

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, FEBRUARY 24, 2025 AT 6:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting in-person in the Morris Early Childhood Center, 8609 Third Street, Lincoln, DE 19960. 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=m5c6e368b11033763e410efd8a5d322d0>

Webinar Number: 2861 641 1803

Webinar Password: FYcQ3577Gfc (39273577 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: 286 164 11803

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

1. Call to Order by President

2. Roll Call

_____ **Dr. Adam Brownstein**

_____ **Mr. Matt Bucher**

_____ **Mrs. Ashlee Connell**

_____ **Mr. Victor "Butch" Elzey**

_____ **Mr. Scott Fitzgerald**

_____ **Mrs. Jennifer Massotti**

_____ **Mrs. Jean Wylie**

3. Pledge of Allegiance

4. Approval of Minutes

A. Regular Meeting Minutes for January 21, 2025 **Action Item**

5. Adjournment to Executive Session **Action Item**

A. Personnel Matters – See 29 Del. C § 10004(b)(9)

1. Discussion of the personnel report and the competencies of staff recommended for hire

B. 2025-2026 School Choice Acceptance

6. **Return to Open Session (anticipated at 7:00 pm) Action Item**
7. **Changes to Agenda**
8. **Public Comment**
9. **Superintendent's Report**
 - A. Thank you to Morris Early Childhood Center for hosting us this evening!
 - B. 2025-2026 School Choice Acceptance Action Item
 - C. The week of February 24 - 28, 2025 has been designated by Delaware officials as Public Schools Week and is an opportunity for all to honor Delaware educators and staff. A heartfelt thank you for the many individuals that come together as a team to help serve our school community.
10. **Academic Excellence: Dr. Carvajal-Hageman**
 - A. Annual CTE Meeting
 - B. Academic Calendar 2025 - 20206 - Read Only
 - C. School Climate and Culture update
 - D. Field Trip Approval Action Item **added February 24, 2025 - action required immediately and cannot be deferred to another meeting*
11. **Building Our Future: Dr. Sara Hale**
 - A. Monthly Revenue, Expenditure and Major Capital Reports as of January 31, 2025 Action Item
 - B. Final FY2025 Revenue and Expenditure Budgets Action Item
 - C. School Year 2025-2026 Start and End Time Adjustments Action Item
 - D. Construction Change Order Approval Action Item
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 6111 Curriculum Development Action Item
 2. Revised Board Policy 4101A Title IX Rights & Responsibilities Action Item
 - C. Recommended Deletion of Board Policies for Action
 1. Delete Board Policy 3103 - State Fire Marshal Policy on School Operations with Regard to Life Safety – Action Item
 2. Delete Board Policy 3104 - Asbestos Removal - Action Item
14. **Adjournment Action Item**



MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
JANUARY 21, 2025

Board Members in Attendance	
Mr. Scott Fitzgerald President	Mrs. Ashlee Connell
Mr. Matt Bucher, Vice President	Mrs. Jennifer Massotti
Dr. Adam Brownstein	

The Regular Meeting of the Milford Board of Education was called to order by President Fitzgerald at 6:01 PM on Tuesday evening, January 21, 2025.

PLEDGE OF ALLEGIANCE

In the absence of Dr. Chaves, Mr. Fitzgerald asked for unanimous consent from the board for Mrs. Ruffin to conduct a roll call.

APPROVAL OF MINUTES

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

ADJOURNMENT TO EXECUTIVE SESSION

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

RETURN TO OPEN SESSION

MOTION MADE BY MRS. CONNELL/SECONDED BY MRS. MASSOTTI to adjourn Executive Session at 7:14 PM.

CHANGES TO AGENDA

Remove 10B Construction Change Order Approval

PUBLIC COMMENT

Ms. Maloney requested a public update from the committee created to revise board policy 6103 Controversial Issues.

SUPERINTENDENT'S REPORT

Winter Weather

On behalf of Dr. Chaves, Superintendent, Mr. Fitzgerald thanked staff and students for their cooperation during the winter weather events.

Building Our Future: Dr. Hale

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 December 31, 2024. **Motion passed unanimously.**

DDOE Financial Position Report

MOTION MADE BY MR. BUCHER/SECONDED BY MRS. CONNELL to approve DDOE Financial Position Report as of December 31, 2024. **Motion passed unanimously.**

Perry Weather Program Update

Introduced by Mr. Faulkner, the Perry Weather System will be installed on the Carey/Simpson building. The system monitors and detects storms and other weather conditions, sending out advisories and warnings.

Empowering and Investing in our People: Ms. Manges

Personnel Report

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

BOARD DISCUSSION

DSBA UPDATES

Legislative session starts the first week of February. Executive session met and held a discussion about attending the national meeting.

RECOMMENDED REVISED DRAFT BOARD POLICIES FOR ACTION

Revised Board Policy 4332 Federal Family and Medical Leave

Revised Board Policy 4339 Paid Leave for Birth or Adoption of a Child

MOTION MADE BY MR. BUCHER SECONDED BY DR. BROWNSTEIN to approve revised Board Policy 4332 Federal Family and Medical Leave and revised Board Policy 4339 Paid Leave for Birth or Adoption of a Child. **Motion passed unanimously.**

RECOMMENDED DRAFT REVISIONS OF BOARD POLICIES FOR READ ONLY

- Dr. Carvajal-Hageman presented revised Board Policy 6111 Curriculum Development

ADJOURNMENT

MOTION MADE BY MRS. MASSOTTI/SECONDED BY MR. BUCHER that the Regular Meeting of the Milford Board of Education held on Tuesday, January 21, 2025, adjourned @ 7:30 PM. **Motion passed unanimously.**

Theresa Ruffin, Executive and
Recording Secretary

MILFORD SCHOOL DISTRICT
MILFORD, DELAWARE 19963

**SCHOOL CHOICE4
SCHOOL YEAR 2025-2026**

We currently have (133) applicants. Of the (133), there are (78) who are residents of the Milford School District requesting a transfer for another school in the Milford School District. Of the (55) remaining non-residents requesting to attend our schools (17) were enrolled in the Milford School District during the 2024-2025 school year, (15) are new applicants to the district and (22) are kindergarten applications. Of the (55) applications (7) failed to submit the proper paperwork.

The administration recommends:

1) Morris Early Childhood Center - 32 applicants

- a) Kindergarten
 - i) Accept (11)
 - ii) Deny (6)
- b) 1st Grader
 - i) Approve (13)
 - ii) Deny (2)

2) Banneker Elementary School – 6 Applicants

- a) Kindergarten
 - i) Accept (5)
- b) 1st Grader
 - i) Accept (1)

3) Lulu M. Ross Elementary School – 30 Applicants

- a) 2nd Grader
 - i) Accept (9)
 - ii) Deny (5)
- b) 3rd Grader
 - i) Accept (5)
 - ii) Deny (2)
- c) 4th Grader
 - i) Accept (6)
 - ii) Deny (2)
- d) Incomplete Applications (1)

4) Mispillion Elementary School – 34 Applicants

- a) 2nd Grade
 - i) Accept (6)
 - ii) Deny (5)
- b) 3rd Grade
 - i) Accept (7)
 - ii) Deny (4)
- c) 4th Grade
 - i) Accept (6)
 - ii) Deny (5)
- d) Incomplete Applications (1)

5) Milford Middle School – 15 Applications

- a) 5th Grade
 - i) Accept (5)
- b) 6th Grade
 - i) Accept (10)

6) Milford Central Academy – 5 Applicants

- a) 7th Grade
 - i) Accept (4)**
- b) 8th Grade
 - i) Deny (1)**

7) Milford High School - 11 Applicants

- a) 9th Grade
 - i) Accept (4)
- b) 10th Grade
 - i) Accept (1)
- c) 11th Grade
 - i) Deny (1)
- d) Incomplete Applications – (5) applicants

That all Milford School District resident school choice applications be approved as of this date.

That the administration be permitted to act on “Good Cause” applications as they arise. Consideration will be given to school enrollments as well as the circumstances causing the late applications.

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 jlobiond@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	Emily Samick	2/24/25	2/27/25
Coordinator Contact Information	Phone: esamick@msd.k12.de.us	Departure Time	Return Time
	Email: 302-373-5822	4:30pm	Estimated 9:00pm
Grade Level(s)	10-12	Location and Duration	
Destination: Please identify the facility name and address	Sudlersville Meat Locker	Days Missed <u> 0 </u>	Total #
	204 E Main St, Sudlersville, MD 21668 (FFA MEAT's CDE)	<input type="checkbox"/> In-State <input type="checkbox"/> Out of State <input type="checkbox"/> Overnight <input type="checkbox"/> Within normal school day <input checked="" type="checkbox"/> Beyond normal school hours	Students 4 Staff 1 Chaperones 0

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

This is the FFA Meat's Competition: registration begins at 5:30pm. From then on, students will take a written test, place four classes of retail cuts, identify 30 retail cuts, label bones and muscles, and complete a math practicum. The ending times varies based on the number of teams competing, so the return time is est.

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)

Animal Science falls into the agriscience category, which is based on a 3-circle model - including FFA. This trip is for an FFA competition: Meat evaluation and technology. Identification and placing are skills built into the pathway from Level One.

- 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.

N/a - none of the four students attending have any IEP indicators

Special Education Coordinator Signature **Date**

MEDICAL CONSIDERATIONS

Closest Medical Facility: UM Shore Medical Center at Chestertown Emergency Room, 100 Brown St, Chestertown, MD
Please identify the facility name, address, & phone # & 410-778-3300

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: Multiple students with allergies/asthma - inhalers can be brought as well as any other medications needed to be prepared (if necessary)

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

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: _____

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:	4:30pm
Bus Departure Location:	N/a
Amount of Time At Location:	N/a
Departure Time from Location:	N/a
Return Time to School:	Estimated 9:0
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 <small>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.</small>	\$ 0.00
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 0.00

Completed by Milford School District Transportation Office

Confirmed Contractor: _____

Contractor Contact #: _____

Transportation Department Representative Signature

Date

MILFORD SCHOOL DISTRICT
Fiscal Year 2025 Monthly Revenue Report
As of January 31, 2025
58.3% 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	745,521.00	116.54%
Division II, All Other Costs	844,206.40	974,985.00	115.49%
Division II, All Other Costs - VOC	98,778.50	115,046.00	116.47%
Division II, Energy	862,232.00	847,099.00	98.24%
Division III, Equalization	6,251,388.00	6,138,589.00	98.20%
State Transportation	4,215,330.42	4,179,432.66	99.15%
Homeless Transportation	454,736.40	645,492.00	141.95%
Foster Care Transportation	78,532.35	191,196.00	243.46%
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	23,355.00	118.59%
Unique Alternatives Operations	346,924.70	62,382.48	17.98%
	-	140,509.00	
Delaware Sustainment Fund	823,122.00	794,671.00	96.54%
Technology Block Grant	93,636.00	106,353.00	113.58%
World Language Expansion	25,000.00	125,575.18	
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	
Mental Health Cash Option	-	171,795.00	
Year Long Teacher Residencies	37,131.40	-	0.00%
Substitute Reimbursement- Paid Parental Leave	41,214.00	60,662.75	147.19%
School Safety and Security	246,471.95	287,717.00	116.73%
CPR Instruction/Child Safety Awareness	-	1,050.72	
Athletic Trainer Block Grant	-	59,867.00	
Minor Capital Improvements	521,502.00	521,502.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	54,142,658.37	54,040,013.68	99.81%
LOCAL FUNDS			
Current Expense (tax rate)	9,851,690.00	9,572,900.86	97.17%
Current Expense (capitations)	200.00	-	0.00%
Debt Service	2,300,000.00	2,573,489.46	111.89%
Debt Service - County Impact Fees	92,500.00	36,477.67	39.44%
Tuition	1,400,000.00	1,361,402.12	97.24%
Minor Capital Improvements	347,668.00	336,427.97	96.77%
Interest	1,350,000.00	1,052,304.92	77.95%
Athletics	32,500.00	21,098.00	64.92%
CSCRIP	45,000.00	29,254.07	65.01%
Indirect Costs	75,000.00	49,516.32	66.02%
Cafeteria	2,700,000.00	1,150,199.09	42.60%
District Donations	98,500.00	67,029.34	68.05%
Building Rental	2,000.00	3,760.00	188.00%
E-Rate	-	2,653.20	
Net Choice Billings	(209,563.67)	(235,427.24)	112.34%
Net Charter Billings	(202,385.26)	(294,701.28)	145.61%
Tuition Billings	(2,100,000.00)	(1,528,511.09)	72.79%
Other Local Revenue	35,000.00	14,505.08	41.44%
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	14,212,378.49	89.85%
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	146,886.00	114.90%
Other federal revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,956,122.00	3,954,298.00	99.95%
GRAND TOTAL ALL FUNDS	73,916,889.44	72,206,690.17	97.69%

Milford School District
Monthly Report of Expenditures
For the month ended January 31, 2025

Operating Unit	Budget Line	Preliminary Budget			%	
		Amount	Encumbered	Expended	Budget Remaining	Remaining
9180668A	Benjamin Bancker Elementary School	\$ 55,441.25	6,395.27	23,438.11	\$ 25,607.87	46.19%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,910.00	6,295.86	34,077.14	\$ 14,537.00	26.47%
9180672A	Lulu M. Ross Elementary School	\$ 74,311.25	2,081.16	34,086.66	\$ 38,143.43	51.33%
9180673A	Misphillion Elementary School	\$ 59,840.00	4,402.86	30,099.14	\$ 25,338.00	42.34%
9180675A	Milford Central Academy	\$ 111,681.50	6,476.70	47,214.11	\$ 57,990.69	51.93%
9180678A	Milford Senior High School	\$ 160,773.75	4,860.27	96,623.00	\$ 59,290.48	36.88%
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	9,750.27	55,988.16	\$ 34,261.57	34.26%
99900300	District Expenditures	\$ 100,000.00	-	33,661.25	\$ 66,338.75	66.34%
	School Safety and Security	\$ 246,471.95	88,750.95	188,985.68	\$ (31,264.68)	-12.68%
	Public Relations and Communication	\$ 40,000.00	10,945.00	18,876.16	\$ 10,178.84	25.45%
	Copy Center (District Wide)	\$ 135,000.00	74,339.53	88,164.59	\$ (27,504.12)	-20.37%
99910100	Superintendent	\$ 1,500.00	-	533.54	\$ 966.46	64.43%
99920000	World Language Immersion (State Grant)	\$ 25,000.00	-	40,693.19	\$ (15,693.19)	
	Student Success Block Grant (Reading)	\$ 344,620.00	-	137,575.21	\$ 207,044.79	60.08%
	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	-	2,785.61	\$ 7,214.39	72.14%
	Extra Time Programs	\$ 30,000.00	-	4,010.64	\$ 25,989.36	86.63%
	Curriculum and Instruction	\$ 150,000.00	-	74,424.26	\$ 75,575.74	50.38%
99920700	Athletics - High School	\$ 220,000.00	7,500.00	144,353.26	\$ 68,146.74	30.98%
	Athletics - Milford Central Academy	\$ 46,500.00	-	26,009.03	\$ 20,490.97	44.07%
99920800	Driver's Education	\$ 19,693.65	-	6,323.25	\$ 13,370.40	67.89%
99930200	Tuition - Special Services	\$ 330,000.00	-	204,546.53	\$ 125,453.47	38.02%
	Tuition - Special Services - ILC	\$ 275,000.00	1,132.20	106,985.87	\$ 166,881.93	60.68%
	Unique Alternatives (State Funds)	\$ 346,924.70	-	-	\$ 346,924.70	100.00%
99930300	Special Services	\$ 59,500.00	17,445.04	33,920.96	\$ 8,134.00	13.67%
	Special Services - State Related Services	\$ 189,705.15	1,562.50	175,995.00	\$ 12,147.65	6.40%
99940100	Contingencies and One-Time Items	\$ 425,000.00	30,072.61	133,522.50	\$ 261,404.89	61.51%
99940200	Division I/Formula Salaries	\$ 35,641,182.04	-	22,810,685.76	\$ 12,830,496.28	36.00%
99940300	Division II - Vocational	\$ 98,778.50	-	8,364.85	\$ 90,413.65	91.53%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	7,313,099.81	\$ 5,795,863.13	44.21%
	Union agreed Limited Contracts	\$ 385,000.00	-	191,442.03	\$ 193,557.97	50.27%
99940500	Title I	\$ 1,805,919.00	278,559.43	235,068.15	\$ 1,292,291.42	71.56%
	Title II	\$ 346,873.00	-	34,612.12	\$ 312,260.88	90.02%
	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	-	21,056.34	\$ 37,787.66	64.22%
	Perkins	\$ 127,837.00	-	4,099.15	\$ 123,737.85	96.79%
99940600	Insurance Expense	\$ 142,000.00	-	158,267.00	\$ (16,267.00)	-11.46%
99940700	District Donations	\$ 98,500.00	664.71	14,245.01	\$ 83,590.28	84.86%
99940810	Technology Equipment & Repair	\$ 286,000.00	7,363.06	144,713.26	\$ 133,923.68	46.83%
	Technology Block Grant	\$ 93,636.00	-	338.73	\$ 93,297.27	99.64%
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	118.98	5,217.93	\$ 4,663.09	46.63%
99960000	Child Nutrition Operations	\$ 2,766,553.00	315,683.51	1,914,536.53	\$ 536,332.96	19.39%
	Cafeteria Salaries	\$ 573,140.00	-	457,341.25	\$ 115,798.75	20.20%
99960100	Facilities Maintenance	\$ 90,000.00	-	38,004.46	\$ 51,995.54	57.77%
	Custodial Services and Supplies	\$ 150,000.00	-	99,912.85	\$ 50,087.15	33.39%
99960200	Operations and Utilities	\$ 462,282.00	32,698.00	276,071.79	\$ 153,512.21	33.21%
	Energy Division II	\$ 862,232.00	576,968.55	47,203.68	\$ 238,059.77	27.61%
99960300	State Transportation	\$ 4,215,330.42	-	2,069,266.06	\$ 2,146,064.36	50.91%
	State Homeless Transportation	\$ 454,736.40	-	332,860.50	\$ 121,875.90	26.80%
	State Foster Transportation	\$ 78,532.35	-	104,342.00	\$ (25,809.65)	-32.86%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	100.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	397.66	15,447.68	\$ 7,154.66	31.11%
	Local Activities Transportation	\$ 2,000.00	-	-	\$ 2,000.00	100.00%
	Local Homeless Transportation Match	\$ 50,526.27	-	47,130.30	\$ 3,395.97	6.72%
	Local Transportation Match	\$ 467,435.05	-	235,558.42	\$ 231,876.63	49.61%
Total Operating Budget		\$ 70,175,594.57	\$ 1,484,464.12	\$ 38,328,659.51	\$ 30,362,470.94	43.27%
99970000	Local Debt Service	\$ 2,106,795.45	-	686,965.16	\$ 1,419,830.29	67.39%
99970200	Minor Capital Improvements	\$ 869,170.00	95,809.64	32,721.22	\$ 740,639.14	85.21%
Total Capital Budget		\$ 2,975,965.45	\$ 95,809.64	\$ 719,686.38	\$ 2,160,469.43	72.60%
Grand Total		\$ 73,151,560.02	\$ 1,580,273.76	\$ 39,048,345.89	\$ 32,522,940.37	44.46%

*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		Current Encumbrance	Expended to date	Contract Balance
					Orders	New Contract Total			
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
<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	\$ 10,420.00	\$ 1,600,489.00	\$ 77,071.98	\$ 1,523,417.02	\$ -
L. Wilson Masonry Inc	244015	B-5	677956	\$ 2,960,000.00	\$ 35,879.76	\$ 2,995,879.76	\$ 1,296,386.10	\$ 1,699,493.66	\$ -
Delmarva Veteran Builder	317909	B-7	677955	\$ 5,149,786.00	\$ (61,468.00)	\$ 5,088,318.00	\$ 3,337,512.38	\$ 1,750,805.62	\$ -
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	\$ -
Selma Inc DBA Salisbury Door & Hardware	28649	B-9	677948	\$ 596,815.00		\$ 596,815.00	\$ 111,365.00	\$ 485,450.00	\$ -
Walker & Laberge of Delaware Inc.	31519	B-10	677945	\$ 2,172,000.00		\$ 2,172,000.00	\$ 1,671,445.00	\$ 500,555.00	\$ -
Master Interiors Inc	26048	B-12	677943	\$ 698,097.00		\$ 698,097.00	\$ 600,247.00	\$ 97,850.00	\$ -
Jamestown Painting & Decorating Inc	26542	B-14	677941	\$ 585,570.00		\$ 585,570.00	\$ 567,216.00	\$ 18,354.00	\$ -
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	\$ -
Ralph G. Degli Obizzi & Sons, Inc	24941	B-17	677936	\$ 8,375,000.00	\$ 100,012.00	\$ 8,475,012.00	\$ 3,376,460.87	\$ 5,098,551.13	\$ -
Bear Industries Inc	25487	B-18	677928	\$ 879,150.00		\$ 879,150.00	\$ 542,709.79	\$ 336,440.21	\$ -
Continental Electrical Services Inc	125778	B-19	677931	\$ 4,015,000.00		\$ 4,015,000.00	\$ 2,819,311.00	\$ 1,195,689.00	\$ -
Peninsula Acoustical Co. Inc.	24549	B-20	677925	\$ 1,030,000.00		\$ 1,030,000.00	\$ 1,017,460.00	\$ 12,540.00	\$ -
North East Contractors Inc	28982	B-11	678374	\$ 4,140,000.00	\$ 91,854.55	\$ 4,231,854.55	\$ 2,598,201.47	\$ 1,633,653.08	\$ -
RC Fabricators	26366	B-6	678391	\$ 4,670,000.00		\$ 4,670,000.00	\$ 440,476.50	\$ 4,229,523.50	\$ -
Flooring Solutions, Inc	28899	B-13	687909	\$ 2,404,266.00		\$ 2,404,266.00	\$ 2,194,152.40	\$ 210,113.60	\$ -
CM									
Richard Y Johnson & Son Inc	24881		605301	\$ 3,731,124.00	\$ 214,570.23	\$ 3,945,694.23	\$ 1,175,911.53	\$ 2,769,782.70	\$ -
Architect									
Buck Simpers Architect and Associates	25833		612154	\$ 4,473,229.00		\$ 4,473,229.00	\$ 498,450.67	\$ 3,974,778.33	\$ -
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	\$ -
Modulus LLC	671154		648148	\$ 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
Dell (Student Devices)				\$ 370,224.00		\$ 370,224.00	\$ 370,224.00	\$ -	\$ 370,224.00
Cunningham Recreation/Playcore (Playground)				\$ 507,951.00		\$ 507,951.00	\$ 507,951.00	\$ -	\$ 507,951.00
A3 Communications (Advantech) Construction Funded			678196	\$ 3,535,324.40		\$ 3,535,324.40	\$ 2,511,139.40	\$ 1,024,185.00	\$ -
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	\$ -
Auditors Office			Dir. Claim	\$ 117,815.65		\$ 117,815.65	\$ -	\$ 117,815.65	\$ -
Administration				\$ 91,900.45		\$ 91,900.45	\$ 91,900.45	\$ -	\$ 91,900.45
Total Project				\$62,080,466.51	\$520,337.23	\$62,046,403.29	\$30,898,392.41	\$31,544,911.73	\$ -

Total Per DSC \$ 30,898,392.41 \$ 31,544,911.73 \$ - \$ 62,443,304.14
 Difference \$ - \$ - \$ 62,443,304.14

REVENUE Balance \$ 9,827,195.86

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-24	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00
Market Pressure Funding				\$ 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
Final Expenditure Budget
Fiscal Year 2025**

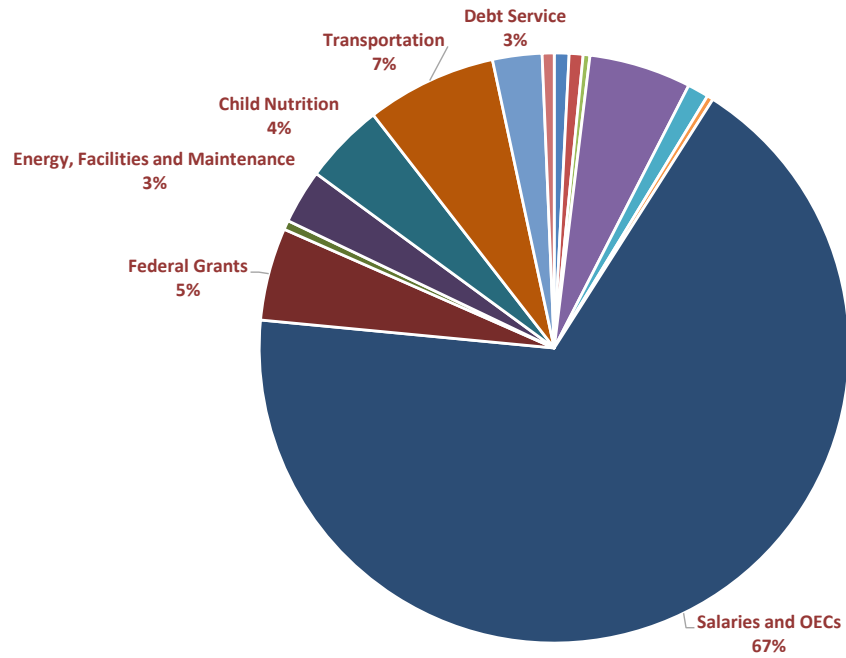
Operating Unit	Operating Unit Description	FY 2024 Final Budget	FY 2025 Final Budget	Difference between FY 24 and FY 25	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 65,225.00	\$ 73,450.00	\$ 8,225.00	13%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 64,600.00	\$ 65,290.00	\$ 690.00	1%
9180672A	Lulu M. Ross Elementary School	\$ 87,425.00	\$ 91,190.00	\$ 3,765.00	4%
9180673A	Mispillion Elementary School	\$ 70,400.00	\$ 75,690.00	\$ 5,290.00	8%
9180675A	Milford Central Academy	\$ 131,390.00	\$ 132,855.00	\$ 1,465.00	1%
9180678A	Milford Senior High School	\$ 188,175.00	\$ 190,350.00	\$ 2,175.00	1%
99900000	Board of Education - School Resource Officer	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99900000	Board of Education	\$ 9,000.00	\$ 9,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 130,000.00	\$ 90,000.00	\$ (40,000.00)	-31%
99900300	District Expenditures	\$ 55,000.00	\$ 100,000.00	\$ 45,000.00	82%
99900300	Public Relations and Communication	\$ 40,000.00	\$ 40,000.00	\$ -	0%
99900300	School Safety and Security	\$ 289,967.00	\$ 287,717.00	\$ (2,250.00)	-1%
99900300	Copy Center (District wide)	\$ 135,000.00	\$ 165,000.00	\$ 30,000.00	22%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion (State Grant)	\$ -	\$ 125,575.18	\$ 125,575.18	
99920000	State Safe and Supportive Improvement Grant	\$ -	\$ -	\$ -	
99920000	Academic Achievement Award - Banneker	\$ 8,000.00	\$ -	\$ (8,000.00)	-100%
99920000	Educator Accountability (State Grant)	\$ 1,147.01	\$ 1,050.72	\$ (96.29)	-8%
99920000	Student Success Block Grant - Mental Health	\$ 436,848.00	\$ 918,870.00	\$ 482,022.00	110%
99920000	Student Success Block Grant Reading	\$ 344,620.00	\$ 374,860.00	\$ 30,240.00	9%
99920000	Education Opportunity Grant	\$ 1,970,924.40	\$ 2,584,339.84	\$ 613,415.44	31%
99920000	Summer School	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 5,000.00	\$ (15,000.00)	-75%
99920000	Extra Time Programs	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	Curriculum/Instructional	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99920700	Athletics - Middle School	\$ 40,000.00	\$ 46,500.00	\$ 6,500.00	16%
99920700	Athletics - High School	\$ 180,000.00	\$ 220,000.00	\$ 40,000.00	22%
99920800	Driver's Education	\$ 23,169.00	\$ 23,355.00	\$ 186.00	1%
99930200	Special School - Tuition ILC	\$ 275,000.00	\$ 275,000.00	\$ -	0%
99930200	Special School - Tuition	\$ 330,000.00	\$ 330,000.00	\$ -	0%
99930200	Special School - Unique Alternatives (State)	\$ 408,146.71	\$ 62,382.48	\$ (345,764.23)	-85%
99930300	Special Services	\$ 59,500.00	\$ 59,500.00	\$ -	0%
99930300	Special Services - State Related Services	\$ 316,175.25	\$ 151,760.58	\$ (164,414.67)	-52%
99940100	Contingencies and One-Time Items	\$ 425,000.00	\$ 425,000.00	\$ -	0%
99940200	Division I Sal/Other State Prg	\$ 34,437,318.39	\$ 39,043,052.49	\$ 4,605,734.10	13%
99940300	Division Ii Vocational	\$ 116,210.00	\$ 115,046.00	\$ (1,164.00)	-1%
99940400	Local Limited Contracts	\$ 385,000.00	\$ 385,000.00	\$ -	0%
99940400	Division Iii/Local Salaries	\$ 12,723,962.94	\$ 13,108,962.94	\$ 385,000.00	3%
99940500	Title I	\$ 1,805,919.00	\$ 1,760,148.00	\$ (45,771.00)	-3%
99940500	Title II	\$ 346,873.00	\$ 340,367.00	\$ (6,506.00)	-2%
99940500	Title III	\$ 108,406.00	\$ 115,869.00	\$ 7,463.00	7%
99940500	Title IV	\$ 215,270.00	\$ 215,270.00	\$ -	
99940500	IDEA Part B	\$ 1,292,973.00	\$ 1,316,991.00	\$ 24,018.00	2%
99940500	IDEA Preschool	\$ 58,844.00	\$ 58,767.00	\$ (77.00)	0%
99940500	Perkins	\$ 127,837.00	\$ 146,886.00	\$ 19,049.00	15%
99940500	Homeless	\$ -	\$ -	\$ -	
99940500	Other Federal Grants	\$ -	\$ -	\$ -	
99940600	Insurance	\$ 142,000.00	\$ 160,000.00	\$ 18,000.00	13%
99940700	Private Grants/Donations	\$ 98,500.00	\$ 25,000.00	\$ (73,500.00)	-75%
99940810	Technology Equipment & Repair	\$ 286,000.00	\$ 286,500.00	\$ 500.00	0%
99940810	Technology Block Grant	\$ 110,160.00	\$ 106,353.00	\$ (3,807.00)	-3%
99940900	Tuition Reimbursement - Administrative	\$ 15,000.00	\$ 15,000.00	\$ -	
99940900	Tuition Reimbursement	\$ 70,000.00	\$ 70,000.00	\$ -	
99950000	Personnel/Hr	\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	25%
99960000	Child Nutrition Operations	\$ 3,339,693.00	\$ 3,445,521.00	\$ 105,828.00	3%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 150,000.00	\$ 150,000.00	\$ -	0%
99960200	Energy - Division II	\$ 862,232.00	\$ 847,099.00	\$ (15,133.00)	-2%
99960200	Delaware Filter First Funds	\$ 100,782.00	\$ -	\$ (100,782.00)	-100%
99960200	Local Energy/Utilities	\$ 87,000.00	\$ 82,000.00	\$ (5,000.00)	-6%
99960200	Custodial Substitutes	\$ 15,000.00	\$ 15,000.00	\$ -	0%
99960200	Operations/Utilities	\$ 259,500.00	\$ 259,500.00	\$ -	0%
99960300	State Transportation	\$ 4,683,385.98	\$ 5,009,847.82	\$ 326,461.84	7%
99960400	Local Transportation	\$ 533,899.44	\$ 554,072.42	\$ 20,172.98	4%
Total Operating Budget		\$ 68,802,978.12	\$ 74,884,988.48	\$ 6,082,010.36	9%
99970000	Local Debt Service	\$ 2,162,746.41	\$ 2,106,795.45	\$ (55,950.96)	-3%
99970200	Minor Capital Improvements	\$ 695,565.00	\$ 869,170.00	\$ 173,605.00	25%
Total Capital Budget		\$ 2,858,311.41	\$ 2,975,965.45	\$ 117,654.04	4%
TOTAL		\$ 71,661,289.53	\$ 77,860,953.93	\$ 6,199,664.40	8.7%
<i>Reserve Allocation</i>		<i>\$ 1,346,168.28</i>	<i>\$ 1,381,169.67</i>	<i>\$ 35,001.39</i>	
GRAND TOTAL		\$ 73,007,457.81	\$ 79,242,123.59	\$ 6,234,665.78	8.5%



Final Fiscal Year 2025 Revenue Budget

REVENUE SOURCE	Final FY 2024 Budget	Final FY 2025 Budget
STATE FUNDS		
Formula Salaries	34,396,104.39	38,922,522.74
Cafeteria Salaries	639,693.00	745,521.00
Delaware Sustainment Fund	823,122.00	794,671.00
Academic Excellence Cash Option	-	-
Related Services Cash Option	316,175.25	151,760.58
Division II, All Other Costs	993,184.00	1,115,494.00
Division II, All Other Costs - VOC	116,210.00	115,046.00
Division II, Energy	862,232.00	847,099.00
Division III, Equalization	6,251,388.00	6,138,589.00
State Transportation	4,045,110.98	4,161,159.82
Transportation - Driver Training	9,900.00	11,000.00
Homeless Transportation	534,984.00	645,492.00
Foster Transportation	92,391.00	191,196.00
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	408,146.71	62,382.48
Drivers' Education	23,169.00	23,355.00
Technology Block Grant	110,160.00	106,353.00
CPR Instruction/College Access	1,147.01	1,050.72
Education Opportunity Grant	1,970,924.40	2,584,339.84
Education Opportunity Grant - Mental Health	436,848.00	463,657.00
Mental Health Block Grant/Cash Option	-	455,213.00
Student Success Block Grant Reading	344,620.00	374,860.00
Year-Long Teacher Residencies	43,684.00	-
State School Recognition Award - Banneker	8,000.00	-
Athletic Trainer Block Grant	-	59,867.00
School Safety and Security Fund	289,967.00	287,717.00
World Language Expansion	-	125,575.18
Substitute Reimbursement - Parental Leave	41,214.00	60,662.75
Minor Capital Improvements	417,339.00	521,502.00
State Filter First Funds	100,782.00	-
Major Capital Improvements	-	-
TOTAL STATE FUNDS	53,277,495.74	58,967,086.11
LOCAL FUNDS		
Current Expense (tax rate)	9,767,863.00	9,985,000.00
Current Expense (capitations)	200.00	200.00
Athletics	32,500.00	32,500.00
Interest	1,259,000.00	1,835,000.00
Building Rental	2,000.00	4,500.00
Other Local Revenue	35,000.00	35,000.00
CSCR	45,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Cafeteria	2,700,000.00	2,700,000.00
Net Choice Billings	(209,563.67)	(235,427.24)
Charter Billings	(202,385.26)	(294,701.28)
Tuition Billings	(2,100,000.00)	(2,100,000.00)
Tuition	1,800,000.00	1,400,000.00
Donations	98,500.00	98,500.00
Debt Service	2,100,000.00	2,300,000.00
Debt Service - County	92,500.00	92,500.00
Match Tax - Minor Capital Improvements	278,226.00	347,668.00
Match Tax - Education Opportunity	-	-
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
TOTAL LOCAL FUNDS	15,773,840.07	16,320,739.48
FEDERAL FUNDS		
IDEA	1,292,973.00	1,316,991.00
IDEA - Preschool	58,844.00	58,767.00
TITLE I	1,805,919.00	1,760,148.00
TITLE II	346,873.00	340,367.00
TITLE III	108,406.00	115,869.00
TITLE IV	215,270.00	215,270.00
PERKINS	127,837.00	146,886.00
OTHER FEDERAL FUNDS	-	-
TOTAL FEDERAL/OTHER FUNDS	3,956,122.00	3,954,298.00
GRAND TOTAL ALL FUNDS	73,007,457.81	79,242,123.59
<i>Projected Expenditure Budget</i>		77,860,953.93
<i>Projected Current Year Surplus/(Deficit)</i>		1,381,169.67

Total Budget



- School Building Budgets
- Local Instructional Programs
- Technology
- Debt Service
- Board of Ed and District Expenditures
- Athletics
- Energy, Facilities and Maintenance
- Other
- School Safety and Security
- Salaries and OECs
- Child Nutrition
- State Instructional Programs
- Federal Grants
- Transportation



HOME of the BUCCANEERS

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

School Year 2025-2026 Start and End Times by School
Proposed February 2025

School	Grade Levels	Teacher Mandatory Arrival Time	Student Arrival Time	Student Dismissal Time	Teacher Mandatory Dismissal Time
Morris	PreK, K, 1	8:30	8:45	3:45	4:00
Ross	2-3-4	8:15	8:30	3:30	3:45
Banneker	PreK, K, 1	8:15	8:30	3:30	3:45
Misphillion	2-3-4	8:30	8:45	3:45	4:00
Milford Middle School	5-6	7:15	7:30	2:30	2:45
Milford Central Academy	7-8	7:30	7:45	2:45	3:00
Milford High School	9-12	7:15	7:30	2:30	2:45

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Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> Milford Middle School 612 Lakeview Ave Milford, DE 19963	CONTRACT INFORMATION: Contract For: B-2: Site Work Date: 12/19/2023	CHANGE ORDER INFORMATION: Change Order Number: B2-03 Date: 12/19/24
OWNER: <i>(name and address)</i> Milford School District 906 Lakeview Ave Milford, DE 19963	ARCHITECT: <i>(name and address)</i> Buck Simpers Architects & Associates 954 Justison St Wilmington, DE 19801	CONSTRUCTION MANAGER: <i>(name and address)</i> Richard Y. Johnson & Son, Inc. 18404 Johnson Road PO Box 105 Lincoln, DE 19960
CONTRACTOR: <i>(name and address)</i> Zack Excavating, Inc. 2935 S. DuPont Blvd Smyrna, DE 19977		

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Proposed additions of the multi-use paths - Reference drawing C053, C102, C103 and C302 Rev 3 dated 8/7/24

The original Contract Sum was	\$ 3,495,949.00
Net change by previously authorized Change Orders	\$ 134,518.69
The Contract Sum prior to this Change Order was	\$ 3,630,467.69
The Contract Sum will be increased by this Change Order in the amount of	\$ 32,084.00
The new Contract Sum including this Change Order will be	\$ 3,662,551.69

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Buck Simpers Architects & Associates
ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Zack Excavating, Inc.

CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE

Dean Johnson, CEO/CEO

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER *(Firm name)*

SIGNATURE

Sara Hale, COO

PRINTED NAME AND TITLE

DATE:

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User Notes:

(389ADA4B)

Zack Excavating, Inc.
 2935 South Dupont Blvd
 Smyrna, DE 19977



Office: (302) 223-6223
 Fax: (302) 223-6531

Dean Johnson
 Richard Y. Johnson & Son, Inc
 18404 Johnson Rd
 PO Box 105
 Lincoln DE 19960

10/22/2024

Re: Milford Middle School – Proposed additions to the multi-use paths – Reference drawing C053, C102, C103 and C302 Rev 3 dated 8/7/2024

Mr. Johnson

Please see below cost adjustment to include the additions to the multi-use paths as detailed.

Description	Quantity	Measurement	Unit Price	Total Price
Demolition and removal exiting sidewalk and excavation trimming tree	100	SF	\$45.00	\$4,500
Installation of concrete sidewalk varied widths	~400	SF	\$21.50	\$8,600
Installation of ADA truncated domes	~100	SF	\$75.00	\$7,500
Installation of Thermo Crosswalk	508	SF	\$36.78	\$18,684
			TOTAL INCREASE	\$39,284 34,784

~~-2700~~
32,084

Please call if you have any questions,

Sincerely,

Dave Czachorowski
 President
 Zack Excavating, Inc.

AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> Milford Middle School 612 Lakeview Ave Milford, DE 19963	CONTRACT INFORMATION: Contract For: B-7: Carpentry & General Work Date: 12/19/2023	CHANGE ORDER INFORMATION: Change Order Number: B7-02 Date: 12/5/24
OWNER: <i>(name and address)</i> Milford School District 906 Lakeview Ave Milford, DE 19963	ARCHITECT: <i>(name and address)</i> Buck Simperts Architects & Associates 954 Justison St. Wilmington, DE 19801	CONSTRUCTION MANAGER: <i>(name and address)</i> Richard Y. Johnson & Son, Inc. 18404 Johnson Road PO Box 105 Lincoln, DE 19960
CONTRACTOR: <i>(name and address)</i> Delmarva Veteran Builders LLC 120 E. Market St Salisbury, MD 21801		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Due to the Existing conditions of the Hoist way. Concrete anchoring with epoxy will be required for the rail brackets.

The original Contract Sum was	\$	5,149,786.00
Net change by previously authorized Change Orders	\$	-61,468.00
The Contract Sum prior to this Change Order was	\$	5,088,318.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,425.78
The new Contract Sum including this Change Order will be	\$	5,089,743.78

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Buck Simperts Architects & Associates

ARCHITECT *(Firm name)*

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE
Tim Skibicki

PRINTED NAME AND TITLE

SIGNATURE
Dean Johnson, CEO/CO

PRINTED NAME AND TITLE

DATE:


DATE:
12/5/24

Delmarva Veteran Builders LLC

CONTRACTOR *(Firm name)*

Milford School District

OWNER *(Firm name)*


SIGNATURE
Raymond Joseph - DUB Project Manager
PRINTED NAME AND TITLE
12-6-2024
DATE:

SIGNATURE
Sara Halo, COO

PRINTED NAME AND TITLE

DATE:

Delmarva Veteran Builders, LLC
 120 E. Market Street
 Salisbury MD 21801

www.delmarvaveteranbuilders.com
 443-736-1584



Change Order Request

COR Number: 04

Date: 9/24/2024

Project Number: 2401

Contract Date: 12/19/2023

To:	Project:
Milford School District 906 Lakeview Ave Milford DE 19963	Milford Middle School 612 Lakeview Ave Milford DE 19963

Description of Change:

Due to the Existing conditions of the Hoist way. Concrete anchoring with epoxy will be required for the rail brackets.

Project Original Contract Sum	5,149,786.00
Total of Previously Approved Change Orders	(61,468.00)
Contract Amount Prior to this Change Order	5,088,318.00
Proposed Contract Amount of this Change Order	1,425.78
Proposed Contract Amount Including this Change Order	5,089,743.78

Accepted By:		
<u>Delmarva Veteran Builders, LLC</u> Contractor (Company Name)	<u>Milford School District</u> Owner (Company Name)	_____ Other (Company Name)
<u>Raymond Joseph</u> By (Signature)	Approved via email by Dean 10.31.24 By (Signature)	_____ By (Signature)
<u>Joey Joseph</u> Printed Name	_____ Printed Name	_____ Printed Name
<u>9/24/2024 12:00:00 AM</u> Date	_____ Date	_____ Date
_____ Owner's Change Order Number		

Delmarva Veteran Builders, LLC
 120 E. Market Street
 Salisbury MD 21801

www.delmarvaveteranbuilders.com
 443-736-1584



Change Order Request

COR Number: 04

Date: 9/24/2024

To: Milford School District	Project: Milford Middle School
------------------------------------	---------------------------------------

Item	Description	Quantity	UOM	Unit Price	Extended Price
C004 - Change order #4					
SUBCO	DE Change order #1	0.00		0.00	1,221.49
OH&P	Contractor 15% OH&P	0.00		0.00	183.22
P&P	Performance & Payment Bond (1.5%)	0.00		0.00	21.07
Change order #4 Total:					1,425.78
Change Order Total:					1,425.78

DELAWARE ELEVATOR

CORPORATE OFFICE
2210 Allen Drive Salisbury, MD 21801
(410) 749-3489 Fax (410) 749-4503

CHANGE ORDER: 001

April 29, 2024

TO: Delmarva Veteran Builders
PO Box 621
Salisbury, MD 21803

RE: Milford Middle School

DEI #: 24-42734

ATTN: David Diaz

DESCRIPTION OF CHANGES:

Cost Impact Change: Due to the existing conditions of the Hoist way. Concrete anchoring with epoxy will be required for the rail brackets.

The requested changes above were requested via:

- Telephone E-Mail/Letter/Fax Dated:
 Approved Submittals Other:

MATERIAL:	\$	257.40		
FREIGHT CHARGES:				
MATERIAL TOTAL:	\$	257.40		
EXPENSES:				
SUBTOTAL:	\$	257.40		
OVERHEAD & PROFIT:	\$	38.61	10 %OH	5 %Profit
REGULAR TIME MECHANIC LABOR:	\$	617.00	4 Hours @	\$ 154.25
REGULAR TIME APPRENTICE LABOR:	\$	308.48	4 Hours @	\$ 77.12
OVERTIME MECHANIC LABOR:	\$	-	Hours @	\$ 231.38
OVERTIME APPRENTICE LABOR:	\$	-	Hours @	\$ 115.69
OPERATOR LABOR:	\$	-	Hours @	\$ 154.25
ENGINEERING TIME:	\$	-	Hours @	\$ 200.00
TOTAL CHANGE ORDER:	\$	1,221.49		

NOTES:

- Please confirm the changes noted above are satisfactory by signing and returning a copy of this form at your earliest convenience.
- This project may be placed ON HOLD until a signed copy of this change order is returned to Delaware Elevator, Inc.

Client Approval by: _____

Date: _____

Prepared by: DB III _____

DEI Approval: 



AIA Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*

Milford Middle School
612 Lakeview Ave
Milford, DE 19963

OWNER: *(name and address)*

Milford School District

906 Lakeview Ave
Milford, DE 19963

CONTRACTOR: *(name and address)*

Ralph G. Degli Obizzi & Sons, LLC
400 Robinson Lane
Wilmington, DE 19805

CONTRACT INFORMATION:

Contract For: B-17: Mechanical
Date: 12/19/2023

ARCHITECT: *(name and address)*

Buck Simpers Architects &
Associates
954 Justison St
Wilmington, DE 19801

CHANGE ORDER INFORMATION:

Change Order Number: B17-05
Date: 12/11/24

CONSTRUCTION MANAGER: *(name and address)*

Richard Y. Johnson & Son, Inc.

18404 Johnson Road
P.O. Box 105
Lincoln, DE 19960

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Cost associated with ASI-068, modifications to Gym roof drains

The original Contract Sum was	\$	8,375,000.00
Net change by previously authorized Change Orders	\$	100,012.00
The Contract Sum prior to this Change Order was	\$	8,475,012.00
The Contract Sum will be increased by this Change Order in the amount of	\$	5,980.00
The new Contract Sum including this Change Order will be	\$	8,480,992.00

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on _____

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER:

Buck Simpers Architects & Associates
ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Richard Y. Johnson & Son, Inc.
CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE

Dean Johnson, CEO/CFO
PRINTED NAME AND TITLE

DATE: 12/11/24

Ralph G. Degli Obizzi & Son, LLC
CONTRACTOR *(Firm name)*

SIGNATURE

Anthony S. Degli Obizzi, Resident
PRINTED NAME AND TITLE

DATE: 12-11-2024

Milford School District
OWNER *(Firm name)*

SIGNATURE

Sara Hale, COO
PRINTED NAME AND TITLE

DATE:

RGD

RALPH G. DEGLI OBIZZI & SONS, LLC.
Mechanical Contractors



400 ROBINSON LANE • WILMINGTON, DE 19805 • Phone (302) 652-3593 • Fax (302) 652-8190

December 9, 2024

Richard Y. Johnson & Son
P.O. Box 105
18404 Johnson Road
Lincoln, Delaware 19960

COR #18

Attention: Dean Johnson

Re: Milford Middle School
ASI#068

Dear Dean,

The following is our cost associated with ASI-068, modifications to Gym roof drains.

TOTAL COST - \$5,980.00

I have attached back up for this cost. If you have any questions, please give me call.

Sincerely,

RALPH G. DEGLI OBIZZI & SONS, LLC.

A handwritten signature in black ink that reads "Anthony S. Degli Obizzi".

Anthony S. Degli Obizzi
President

ASD/sac

Attachment(s)



AN EQUAL OPPORTUNITY EMPLOYER





RALPH G. DEGLI OBIZZI & SONS, LLC.
Mechanical Contractors



400 ROBINSON LANE WILMINGTON, DE 19805 Phone (302) 652-3593

Job Name : Milford Middle School
Job # : #1034 ASI#068

Cost Estimate

	Cost	Hours	Rate
RGD & Sons, Inc.			
Labor	\$1,293.88	14.00	\$92.42
Material	\$2,379.55		
RGD&Sons, Inc OH&PR (Labor)	\$194.08		15.00%
RGD&Sons, Inc OH&PR (Material)	\$356.93		15.00%
Subcontractors			
Sheetmetal	\$0.00		
Insulation	\$1,300.00		
ATC	\$0.00		
Balancing	\$0.00		
Subcontractor Sub-Total	\$1,300.00		
RGD&Sons, Inc OH&PR	\$97.50		7.50%
Standard Pricing			
Supervision (Foreman)	\$212.57	2.00	\$106.28
As-Built Hours (4hrs min.)	\$0.00	0.00	\$106.28
O & M Hours (2hrs min.)	\$0.00	0.00	\$106.28
Truck	\$0.00	0.00	\$106.28
Pipe ID (if applicable)	\$0.00	0.00	\$106.28
Valve Tagging (if applicable)	\$0.00	0.00	\$106.28
Coordination drawing (4hrs min.)	\$0.00	0.00	\$106.28
Subtotal	\$5,834.51		
Bond Cost (if applicable)	\$145.86		2.50%
Total Cost	\$5,980.37		



AN EQUAL OPPORTUNITY EMPLOYER



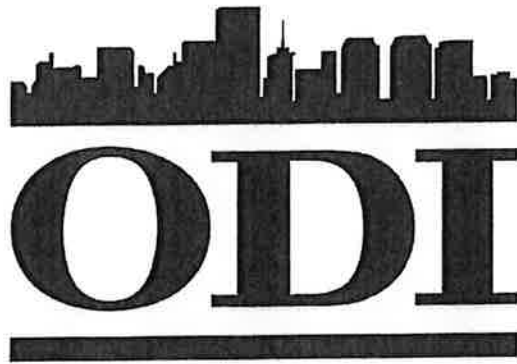
JOB 1046 09/26/24: MILFORD MIDDLE...
 ESTIMATE 1 09/26/24: MILFORD MIDDLE...
 DATA SET 1 COMM MECH 06/2010

1. Section Breakout Report
 Ralph G. Degli Obizzi & Sons Inc.
 400 Robinson Lane
 Wilmington, DE 19805
 302-652-3593 / 302-652-8190
 anthony@degli.com

PRINTED 12/9/2024 10:35:34 AM
 MATERIAL Primary
 LABOR Primary

NOTES

Item						Material			Field Labor		
UPC Code	Buyer C...	Category	Size	Item Desc	Qty U...	Mat Unit	Mat Adj	Mat Ext	Fld Unit	Fld Adj	Fld Ext
				SCISSOR LIFT	1.00 ea	350.00	1.00	350.00	Skip	1.0000	0.0000
6683632...	016CH0...	PVC SCH 40-D...	4"	PIPE-SCH 40 PVC DWV	35.00'	14.20	1.00	497.00	0.1500	1.0000	5.2500
6119420...	118CH0...	PVC SCH 40-D...	4"	1/4 BEND - HxH-300	3.00 ea	245.90	1.00	737.70	0.8140	1.0000	2.4420
		PVC SCH 40-D...	4"	JOINTS	10.00 ea	Skip	1.00	0.00	Skip	1.0000	0.0000
		PVC SCH 40-D...	Unsize	CEMENT-PVC-QTS.	1.00 ea	40.00	1.00	40.00	Skip	1.0000	0.0000
		PVC SCH 40-D...	Unsize	CLEANER-PVC-QTS.	1.00 ea	40.00	1.00	40.00	Skip	1.0000	0.0000
6119420...	118CH0...	PVC SCH 40-D...	4"	COUPLING - HxH	2.00 ea	102.70	1.00	205.40	0.8000	1.0000	1.6000
6902911...	034GR0...	HANGERS & CL...	4"	#260 ADJ. CLEVIS HN...	5.00 ea	24.67	1.00	123.35	0.7000	1.0000	3.5000
6902911...	034GR3...	HANGERS & CL...	5/8"	#146 ALL THREAD ROD	20.00'	7.56	1.00	151.20	Skip	1.0000	0.0000
6902911...	034GR1...	HANGERS & CL...	5/8"	#94 1-1/4" JAW TOP B...	5.00 ea	28.23	1.00	141.15	0.2000	1.0000	1.0000
6705723...	034CP3...	HANGER-R.CLA...	5/8"	FIG.165H-HEX NUTS	15.00 ea	1.91	1.00	28.65	Skip	1.0000	0.0000
6705722...	034CP3...	HANGER-R.CLA...	5/8"	FIG.103-WASHER-FL...	15.00 ea	4.34	1.00	65.10	Skip	1.0000	0.0000
Grand Totals								2,379.55			13.7920



Old Dominion Insulation

OLD DOMINION INSULATION, INC.
PROFESSIONAL INSULATION CONTRACTORS

DE Business License #2007215252

Milford MS

23JA243-8

Scope of Work: Additional Mechanical Insulation per ASI 068.

Proposal Prepared for: Degli Obizzi

Proposal Prepared by: Jason Adcock



Old Dominion Insulation

111 Sandy Drive
Newark, DE 19713

December 6, 2024

PROJECT NAME:
Milford MS

Old Dominion Insulation is pleased to provide a lump sum bid to supply the necessary management, labor and materials associated with this project.

Our proposal is based on the following:

TOTAL Change Order 08	\$1,300.00
<hr/>	
Added/Rerouted Storm Drain per ASI 68	\$1,300.00



Planning

Architecture

Interior design

Graphic Design

Project Management

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Date: December 04, 2024

To: J. Dixon, RYJ
D. Zook, RYJ

From: Joel Newberry, BSA+A

Project Name: Milford Middle School - Bid Pack B
Milford School District

Project Number: #22.018

Subject: **ASI #68 MODIFICATIONS TO
GYM ROOF DRAINS &
CRICKETS AND NEW
EMERGENCY SCUPPERS.**

NOTICE:

Attention is called to the following item(s), effective as of the date above, which shall be added to, deleted from, or changed in the Contract Documents dated 10/31/2023 and any previously issued addenda, thereby incorporating these items into the Contract Documents.

Attach this Architect's Supplemental Instruction (ASI) to the project manual for this project. Work or materials not specifically mentioned herein are to be as described in the main body of the specifications and as shown on the drawings.

The work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time.

Any and all Architect's Supplemental Instructions shall be carried out in accordance with AIA Document G710 - 2017 Guidelines and Requirements.

The following clarification, changes and/or additions shall by this reference be incorporated into the contract documents as though fully set forth therein.

Buck Simpers Architect
+ Associates, Inc.
954 Justison Street
Wilmington, DE 19801
302.658.9300
fax 658.1125
www.simpers.com

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: *(name and address)*

Milford Middle School
612 Lakeview Ave
Milford, DE 19963

OWNER: *(name and address)*

Milford School District

906 Lakeview Ave
Milford, DE 19963

CONTRACTOR: *(name and address)*

Peninsula Acoustical Co., Inc.
441 Pier Head Blvd.
Smyrna, DE 19977

CONTRACT INFORMATION:

Contract For: B20 Wall Panels
Date: 12/19/23

ARCHITECT: *(name and address)*

Buck Simpers Architects &
Associates
954 Justison St
Wilmington, DE 19801

CHANGE ORDER INFORMATION:

Change Order Number: B20-01
Date: February 21, 2025

CONSTRUCTION MANAGER: *(name and address)*

Richard Y. Johnson & Son, Inc.

18404 Johnson Road
PO Box 105
Lincoln, DE 19960

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR #1, COR #2 and COR #3 - Z girt spacing changes per ASI #65

The original Contract Sum was
Net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

\$	1,030,000.00
\$	0.00
\$	1,030,000.00
\$	128,415.52
\$	1,158,415.52

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Buck Simpers Architects & Associates

ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

2.21.25

DATE:

Peninsula Acoustical Co., Inc.

CONTRACTOR *(Firm name)*

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE


Dean Johnson, CEO/CEO

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER *(Firm name)*


SIGNATURE
Craig A. Stonesifer, II / President
PRINTED NAME AND TITLE
2/21/25
DATE:

SIGNATURE
Sara Hale, COO
PRINTED NAME AND TITLE
DATE:

Contract Time

Change in Contract Time for this Change Order

0 workdays

Acceptance

This agreement is not valid until signed by Owner and Contractor.


Signature indicates agreement herewith, including any adjustment in the Contract Total and Contract Time.

Owner

Dated

Contractor

Dated


SIGNATURE
Craig A. Stonestifer, II / President
PRINTED NAME AND TITLE
2/11/25
DATE:

SIGNATURE
Sara Hale, COO
PRINTED NAME AND TITLE
DATE:

Peninsula Acoustical Co., Inc.

441 Pier Head Blvd.
SMYRNA, Delaware 19977
(302) 653-3551



Change Order Contract

<p>BETWEEN THE OWNER:</p> <p>RICHARD Y. JOHNSON & SON, INC. PO BOX 105 LINCOLN, DE 19960</p>	<p>AND THE CONTRACTOR:</p> <p>Peninsula Acoustical Co., Inc. 441 Pier Head Blvd. SMYRNA, Delaware 19977</p>	<p>FOR THE PROJECT:</p> <p>MILFORD MS B-20 WALL PANELS 612 LAKEVIEW AVE MILFORD, DE 19963</p>
<p>FOR THE CHANGE ORDER:</p> <p>#1 - Change Order #01</p>		

The Owner authorizes the Contractor to make the following changes to the above project:

#1 - Change Order #01**ASI #15 ADDING COMPLETE RAINSCREEN AND CLADDING SYSTEM AT WALL TYPE EW6B**

LINE ITEM	UNIT COST	QTY	UNIT	MARKUP	TOTAL
MWP-1 Dark Grey	\$ 5.20	330	Each	\$ 257.40	\$ 1,973.40
MWP Fasteners	\$ 0.15	360	Each	\$ 8.10	\$ 62.10
MWP Trims	\$ 10.00	142	Each	\$ 213.00	\$ 1,633.00
Labor	\$ 74.82	24	Each	\$ 269.35	\$ 2,065.03
2 1/2" Thermafiber Insulation	\$ 2.50	330	Each	\$ 123.75	\$ 948.75
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
4" Z Furring	\$ 3.80	130	Each	\$ 74.10	\$ 568.10
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
7/8" Hat Channel	\$ 1.70	150	Each	\$ 38.25	\$ 293.25
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
Bond	\$ 9,608.65	0.014	Each	\$ 20.18	\$ 154.70
					\$ 9,763.36

The following is based on information provided by the contractor.

Contract Sum

Original Contract Amount	\$ 1,030,000.00
Price for this Change Order	\$ 9,763.36

Contract Time

Change In Contract Time for this Change Order	0 workdays
---	------------

Acceptance

*This agreement is not valid until signed by Owner and Contractor.
Signature indicates agreement herewith, including any adjustment in the Contract Total and Contract Time.*

Owner

Dated

Contractor

Dated

Peninsula Acoustical Co., Inc.
441 Pier Head Blvd.
SMYRNA, Delaware 19977
(302) 653-3551



Change Order Contract

BETWEEN THE OWNER: RICHARD Y. JOHNSON & SON, INC. PO BOX 105 LINCOLN, DE 19960	AND THE CONTRACTOR: Peninsula Acoustical Co., Inc. 441 Pier Head Blvd. SMYRNA, Delaware 19977	FOR THE PROJECT: MILFORD MS B-20 WALL PANELS 612 LAKEVIEW AVE MILFORD, DE 19963
FOR THE CHANGE ORDER: #2 - Change Order #02		

The Owner authorizes the Contractor to make the following changes to the above project:

#2 - Change Order #02

ASI #41 ADDING COMPLETE RAINSCREEN AND CLADDING SYSTEM AT CHANGES TO CW21 AND CW25

LINE ITEM	UNIT COST	QTY	UNIT	MARKUP	TOTAL
MWP-1 Dark Gray	\$ 5.20	230	Each	\$ 179.40	\$ 1,375.40
MWP Fasteners	\$ 0.15	250	Each	\$ 5.63	\$ 43.13
MWP Trims	\$ 10.00	131	Each	\$ 196.50	\$ 1,506.50
Labor	\$ 74.82	24	Each	\$ 269.35	\$ 2,065.03
2 1/2 Thermafiber Insulation	\$ 2.50	230	Each	\$ 86.25	\$ 661.25
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
4" Z Furring	\$ 3.80	58	Each	\$ 33.06	\$ 253.46
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
7/8" Hat Channel	\$ 2.00	78	Each	\$ 23.40	\$ 179.40
Labor	\$ 74.82	8	Each	\$ 89.78	\$ 688.34
Bond	\$ 8,149.19	0.014	Each	\$ 17.11	\$ 131.20
					\$ 8,280.40

The following is based on information provided by the contractor.

Contract Sum

Original Contract Amount	\$ 1,030,000.00
Price for this Change Order	\$ 8,280.40

Contract Time

Change in Contract Time for this Change Order	0 workdays
---	------------

Acceptance

*This agreement is not valid until signed by Owner and Contractor.
Signature indicates agreement herewith, including any adjustment in the Contract Total and Contract Time.*

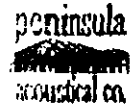
Owner

Dated

Contractor

Dated

Peninsula Acoustical Co., Inc.
441 Pier Head Blvd.
SMYRNA, Delaware 19977
(302) 653-3551



Change Order Contract

BETWEEN THE OWNER: RICHARD Y. JOHNSON & SON, INC. PO BOX 105 LINCOLN, DE 19960	AND THE CONTRACTOR: Peninsula Acoustical Co., Inc. 441 Pier Head Blvd. SMYRNA, Delaware 19977	FOR THE PROJECT: MILFORD MS B-20 WALL PANELS 612 LAKEVIEW AVE MILFORD, DE 19963
FOR THE CHANGE ORDER: #3 - Change Order #03		

The Owner authorizes the Contractor to make the following changes to the above project:

#3 - Change Order #03					
ADD PER ASI #65 EXTERIOR METAL PANEL SUB-GIRT SPACING					
LINE ITEM	UNIT COST	QTY	UNIT	MARKUP	TOTAL
4" Z Furring	\$ 3.28	7964	Each	\$ 3,918.29	\$ 30,040.21
Labor	\$ 74.82	616	Each	\$ 6,913.37	\$ 53,002.49
7/8" Hat Channel	\$ 1.46	2854	Each	\$ 581.23	\$ 4,456.07
Labor	\$ 74.82	152	Each	\$ 1,705.90	\$ 13,078.54
Fasteners	\$ 0.15	13308	Each	\$ 299.43	\$ 2,295.63
Equipment	\$ 2,500.00	2	Each	\$ 750.00	\$ 5,750.00
P&P Bond	\$ 108,822.94	0.014	Each	\$ 228.11	\$ 1,748.83
					\$ 110,371.76

The following is based on information provided by the contractor.

Contract Sum	
Original Contract Amount	\$ 1,030,000.00
Price for this Change Order	\$ 110,371.76

Carolyn Anderson

From: postmaster@simpers.com
To: Tim Skibicki
Sent: Friday, February 21, 2025 4:24 PM
Subject: Delivered: RE: Sussex Tech/Change Orders

Your message has been delivered to the following recipients:

[Tim Skibicki](#)

Subject: RE: Sussex Tech/Change Orders

Carolyn Anderson

From: postmaster@simpers.com
To: Kathy Knotts
Sent: Friday, February 21, 2025 4:24 PM
Subject: Delivered: RE: Sussex Tech/Change Orders

Your message has been delivered to the following recipients:

[Kathy Knotts](#)

Subject: RE: Sussex Tech/Change Orders

Carolyn Anderson

From: postmaster@simpers.com
To: Kelly Lucas
Sent: Friday, February 21, 2025 4:24 PM
Subject: Delivered: RE: Sussex Te ch/Change Orders

Your message has been delivered to the following recipients:

[Kelly Lucas](#)

Subject: RE: Sussex Te ch/Change Orders

CURRICULUM DEVELOPMENT POLICY

GUIDING PRINCIPLES

This district shall conduct a **regular review of instructional materials as necessary to assess the efficacy of the curriculum. Through constant evaluation and reevaluation, the district can ensure that all curriculum is standards-aligned, responsive, and meets the needs of all learners.** ~~and/or replacement of textbooks, instructional materials, lab equipment, and computers at least every five (5) years.~~

Curriculum development will include **All instructional materials will be selected in accordance with:**

- ~~• Broad-based representation and involvement of all teachers in the program development and may include parents, students and other community groups.~~
- ~~• Continuous program improvement through evaluating, modifying and changing based on assessment data.~~
- **Applicable state and federal laws.**
- **Professional learning** ~~Staff development~~ focusing on **state standards**, analysis of student assessment data and the appropriate application of ~~new~~ **evidence-based** instructional strategies.
- Instruction that is developmentally appropriate, student-centered and research-based.
- An appropriate and embedded assessment system to be implemented by all teachers involved with the curricular program.
- Implementation of integrated/interdisciplinary instruction where appropriate.
- Universal utilization of technology supports where adopted as part of the program.
- Technology resources (including staff development, hardware, and software) will be focused, as part of the curricular adoption (not as add-ons).

PROCESS COMPONENTS

IDENTIFYING AND ASSESSING NEEDS:

1. The administration will **first review student data to determine if there is a need for instructional materials updates. When the administration determines there is a need, they will** define direction and procedure. ~~parameters for the committee.~~
2. **Instructional materials review will include representation and involvement from multiple stakeholder groups; to include teachers, administrators and may include parents, students and other community groups as appropriate.** ~~A formally appointed curricular committee will conduct the process. All schools and grade clusters relevant to program area will be represented on the committee.~~
3. ~~The strengths and weaknesses of the current program will be evaluated. This will include consideration of data results.~~ **A needs analysis will be completed to determine parameters for which instructional materials will be reviewed.**

ESTABLISHING CRITERIA:

4. Program criteria will be established, ~~taking into consideration~~ **using** research, and professional literature, **legislative code/regulations**, national trends, state standards/assessment, district assessments, **and** instructional technology. ~~and the recommendations of other professional educational organizations. State standards and the assessment system, as well as a district assessment system,~~ **Research-based evidence** will be the key foundational pieces for the curricular **instructional material** review and adoption.
5. The focus for the district instructional assessment system is the state content standards, not the instructional resources (such as textbooks) or district objectives. Prior to **curriculum selection** ~~screening, piloting or selecting textbooks or other instructional resources~~, the assessment system for that content area must be defined and ~~fully developed such that the instructional materials are fully aligned to the state content standards and district assessment system.~~ The assessment system should be supported by technology. ~~so that labor is reduced and analysis of data is enhanced.~~
6. Technological resource requirements will be considered, so that the infusion of technology into instruction **is appropriate.** ~~and existing technology is emphasized. The Loti classification system may be used as one of sources of information for making decisions regarding the adoption and purchase of technology.~~
7. A plan for the development of reporting student progress, promotion, and graduation issues will be a part of the curriculum development process.

8. The ~~committee~~ curriculum department will create a staff development plan. for: ~~a) the committee;~~
b) the pilot teachers; ~~c) all staff.~~
9. The instructional approach must be student-centered and activity-based.
10. The curriculum ~~being developed~~ must **should** articulate with other grade levels and subject areas, as appropriate.

PILOTING AND INITIAL IMPLEMENTATION

11. When a pilot is necessary, it must be developed, implemented, and evaluated including opportunities for teachers and ~~parents~~ stakeholders to observe and understand the new approaches. The structure and organization of the pilot should be designed by the curriculum department ~~curricular review committee~~. It should include an appropriate number of teachers ~~at the necessary schooling levels. It may be linked with the development of units as they are completed.~~ Professional development will be provided to the pilot teachers, ~~as needed~~. Evaluation of the pilot must be linked with the assessment system.
12. ~~If not selected from existing published programs, the curriculum must be written using the district standardized unit format.~~
13. ~~All teachers who will be using the new/revised curriculum must have an opportunity to review and make recommendations for modification, if needed.~~
14. ~~Committee will make modifications based on the evaluation of pilot experiences.~~
15. ~~Presentation of the program will be made to all teachers for their approval.~~
16. The final curriculum will be presented to the school board for adoption. The committee and administration will consider opportunities to inform the community and strengthen support for the adopted instructional program as an enhancement of the district's **strategic plan** ~~mission and goals~~.
17. As part of the full implementation process, the administration and committee conduct professional development for all involved staff. All involved teachers are required to teach the adopted program and to participate fully in the staff development.
18. ~~The administration and committee will meet and confer periodically to check progress, share experiences and outcomes, address questions and concerns, and make changes as needed based on student assessment data.~~

TITLE IX RIGHTS & RESPONSIBILITIES

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District (“the District”), that receive any Federal funds must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- A school employee conferring an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “*quid pro quo*” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

The District has a responsibility to respond promptly and equitably. If the District knows or reasonably should know about sex discrimination, sexual harassment, or sexual violence within the District’s education program or activity, the District will take immediate action to eliminate the sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities. The District strives to provide an environment free from sex discrimination, including sexual harassment. The District encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (*e.g.*, the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the District’s Title IX coordinator in person, or by phone, mail, or e-mail, or to the Office of Civil Rights. Any person (*e.g.*, the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

The District's Title IX Coordinator is:

Director of Human Resources & School Climate
Milford School District
906 Lakeview Ave.
Milford, DE 19963
302-422-1600
MilfordHR@msd.k12.de.us

The Office of Civil Rights is located:

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Tel: (215) 656-8541
Fax: (215) 656-8605
Email: *OCR.Philadelphia@ed.gov*

The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination and sexual harassment, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If a report of sexual harassment is made to a District employee, the employee will inform the Title IX Coordinator.

When the Title IX Coordinator is aware of an allegation of sexual harassment, the Title IX Coordinator will promptly and confidentially reach out to the student alleging sexual harassment to discuss available options, including, but not limited to:

- The availability of supportive measures to restore access to the school's education program or activity with or without the filing of a formal complaint;
- The right to file a complaint to initiate an investigation into the sexual harassment allegations; and
- The process for filing a formal complaint.

The Title IX Coordinator will provide the complainant with information concerning the right to supportive measures even if no formal complaint is filed. The District will consider the alleged victim's wishes with respect to requests for supportive measures.

The respondent may also benefit from supportive measures. Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment, not disciplinary or punitive, and without unreasonably burdening any other person. Examples of supportive measures may include:

- Counseling;

- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Leave of absence;
- Increased security or monitoring of certain parts of campus; and/or
- Mutual restrictions on contact between individuals.

The District will keep confidential any supportive measures provided to the extent it does not impair the District’s ability to provide the supportive measure. The Title IX Coordinator is responsible for coordinating the effective supportive measures.

FORMAL COMPLAINT OF SEXUAL HARASSMENT

A **formal complaint** is an official document alleging sexual harassment. The District will investigate the allegations set forth in a formal complaint.

A formal complaint must be submitted by the student, or the student’s parent or legal guardian (in some cases), or signed by the Title IX Coordinator.

Formal complaints may be filed with the Title IX Coordinator in person, by mail, by telephone, or by email:

Director of Human Resources & School Climate
 Milford School District
 906 Lakeview Ave.
 Milford, DE 19963
 302-422-1600
MilfordHR@msd.k12.de.us

Even if the student opts not to file a formal complaint, the Title IX Coordinator may decide to file a formal complaint on his/her own, which starts an investigation.

Emergency Removal: A respondent may be removed from education programs or activities on an emergency basis if the respondent poses an immediate threat to anyone’s physical health or safety.

GRIEVANCE PROCESS:

The following are procedures for the grievance process for student and employee complaints of sexual harassment:

- The individuals involved in this grievance process are prohibited from discriminating against a complainant or respondent on the basis of sex.

- Prior to the interview of the respondent, both parties (the complainant and respondent) will receive written notice of the grievance process, notice of the allegations, the presumption of innocence of the respondent, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), an equal opportunity to submit, inspect, and review evidence throughout the investigation, [Note: Milford School District's code of conduct includes an infraction for falsification of written documents or verbal accounts. This includes but is not limited to making something false for the purpose of deception or fraud, altering something for the purpose of deception, or using a false name or identification.] and notice of the opportunity to engage in informal resolution.
- The District will provide written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the party to prepare.
- The District will provide equal opportunities for the parties and their advisors to inspect and review the evidence obtained by the school as part of its investigation, if the information is directly related to the allegations raised in the formal complaint.
- The District will give the parties a meaningful opportunity to respond to the evidence after the District has provided it.
- After gathering evidence, the District will provide an investigative report on the allegations of the formal complaint. The parties will have 10 calendar days to respond to the report in writing. If responses are submitted, the District will consider the response before finalizing the investigative report.
- The investigative report will then be finalized and provided to the parties. The investigative report will be circulated to the parties at least another 10 calendar days before any determination of responsibility, or 10 calendar days before a hearing, if a hearing occurs.
- Temporary delays are permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodations of disabilities.
- The District will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during the grievance process.
- No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the school is allowed to seek or permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.
- The relevant evidence, including inculpatory and exculpatory evidence, will be objectively evaluated.
- Credibility determinations will not be made on the basis of a person's status as a complainant, respondent, or witness.

- The District will apply a presumption that the respondent is not responsible during the grievance process (often called a “presumption of innocence”).
- The District bears the burden of proof and must correctly apply the standard of evidence. Any finding of responsibility comes at the conclusion of the grievance process. The District will use the preponderance of evidence standard (the same standard will be used for formal complaints against students as for formal complaints against employees);
- The District will either hold a live hearing, or allow the parties to submit relevant written questions for the other parties and witnesses to answer prior to making a determination;
- If a live hearing is held, the parties’ advisors are permitted to cross-examine other parties and witnesses. No party is permitted to cross-examine other parties and witnesses. If a party does not have an advisor, the District will provide the party with an advisor of the District’s choosing, free of charge, solely for the purpose of conducting relevant cross-examination on that party’s behalf. The advisor does not need to be a lawyer.
- If a party or witness chooses not to appear at the live hearing, or chooses not to answer cross-examination questions, the decision-maker will exclude that party’s or witness’s statements and will evaluate any evidence that does not involve those statements. The decision-maker will not make inferences about the determination regarding responsibility based on the fact that a party or witness did not come to the hearing or submit to cross-examination.
- If either party requests it, the entire hearing will be held with the parties located in separate rooms, with technology enabling everyone to see and hear each other.
- In order to better coordinate schedules, the District may choose to hold the entire live hearing virtually, or the District may allow some participants to appear virtually, with technology that allows everyone to see and hear each other.
- The District will comply with all disability laws, so that individuals with disabilities who participate in a school’s grievance process are appropriately accommodated.
- The decision-maker will make a determination as to whether a question asked by a party advisor is relevant BEFORE the party or witness has to answer it.
- Questions and evidence about a complainant’s prior sexual history are not relevant, with two limited exceptions:
 1. Where such information is offered to prove that someone other than the respondent committed the alleged sexual harassment; or
 2. It relates to sexual behavior between the complainant and respondent offered to prove consent.
- The District will create an audio or audiovisual recording, or transcript, of any live hearing, and make it available to the parties for inspection and review.

DECISION-MAKER AND DETERMINATION OF RESPONSIBILITY:

- The District will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator and will ensure there are no other conflicts of interest or bias with any of the individuals involved in the grievance process.
- The District will ensure all decision-makers receive training regarding bias and relevancy of evidence.
- Whether or not a hearing was held, the District's decision-maker will objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment.
- The decision-maker will weigh the relevant evidence and decide whether it meets the District's standard of evidence for sexual harassment.
- The District will send the written determination simultaneously to the parties, along with information regarding how to appeal the determination.
- The decision-maker's written determination will include the following:
 1. The portion of the school/district's policy that was violated;
 2. A description of the procedural steps that were taken by the District;
 3. A findings of fact section;
 4. A section that draws conclusions after applying the facts to the portion of the school/district's policy that applies;
 5. A statement and rationale for the ultimate determination of responsibility;
 6. Any disciplinary sanctions that the District will impose on the respondent, and a statement regarding whether the District will provide remedies to the complainant;
 7. A statement and rationale for any remedies for the complainant, addressing how those remedies will restore and preserve equal access; and
 8. A statement of the District's procedures that the parties have a right to appeal the initial determination regarding responsibility, and the permissible bases for appeal.
- If a respondent is found responsible for sexual harassment, the District will effectively implement remedies for a complainant designed to preserve or restore equal access to the school's education program or activity.

- A complainant’s remedies can be disciplinary against the respondent and can range from a disciplinary referral to a recommendation for expulsion depending on the circumstances. Supportive measures such as the following may also be implemented:
 - Counseling;
 - Extensions of deadlines or other course-related adjustments;
 - Modifications of work or class schedules;
 - Campus escort services;
 - Leave of absence;
 - Increased security or monitoring of certain parts of campus; and/or
 - Mutual restrictions on contact between individuals (if there is a determination of sexual harassment, a no-contact restriction may be implemented).

- **Dismissal of Complaints:**
 - **Mandatory Dismissals**
 - The District must dismiss a complaint that:
 - Does not describe conduct that meets the definition of sexual harassment;
 - Alleges sexual harassment that did not occur in the District’s education program or activity; and/or
 - Alleges sexual harassment that did not occur in the United States at all.
 - These complaints may be addressed under the code of conduct depending on the circumstances.

 - **Discretionary Dismissals:**
 - The District may dismiss a complaint if:
 - If the complainant notifies the Title IX coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
 - If the respondent is not enrolled in, or employed by, the District; or
 - If specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegations.

- In the event of a dismissal of a formal complaint, the District will promptly send written notice of the dismissal and the reasons to both parties. Either party has the option to appeal the decision.
- Individuals involved in the process will be trained in accordance with Title IX regulations, and the materials used to train Title IX personnel are available on the District's website.

APPEAL OF THE DETERMINATION OF RESPONSIBILITY:

The complainant or respondent may appeal the decision-maker's determination of responsibility or the dismissal of a formal complaint, to the Superintendent (or designee) within 10 calendar days of receiving the determination of responsibility or the notice of dismissal. The appeal decision-maker will not be the same individual who made the determination of responsibility, the investigator, or the Title IX Coordinator.

The following are permissible grounds for an appeal:

1. A procedural irregularity affected the outcome of the matter;
 2. New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; and/or
 3. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.
- If a party files an appeal, the District will notify the parties in writing, and will implement appeal procedures equally.
 - Both parties will have the opportunity to submit a written statement supporting or challenging the outcome.
 - After considering the parties' written statements, the Superintendent (or designee) will issue a written decision no later than 15 calendar days from the parties' written submission and send it to the parties simultaneously.
 - The Superintendent's (or designee's) determination regarding whether the respondent is responsible for the sexual harassment allegations becomes final after appeal.

INFORMAL RESOLUTION PROCESS

- In appropriate cases, the District may explore the facilitation of a voluntary, informal resolution of the formal complaint. This is not an option in any case where the respondent is a District employee.
- The District will only attempt informal resolution if each party enters the process completely voluntarily. No party will ever be forced or coerced into engaging in an informal resolution.

- The District will obtain the parties' voluntary, written consent before using any type of informal resolution process, such as mediation or restorative justice.
- The District will provide a facilitator who is free from conflicts of interest or bias, and who has received special training.
- Even in situations where the parties engage in voluntary informal resolution, the District will provide the complainant and respondent with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and assurance that any party may withdraw from the informal resolution process at any time before an agreement is reached.

RECORD KEEPING

The District will maintain the following records for 7 years:

1. Records of a school's investigation;
2. Records of any appeal and the materials associated with the appeal;
3. Materials used to train Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution; and
4. Records of supportive measures that the District took in response to a report or complaint of sexual harassment.

PROHIBITION OF RETALIATION

The District prohibits retaliation against any individual, including complainants, respondents, and witnesses, for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process.

If any individual feels that he or she has been threatened, coerced, or discriminated against in an effort to chill the exercise of Title IX rights, then he or she should make a report of retaliation. All complaints of retaliation should be reported to the Title IX Coordinator or the District's Superintendent, and the District will ensure a prompt and equitable resolution of the complaint.

It is not retaliation for the District to punish an individual for making a bad faith, materially false, statement during a Title IX grievance process. Additionally, engaging in protected speech under the First Amendment does not constitute retaliation.

The District will keep the identities of parties and witnesses confidential unless disclosure of an individual's identity is required under other laws or is necessary in order to conduct the grievance process.

Any individual shall have the right to file a formal complaint with the U.S. Department of Education, Office of Civil Rights at any time.

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Tel: (215) 656-8541
Fax: (215) 656-8605
E-mail: *OCR.Philadelphia@ed.gov*
OCR Electronic Complaint Form:
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE STATE FIRE MARSHAL
PO BOX 109
DOVER DE 19901

August 1, 1977

3103

MEMORANDUM

TO: ALL SCHOOL ADMINISTRATORS

FROM: J. Benjamin Roy, Jr.
State Fire Marshal

SUBJECT: State Fire Marshal Policy on School Operations with Regard to Life Safety

It is the opinion of the State Fire Marshal that life safety considerations in the school system will be an extension of the standard operating procedure established in past years.

Special considerations may be implemented to deal with the realities of desegregation, but still maintaining the highest standards for life safety.

A. Required means of egress and exits will be maintained as required under the State of Delaware Fire Prevention Rules and Regulations. No exits will be permitted to be eliminated or secured with locking or security devices that impede intended operation of the door.

B. ANY and ALL fire incidents occurring within the schools shall be immediately reported to the particular dispatch center located within that county:

1. New Castle County Fire Board
2. Kent Center
3. Sussex County Call Board
4. Municipalities Area of Jurisdiction

C. FIRE ALARM SIGNALING SYSTEMS

1. ~~Delaware Code Title 16, Chapter 66 Fire Prevention Rules and Regulations~~

~~State of Delaware.~~

~~National Fire Protection Association
Pamphlet No. 101
Life Safety Code~~

~~Section 17-312~~

~~17-3121. All fire exit drill alarms shall be sounded on the fire alarm system and not on the signal system used to dismiss classes.~~

~~17-3122. Whenever any of the school authorities determine that an actual fire exists, they shall immediately call the local fire department using the public fire alarm system or such other facilities as are available.~~

~~Section 17-3131~~

~~It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors and other exits are in proper condition.~~

2. ~~All fire alarm systems shall be maintained in an operable and active condition. An alarm system will not be shut down nor taken out of service for any reason other than the normal maintenance or repair of the system.~~

3. ~~When the alarm bell sounds within the school, the following procedure will be followed:~~

a. ~~The school will be evacuated immediately.~~

b. ~~the person in charge shall institute a search of the building or shall receive reports from the various sections of the building as to the cause for the alarm bell to sound.~~

c. ~~The person in charge shall determine whether a false alarm has occurred, initiated either willfully or maliciously by an individual or accidentally by alarm or equipment malfunction; or that an actual fire has occurred or is in progress.~~

d. ~~If a fire is determined to have occurred or is in progress, the person in charge shall immediately report that incident to the appropriate dispatch center, giving whatever information will be helpful to the first due fire department.~~

e. ~~ALL FIRES WILL BE REPORTED.~~

f. ~~When the person in charge has determined that a false alarm has occurred, this need not be reported to the dispatch center; however, the State Fire Marshal's Office will be notified.~~

g. ~~In the event of an evacuation of the building in a fire situation, the OFFICER IN CHARGE of the fire department will give the authority for reentry of the students into the building.~~

D. ~~Assistance is available from the State Fire Marshal to school administrators, especially in New Castle County, upon request by the school administrator, in the area of pre-planning for exit problems, designating areas of refuge within buildings, determining separate fire areas within a building.~~

E. ~~The State Fire Marshal's Office will respond to occupied schools to assist in judgment and responsibility for securing exits or the need for adequate exits to be maintained, regardless of the situation.~~

F. ~~Persons to contact for assistance:~~

~~State Fire Marshal~~

~~734-8402~~

~~Chief Deputy Fire Marshal~~

~~571-3013~~

~~998-9886~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3104

ASBESTOS REMOVAL

~~The Milford School District shall not remove asbestos from any school building while students are present unless an emergency requires the District to do so.~~

ADOPTED: 6/15/87