

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

**AGENDA FOR MONDAY, NOVEMBER 18, 2024, AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting in-person at Benjamin Banneker Elementary School, 449 North Street, 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=m38e41ed657c5086c011c2226f6a52460>

Webinar Number: 2865 681 7215

Webinar Password: cvPtrts7b67 (28787877 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 in: +1-415-655-0001 US Toll

Access Code: 286 568 17215

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

1. Call to Order by President

2. Roll Call

_____ Dr. Adam Brownstein
_____ Mr. Matt Bucher
_____ Mrs. Ashlee Connell
_____ Mr. Victor "Butch" Elzey

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

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for October 21, 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. Unit Count Review
10. ***Academic Excellence: Dr. Carvajal-Hageman***
 - A. Field Trip Approval **Action Item**
 - B. Student Climate & Safety Update – Dr. Weller
11. ***Building Our Future: Dr. Sara Hale***
 - A. Monthly Revenue, Expenditure and Major Capital Reports as of October 31, 2024* **Action Item**
*date correction
 - B. Class Size and 98% Waiver **Action Item**
 - C. Construction Change Order Approval **Action Item**
 - D. Operations Presentation
12. ***Empowering and Investing in our People: Ms. Laura Manges***
 - A. Personnel **Action Item**
13. **Board Discussion**
 - A. DSBA Updates
 - B. Recommended Revised Draft Board Policies for Action
 1. Revised Board Policy 3101 Facilities Management **Action Item**
14. **Adjournment **Action Item****



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
OCTOBER 21, 2024

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

The Regular Meeting of the Milford Board of Education was called to order by President Fitzgerald at 6:00 PM on Monday evening, October 21, 2024.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve the Regular Meeting Minutes for September 16, 2024. **Motion passed unanimously.**

ADJOURNMENT TO EXECUTIVE SESSION

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

RETURN TO OPEN SESSION

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

CHANGES TO AGENDA

None

PUBLIC COMMENT

Ms. Parfitt expressed concerns regarding teacher work conditions and morale.

SUPERINTENDENT’S REPORT

Mispyllion Elementary School

Dr. Amory thanked Mrs. Messick, Dr. Ganley and staff for hosting the board meeting.

Homecoming

Dr. Amory thanked staff and community for participating in homecoming festivities.

Academic Excellence: Dr. Carvajal-Hageman

Academic Data Presentation

Dr. Carvajal-Hageman shared Milford School District school report card summary and shared goals from the MSD Strategic Plan to improve outcomes for all students.

MSD-MEA MOU: Inclement Weather Time Accrual

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY to approve the MSD-MEA MOU: Inclement Weather Time Accrual as presented. **Motion passed unanimously.**

Field Trip Approval

MOTION MADE BY MR. BUCHER/SECONDED BY MR. ELZEY to approve the field trip as presented. **Motion passed unanimously.**

Student Climate & Safety Update – Dr. Weller

Dr. Weller gave an update on the BRIDGES room, Positive Intervention Plan, and Conscious Discipline.

Building Our Future: Dr. Amory

Revenue, Expenditure and Major Capital Reports

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve the Revenue, Expenditure and Major Capital Reports as of September 30, 2024. **Motion passed unanimously.**

Construction Change Order Approval

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve Construction Change Order(s). **Motion passed unanimously.**

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

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

***Supporting the Whole Student: Dr. Hallman & Mr. Philip Concors
Autism Program Environment Rating Scale Presentation***

Mr. Concors presented a summary of APERS which included teacher assessment, spring review of test data, analysis of classroom skills and evidence-based behaviors and parent information. It has been an exemplary implementation with goal increased areas.

**BOARD DISCUSSION
DSBA UPDATES**

The legislative committee wrapped up education related legislation. The next meeting is in February 2025.

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR READ ONLY

- Mr. Sharp presented the revised Board Policy 3101 Facilities Management

RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION

Revised Board Policy 8503 Public and Employee Participation at Board of Education Meetings

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to approve revised Board Policy 8503 Public and Employee Participation with changes at Board of Education Meetings. **Motion passed unanimously.**

Revised Board Policy 4306 Local Salary Supplement: Critical Need Positions

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. BUCHER to approve revised Board Policy 4306 Local Salary Supplement: Critical Need Positions. **Motion passed unanimously.**

RECOMMENDED DELETION OF BOARD POLICIES FOR ACTION

Revised Board Policy 3106 Use of District Cellular Phones and Personal Reimbursement for Overages on Non-Business Calls

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. MASSOTTI to delete Board Policy 3106 Use of District Cellular Phones and Personal Reimbursement for Overages on Non-Business Calls. **Motion passed unanimously.**

ADJOURNMENT

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. ELZEY that the Regular Meeting of the Milford Board of Education held on Monday, October 21, 2024, adjourned @ 8:21 PM. **Motion passed unanimously.**

Bridget Amory, Ed.D., Executive Secretary

Theresa Blocker, Recording Secretary

DRAFT



FIELD TRIP REQUEST FORM

Directions: All teachers and others seeking to take students on a field trip must obtain permission by completing this form in its entirety and submitting via email attachment to Mr. Jon Lobiondo, Supervisor of Transportation, at jlobiondo@msd.k12.de.us. After a transportation contractor has been confirmed, the form will be sent to the executive secretary who will assign the form to the appropriate staff members for review and signatures. **It is expected that all school-level approving parties already have the appropriate trip information prior to submission of this form.** The order of signatures will be as follows: first, building level school nurse and special education coordinator, then the building principal, then Chief Academic Officer, and finally, the Superintendent.

If you run out of room you may attach additional documents to your submission email. Any incomplete forms will not be processed.

GENERAL INFORMATION

School Name	Milford High School	Date of Request	Date(s) of Field Trip
Field Trip Coordinator	Shae Parks	10/22/2024	1/31/2025-2/2/2025
Coordinator Contact Information	Phone: 302-592-7914 Email: sparks@msd.k12.de.us	Departure Time	Return Time
Grade Level(s)	10th-12th	3:30 AM	2:00 PM
Destination: Please identify the facility name and address	National Honor Society and Student Council Conference Sheraton Grand Chicago Riverwalk Chicago, Illinois 301 E North Water St, Chicago, IL 60611	Location and Duration Days Missed <u>1</u> <input type="checkbox"/> In-State <input checked="" type="checkbox"/> Out of State <input checked="" type="checkbox"/> Overnight <input type="checkbox"/> Within normal school day <input checked="" type="checkbox"/> Beyond normal school hours	Total # Students 8 Staff 1 Chaperones 0

Please indicate departure time in the event of a school delay: ☒ Adjust Departure Time to: 3:30 AM
☐ Cancel

Will this trip be rain or shine? ☒ Yes ☐ No

Field Trip Coordinator will need to contact bus contractor directly on day of trip if canceling due to weather or school delay.

Basic Trip Itinerary: Use the space below to provide an overview of the trip's schedule of key activities to assist with planning and approvals.

Friday (1/31) - Flight, Conference Activities, Dinner/Team Bonding
Saturday (2/1) - Conference, Dinner/Team Bonding
Sunday (2/2) - Flight

PARENT INVOLVEMENT & BACKGROUND CHECKS

ALL parents & volunteers must have their identification scanned through Raptor in the school's main office at least one week prior to field trip.
Please coordinate chaperone scanning with your main office secretaries.

Will any adults be chaperoning with "direct and unmonitored contact" with students? ☐ Yes ☒ No If yes, how many?
0

LEARNING AND ACCESSIBILITY

- ☒ This trip is aligned to standards
- ☒ Students will have prior exposure to be prepared for the trip.
- ☒ Students will synthesize learning after the trip.

Instructional Content Alignment:

Please briefly explain the trip's alignment to grade level content and your pre/post trip plans (may attach documents if necessary)

Students will participate in leadership building workshops as well as have opportunities to collaborate with students from across the US to address the role that students can play as school leaders.

- ☒ I understand district policy is that all students have access to field trips.
- ☒ I understand that all students (e.g., students with disabilities, Multilingual Learners, etc.) must have the appropriate supports they need for the trip.
- ☒ I have communicated with the school-level Special Education Coordinator to ensure all required student accommodations are met

Accommodations Required:

Please briefly explain any accommodations that will be provided to meet the needs of all students.

No accommodations are required for this trip.

Brian Clarke
Brian Clarke (Oct 23, 2024 10:06 EDT)

Special Education Coordinator Signature

Oct 23, 2024

Date

MEDICAL CONSIDERATIONS

Closest Medical Facility: Northwestern Memorial Hospital
Please identify the facility name, address, & phone # 675 N St Clair St, Chicago, IL 60611
 +13129262000

Has the roster of students been shared, and any medical concerns addressed? ☒ Yes ☐ No

Will an on-site nurse be required for this field trip? ☐ Yes ☒ No *If yes, have you notified the Director of Student Services?* ☐ Yes ☐ No

Medical Needs or Accommodations Required: The staff member(s) attending this trip have completed training in PDMS (#24191) for the administration of a medication (valid for 5 years) ☒ Yes ☐ No
 Provided list of medical issues to teacher

Cherly Rash 10/23/24
 Cherly Rash (Oct 23, 2024 10:04 EDT)
School Nurse Signature **Date**

CHILD NUTRITION SERVICES

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: N/A

TRANSPORTATION SERVICES

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. Transportation cannot be guaranteed more than 60 days prior to trip.

Will you need transportation for this trip? ☒ Yes ☐ No

What type of transportation will be used?

- ☐ School Bus (local destinations only - please complete bus section below)
☐ Coach Bus (please contact transportation department for booking/estimates)
☒ District Vehicle (please submit district vehicle form)
☒ Alternative (flight, train - please provide additional information with submission)
☐ Other:

Trip Details

Departure Time from School:	3:30 AM
Bus Departure Location:	N/A
Amount of Time At Location:	N/A
Departure Time from Location:	N/A
Return Time to School:	2:00 PM
Bus Return Location:	N/A

Trip Date #1:	# of Passengers:	# of Buses Needed:	Wheelchair access: <input type="checkbox"/> Yes <input type="checkbox"/> No
Trip Date #2:	# of Passengers:	# of Buses Needed:	Wheelchair access: <input type="checkbox"/> Yes <input type="checkbox"/> No
Trip Date #3:	# of Passengers:	# of Buses Needed:	Wheelchair access: <input type="checkbox"/> Yes <input type="checkbox"/> No
Trip Date #4:	# of Passengers:	# of Buses Needed:	Wheelchair access: <input type="checkbox"/> Yes <input type="checkbox"/> No
Trip Date #5:	# of Passengers:	# of Buses Needed:	Wheelchair access: <input type="checkbox"/> Yes <input type="checkbox"/> No

Start Up Fee *Please note that the start-up fee will still apply in the event of any non-weather-related cancellations within 48 hours, and will be treated as a cancellation fee.*

Miles Fee	\$2.00	X	Total Miles:	0	\$0.00
Driver Fee	\$33.67	X	Total Hours:	0	\$0.00
Total Number of Buses:	0		Total Trip Estimate		\$125.00

Completed by Milford School District Transportation Office

Confirmed Contractor: N/A

Contractor Contact #: N/A

Jon LoBiondo 10/28/24
 Jon LoBiondo (Oct 28, 2024 10:30 EDT)
Transportation Department Representative Signature **Date**

FIELD TRIP COSTS & FUNDING

Have you confirmed field trip costs and funding with your building secretary? ☒ Yes ☐ No

Estimated Funding Costs

Please include details, e.g., how did you calculate total cost?

Funding Program

If other, please include notes.

Transportation \$125.00
Flights - \$1,423.76
Shuttle To/Form Airport - \$50

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☒ Other:

Admission/Activity Fees
Registration Costs - \$2,691

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☐ Other:

Meals
Two Dinners and Breakfast Sunday Morning (\$500)

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☐ Other:

Accommodation
Hotel 2 Nights, 3 Rooms (\$1213.91)

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☐ Other:

Chaperone Costs
\$0

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☐ Other:

Other Expenses
Evening Activities (Team Bonding \$500)
SGA Account will cover (\$1851.89)

☐ Perkins ☐ Parent-Teacher
☐ 509 Organization
☒ Student Activities
☐ School Budget
☐ Other:

Total Cost (sum of all the above expenses)

\$6,378.67

Individual Student Expenses (what will each student be responsible for paying?)

\$581.86

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>Seth Buford</u> <small>Seth Buford (Oct 25, 2024 12:20 EDT)</small>	Oct 23, 2024
Chief Academic Officer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Kelly Carvajal Hageman</u> <small>Kelly Carvajal Hageman (Oct 30, 2024 07:45 EDT)</small>	Oct 23, 2024
Superintendent:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>[Signature]</u> <small>Bridget Amory (Oct 30, 2024 09:20 EDT)</small>	Oct 23, 2024

Completed by District Office Staff: Board Approval Date (if necessary): 11/18/24

Documents Received: Student Roster ☒ Yes ☐ No

Itinerary ☒ Yes ☐ No Transportation Quote ☐ Yes ☒ No



Save the completed form on your computer and submit via email to the Supervisor of Transportation.

MILFORD SCHOOL DISTRICT
Fiscal Year 2025 Monthly Revenue Report
As of October 31, 2024
33% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2025 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	35,599,968.05	33,846,846.05	95.08%
Cafeteria Salaries	639,693.00	573,140.00	89.60%
Division II, All Other Costs	844,206.40	970,987.95	115.02%
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	2,122,881.60	50.36%
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	-	-	
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	120,905.18	
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	-	-	
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	49,910,503.62	92.18%
LOCAL FUNDS			
Current Expense (tax rate)	9,851,690.00	8,648,478.27	87.79%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,300,000.00	2,238,563.76	97.33%
Debt Service - County Impact Fees	92,500.00	36,477.67	39.44%
Tuition	1,400,000.00	1,233,053.63	88.08%
Minor Capital Improvements	347,668.00	304,619.66	87.62%
Interest	1,350,000.00	623,877.90	46.21%
Athletics	32,500.00	9,016.00	27.74%
CSCR	45,000.00	29,254.07	65.01%
Indirect Costs	75,000.00	49,516.32	66.02%
Cafeteria	2,700,000.00	419,816.85	15.55%
District Donations	98,500.00	58,804.34	59.70%
Building Rental	2,000.00	2,920.00	146.00%
E-Rate	-	2,653.20	
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)	(165,000.00)	7.86%
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	13,413,609.25	84.80%
FEDERAL FUNDS			
IDEA Part B	1,292,973.00	1,316,991.00	101.86%
IDEA - Preschool	58,844.00	58,767.00	99.87%
Title I	1,805,919.00	1,760,148.00	97.47%
Title II	346,873.00	340,367.00	98.12%
Title III English Acquisition	108,406.00	115,869.00	106.88%
Title IV	215,270.00	215,270.00	100.00%
Perkins	127,837.00	126,886.00	99.26%
Other federal revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,956,122.00	3,934,298.00	99.45%
GRAND TOTAL ALL FUNDS	73,916,889.44	67,258,410.87	90.99%

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

Operating Unit	Budget Line	Preliminary Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Banneker Elementary School	\$ 55,441.25	9,165.75	11,020.10	\$ 35,255.40	63.59%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,910.00	6,756.37	16,104.25	\$ 32,049.38	58.37%
9180672A	Lulu M. Ross Elementary School	\$ 74,311.25	2,721.38	12,164.52	\$ 59,425.35	79.97%
9180673A	Mispillion Elementary School	\$ 59,840.00	5,576.29	12,205.52	\$ 42,058.19	70.28%
9180675A	Milford Central Academy	\$ 111,681.50	8,167.02	21,341.60	\$ 82,172.88	73.58%
9180678A	Milford Senior High School	\$ 160,773.75	15,893.00	57,135.60	\$ 87,745.15	54.58%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	-	\$ 9,000.00	100.00%
	School Resource Officer	\$ 15,000.00	-	365.00	\$ 14,635.00	97.57%
99900100	Legal Services, Audit and Insurance Premiums	\$ 100,000.00	1,920.27	36,547.07	\$ 61,532.66	61.53%
99900300	District Expenditures	\$ 100,000.00	1,477.14	28,668.24	\$ 69,854.62	69.85%
	School Safety and Security	\$ 246,471.95	75,310.21	174,128.89	\$ (2,967.15)	-1.20%
	Public Relations and Communication	\$ 40,000.00	-	9,177.23	\$ 30,822.77	77.06%
	Copy Center (District Wide)	\$ 135,000.00	115,021.78	47,482.34	\$ (27,504.12)	-20.37%
99910100	Superintendent	\$ 1,500.00	-	250.00	\$ 1,250.00	83.33%
99920000	World Language Immersion (State Grant)	\$ 25,000.00	-	4,054.26	\$ 20,945.74	
	Student Success Block Grant (Reading)	\$ 344,620.00	-	36,515.60	\$ 308,104.40	89.40%
	Opportunity Grant Mental Health	\$ 436,848.00	-	-	\$ 436,848.00	100.00%
	Education Opportunity Grant	\$ 1,970,924.40	-	6,516.00	\$ 1,964,408.40	99.67%
	Summer School	\$ 30,000.00	-	-	\$ 30,000.00	100.00%
	Translators	\$ 10,000.00	-	2,656.69	\$ 7,343.31	73.43%
	Extra Time Programs	\$ 30,000.00	-	369.41	\$ 29,630.59	98.77%
	Curriculum and Instruction	\$ 150,000.00	-	33,204.36	\$ 116,795.64	77.86%
99920700	Athletics - High School	\$ 220,000.00	15,400.00	84,624.57	\$ 119,975.43	54.53%
	Athletics - Milford Central Academy	\$ 46,500.00	-	11,182.49	\$ 35,317.51	75.95%
99920800	Driver's Education	\$ 19,693.65	-	2,420.31	\$ 17,273.34	87.71%
99930200	Tuition - Special Services	\$ 330,000.00	-	84,478.48	\$ 245,521.52	74.40%
	Tuition - Special Services - ILC	\$ 275,000.00	715.59	51,708.41	\$ 222,576.00	80.94%
	Unique Alternatives (State Funds)	\$ 346,924.70	-	-	\$ 346,924.70	100.00%
99930300	Special Services	\$ 59,500.00	25,165.54	22,637.95	\$ 11,696.51	19.66%
	Special Services - State Related Services	\$ 189,705.15	95,854.00	79,594.00	\$ 14,257.15	7.52%
99940100	Contingencies and One-Time Items	\$ 425,000.00	-	136,442.57	\$ 288,557.43	67.90%
99940200	Division I/Formula Salaries	\$ 35,641,182.04	-	12,124,563.08	\$ 23,516,618.96	65.98%
99940300	Division II - Vocational	\$ 98,778.50	-	4,280.10	\$ 94,498.40	95.67%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	3,858,633.78	\$ 9,250,329.16	70.56%
	Union agreed Limited Contracts	\$ 385,000.00	-	72,510.44	\$ 312,489.56	81.17%
99940500	Title I	\$ 1,805,919.00	-	34,114.09	\$ 1,771,804.91	98.11%
	Title II	\$ 346,873.00	-	5,808.15	\$ 341,064.85	98.33%
	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	-	13,077.23	\$ 85,422.77	86.72%
99940810	Technology Equipment & Repair	\$ 286,000.00	9,428.75	122,521.43	\$ 154,049.82	53.86%
	Technology Block Grant	\$ 93,636.00	19,436.58	338.73	\$ 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	1,038.07	991.90	\$ 7,970.03	79.70%
99960000	Child Nutrition Operations	\$ 2,766,553.00	469,454.69	949,606.09	\$ 1,347,492.22	48.71%
	Cafeteria Salaries	\$ 573,140.00	-	233,421.42	\$ 339,718.58	59.27%
99960100	Facilities Maintenance	\$ 90,000.00	-	28,404.21	\$ 61,595.79	68.44%
	Custodial Services and Supplies	\$ 150,000.00	-	76,137.64	\$ 73,862.36	49.24%
99960200	Operations and Utilities	\$ 462,282.00	30,031.66	152,750.36	\$ 279,499.98	60.46%
	Energy Division II	\$ 862,232.00	100,000.00	414.83	\$ 761,817.17	88.35%
99960300	State Transportation	\$ 4,215,330.42	-	814,472.58	\$ 3,400,857.84	80.68%
	State Homeless Transportation	\$ 454,736.40	-	85,026.60	\$ 369,709.80	81.30%
	State Foster Transportation	\$ 78,532.35	-	21,184.00	\$ 57,348.35	73.03%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	10,159.78	5,107.65	\$ 7,732.57	33.62%
	Local Activities Transportation	\$ 2,000.00	-	-	\$ 2,000.00	100.00%
	Local Homeless Transportation Match	\$ 50,526.27	-	19,593.20	\$ 30,933.07	61.22%
	Local Transportation Match	\$ 467,435.05	-	96,136.95	\$ 371,298.10	79.43%
Total Operating Budget		\$ 70,175,594.57	\$ 1,018,693.87	\$ 19,717,599.92	\$ 49,439,300.78	70.45%
99970000	Local Debt Service	\$ 2,106,795.45	-	487,772.62	\$ 1,619,022.83	76.85%
99970200	Minor Capital Improvements	\$ 869,170.00	-	-	\$ 869,170.00	100.00%
Total Capital Budget		\$ 2,975,965.45	\$ -	\$ 487,772.62	\$ 2,488,192.83	83.61%
Grand Total		\$ 73,151,560.02	\$ 1,018,693.87	\$ 20,205,372.54	\$ 51,927,493.61	70.99%

*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	\$ 134,518.69	\$ 3,630,467.69	\$ 1,811,451.14	\$ 1,819,016.55	\$ 3,630,467.69	
Expense Reduction - CTF Funding (Zack Excavating)							(462,500.00)	(157,500.00)	(157,500.00)	
Blue Heron Contracting Inc	650093	B-4	677958	\$ 1,590,069.00	\$ 3,480.00	\$ 1,593,549.00	\$ 262,269.18	\$ 1,331,279.82	\$ - \$ 1,593,549.00	
L. Wilson Masonry Inc	244015	B-5	677956	\$ 2,960,000.00	\$ 35,879.76	\$ 2,995,879.76	\$ 1,595,636.10	\$ 1,400,243.66	\$ - \$ 2,995,879.76	
Delmarva Veteran Builder	317909	B-7	677955	\$ 5,149,786.00	\$ (61,468.00)	\$ 5,088,318.00	\$ 3,662,968.26	\$ 1,425,349.74	\$ - \$ 5,088,318.00	
Quality Exteriors Inc	26893	B-8	677952	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 1,728,250.33	\$ 546,137.67	\$ - \$ 2,274,388.00	
Selma Inc DBA Salisbury Door & Hardware	28649	B-9	677948	\$ 596,815.00	\$	\$ 596,815.00	\$ 215,865.00	\$ 380,950.00	\$ - \$ 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	\$ 60,645.00	\$ 8,435,645.00	\$ 5,381,096.46	\$ 3,054,548.54	\$ - \$ 8,435,645.00	
Bear Industires Inc	25487	B-18	677928	\$ 879,150.00	\$	\$ 879,150.00	\$ 660,400.73	\$ 218,749.27	\$ - \$ 879,150.00	
Continental Electrical Services Inc	125778	B-19	677931	\$ 4,015,000.00	\$	\$ 4,015,000.00	\$ 3,216,111.75	\$ 798,888.25	\$ - \$ 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	\$ 3,410,033.03	\$ 817,342.29	\$ - \$ 4,227,375.32	
RC Fabricators	26366	B-6	678391	\$ 4,670,000.00	\$	\$ 4,670,000.00	\$ 948,422.50	\$ 3,721,577.50	\$ - \$ 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	\$ 214,570.23	\$ 3,945,694.23	\$ 1,403,336.48	\$ 2,542,357.75	\$ - \$ 3,945,694.23	
Architect										
Buck Simperts Architect and Associates	25833		612154	\$ 4,473,229.00		\$ 4,473,229.00	\$ 558,890.67	\$ 3,914,338.33	\$ - \$ 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										
Visual Sound			715486	\$ 195,281.00		\$ 195,281.00	\$ 195,281.40		\$ 195,281.40	
A3 Communications (Advantech) Construction Funded			678196	\$ 3,535,324.40		\$ 3,535,324.40	\$ 3,535,324.40	\$ -	\$ 3,535,324.40	
Magnum Electronics Radio Repeater			695443	\$ 10,729.01		\$ 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	
Legal Fees - Offit Kurman								\$ 15,956.00	\$ 15,956.00	
Total Project				\$61,081,134.31	\$469,551.00	\$61,088,185.31	\$36,780,961.03	\$24,628,180.68	\$ - \$61,409,141.71	

Total Per DSC \$ 36,780,961.03 \$ 24,628,180.68 \$ - \$ 61,409,141.71

Difference \$ - \$ - \$ -

\$ 61,409,141.71

Balance \$ 10,861,358.29

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
2024 – 2025 School Year**

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

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

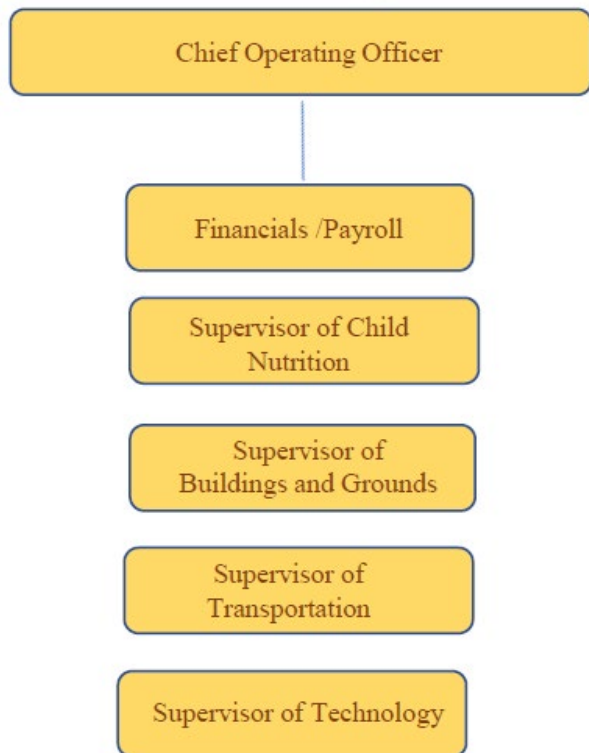
While most district classrooms meet the class size requirement and the district strives to fully staff each building based upon units earned, the unique circumstances caused by, facility constraints, budgetary constraints, and an objective of maintaining consistency in student class assignments will require the Board of Education to waive these requirements at the November 18, 2024 Board Meeting. Public comments regarding this waiver provision may be made in accordance with Board Policy 8503 Public and Employee Participation at Board of Education Meetings. Written comments should be directed to the Superintendent no later than five days prior to the November 18, 2024 Board Meeting.

Operations in MSD

Dr. Sara Hale, Chief Operating Officer

November 18, 2024

Overview



Child Nutrition

- **Dr. Laura Schneider, Supervisor**

Buildings and Grounds

- **Mr. Mike Sharp, Supervisor**

Transportation

- **Mr. Jon Lobiondo, Supervisor**

Technology

- **Mr. Adam Richardson, Supervisor**

Overview

Chief Operating Officer

Financials /Payroll

Supervisor of Child
Nutrition

Supervisor of
Buildings and Grounds

Supervisor of
Transportation

Supervisor of Technology

Finance

- **Mrs. Dawn Guyer, Finance Specialist**
- **Ms. Quameshia Callwood, State & Federal Grants Specialist**

Payroll

- **Mrs. Michele Messick, Payroll Specialist**
- **Ms. Latonya Smith, Administrative Secretary - Payroll**
- **Mrs. Lacey Wilson, Administrative Secretary - Payroll**

Finance



- Annual Budget approximately \$73 million
- Allocation and tracking of all funds
 - Identifying district needs and priorities
 - Managing rules/regulations
 - Audit
- Citizen Budget Oversight Committee
- Delaware Association of School Business Officials
President
- Statewide Committees and Task forces

Payroll

- 605 Employees
- 133 Substitutes
- Process Bi-Weekly Payroll
- Extra Pay Processing
- Track and Report Leave for all employee groups
 - Frontline
 - Data Service Center
- Benefit Management
- Pension/Retirement



Major Capital Improvements

Milford Middle School

Total Budget \$72,270,500



Anticipated Completion - August 2025 for 2025-2026 School Year

Buildings and Grounds

Mike Sharp, Supervisor

Buildings and Grounds

DO Team: Sue Petras
Richard Gilewski

Maintenance

Custodial Staff

Oversee 6 Schools (soon
to be 7)

2 District Offices



Buildings and Grounds

Our Custodial Staff keeps our buildings clean and running for students and staff

41 Custodians on Staff

6 Building Chiefs



Jeff Webb
MHS



Drew Holleger
MCA



Wayne Donovan
Mispillion



Bryson Cartwright
Morris



Craig Smith
Banneker



Keith Kendzierski
Ross

Buildings and Grounds

The Maintenance Team keeps our buildings running for our students and staff

Maintenance Team:

Matt Bowman - Electrician

Dwayne Hendricks - Plumber

Todd Newton - Carpentry and Pest Control

Rudy Hitchens - HVAC

Dave Weaver - HVAC



Buildings and Grounds

Minor Capital Projects

Replacement of Turf Fields

HVAC replacements MHS

Tile Replacement

Banneker Chiller and Windows

Playgrounds - Morris, Mispillion and Ross

New Camera System

Classroom Painting

MHS Wrestling Room



Buildings and Grounds



Buildings and Grounds

Upcoming Projects

- Morris Media Center
- Logistics for reconfiguration
- On going signage



Transportation

Jon Lobiondo, Supervisor

Transportation

Transportation team:

Taylor Bowman, Val Farlow, Cathy Rios, Jon LoBiondo

District by the numbers:

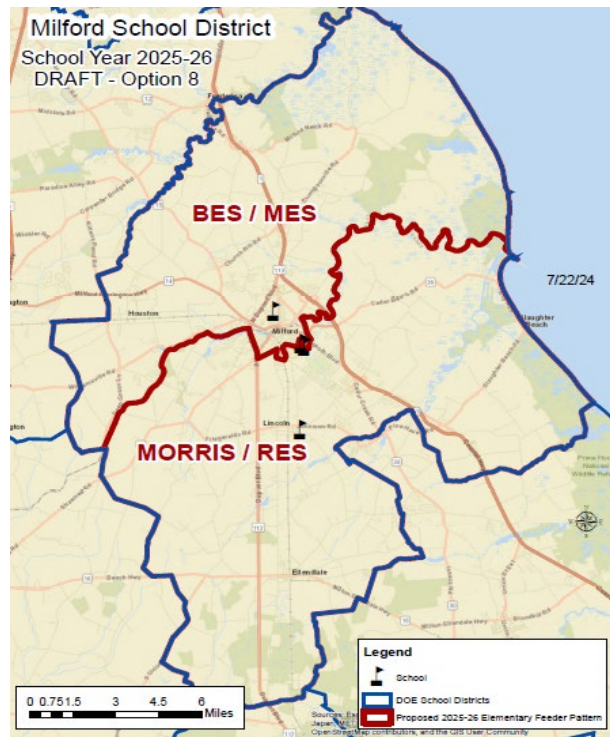
Our district is approximately 13 miles wide and 22 miles long.

We currently have **4502** students assigned to a bus.

These buses travel over **4700** miles a day.

60 tier 1 runs (6:00 – 7:15 AM)

46 tier 2 runs (7:15 – 8:20 AM)



Transportation

Contractors and # of buses:

Alexander's Bus Service	1 bus
Bowman's Bus Service	Trips
D&N Bus Service	17 buses
Hill's Bus Service	11 Buses
Mill's Bus Service	4 Buses
Peterman Bus Service	2 Buses
Steve Peterman Inc.	3 Buses
RJK Transportation	20 Buses
Stevens Transportation	1 bus
Young's Bus Service	1 bus



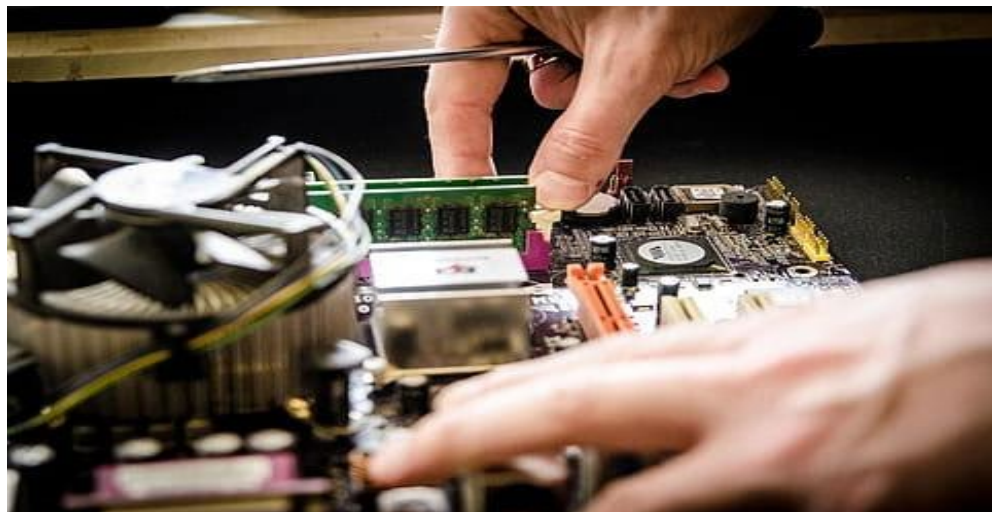
Improvements:

VEO new routing system

Infinite Campus new student system

Forward facing cameras

Radio communication



Current projects:

Reconfiguration process for redistricting 2025-2026

Technology

Adam Richardson, Supervisor



Technology Department Reconfiguration:

- 2 Teams of support
 - Educational Support Specialists
 - Systems Operations Specialists
- Educational Support
 - Day-to-day support for classroom and buildings
 - Supporting student and staff technologies
- Systems Operations
 - Districtwide initiatives and infrastructure
 - Elevated level of support for the Educational Support staff





Educational Support Professional of the Year:

Kyle Moore



- Infinite Campus support
- Classlink support



District Technology Initiatives:

- Alta Aware camera system upgrade
- Feenics badging system upgrade
 - Integration with camera system
- Audio enhancement project
 - Banneker has been completed
 - Morris, Ross, and Central Academy are the next buildings in that order
- New Milford Middle School technology projects
 - Classroom SMARTpanels
 - Audio enhancement
 - Cisco phones
 - Networking equipment
 - Student/Staff devices

Student device support improvements:

- LocknCharge FUYL lockers
 - Milford Senior High School
 - Milford Central Academy
- Lockers improve access to technology in event of damaged device or need for loaner
- Students can quickly swap their device at the locker allowing them to remain engaged with less classroom disruption

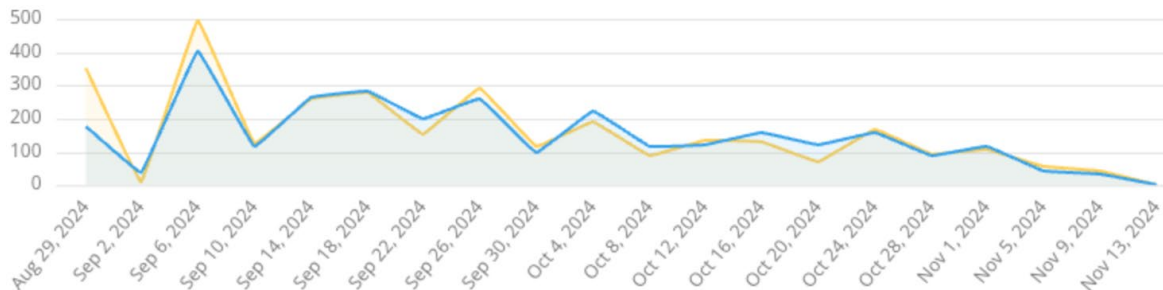




Technology Department Helpdesk Analytics:

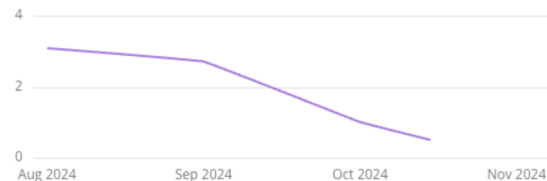
Ticket Resolution Over Time (closed tickets vs. newly submitted)

● Closed tickets ● New tickets



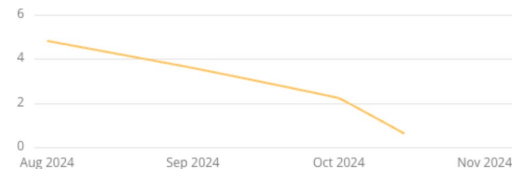
Response Time

● Average response time in days



Resolution Time

● Average resolution time in days



3,024

Tickets now closed
out of 3,168 submitted

1.8 days

Response time (avg)
for all ticket statuses

2.9 days

Resolution time (avg)

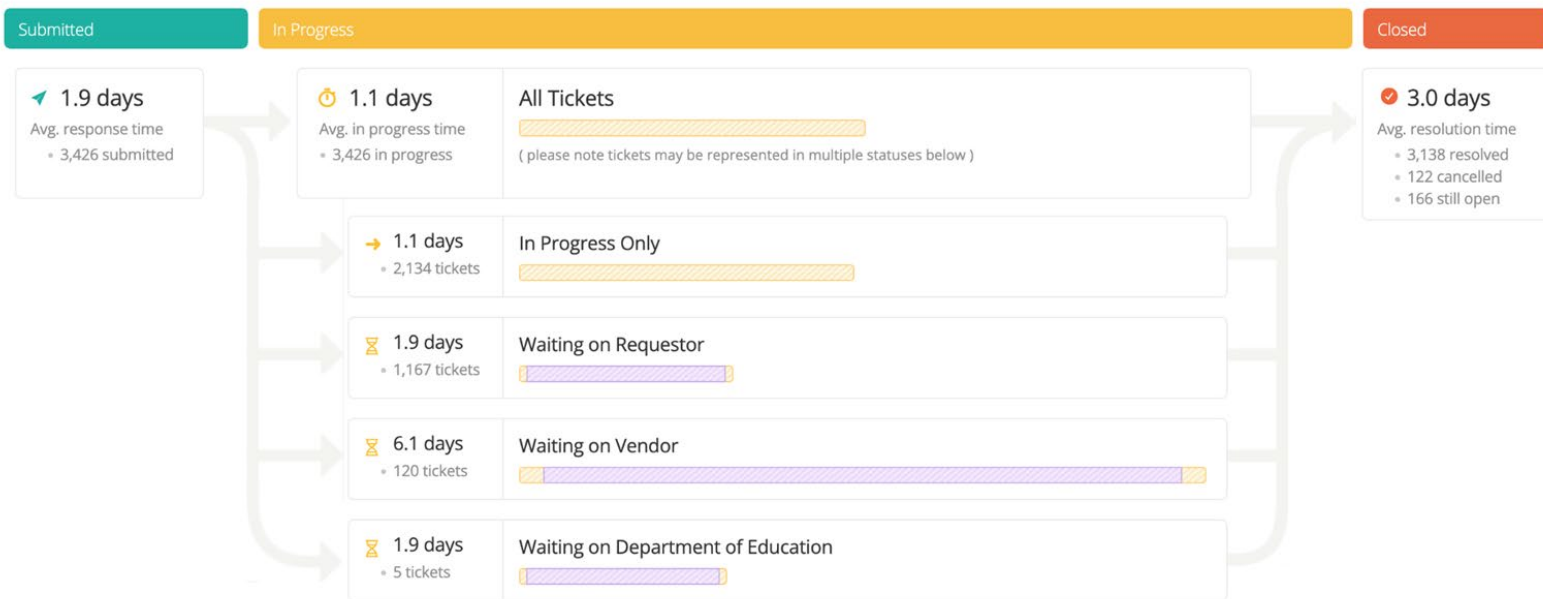
144

Tickets still open
29 waiting on requestor



Technology Department Helpdesk Analytics cont:

Ticket Pipeline Analysis (shows time spent in each status, along with ticket routing for all workflows)



Child Nutrition

Dr. Laura Schneider, Supervisor

FOOD

FUELS

SUCCESS

Child Nutrition

CHILD NUTRITION TEAM



- 6 Managers
- 2 Assistant Managers
- 4 Team Leads
- 2 Custodians
- 52 General Staff
- 2 Secretaries
- 2 Custodians
- 1 Nutrition Specialist
- 1 Supervisor



Community Eligibility Provision

- Provides meals for all students
- Reduces administrative burden on families
- Financial and social benefits for families





Self-Funded with USDA Compliance

- Fully self-funded through federal reimbursements
- Adheres to USDA regulations to maintain funding
- Accountability in meal Quality, nutrition standards, and record-keeping





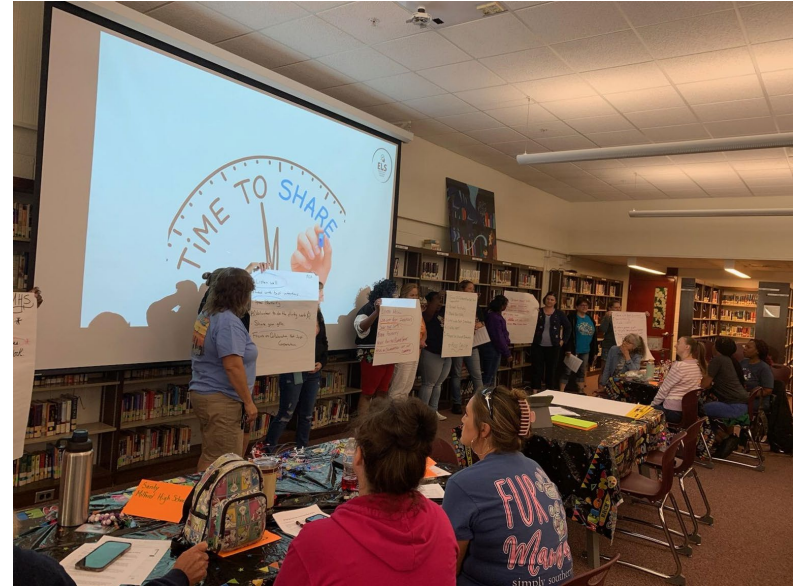
Program Reach

- Over 850,000 meals served last school year
- Close to 100,000 breakfasts & 150,000 lunches (Year-to-Date)
- Thanksgiving Meal: Nearly 3,500 served last year...expecting more this year!



Current Initiatives

- Implementing the Touchpoint Badge System
- Empowering Staff with Absence Management Tools
- Back of House System for Ordering and Inventory
- Leadership Skills and Training for Managers
- Data-Driven Decision Making in Child Nutrition



Thank You for Your Support

- Fueling student success every day
- Committed to providing nutritious and accessible meals
- Grateful for your continued support



**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.

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. 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. 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.

R-1.3

Fee Requirements:

Category I – No rental fees; 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.

Category III – 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. The completed application shall first be submitted to the principal of the facility being requested. If the initial request is approved the application forwards 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.

**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.

E-2.2

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 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 on 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