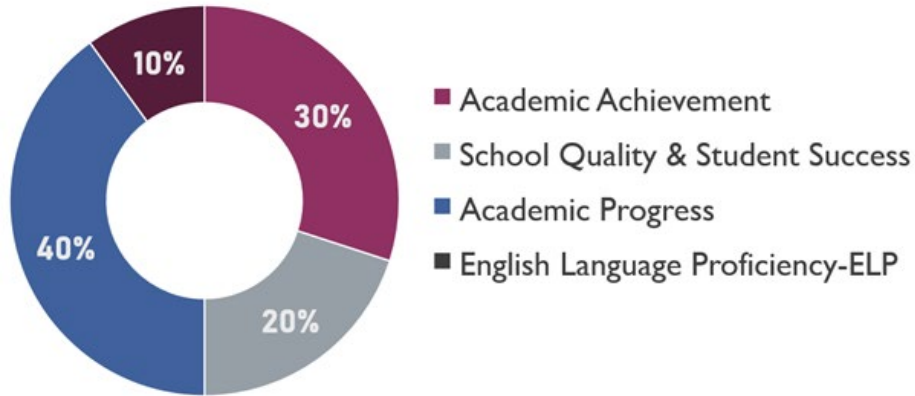
Core Belief

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

Delaware School Report Card

Delaware School Success Framework (DSSF)

4 DSSF CATEGORIES FOR ES & MS



DSSF Categories Defined

Academic Achievement = Reading and Math proficiency rates on state assessments, Smarter Balance (3-8) and SAT (11).

Academic Progress = Student growth target attainment on Reading and Math Smarter Balance (3-8).

Progress Toward English Language Proficiency = Multilingual learner student growth target attainment on the state assessment for reading, writing, listening, and speaking in the English language.

School Quality & Student Success = is a measurement for how well schools engage, support and prepare students for success throughout the K-12 system, and as they transition beyond high school.

- On-Track Attendance
- Proficiency in Science & Social Studies

Timeline

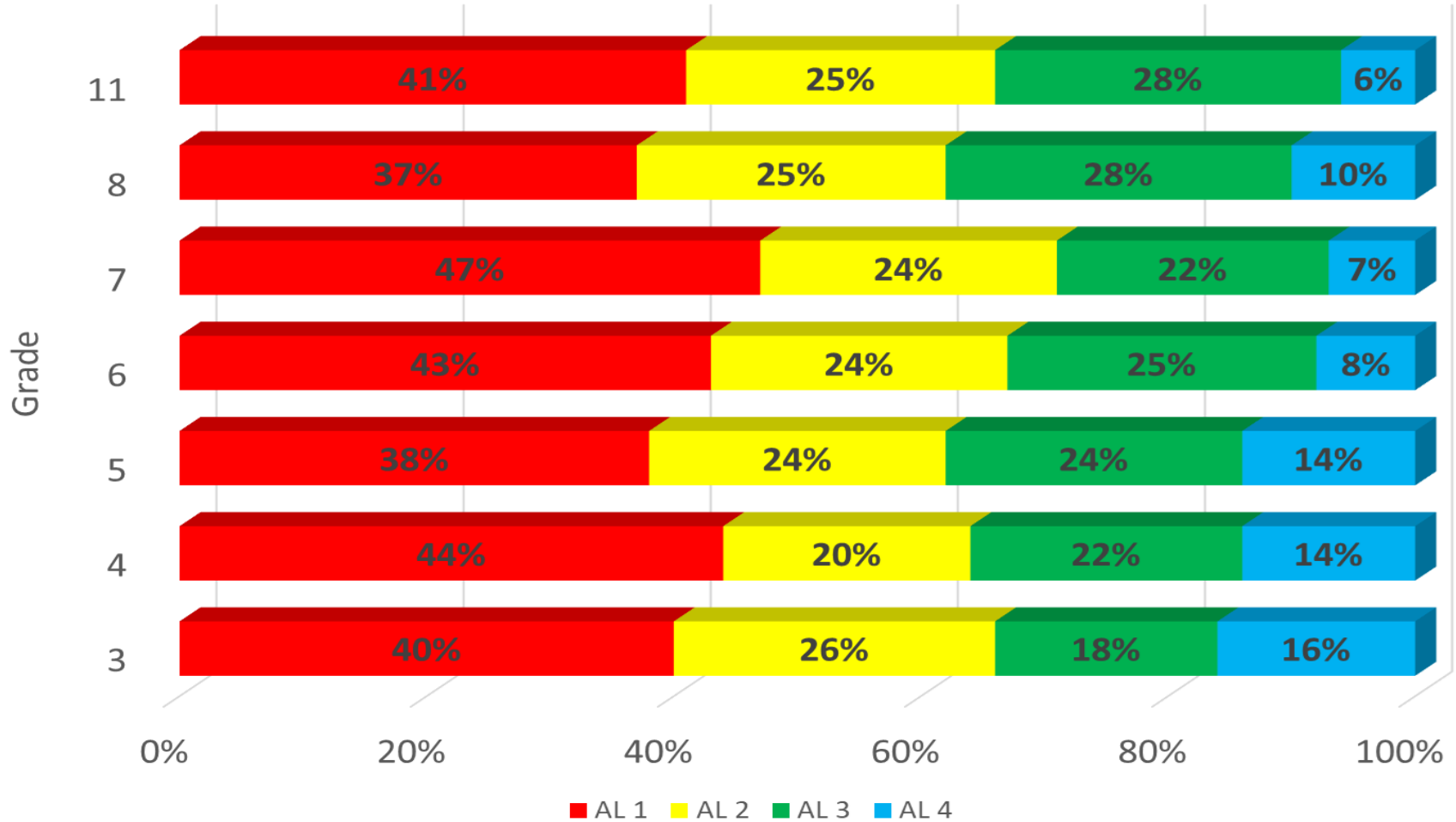
9/16-10/4	Accountability Data Reviewed
10/11	Embargoing of Accountability Data
10/17	Accountability Data Released
11/1	School Report Card data available online

<https://reportcard.doe.k12.de.us/>

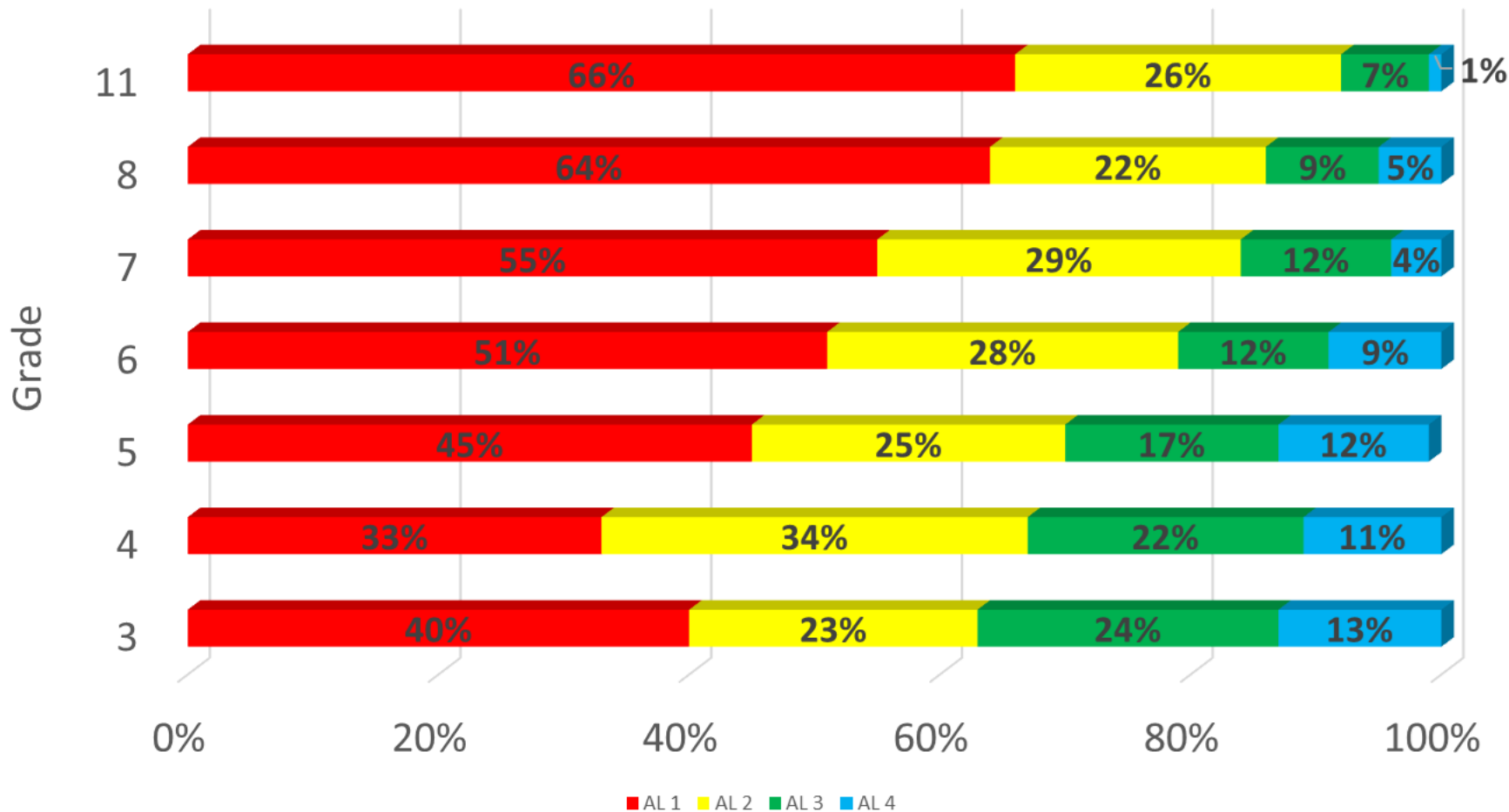
Achievement Levels: Reasonable and attainable goals for student achievement at a given grade

Meets Standards	LEVEL 4 – EXCEEDS: Students performing at this level have exceeded the achievement standards and demonstrate advanced progress toward mastery of knowledge and skills of the state standards.
	LEVEL 3 – MEETS: Students performing at this level have met the achievement standards and demonstrate progress toward mastery of the knowledge and skills of the state standards.
Does Not Meet Standards	LEVEL 2 – NEARLY MEETS: Students perform at this level have nearly met the achievement standards and may require further development to demonstrate the knowledge and skills of the state standards.
	LEVEL 1 – DOES NOT MEET: Students performing at this level have not met the achievement standards and need substantial improvement to demonstrate the knowledge and skills of the state standards.

Milford ELA Achievement Levels Grades 3-8 & 11



Milford Math Achievement Levels Grades 3-8 & 11



Strategic Organizational Change



Understanding The Knoster Model For Managing Complex Change



MSD Strategic Plan

**Unified,
Standardized
Trained-Upon**

UD Coaching,
(Leaders &
Teachers)

Data analysis
tools,

MSD
Professional
Learning
Plan

**A common
and shared
sense of
urgency to
improve
student
outcomes**

HQ Instructional
Materials

MSD Academic
Calendar,

PLCs,

MTSS,

DO support-to-
schools model,

District focus on
climate and
safety

School Action
Plans,

MSD
Professional
Learning
Plan,

Common
Assessment
Plan,

Feedback to
Teachers via
DTGSS

**Improved
outcomes
for all
MSD
students**

MEA / MSD Agreement - Inclement Weather Time Accrual

WHEREAS, this is a Memorandum of Agreement between the Milford Education Association (MEA) and the Milford School District (MSD) regarding inclement weather as outlined in Article VI, Section 6.3.1 of the Agreement between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA, Teachers and Paraprofessionals, 2023-2025; AND

WHEREAS, the MEA and MSD acknowledge changes are needed regarding how employees accrue “banked time” to offset possible inclement weather days;

NOW, THEREFORE, MEA and MSD do hereby agree to the following:

1. The parties agree that the satisfactory completion of extra time events/activities outside of the school day, and approved by the administration, shall serve as the mechanism through which employees may accrue “banked time”.
2. Staff will earn one hour of “banked time” per one hour of active participation in approved extra time events/activities occurring outside of the school day based on the official time span of the scheduled activity.
3. Prior to an event/activity taking place, the approval for its use as time for inclement weather make-up will be communicated to all staff involved.
4. In order to receive credit for time earned, staff members are expected to be actively involved in the approved program or event.
5. The District will provide a system of tracking staff participation in approved events/activities. Each staff member will maintain individual records of their time. A record of “banked time ” will also be maintained by school administrators for verification.
6. The “banked time” may be accrued from the first staff workday to the last day of May.
7. At the end of the school year, such participation will be used in lieu of time missed on inclement weather days when students are not present, not to exceed two (2) total days (7.5 hours each day).
8. The “banked time” may only be used for workdays added to the teacher and paraprofessional calendar due to inclement weather. “Banked time” cannot be used for regularly scheduled staff workdays at the end of the year.
9. Days for which accumulated time may be used will be determined by the Superintendent or designee, and shall apply to all staff who have earned such time. No individual scheduling of those days will occur.
10. Any staff member not wishing to participate in tracking these events will be required to make up the number of inclement weather days required as determined by the administration at the end of the school year.
11. Earned days are not transferable from staff-to staff, or year-to-year. The “banked time” through this agreement, may not be used for additional compensation or carry over into the following school year.
12. Employees must enter a School Business absence in Frontline noting in the comment section, “Inclement Weather Time”.

MEA President

School Board President

Superintendent

Date Signed



FIELD TRIP REQUEST FORM

Directions: All teachers and others seeking to take students on a field trip must obtain permission. This form must be completed in its entirety and submitted using the **SUBMIT button at the bottom of this form**. Submitting this form will open a draft email to an executive secretary with your completed form attached. Send the email and the executive secretary will assign the form to the appropriate staff members for review and signatures. The order of signatures will be as follows: first, building level school nurse and special education coordinator, the Supervisor of Transportation, the building principal, the Chief Academic Officer, and finally, the Superintendent. *If you run out of room you may attach additional documents to your request form (i.e.; detailed itinerary, instructional activities aligned with the trip, student rosters, etc.). Any incomplete forms will not be processed.*

GENERAL INFORMATION

School Name	Morris	Date of Request	Date of Field Trip
Field Trip Coordinator	Janelle Layton	9-6-24	10-29 & 10-30-24
Coordinator Contact Information	Phone: 302-745-5626	Departure Time	Return Time
	Email: jmlayton@msd.k12.de.us	9:15 AM	1:45 AM
Grade Level(s)	Kindergarten	Location and Duration	
Destination: Please identify the facility name and address	JZ Farms 6526 Dion Road Federalsburg, MD 21632	Days Missed <u> 1 </u>	Total #
		<input type="checkbox"/> In-State	Students 380
		<input checked="" type="checkbox"/> Out of State	Staff 32
		<input type="checkbox"/> Overnight	Chaperones 80
		<input type="checkbox"/> Within normal school day	
		<input type="checkbox"/> Beyond normal school hours	

LEARNING AND ACCESSIBILITY

<input checked="" type="checkbox"/> This trip is aligned to standards <input checked="" type="checkbox"/> Students will have prior exposure to be prepared for the trip. <input checked="" type="checkbox"/> Students will synthesize learning after the trip. Instructional Content Alignment: <i>Please briefly explain the trip's alignment to grade level content and your pre/post trip plans (may attach documents if necessary)</i> The purpose of this trip is to provide our kindergarten students with a hands on and engaging experience. The students will use their language skills by communicating with their group, following directions and engaging in developmental play. In addition, they will experience the setting for	<input checked="" type="checkbox"/> I understand district policy is that all students have access to field trips. <input checked="" type="checkbox"/> I understand that all students (e.g., students with disabilities, Multilingual Learners, etc.) must have the appropriate supports they need for the trip. <input checked="" type="checkbox"/> I have communicated with the school-level Special Education Coordinator to ensure all required student accommodations are met Accommodations Required: <i>Please briefly explain any accommodations that will be provided to meet the needs of all students.</i> Extra support staff will be provided to assist students with special needs. In addition, I would like to request a handicap accessible bus and harnesses to accommodate our special needs students. One student has a full time
	<u>Teri Creamer</u> <small>Teri Creamer (Oct 4, 2024 16:49 EDT)</small> Special Education Coordinator Signature
	Oct 3, 2024 Date

PARENT INVOLVEMENT & BACKGROUND CHECKS

Will any adults be chaperoning with "direct and unmonitored contact" with students? Yes No *If yes, how many?* 80

ALL parents & volunteers must have their identification scanned through Raptor in the school's main office at least 1 week prior to field trip.

MEDICAL CONSIDERATIONS

Closest Medical Facility: <i>Please identify the facility name, address, & phone #</i>	TidalHealth Naticoke Hospital 801 Middleford Rd, Seaford, DE 19973 302-629-6611
Has the roster of students been shared, and any medical concerns addressed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Will an on-site nurse be required for this field trip? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, have you notified the Director of Student Services?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Needs or Accommodations Required: We would like to schedule a nurse to attend the field trip on both days for medical needs.	The staff member(s) attending this trip have completed "I'm Ready" training in PDMS for the administration of a medication <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<u>Rebecca L Tappan, BSN, RN</u> <small>Rebecca L Tappan, BSN, RN (Oct 3, 2024 14:22 EDT)</small> School Nurse Signature
	Oct 3, 2024 Date

Has the school cafeteria manager been notified of this trip? Yes No

Will the students be eating lunch at the school on the date(s) of the trip? Yes No *If yes, will they need an alternative lunch time?* Yes No

Are you requesting any bag lunches or other food for this trip? Yes No

If yes, please provide the date scheduled to discuss food details with your school cafeteria manager. Date: 10/29&30

TRANSPORTATION SERVICES

Will transportation be needed? Yes No *If yes, continue specifying details in the section below:*

Note: School buses have 24 seats. Elementary students can sit three to a seat. Coach buses have between 47-57 seats depending on size. District vans can accommodate up to 7 passengers including the driver. District employees can drive district vehicles, but must submit DMV personal information release form and separate request for district vehicle form.

What type of transportation will be used?	How many are needed?	Trip Details	
<input checked="" type="checkbox"/> School Bus <i>(local destinations only)</i>	5 buses each day	Departure Time from School:	9:15 AM
<input type="checkbox"/> Coach Bus		Bus Departure Location:	bus platform
<input type="checkbox"/> Alternative transportation <i>(flight, train)</i>		Amount of Time At Location:	3 hours
<input checked="" type="checkbox"/> Specialized transportation <i>(lift bus, van)</i> <i>If selected, provide additional notes:</i>	1 lift bus and 5 carseats	Departure Time from Location:	1:00 PM
I will need one lift bus with harnesses on 10/29 plus 4 regular buses.		Return Time to School:	1:45 AM
I will need 5 regular buses on 10/30		Bus Return Location:	bus platform

Please indicate departure time in the event of a school delay: Adjust Departure Time to:

Cancel

Supervisor of Transportation Signature: Jon LoBiondo

Jon LoBiondo (Oct 7, 2024 07:02 EDT)

Date Oct 3, 2024

FIELD TRIP COSTS & FUNDING

Service	Estimated Funding Costs <i>Please include details, e.g., how did you calculate total cost?</i>	Funding Program <i>If other, please include notes.</i>
Transportation	3059.20	<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input checked="" type="checkbox"/> Other: PTP
Meals		<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other: Free
Other Expenses		<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input type="checkbox"/> Other:
Individual Student Expenses		<input type="checkbox"/> Perkins <input type="checkbox"/> 509 <input type="checkbox"/> Student Activities <input type="checkbox"/> School Budget <input checked="" type="checkbox"/> Other:
Total Cost	3059.20	

APPROVAL SIGNATURES

Approval Sequence *Field trips will be approved in the following order. Field trips not approved at one level will not advance to the next level (no appeals). For all 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 field trip. Incomplete forms will not be processed.*

	Approved?	Signature	Date
Principal:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Laura Nor</u> <small>Laura Nor (Oct 4, 2024 20:24 EDT)</small>	Oct 3, 2024
Chief Academic Officer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Kelly Carvajal Hageman</u> <small>Kelly Carvajal Hageman (Oct 7, 2024 10:25 EDT)</small>	Oct 3, 2024
Superintendent:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Bridget Amory</u> <small>Bridget Amory (Oct 7, 2024 12:21 EDT)</small>	Oct 3, 2024

Completed by District Office Staff: Board Approval Date (if necessary): 10/21/24

Documents Received: Student Roster Yes No

Itinerary Yes No Transportation Quote Yes No



MILFORD SCHOOL DISTRICT
Fiscal Year 2025 Monthly Revenue Report
As of September 30, 2024
25% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2025 Budget	Actual to date	%
			received
STATE FUNDS			
Formula Salaries	35,599,968.05	34,554,860.00	97.06%
Cafeteria Salaries	639,693.00	573,140.00	89.60%
Division II, All Other Costs	844,206.40	211,616.00	25.07%
Division II, All Other Costs - VOC	98,778.50	87,158.00	88.24%
Division II, Energy	862,232.00	776,009.00	90.00%
Division III, Equalization	6,251,388.00	5,565,746.00	89.03%
State Transportation	4,215,330.42	2,107,666.00	50.00%
Homeless Transportation	454,736.40	537,492.00	118.20%
Foster Care Transportation	78,532.35	71,196.00	90.66%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	189,705.15	293,092.00	154.50%
Drivers' Education	19,693.65	20,852.00	105.88%
Unique Alternatives	346,924.70	-	0.00%
Professional Development	-	21,084.00	
Delaware Sustainment Fund	823,122.00	739,973.00	89.90%
Technology Block Grant	93,636.00	99,032.00	105.76%
World Language Expansion	25,000.00	110,905.18	
Education Opportunity Grant	1,970,924.40	2,584,339.84	131.12%
Education Opportunity Grant - Mental Health	436,848.00	463,657.00	106.14%
Student Success Block Grant - Reading	344,620.00	374,860.00	108.77%
Mental Health Block Grant Grades 9-12	-	283,418.00	
Year Long Teacher Residencies	37,131.40	-	0.00%
Substitute Reimbursement- Paid Parental Leave	41,214.00	30,334.00	73.60%
School Safety and Security	246,471.95	287,717.00	116.73%
CPR Instruction/Child Safety Awareness	-	9,190.00	
Athletic Trainer Block Grant	-	59,867.00	
Minor Capital Improvements	521,502.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	54,142,658.37	49,864,204.02	92.10%
LOCAL FUNDS			
Current Expense (tax rate)	9,851,690.00	1,563,750.17	15.87%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,300,000.00	533,354.54	23.19%
Debt Service - County Impact Fees	92,500.00	-	0.00%
Tuition	1,400,000.00	226,167.46	16.15%
Minor Capital Improvements	347,668.00	55,303.53	15.91%
Interest	1,350,000.00	471,920.22	34.96%
Athletics	32,500.00	-	0.00%
CSCRIP	45,000.00	29,254.07	65.01%
Indirect Costs	75,000.00	49,516.32	66.02%
Cafeteria	2,700,000.00	148,525.93	5.50%
District Donations	98,500.00	62,089.77	63.04%
Building Rental	2,000.00	-	0.00%
Net Choice Billings	(209,563.67)	-	0.00%
Net Charter Billings	(202,385.26)	(85,262.53)	42.13%
Tuition Billings	(2,100,000.00)	-	0.00%
Other Local Revenue	35,000.00	6,820.11	19.49%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	15,818,109.07	3,061,439.59	19.35%
FEDERAL FUNDS			
IDEA Part B	1,292,973.00	-	0.00%
IDEA - Preschool	58,844.00	-	0.00%
Title I	1,805,919.00	-	0.00%
Title II	346,873.00	-	0.00%
Title III English Acquisition	108,406.00	-	0.00%
Title IV	215,270.00	-	0.00%
Perkins	127,837.00	-	0.00%
Other federal revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,956,122.00	-	0.00%
GRAND TOTAL ALL FUNDS	73,916,889.44	52,925,643.61	71.60%

Milford School District
Monthly Report of Expenditures
For the month ended September 30, 2024

Operating Unit	Budget Line	Preliminary Budget			Budget Remaining	%
		Amount	Encumbered	Expended		
9180668A	Benjamin Banneker Elementary School	\$ 55,441.25	7,390.99	7,957.64	\$ 40,092.62	72.32%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,910.00	4,707.31	6,949.40	\$ 43,253.29	78.77%
9180672A	Lulu M. Ross Elementary School	\$ 74,311.25	2,752.51	6,393.49	\$ 65,165.25	87.69%
9180673A	Mispillion Elementary School	\$ 59,840.00	6,001.51	5,685.82	\$ 48,152.67	80.47%
9180675A	Milford Central Academy	\$ 111,681.50	5,448.74	12,884.41	\$ 93,348.35	83.58%
9180678A	Milford Senior High School	\$ 160,773.75	24,922.55	29,549.12	\$ 106,302.08	66.12%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
	School Resource Officer	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 100,000.00	1,120.27	22,269.22	\$ 76,610.51	76.61%
99900300	District Expenditures	\$ 100,000.00	1,532.92	22,280.38	\$ 76,186.70	76.19%
	School Safety and Security	\$ 246,471.95	9,500.00	165,365.00	\$ 71,606.95	29.05%
	Public Relations and Communication	\$ 40,000.00	-	9,177.23	\$ 30,822.77	77.06%
	Copy Center (District Wide)	\$ 135,000.00	128,577.91	33,926.21	\$ (27,504.12)	-20.37%
99910100	Superintendent	\$ 1,500.00	-	225.00	\$ 1,275.00	85.00%
99920000	World Language Immersion (State Grant)	\$ 25,000.00	-	-	\$ 25,000.00	
	Student Success Block Grant (Reading)	\$ 344,620.00	-	6,460.44	\$ 338,159.56	98.13%
	Opportunity Grant Mental Health	\$ 436,848.00	-	-	\$ 436,848.00	100.00%
	Education Opportunity Grant	\$ 1,970,924.40	-	-	\$ 1,970,924.40	100.00%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 10,000.00	-	2,307.75	\$ 7,692.25	76.92%
	Extra Time Programs	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Curriculum and Instruction	\$ 150,000.00	21,854.00	11,150.36	\$ 116,995.64	78.00%
99920700	Athletics - High School	\$ 220,000.00	15,400.00	68,809.92	\$ 135,790.08	61.72%
	Athletics - Milford Central Academy	\$ 46,500.00	1,072.75	7,593.42	\$ 37,833.83	81.36%
99920800	Driver's Education	\$ 19,693.65	-	703.33	\$ 18,990.32	96.43%
99930200	Tuition - Special Services	\$ 330,000.00	-	47,425.28	\$ 282,574.72	85.63%
	Tuition - Special Services - ILC	\$ 275,000.00	864.29	40,371.25	\$ 233,764.46	85.01%
	Unique Alternatives (State Funds)	\$ 346,924.70	-	-	\$ 346,924.70	100.00%
99930300	Special Services	\$ 59,500.00	28,215.22	19,090.91	\$ 12,193.87	20.49%
	Special Services - State Related Services	\$ 189,705.15	162,485.00	12,963.00	\$ 14,257.15	7.52%
99940100	Contingencies and One-Time Items	\$ 425,000.00	17,179.80	39,964.21	\$ 367,855.99	86.55%
99940200	Division I/Formula Salaries	\$ 35,641,182.04	-	8,966,289.11	\$ 26,674,892.93	74.84%
99940300	Division II - Vocational	\$ 98,778.50	-	2,937.55	\$ 95,840.95	97.03%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	2,865,878.22	\$ 10,243,084.72	78.14%
	Union agreed Limited Contracts	\$ 385,000.00	-	2,196.41	\$ 382,803.59	99.43%
99940500	Title I	\$ 1,805,919.00	-	-	\$ 1,805,919.00	100.00%
	Title II	\$ 346,873.00	-	-	\$ 346,873.00	100.00%
	Title III	\$ 108,406.00	-	-	\$ 108,406.00	100.00%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	100.00%
	IDEA Part B	\$ 1,292,973.00	-	-	\$ 1,292,973.00	100.00%
	IDEA Preschool	\$ 58,844.00	-	-	\$ 58,844.00	100.00%
	Perkins	\$ 127,837.00	-	-	\$ 127,837.00	100.00%
99940600	Insurance Expense	\$ 142,000.00	-	15,510.00	\$ 126,490.00	89.08%
99940700	District Donations	\$ 98,500.00	331.15	12,500.00	\$ 85,668.85	86.97%
99940810	Technology Equipment & Repair	\$ 286,000.00	22,378.53	76,210.01	\$ 187,411.46	65.53%
	Technology Block Grant	\$ 93,636.00	19,775.31	-	\$ 73,860.69	78.88%
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	445.34	951.44	\$ 8,603.22	86.03%
99960000	Child Nutrition Operations	\$ 2,766,553.00	611,567.74	574,888.04	\$ 1,580,097.22	57.11%
	Cafeteria Salaries	\$ 573,140.00	-	171,521.31	\$ 401,618.69	70.07%
99960100	Facilities Maintenance	\$ 90,000.00	-	22,113.98	\$ 67,886.02	75.43%
	Custodial Services and Supplies	\$ 150,000.00	330.00	63,233.59	\$ 86,436.41	57.62%
99960200	Operations and Utilities	\$ 462,282.00	29,278.68	129,000.09	\$ 304,003.23	65.76%
	Energy Division II	\$ 862,232.00	100,000.00	-	\$ 762,232.00	88.40%
99960300	State Transportation	\$ 4,215,330.42	-	402,714.56	\$ 3,812,615.86	90.45%
	State Homeless Transportation	\$ 454,736.40	-	4,572.90	\$ 450,163.50	98.99%
	State Foster Transportation	\$ 78,532.35	-	3,367.00	\$ 75,165.35	95.71%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	600.00	5,067.19	\$ 17,332.81	75.36%
	Local Activities Transportation	\$ 2,000.00	-	-	\$ 2,000.00	100.00%
	Local Homeless Transportation Match	\$ 50,526.27	-	10,653.90	\$ 39,872.37	78.91%
	Local Transportation Match	\$ 467,435.05	-	50,386.08	\$ 417,048.97	89.22%
Total Operating Budget		\$ 70,175,594.57	\$ 1,223,732.52	\$ 13,959,494.17	\$ 54,992,367.88	78.36%
99970000	Local Debt Service	\$ 2,106,795.45	-	118,158.45	\$ 1,988,637.00	94.39%
99970200	Minor Capital Improvements	\$ 869,170.00	-	-	\$ 869,170.00	100.00%
Total Capital Budget		\$ 2,975,965.45	\$ -	\$ 118,158.45	\$ 2,857,807.00	96.03%
Grand Total		\$ 73,151,560.02	\$ 1,223,732.52	\$ 14,077,652.62	\$ 57,850,174.88	79.08%

*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 Middle School Project

EXPENDITURE												
VENDOR	VENDOR ID	BID #	PO Number	Contract Total	Contract Change		New Contract Total	Current Encumbrance	Expended to date	Contract Balance		
					Orders							
Construction												
Zack Excavating Inc	27581	B-1	677961	\$ 3,495,949.00	\$ 61,483.69	\$	\$ 3,557,432.69	\$ 1,836,997.01	\$ 1,562,935.68	\$ -	\$ 3,399,932.69	
<i>Expense Reduction - CTF Funding (Zack Excavating)</i>							<i>(462,500.00)</i>		<i>(157,500.00)</i>		<i>(157,500.00)</i>	
Blue Heron Contracting Inc	650093	B-4	677958	\$ 1,590,069.00		\$	\$ 1,590,069.00	\$ 604,563.86	\$ 985,505.14	\$ -	\$ 1,590,069.00	
L. Wilson Masonry Inc	244015	B-5	677956	\$ 2,960,000.00	\$ 25,675.40	\$	\$ 2,985,675.40	\$ 1,940,276.89	\$ 1,045,398.51	\$ -	\$ 2,985,675.40	
Delmarva Veteran Builder	317909	B-7	677955	\$ 5,149,786.00	\$ (61,468.00)	\$	\$ 5,088,318.00	\$ 3,926,544.17	\$ 1,161,773.83	\$ -	\$ 5,088,318.00	
Quality Exteriors Inc	26893	B-8	677952	\$ 2,324,188.00	\$ (49,800.00)	\$	\$ 2,274,388.00	\$ 1,990,684.75	\$ 283,703.25	\$ -	\$ 2,274,388.00	
Selma Inc DBA Salisbury Door & Hardware	28649	B-9	677948	\$ 596,815.00		\$	\$ 596,815.00	\$ 477,115.00	\$ 119,700.00	\$ -	\$ 596,815.00	
Walker & Laberge of Delaware Inc.	31519	B-10	677945	\$ 2,172,000.00		\$	\$ 2,172,000.00	\$ 2,144,925.00	\$ 27,075.00	\$ -	\$ 2,172,000.00	
Master Interiors Inc	26048	B-12	677943	\$ 698,097.00		\$	\$ 698,097.00	\$ 688,597.00	\$ 9,500.00	\$ -	\$ 698,097.00	
Jamestown Painting & Decorating Inc	26542	B-14	677941	\$ 585,570.00		\$	\$ 585,570.00	\$ 585,570.00	\$ -	\$ -	\$ 585,570.00	
Modular Concepts Inc	26631	B-15	677940	\$ 550,000.00		\$	\$ 550,000.00	\$ 550,000.00	\$ -	\$ -	\$ 550,000.00	
11400 Inc	137841	B-16	677938	\$ 878,000.00		\$	\$ 878,000.00	\$ 865,460.00	\$ 12,540.00	\$ -	\$ 878,000.00	
Ralph G. Degli Obizzi & Sons, Inc	24941	B-17	677936	\$ 8,375,000.00		\$	\$ 8,375,000.00	\$ 5,845,185.18	\$ 2,529,814.82	\$ -	\$ 8,375,000.00	
Bear Industires Inc	25487	B-18	677928	\$ 879,150.00		\$	\$ 879,150.00	\$ 784,230.75	\$ 94,919.25	\$ -	\$ 879,150.00	
Continental Electrical Services Inc	125778	B-19	677931	\$ 4,015,000.00		\$	\$ 4,015,000.00	\$ 3,501,928.75	\$ 513,071.25	\$ -	\$ 4,015,000.00	
Peninsula Acoustical Co. Inc.	24549	B-20	677925	\$ 1,030,000.00		\$	\$ 1,030,000.00	\$ 1,017,460.00	\$ 12,540.00	\$ -	\$ 1,030,000.00	
North East Contractors Inc	28982	B-11	678374	\$ 4,140,000.00	\$ 87,375.32	\$	\$ 4,227,375.32	\$ 3,862,369.25	\$ 365,006.07	\$ -	\$ 4,227,375.32	
RC Fabricators	26366	B-6	678391	\$ 4,670,000.00		\$	\$ 4,670,000.00	\$ 2,346,585.00	\$ 2,323,415.00	\$ -	\$ 4,670,000.00	
Flooring Solutions, Inc	28899	B-13	687909	\$ 2,404,266.00		\$	\$ 2,404,266.00	\$ 2,309,354.15	\$ 94,911.85	\$ -	\$ 2,404,266.00	
CM												
Richard Y Johnson & Son Inc	24881		605301	\$ 3,731,124.00	\$ 80,000.00	\$	\$ 3,811,124.00	\$ 1,680,551.32	\$ 2,130,572.68	\$ -	\$ 3,811,124.00	
Architect												
Buck Simperts Architect and Associates	25833		612154	\$ 4,473,229.00		\$	\$ 4,473,229.00	\$ 636,190.67	\$ 3,837,038.33	\$ -	\$ 4,473,229.00	
Environmental and Demo												
DIS Associates	701815		664108	\$ 1,296,787.00	\$ 44,350.00	\$	\$ 1,341,137.00	\$ 23,528.44	\$ 1,317,608.56	\$ -	\$ 1,341,137.00	
Modulus LLC	671154		648148	\$ 1,140,425.00		\$	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	
Other												
A3 Communications (Advantech) Construction Funded			678196			\$	\$ 3,413,950.00	\$ 3,413,950.00	\$ -	\$ -	\$ 3,413,950.00	
Magnum Electronics Radio Repeater			695443			\$	\$ 10,729.01	\$ 10,729.01	\$ -	\$ -	\$ 10,729.01	
L&W Insurance			Dir. Claim	\$ 95,786.00		\$	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00	
Auditors Office			Dir. Claim	\$ 88,558.90		\$	\$ 88,558.90	\$ -	\$ 88,558.90	\$ -	\$ 88,558.90	
Total Project				\$57,339,799.90	\$187,616.41		\$60,489,595.32	\$41,042,796.20	\$19,594,299.12	\$ -	\$60,637,095.32	
								<i>Total Per DSC</i>	\$ 41,991,129.80	\$ 18,645,965.52	\$ -	\$ 60,637,095.32
								<i>Difference</i>	\$ (948,333.60)	\$ 948,333.60	\$ -	\$ -
											\$ 60,637,095.32	
											<i>Balance</i>	\$ 11,633,404.68
REVENUE												
FISCAL YEAR	BOND NO.	DATE OF ISSUANCE	PROJECT	STATE	LOCAL	TOTAL REVENUE						
2022	Local Bond 239	3/2/2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00						
2023	Local Bond 240	5/10/2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00						
2024	TBD	May 2024.	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00						
Market Pressure Funding			Milford Middle School	\$ 11,100,000.00	\$ 3,900,000.00	\$ 15,000,000.00						
TOTAL REVENUE BUDGET				\$ 53,480,200.00	\$ 18,790,300.00	\$ 72,270,500.00						

**MILFORD SCHOOL DISTRICT
PROGRAM DEVELOPMENT & SUPPORT**

**Autism Program Environment Rating Scale
(APERS) Summary:**



Presented by

**Association of Behavior & Curriculum
Consultants, LLC**

Pennsylvania ~ Delaware ~ New Jersey

APERS

AUTISM PROGRAM ENVIRONMENT RATING SCALE

- Developed by National Professional Development Center on Autism Spectrum Disorders.
- Widely utilized and accepted to assess Best-Practice supports for Autism Support Programs
- Direct Observation, Interviews, Records Reviews
- Versions for Preschool/Elementary (APERS-PE) and Middle/High School (APERS-MHS)
- 64 Items within 11 Domains
- Scored on 1-5 scale: 1.0 is *Poor Implementation* and 5.0 is *Exemplary Implementation*.
- **Expectations this year 4.0 at or above for schools & district mean**

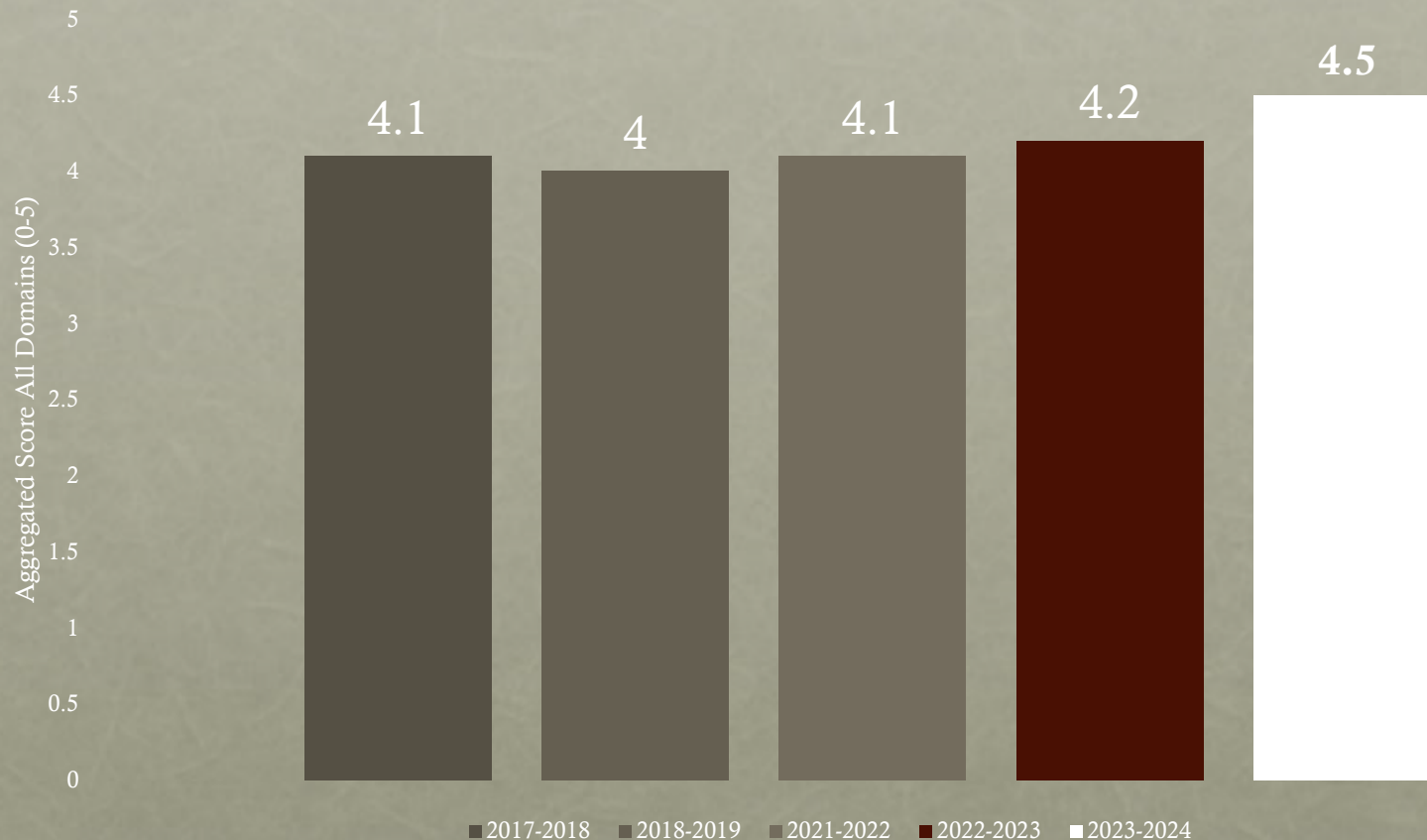
APERS

AUTISM PROGRAM ENVIRONMENT RATING SCALE

1. **Learning Environments A** – *Safety, Organization, Materials*
2. **Learning Environments B** – *Structure, Schedules, Transitions*
3. **Positive Learning Climate (Ecology)** – *Staff/Student Interactions*
4. **Assessment & IEP Development** – *Student Progress, Goals*
5. **Curriculum & Instruction** – *Evidence-Based Interventions*
6. **Communication** – *Systems, Enriched Environment, Opportunities*
7. **Social Competence** – *Social Skills Instruction, Peer Networks*
8. **Personal Independence/Competence** – *Self-Management*
9. **Functional Behavior (Interfering/Adaptive)** – *Implementation*
10. **Family Involvement** – *Parent Training, Communication, Meeting*
11. **Teaming** – *Trainings, Meetings, Team Membership*

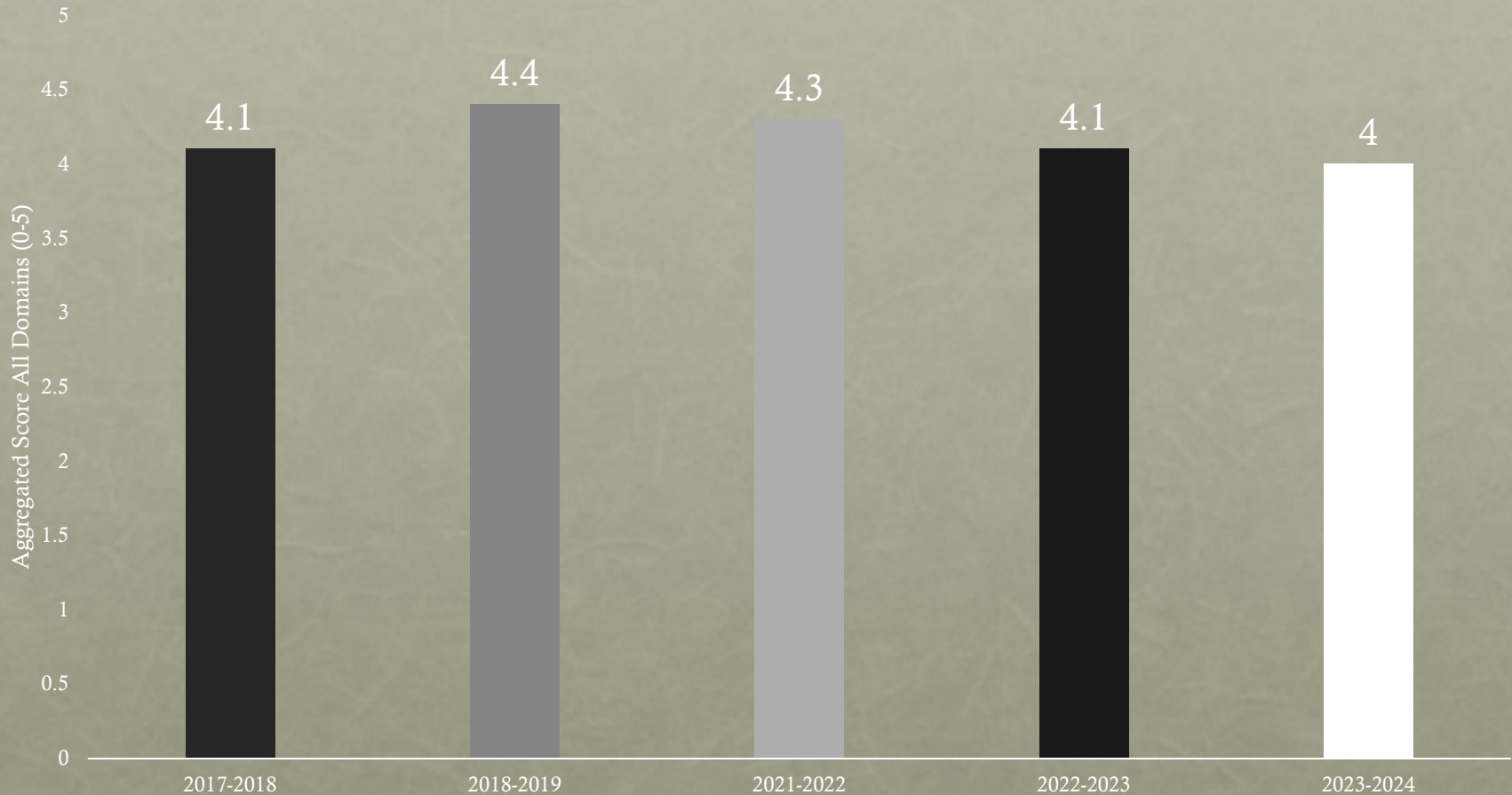
MORRIS PROGRESS MONITORING

APERS 2023-2024 Morris Progress Monitoring *90% Best Practice Implementation*



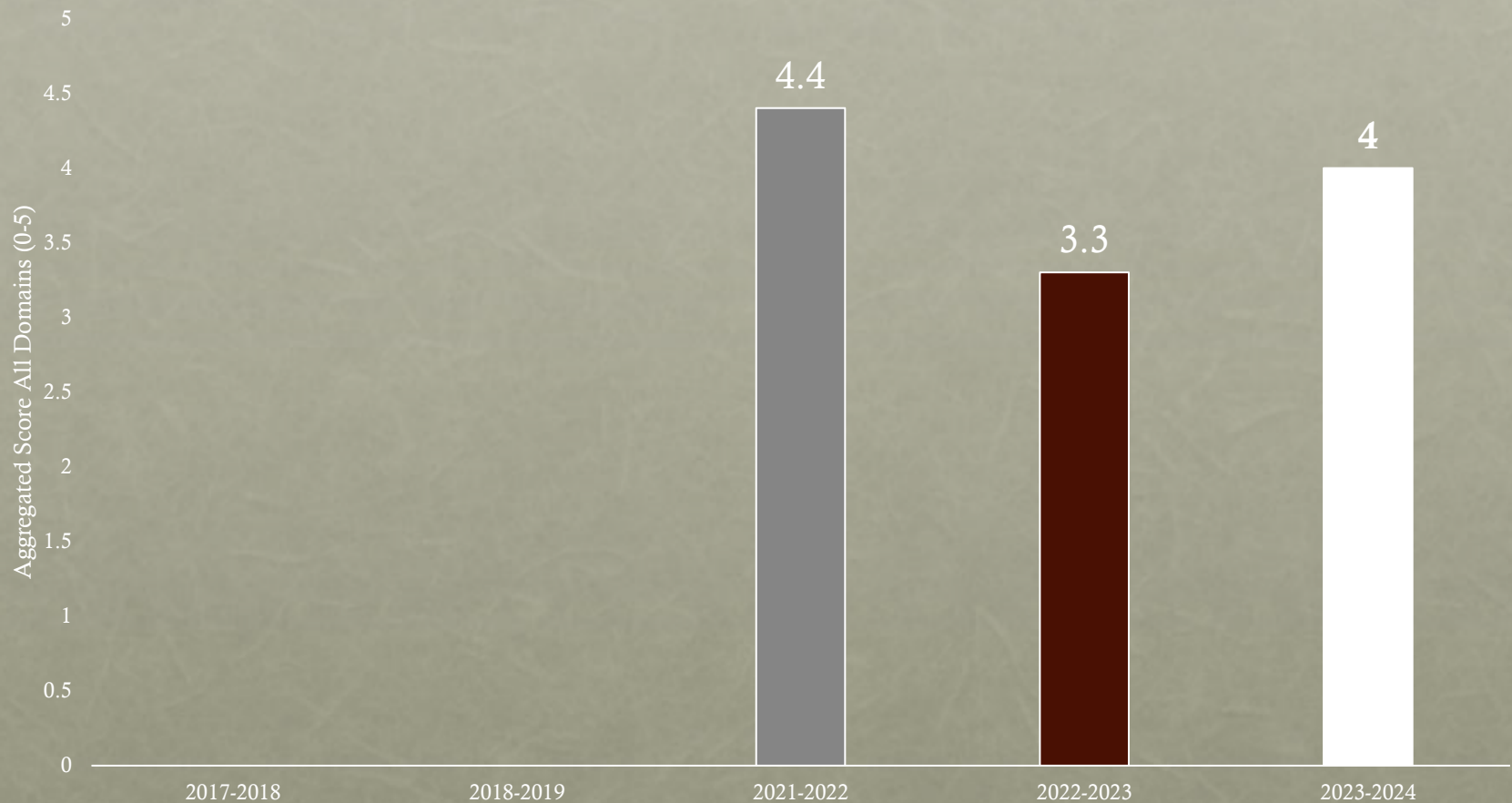
ROSS PROGRESS MONITORING

APERS 2023-2024 Ross Progress Monitoring *80% Best Practice Implementation*



CENTRAL ACADEMY

APERS 2023-2024 MCA Progress Monitoring *80% Best Practice Implementation*



HIGH SCHOOL

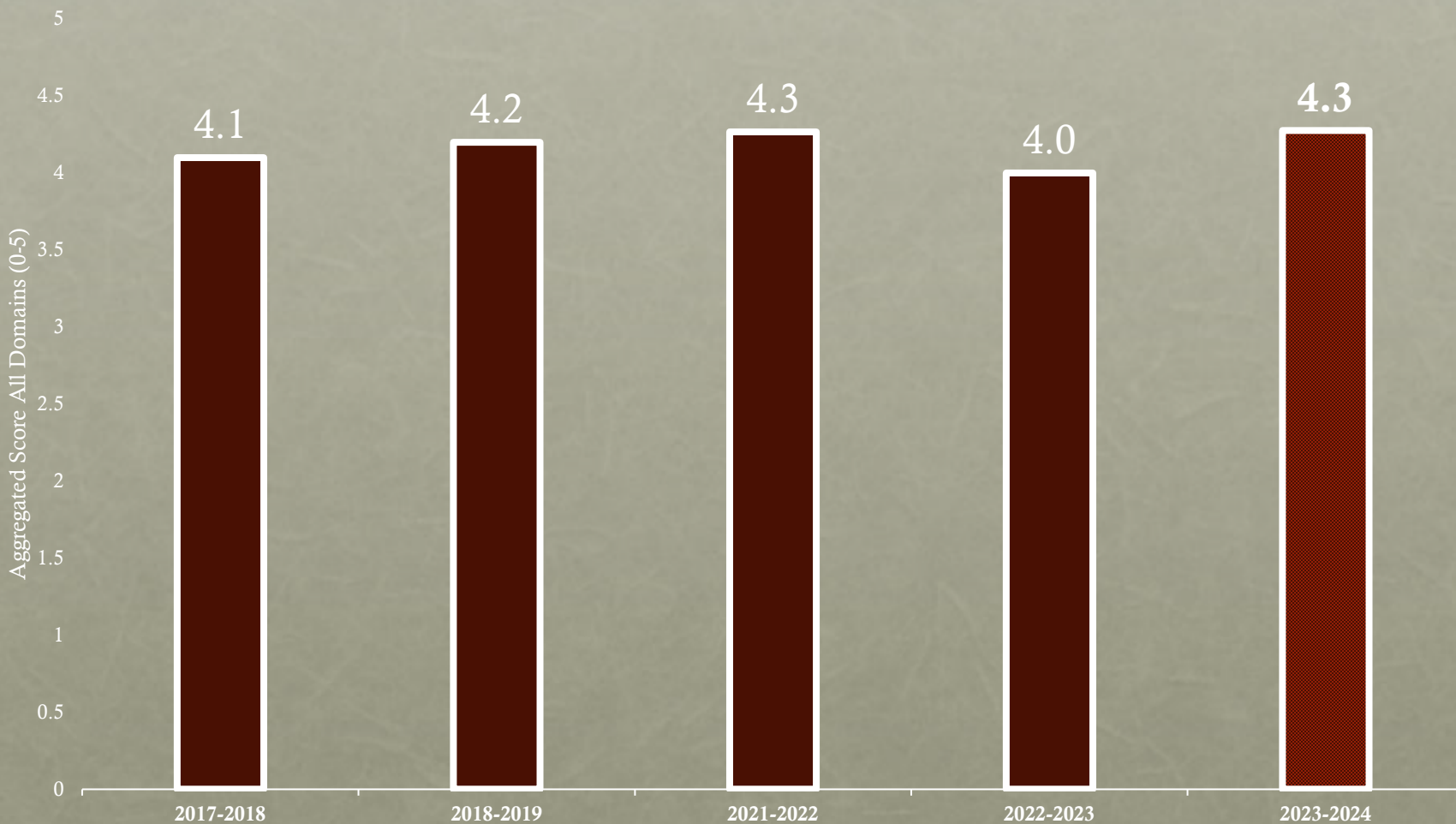
APERS 2023-2024 MHS Progress Monitoring *80% Best Practice Implementation*



MILFORD YEAR 7 APERS

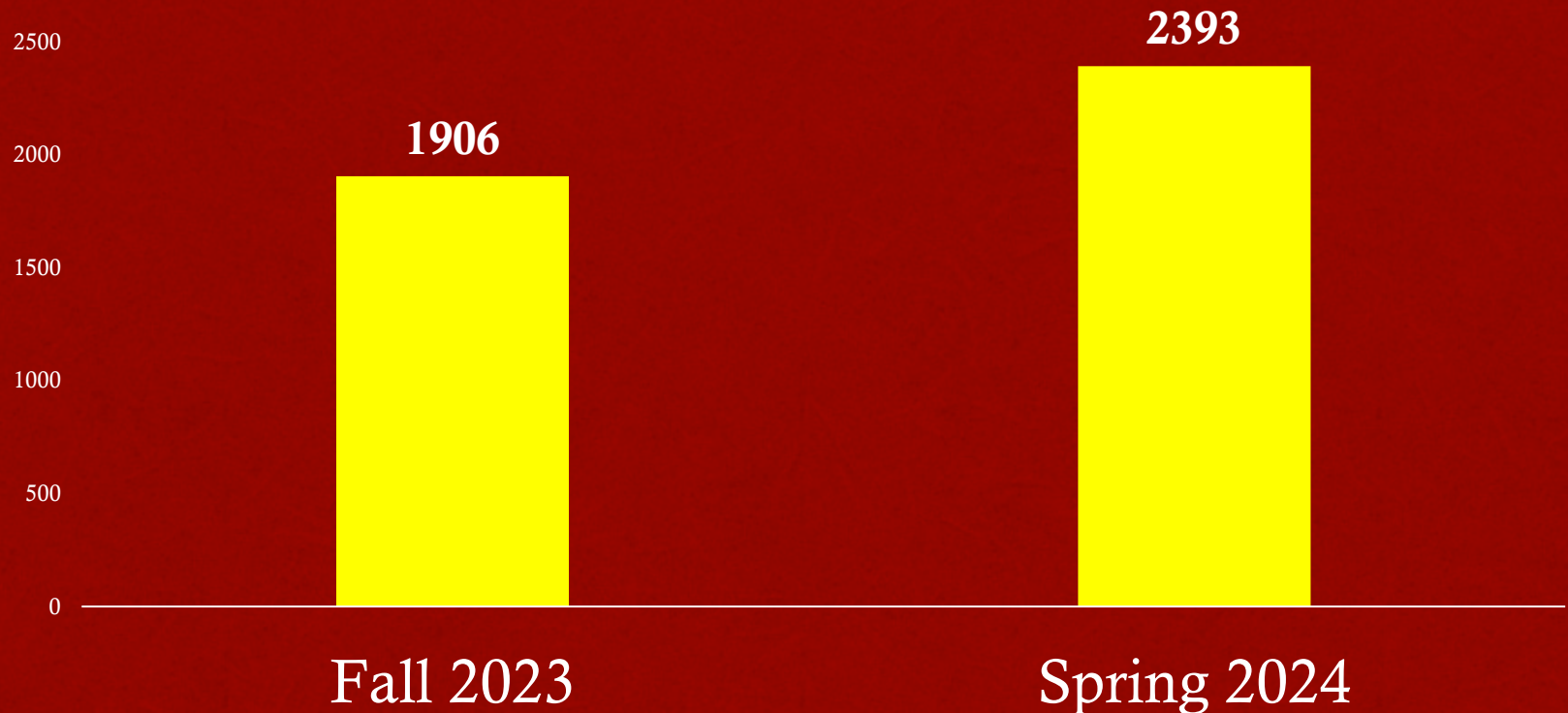
SUMMARY & RECOMMENDATIONS

APERS 2023-2024 District Progress Monitoring
86% Best Practice Implementation



Exemplar of Success

Morris ASD ABA Supports
Developmental, Language, Early Learning Skills
Progress Tracking - 30 Students



487 Skills Acquired during 2023-2024 school year

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

3101

FACILITIES MANAGEMENT

To assure and continue the positive and mutually supportive relationship between the Milford School District and the community it serves, the Milford Board of Education supports reasonable and practical utilization of all school facilities to responsible individuals, groups and organizations sponsoring activities in educational, cultural, civic, political or recreational areas as defined and limited in 14 Del. C. § 1056 relative to the use, control and management of public school property.

The Superintendent or Designee will provide and maintain clear procedures to provide equal and consistent service regarding use of Milford School District facilities.

Milford School District buildings and grounds may be used for holding public gatherings of a character not detrimental to the civic welfare of community, State or nation. The Superintendent through the operations department will maintain procedures to implement this Policy. These procedures shall include, but are not limited to, procedures for securing the use of a facility, charges for facility use, restrictions of use, cancellation of scheduled activities, use of playgrounds, and use of outside recreational areas.

REVIEW AND REPORTING: The Superintendent or Designee will report each year to the Board on the status of this policy.

REFERENCES: 14 Del. C. §1056 et al., Internal Revenue Service Certification of Section 501(c)(3) Exempt Status; Title 36 of the United States Code.

Adopted: 09/24/12

Amended: 11/24/14, 8/20/18, 11/18/24

R-1.1

Operational Procedures and Guidelines for Facilities Use and Rentals Applications

- A. Use of school facilities is restricted to residents of the Milford School District. The district will not approve facilities use and rentals from organizations located outside the Milford School District unless the requesting organization can document at least 50% of the participants in their organization's programs or activities are students or residents of the Milford School District. In order for an outside organization's application to be considered, the organization must forward evidence of the number of Milford School District participants in their organization to the Superintendent or Designee. **Any exceptions to this policy will be granted by the Superintendent or Designee.**
- B. Building Use/Rentals are not desirable during regular school day hours, and shall be limited, for the security, safety and welfare of all students and staff on campus. School day rentals for organizations may not interfere with regular school day classroom and facility use, or disrupt regular school day instruction.
- C. An "Application For Use of School Facilities" must be completed and on file 45 days prior to the rental date. A Certificate of Insurance, with the **Milford School District, 906 Lakeview Ave, Milford, DE 19963** listed as an additional insured, must be on file with the application prior to initial approval being granted for Category I (as necessary), II and III activities. ~~IV, V, and VI activities.~~
- D. Requests to use athletic facilities and/or equipment will require the additional approvals of the Principal and the Athletic Director. The utilization of the district's Carey-Simpson facility, weight-training facility, competition baseball and softball fields will be restricted to school district programs due to the expenses associated with field maintenance, specialized equipment, limited availability and trained district staff availability. Athletic facilities at Milford Middle School, located on Lakeview Avenue, will be available on a first come, first served basis.
- E. Alcoholic beverages, drugs, smoking, **vaping** and gambling are prohibited on all school property. The use of improper and/or offensive language is cause for exclusion from the facilities.
- F. The Milford School District prohibits the use of any Milford School District facilities by any person or for-profit organization for personal or private gain, financial or other matter compensation, without prior written permission of the Milford Board of Education.
- G. It is understood by the Milford Board of Education that the requesting organization assumes full responsibility and liability for any organizational negligence which may result in any personal injuries, damage to equipment, furnishings, buildings, or grounds.
- H. The Milford School District reserves the right to cancel or postpone any event based on, but not limited to, security concerns, weather conditions, availability of district personnel, school events, condition of the buildings and/or grounds.
- I. Violations of the rules and regulations of the Milford School District in connection with the use of school facilities and equipment will result in immediate cancellation of the privilege granted to use facilities and/or equipment. Costs for repair or replacement of lost or damaged property and the cost of the extra services shall be charged to the responsible organization. School personnel shall have access to facilities as authorized.
- J. Organizations must provide appropriate security measures as part of the rental agreement. Appropriate security is at the discretion of the Milford School District and may require the organization to secure police coverage, not covered within the rental fee and at the organization's expense, through the Milford Police Department. Any non-Milford School District organization approved to utilize any part of a school's campus during regularly scheduled school hours must provide police coverage during their event or activity. The organization must designate one person who will be in charge of the event or activity and remain at the event, throughout the entirety, in a supervisory capacity.

R-1.2

K. For all non-school organizations, a copy or proof of an acceptable criminal background and child protection registry checks must be submitted for the person, within the supervisory role, with the application and prior to facility use approval being granted. The organization also must indicate within their building use form request whether staff utilizing the facilities have had acceptable background checks. If the organization is not able to provide proof of background checks for an adult staff member or volunteer, individuals serving in either of these capacities must be cleared by the Milford School District through the Raptor Visitor Management System or other district-used background electronic screener prior to working the event. Violation of this part of the policy will result in immediate termination of the organization's facility use.

L. Milford School District does not engage in permanent rentals or agreements for use of District Facilities. District Facilities are not to be used as a permanent campus, throughout a school year or calendar year, for any non-affiliated Milford School District organization. Milford School District reserves the right to terminate a rental at any time.

M. Summer Time rentals or agreements for use of District Facilities are limited due to building maintenance schedules and building shutdowns relative to energy conservation during the summer months.

N. Any Delaware Interscholastic Athletic Association or Henlopen Athletic Conference events in which Milford is not a participant must be approved by the Athletic Director and Superintendent or Designee.

O. The fee system will cover operational costs of the facilities to be used and may be modified or waived at the discretion of the Superintendent or Designee for activities involving individuals and organizations which provide benefit to the educational process and activities of the governing bodies of the Milford School District and State of Delaware.

P. All pre-paid facilities/equipment rental fees and custodial charges will be refunded by the Milford School District Office if written notice is received of the cancellation within 72 hours in advance of the scheduled event. Custodial charges, but not the facilities/equipment rental fee, will be refunded by the Milford School District Office if written notice of the cancellation is received prior to the day of the event, but not before 72 hours.

User Classifications:

Category I – Milford School District sponsored events/activities or Milford School District-related organizations, civic or government organizations and events held by non-profit organizations located in the Milford School District. ~~Milford School District activities not charging admission. Includes student activities sponsored by the district and parent-teacher activities directly related to school activities or child welfare.~~ Event or activity scheduled at time when custodial staff normally on duty. **Organizations include:**

1. MSD School Clubs and Student Organizations
2. MSD Parent-Teacher Organizations
3. MSD Education and Support Staff Association (MEA)
4. MSD Booster Organizations
5. MSD School Board Activities
6. Government (subject to personnel costs and liability provisions)
7. Local Police and Fire Departments (subject to personnel costs and liability provisions)

Category II – Events sponsored by Milford School District-related organizations and events held by non-profit organizations located in the Milford School District. ~~where admission is charged or a collection is taken.~~

~~Event or activity scheduled at time when custodial staff is normally on duty.~~ Any group wishing to qualify for use of district school facilities as a Category II organization must apply through our facility rental system and submit their current 501(c)(3) (<https://www.milfordschooldistrict.org/our-district/departments/buildings-and-grounds/facilities-request>). Custodial fees will be assessed unless the event occurs during normal custodial working hours. Category II Community Groups or Non-Profits organizations located in the Milford School District charging fees will be charged rental fees in accordance with the approved schedule. Superintendent or designee has ability to grant fee reduction or waive fees.

Non-Profit Organizations include:

- | | |
|---|---|
| 1. Boy Scouts of America | 10. Milford Lions Club |
| 2. Girl Scouts of America | 11. Milford Pop Warner |
| 3. Boys and Girls Club of Greater Milford | 12. American Cancer Society – Relay for Life |
| 4. Milford Little League | 13. Auxiliary of BayHealth |
| 5. City of Milford | 14. National Multiple Sclerosis Society – Bike to Bay |
| 6. Carlisle Fire Company | 15. 4-H Club |
| 7. People’s Place | 16. Milford American Legion Baseball |
| 8. Milford Elks Lodge | 17. DIAA Officials’ Organizations |
| 9. Milford Rotary Club | |

Category III – All organizations and community groups that do not qualify for Category I or II and/or are a For-Profit Group. All such organizations will be charged rental fees in accordance with the approved schedule. Custodial fees for Category III groups will be at the overtime hourly rate and charged for the entire time school district custodian(s) are on duty to include preparation time, event and the cleanup period. School facilities may not be used by District Staff for personal reasons without explicit written authorization by a District Office Administrator in accordance with these guidelines. Official meetings of the ~~Milford School District, civic or government organizations and events held by non-profit organizations and for profit organizations~~ located in the District. ~~where no admission is charged or collection is taken.~~ ~~Event or activity scheduled at time when custodial staff is normally on duty.~~

- | | |
|---|---|
| 1. Boy Scouts of America | 10. Milford Lions Club |
| 2. Girl Scouts of America | 11. Milford Pop Warner |
| 3. Boys and Girls Club of Greater Milford | 12. American Cancer Society – Relay for Life |
| 4. Milford Little League | 13. Auxiliary of BayHealth |
| 5. City of Milford | 14. National Multiple Sclerosis Society – Bike to Bay |
| 6. Carlisle Fire Company | 15. 4-H Club |
| 7. People’s Place | 16. Milford American Legion Baseball |
| 8. Milford Elks Lodge | 17. DIAA Officials’ Organizations |
| 9. Milford Rotary Club | |

R-1.3

Category IV – ~~Events held by non-profit organizations that are located in the Milford School District and where admission is charged or a collection is taken.~~ Events scheduled at a time when custodial staff not normally scheduled and causes additional custodial services to be required as a result of the event.

Category V – ~~Events held by non-profit organizations that are not located in the Milford School District and where no admission is charged or collection is taken.~~

Category VI – ~~Events held by non-profit organizations that are not located in the Milford School District and by commercial, for-profit organizations and where admission is charged or a collection is taken.~~ Board of Education approval required.

Fee Requirements:

Category I – No rental fees; or **additional insurance as required**; personnel expenses as required.

Category II – No rental fees required unless fees are charged by sponsoring organization. Personnel expenses as required and insurance certificate required. ~~or additional insurance required; personnel expenses as required.~~

Category III – Rental Fees per schedule with personnel expenses as required. Insurance certificate required. ~~No rental fees required. Personnel expenses as required and insurance certificate required.~~

Category IV – ~~Rental Fees per schedule with personnel expenses as required. Insurance certificate required.~~

Category V – ~~Rental Fees per schedule with personnel expenses as required. Insurance certificate required.~~

Category VI – ~~Rental Fees per schedule with personnel expenses as required. Insurance certificate required.~~

Application and Approval Procedures:

Application for use of school facilities and/or equipment shall be made by a responsible representative from requesting organization. ~~Internal requests should be submitted through “Data Service Center.” External request must be made at (<https://www.milfordschooldistrict.org/our-district/departments/buildings-and-grounds/facilities-request>).~~ External organizations must first apply to be an approved organization and submit the required additional insurance requirement and 501(c)(3). ~~Once approved all external request must be submitted through the facility rental system. complete an “Application for Use of School Facilities” and provide the district with a certificate of insurance listing the “Milford School District” as an “Additional Insured.”~~ The completed application, ~~certificate of insurance and initial payment~~ shall first be submitted to the principal of the facility being requested. If the initial request is approved the application forwards to ~~must be submitted~~ to the Supervisor of Buildings and Grounds for final fee assignments and insurance review. Final approval will be granted when the application is in order and the proposed use is compliant with Board Policy.

Fees:

Rental fees are applicable to all events according to their User Classification category. The rental fee schedule is established and attached. A 50% down payment will be required with the application payable to the “Milford School District.” Applications will not be processed without down payment.

Personnel Expenses:

Organizations using district facilities will be charged fees to cover personnel expenses for the hours which staff are required to prepare for, monitor, and clean up after such events.

MILFORD SCHOOL DISTRICT FACILITY RENTAL FEES – 3 HR MINIMUM

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

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

Additional Charges ~~3 HR minimum~~*

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

* *The additional charges/hourly fee rates are not the per diem hourly rate of assigned district personnel. OEC and other charges and fees are included and applied.*

** Light/Sound Personnel may not be available through the district. When district Light/Sound Personnel are not available, the organization must provide a qualified person to operate the system and the district has final discretion as whether to approve the person.

**Facility Pricing as of November
2024**

Elementary Charge Per Hour		
Area	Category II	Category III
Classroom	\$ 30.00	\$ 60.00
Library	\$ 75.00	\$ 150.00
Cafeteria	\$ 75.00	\$ 150.00
Kitchen (1)	\$ 75.00	\$ 150.00
Gym	\$ 75.00	\$ 250.00
Parking Lot	\$ 50.00	\$ 50.00
2 Hour Minimum for Rentals		

Secondary Charge Per hour		
Area	Category II	Category III
Classroom	\$ 30.00	\$ 60.00
Library	\$ 100.00	\$ 200.00
Auditorium	\$ 150.00	\$ 300.00
Cafeteria	\$ 100.00	\$ 200.00
Kitchen	\$ 150.00	\$ 200.00
Gym	\$ 150.00	\$ 250.00
Parking Lot	\$ 50.00	\$ 50.00
2 Hour Minimum for Rentals		

Additional Charges, If Necessary	Per Hour/Pers Staff Member
Custodian (2)	\$50 Non-Normal Hours & Holidays \$60
Food Service	\$50 Non-Normal Hours & Holidays \$60
Information Technology Specialist	\$60 Non-Normal Hours & Holidays \$75
Light/Sound Personnel (3)	\$50 Non-Normal Hours & Holidays \$60
3 Hour Minimum for Personnel	
Additional Trash Removal	\$120 Per Dump

(1) MSD Child Nutrition employee(s) must be present.

(2) Chief Custodian will determine if (and how many) custodians will be necessary.

(3) Light/Sound Personnel may not be available through the district. When district Light/Sound Personnel are not available, the organization must provide a qualified person to operate the system and the district has final discretion as whether to approve the person.

MILFORD SCHOOL DISTRICT 906 LAKEVIEW AVENUE MILFORD, DELAWARE 19963

APPLICATION FOR USE OF SCHOOL FACILITIES

APPLICATION REQUIRED BEFORE FACILITIES CAN BE RESERVED. MUST BE FILED 45 DAYS PRIOR TO RENTAL DATE.

Name of Organization or Group: _____

Name of Person Responsible for Rental: _____

Address for Mailing Permit & Billing: _____

Telephone: Home: _____ Cell: _____ Work: _____

Name of Event: _____

Signature of Person Responsible for Rental: _____ Date: _____

Facilities Requested

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

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

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

Plan for Security: _____

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

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

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

Address: _____

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

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

Application Fee: \$35.00 Total: \$35.00

Area(s) to be Rented Fee(s): See Current Building Rental Fees Total: \$ _____

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

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

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

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

TOTAL AMOUNT DUE: Total: \$ _____

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

Method of Payment: _____

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

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

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

Police Coverage Required: Yes _____ No _____

Final Approval by District: _____

Final Accounting – Final Billing – NO CASH ACCEPTED

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

Balance Due:			
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DRAFT

RULES AND REGULATIONS FOR RENTING MILFORD SCHOOL DISTRICT FACILITIES

This application must be completed and estimated: 50% cost of usage is to be paid in full at time of the submission of usage request. Certificate of Insurance and Background Checks will be required for initial approval. Refunds will be made in accordance with the Regulation 1-M of Milford School District Board of Education Policy 3101. It is understood by the Milford Board of Education the requesting organization named assumes full responsibility for any damage to equipment, furnishings, building, or grounds. Promotional or other events, as deemed necessary by the Supervisor of Buildings and Grounds will require Milford Board of Education approval prior to final authorization and may be subject to rental/usage fees in excess of the fees identified in Exhibit 1 of Milford School District Board of Education Policy 3101.

Alcoholic beverages, smoking, vaping and gambling are not permitted in school facilities or on school grounds at any time. Falsification of information on application, rowdiness, and vandalism, abuse of property, inadequate supervision, and/or violations of Delaware Law, City of Milford ordinances, or district policies shall be grounds for eviction, cancellation of permit, and may impact continuance of future facilities/equipment usage.

Flags other than United States and State of Delaware are NOT to be displayed at any time on school buildings or grounds without the expressed written permission of the Milford School District. The Milford School District has the expressed authority to restrict the display of flags and/or promotional material as it deems necessary.

Lessee shall indemnify Milford School District against all claims and liability arising from any accident, injury, damage to person or property occurring on or about leased premises or on sidewalks or streets adjoining the leased premises and which arises out of or occurs in connection with use of leased premises by lessee, his or its agents, employees, members or guest. The word "Lessee" shall indicate person or organization leasing and requesting the use of Milford School District buildings, grounds, and facilities. The person signing this form represents that he or she has the full legal authority to act in behalf of and bind the party, parties, or organization requesting the use of property belonging to Milford School District. Lessee agrees to provide Milford School District with a Certificate of Insurance listing Milford School District as an "Additional Insured" prior to approval of this application.

Milford School District reserves the right to cancel or postpone this event based on, but not limited to, security concerns, weather conditions, availability of district personnel, school events, and/or condition of the buildings and/or grounds. The requesting organization is responsible to see that vehicles observe fire lane restrictions, handicapped parking, and for keeping all entrances and exits clear. We must be assured that emergency vehicles have clear access to and from the buildings and grounds.

The Responsible Person noted on the front of this application and signed by such person must be present at all times during the rental. If they will not be present, or if there are more than one responsible person(s), all those responsible must be listed and all must sign the application.

For all non-school organizations, a copy or proof of an acceptable criminal background and child protection registry checks must be submitted for the person, within the supervisory role, with the application and prior to facility use approval being granted. The organization also must indicate within their building use form request whether staff utilizing the facilities have had acceptable background checks. If the organization is not able to provide proof of background checks for an adult staff member or volunteer, individuals serving in either of these capacities must be cleared by the Milford School District through the Raptor Visitor Management System or other district-used background electronic screener prior to working the event. Violation of this part of the policy will result in immediate termination of the organization's facility use.

All pre-paid facilities/equipment rental fees and custodial charges will be refunded by the Milford School District Administrative Office if written notice is received of the cancellation at least 72 hours in advance of the scheduled event. Custodial charges, but not the facilities/equipment rental fee, will be refunded by the Milford School District Administrative Office if written notice of the cancellation is received prior to the day of the event, but not before 72 hours. The Application fee is not subject to refund under any circumstances.

NOTE: See Board Policy #3101. For rates: See Board Policy #3101, Exhibit #1

PUBLIC AND EMPLOYEE PARTICIPATION
AT BOARD OF EDUCATION MEETINGS

The Board recognizes its responsibility to hear from the public and its employees regarding their concerns. Therefore, a Public Comment period will be a standing agenda item on all school board meeting agendas. Since it is the Board's intent to complete meetings in a reasonable amount of time, the presiding officer is directed to enforce the following rules regarding public comment.

1. Public Comment is meant to be an opportunity to address the board. To comply with Sunshine Laws and FOIA rules, the public comment period is not to be considered a conversation. The board will not respond to any comments made during the public comment period unless the topic is included in the meeting's agenda, and then only during the appropriate board discussion period.
2. A sign in sheet will be made available before every regular meeting to request time to address the board. Requests should include the name and address of the speaker along with the topic or concern.
3. No personnel issues may be discussed in open session. Names of personnel, board members, or any employees of Milford School District should not be used in open session.
4. Each person signed up for public comment receive three minutes to speak. The three-minute time period is non-transferable. The presiding officer may extend the time allotted at their discretion.

ADOPTED: 7/14/75

REVISED: 8/22/05; 10/21/24

PUBLIC AND EMPLOYEE PARTICIPATION
AT BOARD OF EDUCATION MEETINGS

The Board recognizes its responsibility to the public and its employees concerning their needs to communicate with the Board of Education. This communication may take the form of proposals, complaints, inquiry, etc. Since it is the Board's intent to restrict meetings to a reasonable time limit, the presiding officer is directed to enforce the following limits regarding public and employee communication at Board meetings.

1. Requests for inclusion on the prepared agenda shall be forwarded to the Superintendent in writing no later than five days prior to the meeting at which the presentation or discussion is to take place. Requests should include the name of the speaker(s), the topic or concern, and the desired action from the Board. No personnel issues may be discussed in open session. If the concern or issue is with personnel, the Board will grant an audience in a closed executive session. Such presentations shall be limited to a maximum of five minutes after which the presiding officer shall inform the presenter to terminate the discussion. In exceptional cases where urgency of the topic warrants justification of continued discussion, the presiding officer shall entertain a motion to extend the five minute time limit.
2. At the beginning of such a presentation, the presiding officer shall require the presenters to identify themselves and to state the purpose of their presentations.
3. At the beginning of citizen or employee presentation, the presiding officer shall remind the presenter of the established time limits.

ADOPTED: 7/14/75; 8/22/05

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4306

LOCAL SALARY SUPPLEMENT – CRITICAL NEED POSITIONS

The District administration is authorized to offer a local supplement, up to 30% of the local scale amount, to critical need positions (such as ~~such as~~ i.e. certified school psychologists and speech therapists).

Certified School Psychologists or Speech Therapists serving in a district-level leadership role shall be given an additional salary supplement up to 10% of their total salary.

ADOPTED: 12/21/74; 8/22/77; 6/19/78; 8/20/79; 8/18/80; 6/21/82; 8/15/83; 8/29/84; 8/19/85; 8/25/86;
1/23/89; 10/23/89; 12/16/91; 6/21/93; 7/1/97; 7/1/99; 7/1/00; 7/1/01; 11/24/03; 5/24/04; 5/23/05; 5/22/06;
5/21/07; 4/21/08

REVISED: 3/22/10, 6/20/11; 9/24/12; 07/08/13, 10/19/15, 7/1/16, 7/1/18, 9/17/18; 7/10/23; 10/21/24

**USE OF DISTRICT CELLULAR PHONES AND PERSONAL REIMBURSEMENT FOR
OVERAGES ON NON-BUSINESS CALLS**

I. PURPOSE:

To establish a cellular phone usage standard and to provide a uniform mechanism by which cellular phone charges will be reviewed and certified by the responsible party. Non-business monthly overage charges will be reimbursed by the responsible party.

II. CELLULAR PHONE USAGE:

Use of a cellular phone should be limited to when access to conventional land-lines and computers are not readily available.

Use of District-provided cellular phones shall be restricted to the time allocated for monthly usage. The Milford School District reserves the right to charge for non-business monthly overage charges on a case-by-case basis.

III. SECURITY:

Cellular phones are not secure forms of communication. Sensitive conversations must be either postponed or sufficiently "guarded" to inhibit understanding by possible interlopers.

IV. CERTIFICATION OF CHARGES:

The Supervisor of Buildings and Grounds will review cellular phone bills each month for each employee to whom the cellular phone is assigned. The Supervisor of Buildings and Grounds will certify each billing and verify with each employee the cell phone's monthly usage and any overage charges. As required, using the attached form, the employee will attest that:

- They have examined the charges for accuracy.
- There is no apparent evidence of illegal usage or cloning.
- They have identified any non-business overage charges and have provided a reimbursement settlement (no cash only checks).

The Supervisor of Buildings and Grounds shall notify the phone service provider immediately if evidence of illegal cloning, trespass or billing problems exists.

The supervisor of the employee to whom the cellular phone is assigned is authorized to review the monthly bills on behalf of the employee, provided that the personal use reimbursement settlement for overage charges is made (as warranted) by the employee to whom the cellular phone is assigned.

V. NON-COMPLIANCE:

Personnel to whom cellular phones are assigned must comply with this policy as a condition of continued usage of cellular phone privileges.

Non-business cellular phone overage charges may be withheld from an employees pay if the employee refuses to tender reimbursement settlement.

The Supervisor of Buildings and Grounds is responsible for monitoring cellular phone usage and costs to optimize calling plans.

VI. REIMBURSEMENT FOR DISTRICT USE OF PERSONAL CELL PHONES:

Designated employees who elect to not utilize a District-issued cell phone may be reimbursed at the rate determined for the approved position upon submittal of personal phone bills to the Office of the Supervisor of Buildings and Grounds.

ADOPTED: 5/22/06;

REVISED: 11/28/11; 6/22/15

DELETED: 10/21/24

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MILFORD SCHOOL DISTRICT CELLULAR TELEPHONE USAGE & CERTIFICATION OF CHARGES FORM

Employee Name: _____ School: _____

Cell Phone Number: _____ Billing Period: _____

Certification:

I certify that I have reviewed the phone overage bill and related charges for the above phone for the period identified, and the following statements are true to the best of my knowledge {Place a check on the lines provided}

- 1) **The charges that appear on the bill are accurate**
- 2) **There is no evidence of illegal cloning, usage or trespass**
- 3) **Overages for non-business calls are identified and a reimbursement in the amount of \$ _____ is attached – Check # _____**
- 4) **All other calls on the bill were made pursuant to allocated monthly minutes as determined by the Supervisor of Buildings and Grounds.**

Signature: _____ Date: _____

Level One Users (\$49.99):

**Current: 300 Minutes – Shared; Unlimited Text Msgs; Unlimited E-Mail & Data)*

Superintendent of Schools (OPB)
Chief Financial Officer (OPB)
Directors (OPB)
Supervisors (OPB, TEB, TRB, CNB)
Principals (BLB)
Assistant Principals (BLB)
Athletic Director (ATB)
Operations Executive Assistant (OPB)
Transportation Secretary (TRB)
Technology Staff (TEB)
Data Specialists (OPB and TRB)

Level Two Users (\$23.99)

**Current: 300 Minutes – Shared; Unlimited Text Msgs)*

Building Systems Managers/Building Chiefs (OPB)
Fireman-Custodians/Night Lead Custodians (OPB)
Maintenance Staff (OPB)
Child Nutrition Custodians (CNB)
District Bus Drivers (TRB)
Visiting Teacher/Truant Officer (OPB)

Funding Source(s):

OPB = Operations Budget
TEB = Technology Budget
ATB = Athletic Budget
TRB = Transportation Budget
CNB – Child Nutrition Budget
BLB = Building Budget
CSB = Construction Budget

**Current Verizon Wireless State of Delaware Plans – subject to change via state contract or added/deleted positions by the Milford School District.*