

Posted: December 8, 2025, Time Stamped: 2:25 PM
Updated: December 12, 2025, Time Stamped: 10:45 AM



**AGENDA FOR MONDAY, DECEMBER 15, 2025, AT 7:00 PM
REGULAR SCHOOL BOARD MEETING**

The Milford Board of Education will hold this meeting electronically and in-person at the Benjamin Banneker Elementary School Cafeteria, 449 North St, Milford, DE 19963, Milford, DE 19963

Webinar topic:

Milford School District Board Meeting

Date and time:

Monday, December 15, 2025 7:00 PM | (UTC-05:00) Eastern Time (US & Canada)

Join link:

<https://milford.webex.com/milford/j.php?MTID=mb56ae17ed8580983ebefd79c572ece80>

Webinar number:

2634 250 4952

Webinar password:

ZFj4mwwTg54 (93546998 when dialing from a phone or video system)

Join by phone.

+1-415-655-0001 US Toll

Access code: 263 425 04952

1. **Call to Order by President**
2. **Adjournment to Executive Session Action Item**
 - A. Student Matters
 - B. Legal Matters
 - C. Personnel Matters

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 above, then adjourn into a regular session meeting at approximately 7:00 pm.

3. **Return to Open Session Action Item**

4. **Pledge of Allegiance**

5. **Roll Call**

_____ Mr. Scott Fitzgerald

_____ Mr. Matt Bucher

_____ Mrs. Ashlee Connell

_____ Mr. Victor “Butch” Elzey

_____ Mrs. Jennifer Massotti

_____ Mrs. Yanelle Powell

_____ Mrs. Cynthia McKenzie

6. **Approval of Minutes**

A. Regular Meeting Minutes from November 17, 2025, Action Item

7. **Changes to Agenda**

8. **Recognitions and Presentations**

A. Banneker Elementary School Presentation – Mr. Chad Luzier, Principal

B. Student Representative Report

C. Presentation of Buccaneer Education Foundation Grant to MHS FFA

D. Fall 2025 Athletic Recognition

1. Milford High School - Athletes Receiving All-Conference / State Recognition

2. Milford Central Academy - Field Hockey Undefeated Season

9. **Public Comment**

Members of the public that wish to address the Board in person must complete a request form that is available before each meeting. Anyone wishing to address the Board via our online meeting broadcast must submit a request to do so via the link below no later than 24 hours prior to each meeting. No personnel issues may be discussed, and names of Board members or District employees should not be used in public comment. Each person signed up will receive three (3) minutes to speak and this time is not transferable. [MSD Request for Online Public Comment](#)

10. **Superintendent’s Report – Mr. Travis Moorman**

11. **Academic Excellence: Dr. Bobbie Kilgore**

A. Field Trips Action Item

12. **Building Our Future: Mrs. Tammy Smith**

A. Monthly Revenue, Expenditures, and Major Capital Reports as of November 30, 2025, Action Item

B. Construction Change Order Approvals Action Item

13. Empowering and Investing in our People: Dr. Laura Bond

- A. Personnel Report *Action Item*
- B. Administrator Contracts

14. Board Discussion

- A. DSBA Updates

B. Recommended Revised Draft Board Policies for “*First Read*”

1. 1009 – Program and Athletic Booster Clubs
2. 3102 – Energy Conservation
3. 3407 – Transportation for City of Milford Day Care Providers
4. 3409 – School Bus Aides
5. 4109 – Employment Procedures Summer Programming
6. 4225 – Cell Phone Use During Work Hours
7. 4331 – Criminal Background Checks
8. 4334 – Retirement Sick Day Benefit Program
9. 6117 – Independent Educational Evaluation
10. 6301 – Course Offerings – Milford High School (Recommended for Deletion)
11. AR6301 – Independent Study (Recommended for Deletion)
12. 6302 – Class Scheduling Requirements – Milford High School (Recommended for Deletion)
13. 6304 – Independent Study for Seniors (Recommended for Deletion)
14. 6306 – Senior Options

C. Recommended Revised Draft Board Policies for *Approval* *Action Item*

1. Policy 1002 – Parent and Family Engagement
2. Policy 3301 – Policy Statement for Child Nutrition Meals (Recommended for Deletion)
3. Policy 4102 – Employment Procedures
4. Policy 4209 – Homebound Instruction/Tutoring (Recommend for Deletion)
5. Policy 4317 – Death Benefit for Employees
6. Policy 4327 – Retirement Gift and Early Notification Compensation
7. Policy 4330 – Employee of the Year Awards
8. Policy 4336 – Sabbatical Leave
9. Policy 5201 – Elementary School Assignments (Recommended for Deletion)
10. Policy 5202 – Milford Attendance Areas (Recommended for Deletion)
11. Policy 5310 – School Locker Policy
12. Policy 6107 – Personal Errands

15. Good of the Order

The phrase "good of the order" refers to matters concerning the general welfare of an organization. Most often found in meetings following parliamentary procedure (like in *Robert's Rules of Order*), this agenda item allows members to make informal comments, observations, or suggestions for the benefit of the group.

16. Adjournment



**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING MINUTES
November 17, 2025**

Board Members in Attendance	
Mr. Scott Fitzgerald	Mr. Victor “Butch” Elzey
Mr. Matt Bucher	Ms. Yanelle Powell
Mrs. Jennifer Massotti	Mrs. Ashlee Connell
Mrs. Cynthia McKenzie	Mr. Travis Moorman, Executive Secretary

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:30pm PM on Monday November 17, 2025, at LuLu Ross, 310 Lovers Ln, Milford, DE 19963. A Motion was made to go immediately into Executive Session.

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell at 5:32 PM to open in executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey at 7:00 PM to return to open session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

Mr. Scott Fitzgerald led everyone in reciting the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 7 Board Members were present, there was a quorum.

Student Representative Merary Haro-Purata was present.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Ms. Yanelle Powell to accept the minutes. Minutes as presented with no changes. Motion passed 6-0 with one abstention.

CHANGES TO AGENDA

No changes to the agenda were made.

RECOGNITIONS AND PRESENTATION

Ms. Kimberly Webb, Principal at Lulu Ross Elementary School gave a presentation capturing the work of the Ross Team.

2025 Ross School Theme: “One Team, One Family, Ross Strong”.

There are 618 students currently at Ross Elementary.

Academic Excellence and Achievements were highlighted in three areas of Literacy, Math, and School Climate and Culture

Milford School District Regular Meeting.
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Bookworms, Bridges, and Mystery Science were some of the resources mentioned as a focus for Ross Elementary.

A master schedule has been built to give 45 minutes of intervention time to each student with 45 minutes allocated to literacy and 30 minutes allocated to Math.

Mrs. Tammy Smith presented the 2025-2026 Unit Counts as of September 30, 2025. Milford School District Unit Counts were certified on November 5, 2025

Total student count = 4517. Division one unit increased from 1.66 units to a total of 331.6. We have hired approximately 100% of our District Units. Due to the building reconfiguration, there are some differences among the schools.

Jennifer Massotti asked, "What is being done about the two schools that are currently understaffed?" Mrs. Smith replied, "Those schools have additional opportunity grants, Title 1, Mental Health Services units and other resources that make up the differences".

Mrs. Tammy Smith presented Student – Instructor Ratio. There were no exceptions for the Milford School District. Banneker and Morris have additional teachers and paras that provide push-in support to the students.

Dr. Jessica Weller and Mr. Travis Moorman presented on MSD Weapons Detection. Milford School District is committed to safety for all associated with Milford School District. Mr. Moorman stated that in the near future, we will begin using the CEIA Open Gate Weapons Detection System at select schools and after school events. This system allows people to walk through naturally without removing bags or personal items and helps to strengthen safety without slowing down the start of the school day or events. The system is a deterrent. We have purchased two sets. Mr. Moorman stated we will be transparent as we learn the system with the idea that we will be using them at sports events. Purchases were made from the grant we were awarded. Training and professional development is being set up. We are one of the few districts that have not implemented the detection system.

Mr. Travis Moorman presented two requests to the board. The first request was to rename the Morris EEC library to "The Mary Louise O'Bier Library". Mary Louise O'Bier tragically lost her life on June 6, 2025. She was a Milford High School graduate, Class of 1968 Mary Louise O'Bier spent her entire career as an elementary school teacher in the Milford School District. She retired in 2006 but returned as a substitute teacher where she remained employed until she passed away. Mr. Moorman read a statement from the principal at Morris EEC which stated Mary Louise O'Bier loved her students. She loved every child she encountered. She could often be found at any time reading to them, sharing laughter, and encouragement. The second request was received from the family of Marvin P. Schelhouse who was a graduate of Milford High School class of 1955. Mr. Schelhouse passed away on September 8, 2022. Mr. Schelhouse served on the Milford School Board for over 30 years and was recognized for community service and service to public education. It is requested that the Milford Middle School main office suite be name the Marvin P. Schelhouse Quarter Deck.

PUBLIC COMMENT –Mr. Fitzgerald read the standing public comment statement stating: Anyone wishing to make a public comment must submit a form requesting to do so. For all virtual public comments, a request link is provided on the agenda. It must be submitted 24 hours prior to each meeting. A hard copy of the form will be available for those interested in making a public comment in person.

No public comment requests were received.

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Meeting.
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SUPERINTENDENT'S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last meeting. Mr. Moorman referenced all of the events that had taken place. He asked all Veterans in the audience to stand and be recognized. Fall sports teams wrapped up their seasons in early November. Winter sports teams are starting their scrimmages. He reminded us to remember those in need and expressed his gratitude for the opportunity to lead the Milford School District. Mr. Moorman reminded all parents in the community to verify your contact information with your child's school to ensure notifications are received from the district.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

No report was given on Academic Excellence

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of October 31, 2025, 91% of our budgeted state revenue has been received and 1% of the budgeted federal revenue. Expenditures are tracking appropriately for the year. Milford Middle School major capital expenses have slowed down but may pick up as we go forward. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the revenue, expenditures, and major capital reports as presented. Motion passed unanimously.**

No Construction Change Orders were presented for the month of October.

Section 1705 A of Title 14 requires school board approval of waivers for any K to 3 classrooms exceeding 22 students on the last day of October. 7 of our classrooms needed approval. Two schools needed a waiver to meet the 98%-unit count requirement. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Ms. Yanelle Powell to approve the Waivers for K – 3 classrooms and the 98%-unit count requirement. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

Personnel report was presented by Dr. Laura Bond who requested the Personnel report be accepted as presented in executive session. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the Personnel report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION:

No DSBA updates were given.

Mr. Moorman presented the following policies to the Board for First Read.

Policy 1002 – Parent and Family Engagement

Policy 3301 – Policy Statement for Child Nutrition Meals (Recommended for Deletion)

Policy 4102 – Employment Procedures

Policy 4209 – Homebound Instruction/Tutoring (Recommend for Deletion)

Policy 4317 – Death Benefit for Employees

Policy 4327 – Retirement Gift and Early Notification Compensation

Policy 4330 – Employee of the Year Awards

Policy 4336 – Sabbatical Leave

Policy 5201 – Elementary School Assignments (Recommended for Deletion)

Policy 5202 – Milford Attendance Areas (Recommended for Deletion)

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Policy 5310 – School Locker Policy

Policy 6107 – Personal Errands

Mr. Scott Fitzgerald entertained a motion for Policies listed in 1-6 be voted on in mass.

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell to approve the presented policies C1 – C6 in mass. Motion passed unanimously.

1. Policy 4339 – Paid Leave for Birth or Adoption of a Child
2. Policy 8206 – Vacancy on School Board Other than Expiration of Term
3. Policy 8301 – Election of School Board Officers
4. Policy 8401 – Board-Superintendent Relations
5. Policy 8402 – Board Attorney
6. Policy 8403 – Board Negotiator

Mr. Travis Moorman presented two resolutions for Approval. Mr. Fitzgerald entertained a motion from the board for the Renaming of the library at Morris ECC to “The Mary Louise O’Bier Library” and the Renaming of the Front Office at Milford Middle School to “MMS office to "The Marvin P. Schelhouse Quarterdeck" **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mr. Butch Elzey to approve the two resolutions presented.**

Motion passed unanimously.

The Good of The Order

Mr. Matt Bucher – Thanked Principal Kim Webb for hosting the meeting and the great presentation and hospitality shown to the board. Mr. Bucher thanked the business community for their support to the Buccaneer Educational Foundation Fall Fling.

Mrs. Ashlee Connell gave a shout out to: Team Echo

Mrs. Jennifer Massotti gave comments about her walk through of the Milford School District Schools. She stated it was a pleasure to see how great the students and staff were doing.

Ms. Yanelle Powell thanked Principal Kim Webb for keeping the Ross Elementary School in great form. She appreciated that it was so well kept and felt like an elementary school.

Mr. Scott Fitzgerald applauded the Administration, Staff, and Students for how they handled the bomb threat evacuation.

ADJOURNMENT

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Ashlee Connell that the Regular meeting of the Milford Board of Education held on Monday November 17, 2025, be adjourned at 8:11 PM. Motion passed unanimously.

nc

MILFORD SCHOOL DISTRICT

FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: # of School Days missed:	1 2/17/2026	TRIP DESTINATION:	Blue Mountain Ski Resort	TEACHER(S):	Nann, Chorman + 3 others
NUMBER OF STUDENTS:	100	CONTENT AREAS:	N/A	GRADE(S):	12 th only
1. Instructional Unit Title: N/A		2. Dates of Instructional Unit: From: N/A To: N/A		Field Trip Cost	
3. Will technology be used in preparation for this trip? (Check One) <input checked="" type="checkbox"/> No		Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify)		Transportation: 3,000/per bus	
4. Relationship of trip to instructional objective(s) (purpose of the trip):		Senior trip- The class of 2026 has fundraised for 4 years in order to have a trip. 1 Day trip to Blue Mountain for snow tubing or snowboarding (skiing). Jarlin bus up to resort, at resort 11-5 then head back school.		Meals: \$20-30/per person	
Closest Medical Facility (with address & phone #):		St. Lukes Carbon Campus 500 St. Lukes Drive Lehigh, PA 18235		Other expenses (explain): Tubing field + \$30/12.	
Nurse Initials: <i>RL</i>		APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).		Funding Used: Class of 2026 Account	
Comments:		PRINCIPAL'S SIGNATURE: <i>[Signature]</i>		Individual student expense: \$1070	
PRINCIPAL'S SIGNATURE: <i>[Signature]</i>		DIRECTOR'S SIGNATURE: <i>[Signature]</i>		Class Account will pay Total Cost 50% of busing TBD	
12/19/16		Supt's SIGNATURE: <i>[Signature]</i>			

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

- Food is extra and available on site for additional cost
- Transportation fee is \$27 per student
- **No cost to the district**, the class of 2026 account **will cover 50%** of transportation fee
- Some students may choose to drive themselves and/or carpool this will be up to guardians

Weekday Tubing Groups	Price
<i>Monday-Friday during non-public times (before 3pm)</i>	
50-75 people (3-HR Session)	\$40/pp
76-99 people (3-HR Session)	\$35/pp
100+ people (3-HR Session)	\$30/pp
200+ people (4-HR Session)	\$30/pp

WEEKDAY (Non-Holiday)	Price
Lift 8 hour	\$51.00
Lift 8 hour + Rental	\$90.00
Lift Night starting at 4pm	\$43.00
Lift Night + Rental starting at 4pm	\$79.00
Beginner Package	\$140.00
Lesson add on	\$42.00

The Lift Ticket/Rental Package includes the following:

- Full mountain lift ticket
- Full Rental: (Snowboard Rental: Board, Boots, Helmet – Ski Rental: Skis, Boots, Poles, Helmet)

Agenda:

- Depart School at 7:00am
- Stop half way for bathroom and stretch break
- Arrive Blue Mountain 10:00-10:30am
- Check in, get tickets, help students suit up and begin their day
- Snow tubers get 3 hours, skiers/snowboarders get 5 hours.
- Lunch break in cafe on their own
- Depart Resort at 4pm
- Stop Half way for bathroom and stretch break
- Arrive back at School at 7:00pm-7:30pm

WOODFIRED PIZZA

MARGHERITA 16

Italian tomatoes, fresh mozzarella, basil, extra-virgin olive oil

TOPPINGS +2 each: pepperoni, sausage, bacon, mushrooms, peppers

POUTINE PIZZA 21

Brown gravy, braised pot roast, cheddar cheese, garlic cheese curds, pickled red onions, mashed potatoes

PIZZA BIANCA 17

Whipped ricotta cheese, fresh mozzarella, garlicky spinach, fresh herbs, extra-virgin olive oil

TRI COLOR PIZZA 17

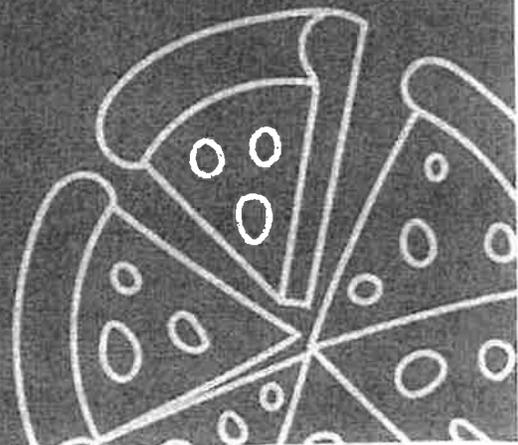
Mozzarella, pesto, tomato sauce, house vodka sauce

GERMAN PIZZA 19

Crispy kielbasa, beer cheese, sauerkraut, cheddar, pretzel crust

HOT HONEY RONI 18

Cup n char pepperoni, mozzarella, Italian tomatoes, hot honey



**BLUE
MOUNTAIN**

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: 02/11/2026
of School Days missed: 1

TRIP DESTINATION: Chesapeake Bay Beach Club, 500 Marina Club Road, Stevensville, MD

TEACHER(S): Leslie and Edwards

NUMBER OF STUDENTS: 8

CONTENT AREAS: Agriscience

GRADE(S): 9-11

1. Instructional Unit Title: FFA

Field Trip Cost

2. Dates of Instructional Unit: From: To:

Transportation:

Fleet

3. Will technology be used in preparation for this trip? (Check One)

Meals:

Included

Internet Virtual Tour Research Video Software Other (specify) Instruction

Other expenses (explain): \$600 (Registration)

4. Relationship of trip to instructional objective(s) (purpose of the trip): Ag conference

Funding Used: FFA Account

Individual student expense: 0

\$600 Total Cost

Closest Medical Facility (with address & phone #):

UM Shore Emergency Center at Queenstown, 125 Shoreway Dr, Queenstown, MD 21658, +14108273900

Nurse Initials:

K. Moran Mrs IDDM - parent to attend

APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).

Comments:

PRINCIPAL'S SIGNATURE:

[Signature]

DIRECTOR'S SIGNATURE:

[Signature]

SUPP'S SIGNATURE:

[Signature]

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

12/19/16

From: Leslie, Julia <JLeslie@msd.k12.de.us>
Sent: Tuesday, November 18, 2025 7:19 AM
To: Killen, Katie <KKillen@msd.k12.de.us>
Subject: Re: Field Trip Leslie 2.11.26 MD

At the women in ag. Conference students will participate in professional development that can range from agriculture advocacy, industry tip and tricks to agricultural literacy. This is meant to build connections between women in the industry of agriculture and strengthen leadership abilities.



Julia Leslie

Agriscience Teacher/FFA Advisor
Milford High School

 JLeslie@msd.k12.de.us

 (302) 422-1600

 906 Lakeview Ave. Milford, DE 19963

Charting the Course to Excellence

<https://www.milfordschooldistrict.org>

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MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: 1/15/2026 # of School Days missed: 1	TRIP DESTINATION: The Franklin Institute- PA	TEACHER(S): <small>Mohaly, Gahan, Zornal, Miller, Gray, Robinson</small>
NUMBER OF STUDENTS: 100	CONTENT AREAS: Science, ELA	GRADE(S): 7
1. Instructional Unit Title: Brain science	Field Trip Cost Transportation: 1986.06 Meals: Other expenses (explain): Funding Used: \$500 from Field trip fund Individual student expense: \$15.00 per student	Total Cost 1986.06
2. Dates of Instructional Unit: From: 1/5/2026 To: 2/1/2026		
3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour Research <input checked="" type="checkbox"/> Video Software Other (specify)		
4. Relationship of trip to instructional objective(s) (purpose of the trip): Amplify Curriculum - Students would explore the brain exhibit focusing on how the brain learns and how the brain is affected by trauma. This aligns with the brain science unit in Amplify.		
Closest Medical Facility (with address & phone #): Thomas Jefferson University Hospital - 111 S 11th St, Philadelphia, PA 19107 (215)-955-6000 Nurse Initials: <i>HW</i>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments:		
PRINCIPAL'S SIGNATURE: <i>[Signature]</i> DIRECTOR'S SIGNATURE: <i>[Signature]</i> <small>For all Out-of-State or overnight field trips, except under a group of students advances in a sequential activity, such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip</small>		
12/19/16		

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: 1/15/2026 # of School Days missed: 1	TRIP DESTINATION: The Franklin Institute- PA	TEACHER(S): Mchilly, Cahill, Zanol, Miller, Ouy, [unclear]														
NUMBER OF STUDENTS: 100	CONTENT AREAS: Science, ELA	GRADE(S): 7														
1. Instructional Unit Title: Brain science	<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Field Trip Cost</u></td> <td style="border: none; text-align: right;">1986.06</td> </tr> <tr> <td style="border: none;">Transportation:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Meals:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Other expenses (explain):</td> <td style="border: none;">\$ 500 from Field trip fund</td> </tr> <tr> <td style="border: none;">Funding Used:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Individual student expense:</td> <td style="border: none;">\$ 15.00 per student</td> </tr> <tr> <td style="border: none;">Total Cost</td> <td style="border: none; text-align: right;">1986.06</td> </tr> </table>		<u>Field Trip Cost</u>	1986.06	Transportation:		Meals:		Other expenses (explain):	\$ 500 from Field trip fund	Funding Used:		Individual student expense:	\$ 15.00 per student	Total Cost	1986.06
<u>Field Trip Cost</u>	1986.06															
Transportation:																
Meals:																
Other expenses (explain):	\$ 500 from Field trip fund															
Funding Used:																
Individual student expense:	\$ 15.00 per student															
Total Cost	1986.06															
2. Dates of Instructional Unit: From: 1/5/2026 To: 2/1/2026	4. Relationship of trip to instructional objective(s) (purpose of the trip): Amplify Curriculum - Students would explore the brain exhibit focusing on how the brain learns and how the brain is affected by trauma. This aligns with the brain science unit in Amplify.															
3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour Research <input checked="" type="checkbox"/> Video Software Other (specify)	Closest Medical Facility (with address & phone #): Thomas Jefferson University Hospital - 111 S 11th St, Philadelphia, PA 19107 (215)-955-6000 Nurse Initials: <u>HW</u>															
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PRINCIPAL'S SIGNATURE: _____ For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity, such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip 12/19/16																
DIRECTOR'S SIGNATURE: _____																

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of November 30, 2025
42% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2026 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	38,922,522.74	39,071,488.72	100.38%
Cafeteria Salaries	745,521.00	664,266.00	89.10%
Division II, All Other Costs	1,115,494.00	190,779.00	17.10%
Division II, All Other Costs - VOC	115,046.00	86,285.00	75.00%
Division II, Energy	847,099.00	762,389.00	90.00%
Division III, Equalization	6,138,589.00	6,136,529.00	99.97%
State Transportation	4,172,159.82	4,649,483.38	111.44%
Homeless Transportation	645,492.00	457,746.00	70.91%
Foster Care Transportation	191,196.00	120,598.00	63.08%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	151,760.58	136,585.00	90.00%
Drivers' Education	23,355.00	21,020.00	90.00%
Unique Alternatives	62,382.48	-	0.00%
Delaware Sustainment Fund	794,671.00	715,204.00	90.00%
Technology Block Grant	106,353.00	106,294.00	99.94%
World Language Expansion	125,575.18	134,292.19	106.94%
Education Opportunity Grant	2,584,339.84	2,595,900.00	100.45%
Education Opportunity Grant - Mental Health	463,657.00	454,340.00	97.99%
Student Success Block Grant - Reading	374,860.00	407,740.00	108.77%
Mental Health Block Grant Grades 9-12	455,213.00	271,919.00	59.73%
Substitute Reimbursement- Paid Parental Leave	60,662.75	63,672.00	104.96%
School Safety and Security	287,717.00	277,488.00	96.44%
CPR Instruction/Child Safety Awareness	1,050.72	9,046.00	860.93%
Athletic Trainer Block Grant	59,867.00	66,113.00	110.43%
Professional Development	-	21,041.00	
Minor Capital Improvements	838,454.00	-	0.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	59,284,038.11	57,421,218.29	96.86%
LOCAL FUNDS			
Current Expense (tax rate)	10,234,625.00	9,796,312.77	95.72%
Current Expense (capitations)	200.00	57.80	28.90%
Debt Service	2,000,000.00	1,938,813.30	96.94%
Debt Service - County Impact Fees	92,500.00	37,832.98	40.90%
Tuition	1,500,000.00	1,396,878.48	93.13%
Minor Capital Improvements	558,969.00	519,603.20	92.96%
Interest	1,835,000.00	643,259.76	35.06%
Athletics	32,500.00	29,635.00	91.18%
CSCRIP	45,000.00	9,990.58	22.20%
Indirect Costs	75,000.00	13,399.40	17.87%
Cafeteria	2,700,000.00	892,965.19	33.07%
District Donations	98,500.00	43,672.32	44.34%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	-	-	
Net Choice Billings	(235,427.24)	-	0.00%
Net Charter Billings	(294,701.28)	(108,087.58)	36.68%
Tuition Billings	(2,100,000.00)	(67,572.96)	3.22%
Other Local Revenue	35,000.00	17,836.68	50.96%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Math Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	16,581,665.48	15,166,516.92	91.47%
FEDERAL FUNDS			
IDEA Part B	1,316,991.00	-	0.00%
IDEA - Preschool	58,767.00	-	0.00%
Title I	1,760,148.00	266,358.41	15.13%
Title II	340,367.00	-	0.00%
Title III English Acquisition	115,869.00	-	0.00%
Title IV	215,270.00	-	0.00%
Perkins	146,886.00	-	0.00%
Other federal revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,954,298.00	266,358.41	6.74%
GRAND TOTAL ALL FUNDS	79,820,001.59	72,854,093.62	91.27%

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of November 30, 2025
42% of the Fiscal Year completed

Operating Unit	Budget Line	Preliminary Budget			Budget Remaining	% Obligated
		Amount	Encumbered	Expended		
9180668A	Benjamin Banneker Elementary School	\$ 52,240.00	6,013.09	16,659.88	\$ 29,567.03	43.40%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,490.00	6,209.61	24,101.48	\$ 24,178.91	55.63%
9180672A	Lulu M. Ross Elementary School	\$ 70,030.00	6,042.94	48,077.39	\$ 15,909.67	77.28%
9180673A	Mispillion Elementary School	\$ 61,840.00	3,878.71	33,286.33	\$ 24,674.96	60.10%
9180675A	Milford Central Academy	\$ 80,480.00	2,552.89	36,373.05	\$ 41,554.06	48.37%
9180676A	Milford Middle School	\$ 80,102.50	4,291.07	18,005.25	\$ 57,806.18	27.83%
9180678A	Milford Senior High School	\$ 174,850.00	10,206.87	94,297.62	\$ 70,345.51	59.77%
99900000	Board Of Ed/District Expenses	\$ 9,000.00	-	14,311.42	\$ (5,311.42)	159.02%
	School Resource Officer	\$ 15,000.00	-	1,088.58	\$ 13,911.42	7.26%
99900100	Legal Services, Audit and Insurance Premiums	\$ 90,000.00	5,920.00	50,862.77	\$ 33,217.23	63.09%
99900300	District Expenditures	\$ 100,000.00	44,731.00	32,957.00	\$ 22,312.00	77.69%
	School Safety and Security	\$ 287,717.00	174,787.62	11,789.41	\$ 101,139.97	64.85%
	Public Relations and Communication	\$ 40,000.00	3,900.00	5,735.66	\$ 30,364.34	24.09%
	Copy Center (District Wide)	\$ 185,000.00	124,269.00	68,526.24	\$ (7,795.24)	104.21%
99910100	Superintendent	\$ 1,500.00	-	525.00	\$ 975.00	35.00%
99920000	World Language Immersion (State Grant)	\$ 125,575.18	-	22,118.69	\$ 103,456.49	17.61%
	Student Success Block Grant (Reading)	\$ 374,860.00	-	89,768.94	\$ 285,091.06	23.95%
	Opportunity Grant Mental Health	\$ 918,870.00	-	-	\$ 918,870.00	0.00%
	Education Opportunity Grant	\$ 2,584,339.84	-	-	\$ 2,584,339.84	0.00%
	CPR Instruction (State)	\$ 1,050.72	-	-	\$ 1,050.72	0.00%
	Summer School	\$ 30,000.00	-	57,514.80	\$ (27,514.80)	191.72%
	Translators	\$ 5,000.00	-	-	\$ 5,000.00	0.00%
	Extra Time Programs	\$ 30,000.00	-	396.90	\$ 29,603.10	1.32%
	Curriculum and Instruction	\$ 150,000.00	-	76,902.73	\$ 73,097.27	51.27%
99920700	Athletics - High School	\$ 220,000.00	24,055.79	127,728.23	\$ 68,215.98	68.99%
	Athletics - Middle Schools	\$ 46,500.00	-	17,888.96	\$ 28,611.04	38.47%
99920800	Driver's Education	\$ 23,355.00	-	3,355.46	\$ 19,999.54	14.37%
99930200	Tuition - Special Services	\$ 330,000.00	-	93,989.25	\$ 236,010.75	28.48%
	Tuition - Special Services - ILC	\$ 275,000.00	1,124.07	74,348.10	\$ 199,527.83	27.44%
	Unique Alternatives (State Funds)	\$ 62,382.48	-	-	\$ 62,382.48	0.00%
99930300	Special Services	\$ 59,500.00	1,898.66	25,443.30	\$ 32,158.04	45.95%
	Special Services - State Related Services	\$ 151,760.58	4,997.50	131,586.70	\$ 15,176.38	90.00%
99940100	Contingencies and One-Time Items	\$ 425,000.00	96,036.71	79,528.24	\$ 249,435.05	41.31%
99940200	Division I/Formula Salaries	\$ 39,043,052.49	-	18,297,250.32	\$ 20,745,802.17	46.86%
99940300	Division II - Vocational	\$ 115,046.00	-	4,601.67	\$ 110,444.33	4.00%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	5,831,426.81	\$ 7,277,536.13	44.48%
	Union agreed Limited Contracts	\$ 385,000.00	-	141,300.95	\$ 243,699.05	36.70%
99940500	Title I	\$ 1,760,148.00	-	139.71	\$ 1,760,008.29	0.01%
	Title II	\$ 340,367.00	-	-	\$ 340,367.00	0.00%
	Title III	\$ 115,869.00	-	-	\$ 115,869.00	0.00%
	Title IV	\$ 215,270.00	-	-	\$ 215,270.00	0.00%
	IDEA Part B	\$ 1,316,991.00	-	-	\$ 1,316,991.00	0.00%
	IDEA Preschool	\$ 58,767.00	-	-	\$ 58,767.00	0.00%
	Perkins	\$ 146,886.00	-	-	\$ 146,886.00	0.00%
99940600	Insurance Expense	\$ 160,000.00	-	15,460.00	\$ 144,540.00	9.66%
99940700	District Donations	\$ 25,000.00	-	2,305.02	\$ 22,694.98	9.22%
99940810	Technology Equipment & Repair	\$ 286,500.00	2,159.96	96,469.69	\$ 187,870.35	34.43%
	Technology Block Grant	\$ 106,353.00	6,267.16	17,993.86	\$ 82,091.98	22.81%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	0.00%
	Tuition Reimbursement	\$ 70,000.00	-	-	\$ 70,000.00	0.00%
99950000	Personnel/Human Resources	\$ 12,500.00	549.43	2,901.90	\$ 9,048.67	27.61%
99960000	Child Nutrition Operations	\$ 2,700,000.00	716,579.89	1,455,893.09	\$ 527,527.02	80.46%
	Cafeteria Salaries	\$ 745,521.00	-	343,855.52	\$ 401,665.48	46.12%
99960100	Facilities Maintenance	\$ 100,000.00	612.32	19,522.30	\$ 79,865.38	20.13%
	Custodial Services and Supplies	\$ 165,000.00	-	79,769.73	\$ 85,230.27	48.35%
99960200	Operations and Utilities	\$ 356,500.00	50,088.49	173,259.44	\$ 133,152.07	62.65%
	Energy Division II	\$ 847,099.00	467,206.02	10,052.12	\$ 369,840.86	56.34%
99960300	State Transportation	\$ 4,172,159.82	-	1,346,487.32	\$ 2,825,672.50	32.27%
	State Homeless Transportation	\$ 645,492.00	-	96,109.20	\$ 549,382.80	14.89%
	State Foster Transportation	\$ 191,196.00	-	58,684.00	\$ 132,512.00	30.69%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	0.00%
99960400	Transportation Internal Budget (Local)	\$ 20,000.00	336.82	42,104.24	\$ (22,441.06)	212.21%
	Local Homeless Transportation Match	\$ 71,721.33	3,735.00	10,553.40	\$ 57,432.93	19.92%
	Local Transportation Match	\$ 462,351.10	-	148,003.99	\$ 314,347.11	32.01%
Total Operating Budget		\$ 74,875,195.98	\$ 1,768,450.62	\$ 29,451,311.66	\$ 43,655,433.70	41.70%
99970000	Local Debt Service	\$ 2,050,844.57	-	470,280.99	\$ 1,580,563.58	22.93%
99970200	Minor Capital Improvements	\$ 1,397,423.00	-	-	\$ 1,397,423.00	0.00%
Total Capital Budget		\$ 3,448,267.57	\$ -	\$ 470,280.99	\$ 2,977,986.58	13.64%
Grand Total		\$ 78,323,463.55	\$ 1,768,450.62	\$ 29,921,592.65	\$ 46,633,420.28	40.46%

*Note: Budgets are based on the 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

VENDOR	Contract Change						Contract Balance
	Contract Total	Orders	New Contract Total	Current Encumbrance	Expended to date		
Construction							
Zack Excavating Inc	\$ 3,495,949.00	\$ 316,997.69	\$ 3,812,946.69	\$ 217,447.80	\$ 3,595,498.89	\$ -	\$ 3,812,946.69
<i>Expense Reduction - CTF Funding (Zack Excavating)</i>			<i>(462,500.00)</i>		<i>(462,500.00)</i>		<i>(462,500.00)</i>
11400 Inc	\$ 878,000.00	\$ -	\$ 878,000.00	\$ 43,900.00	\$ 834,100.00	\$ -	\$ 878,000.00
Bear Industires Inc	\$ 879,150.00	\$ -	\$ 879,150.00	\$ 43,957.50	\$ 835,192.50	\$ -	\$ 879,150.00
Blue Heron Contracting Inc	\$ 1,590,069.00	\$ 10,420.00	\$ 1,600,489.00	\$ 40,012.26	\$ 1,560,476.74	\$ -	\$ 1,600,489.00
Continental Electrical Services Inc	\$ 4,015,000.00	\$ 155,829.81	\$ 4,170,829.81	\$ 136,247.68	\$ 4,034,582.13	\$ -	\$ 4,170,829.81
Delmarva Veteran Builders LLC	\$ 5,149,786.00	\$ (15,900.73)	\$ 5,133,885.27	\$ 158,059.33	\$ 4,975,825.94	\$ -	\$ 5,133,885.27
Flooring Solutions, Inc	\$ 2,404,266.00	\$ 5,218.90	\$ 2,409,484.90	\$ 121,578.95	\$ 2,287,905.95	\$ -	\$ 2,409,484.90
Jamestown Painting & Decorating Inc	\$ 585,570.00	\$ 47,538.75	\$ 633,108.75	\$ 87,320.67	\$ 545,788.08	\$ -	\$ 633,108.75
L. Wilson Masonry Inc	\$ 2,960,000.00	\$ 105,585.76	\$ 3,065,585.76	\$ 153,279.29	\$ 2,912,306.47	\$ -	\$ 3,065,585.76
Master Interiors Inc	\$ 698,097.00	\$ 20,525.49	\$ 718,622.49	\$ 35,141.11	\$ 683,481.38	\$ -	\$ 718,622.49
Modular Concepts Inc	\$ 550,000.00	\$ 934.00	\$ 550,934.00	\$ 27,546.70	\$ 523,387.30	\$ -	\$ 550,934.00
North East Contractors Inc	\$ 4,140,000.00	\$ 229,338.72	\$ 4,369,338.72	\$ 111,051.09	\$ 4,258,287.63	\$ -	\$ 4,369,338.72
Peninsula Acoustical Co. Inc.	\$ 1,030,000.00	\$ 146,640.85	\$ 1,176,640.85	\$ 58,832.05	\$ 1,117,808.80	\$ -	\$ 1,176,640.85
Quality Exteriors Inc	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 515,749.05	\$ 1,758,638.95	\$ -	\$ 2,274,388.00
R C Fabricators	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ 116,750.00	\$ 4,553,250.00	\$ -	\$ 4,670,000.00
Ralph G. Degli Obizzi & Sons, Inc	\$ 8,375,000.00	\$ 108,771.95	\$ 8,483,771.95	\$ 433,616.81	\$ 8,050,155.14	\$ -	\$ 8,483,771.95
Selma Inc DBA Salisbury Door & Hardware	\$ 596,815.00	\$ 700.00	\$ 597,515.00	\$ 36,065.00	\$ 561,450.00	\$ -	\$ 597,515.00
Walker & Laberge of Delaware Inc.	\$ 2,172,000.00	\$ 5,580.00	\$ 2,177,580.00	\$ 108,879.00	\$ 2,068,701.00	\$ -	\$ 2,177,580.00
CM							
Richard Y Johnson & Son Inc	\$ 3,731,124.00	\$ 344,598.67	\$ 4,075,722.67	\$ 52,745.79	\$ 4,022,976.88	\$ -	\$ 4,075,722.67
Architect							
Buck Simperts Architect and Associates	\$ 4,473,229.00	\$ -	\$ 4,473,229.00	\$ 301,261.67	\$ 4,171,967.33	\$ -	\$ 4,473,229.00
Environmental and Demo							
DIS Associates	\$ 1,296,787.00	\$ 20,821.56	\$ 1,317,608.56	\$ -	\$ 1,317,608.56	\$ -	\$ 1,317,608.56
Modulus LLC	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00
Other							
G.A. Blanco (Furniture)	\$ 1,761,836.54	\$ 28,420.26	\$ 1,790,256.80	\$ 100,849.00	\$ 1,689,407.80	\$ -	\$ 1,790,256.80
Visual Sound	\$ 195,281.40	\$ 2,547.16	\$ 197,828.56	\$ 3,607.16	\$ 194,221.40	\$ -	\$ 197,828.56
Dell (Student Devices)	\$ 388,974.00	\$ 2,730.00	\$ 391,704.00	\$ -	\$ 391,704.00	\$ -	\$ 391,704.00
Technology Equipment and Consulting	\$ 904,840.73	\$ -	\$ 904,840.73	\$ 60,092.72	\$ 844,748.01	\$ -	\$ 904,840.73
Cunningham Recreation/Playcore (Playground)	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00
A3 Communications (Advantech) Construction Funded	\$ 3,535,324.40	\$ 24,005.00	\$ 3,559,329.40	\$ 70,754.40	\$ 3,488,575.00	\$ -	\$ 3,559,329.40
Magnum Electronics Radio Repeater	\$ 20,592.01	\$ 444.00	\$ 21,036.01	\$ -	\$ 21,036.01	\$ -	\$ 21,036.01
Morgans Lawn Service (tree removal)	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
Department Equipment & Supplies	\$ 905,309.08	\$ -	\$ 905,309.08	\$ 116,059.68	\$ 789,249.40	\$ -	\$ 905,309.08
L&W Insurance	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00
Auditors Office	\$ 117,815.65	\$ -	\$ 117,815.65	\$ -	\$ 117,815.65	\$ -	\$ 117,815.65
Administration	\$ 191,650.05	\$ -	\$ 191,650.05	\$ -	\$ 191,650.05	\$ -	\$ 191,650.05
Total Project	\$65,784,315.86	\$1,511,947.84	\$66,833,763.70	\$3,150,804.71	\$63,682,958.99	\$ -	\$66,833,763.70
		2.30%	Total Per DSC	\$ 3,150,804.71	\$ 63,682,958.99	\$ -	\$ 66,833,763.70
			Difference	\$ -	\$ -	\$ -	\$ -
							\$ 66,833,763.70
REVENUE							<i>Balance</i> \$ 5,436,736.30
	FISCAL YEAR	PROJECT	STATE	LOCAL	TOTAL REVENUE		
	2022	Milford Middle School	\$ 4,963,300.00	\$ 1,743,900.00	\$ 6,707,200.00		
	2023	Milford Middle School	\$ 35,416,900.00	\$ 12,443,701.00	\$ 47,860,601.00		
	2024	Milford Middle School	\$ 2,000,000.00	\$ 702,699.00	\$ 2,702,699.00		
	Market Pressure Funding	Milford Middle School	\$ 11,100,000.00	\$ 3,900,000.00	\$ 15,000,000.00		
	TOTAL REVENUE BUDGET		\$ 53,480,200.00	\$ 18,790,300.00	\$ 72,270,500.00		

December 15, 2025

Contract Vendor	Change Order Number	Description	Change Order Amount
Blue Heron Contracting LLC	B4-03	addition of walls/extension at loading dock	23,480.00
TOTAL COST ADJUSTMENT \$			23,480.00

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

1009

PROGRAM AND ATHLETIC BOOSTER CLUBS

The Milford School District recognizes that Program and Athletic Booster Clubs exist as organizations of parents and community persons dedicated to supporting, encouraging and advancing the various academic, arts, and athletic programs and related activities of the Milford School District.

~~The club~~ Clubs shall not seek to influence or direct the technical activities or policies of the school administration, school officials, or coaches who are charged with the responsibility of conducting the program.

~~The club~~ Clubs shall do nothing that violates the rules of the Delaware Interscholastic Athletic Association or other regulatory body for the affiliated organization that would jeopardize the student eligibility or school district membership in the organization, athletic association, or the Henlopen Conference.

By August 1 each year, ~~the program or athletic booster~~ each club shall present the names, addresses, and telephone numbers of the officers to the District Office, along with the federal Taxpayer Identification Number (TIN) of the organization, if applicable. ~~If the group holds an outside bank account on behalf of the booster organization, the Tax ID number shall be kept on record with the District Office.~~ Under no circumstances should a district employee be the guarantor or signer on an outside bank account for ~~an~~ such organizations.

~~Booster~~ Clubs may contribute financially to district organizations and programs for the needs of each group that otherwise may not be available from the district.

The Athletic Director is the official liaison between the school district and the athletic booster clubs.

~~ADOPTED: 6/24/96~~

~~AMENDED: 12/17/18~~

ADOPTED: 06/24/96;
AMENDED: 12/17/18; 12/XX/25
NEXT REVIEW DUE: December 2030

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3102

ENERGY CONSERVATION

SUBJECT:

The commitment to and goals of the Milford School District to conserve energy where possible and to take a leadership role in developing a realistic energy ethic and awareness of energy needs and costs in an effort to promote Energy Conservation.

I. PURPOSE:

The purpose of this policy is to provide uniform guidance and administration regarding energy usage and energy conservation actions.

- A. To promote energy conservation while providing a safe, reasonably comfortable education environment to the faculty, staff and students of the Milford School District.
- B. To establish a clear understanding among Milford School District staff regarding energy conservation expectations and individual responsibilities to conserve energy.
- C. To establish and document temperature setting range expectations for various categories of rooms and spaces, as well as to establish seasonal air conditioning to heat and heat to air conditioning conversion date ranges.
- D. To promote improved indoor air quality through efficient and effective building systems management.

II. LIMITATIONS:

This policy does not apply to school bus contractors.

III. SEASONAL TEMPERATURE SETTINGS:

- A. The **Supervisor of Building and Grounds** ~~Director of Operations~~ is charged with the responsibility and authority to direct the seasonal conversion from heating to air conditioning in the spring and from air conditioning to heating in the fall.
 - 1. The springtime conversion from heating to air conditioning will not occur before April 15 and will be accomplished no later than May 15, depending on the specific weather patterns of the year and at the direction of the **Supervisor of Building and Grounds** ~~Director of Operations~~.
 - 2. The fall season conversion from air conditioning to heating will not occur before October 1 and will be accomplished no later than November 1, depending on the specific weather patterns of the year and at the direction of the **Supervisor of Building and Grounds** ~~Director of Operations~~.

3. The **Supervisor of Building and Grounds** ~~Director of Operations~~ shall notify building administrators and custodial Building Chiefs of the intended date to perform the seasonal HVAC conversion.
- B. Building temperatures shall be governed in accordance with the following chart:

Average Building Temperature Range				
	Winter		Summer	
Classroom	67 degrees	70 degrees	75 degrees	78 degrees
Offices	67 degrees	70 degrees	75 degrees	78 degrees
Shop areas	65 degrees	68 degrees	77 degrees	80 degrees
Cafeterias	65 degrees	68 degrees	77 degrees	80 degrees
Gymnasiums	65 degrees	68 degrees	77 degrees	80 degrees
Athletic areas	65 degrees	68 degrees	77 degrees	80 degrees
Auditoriums	65 degrees	68 degrees	77 degrees	80 degrees

- C. The summer temperature ranges do not apply to buildings and spaces that are not equipped with air conditioning.

IV. GENERAL ENERGY USAGE PROCEDURES:

- A. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will decrease lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.
- B. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.
- C. All exterior lighting shall be turned off during daylight hours. Exterior lighting shall be operated on a timer with minimal lighting for security purposes only during evening hours when the building does not have evening events scheduled. The **Supervisor of Building and Grounds** ~~Director of Operations~~ and the Building Administration shall collaborate on exterior lighting schedules.
- D. Exhaust fans in rest rooms shall be turned off during periods of time when students are not present.
- E. Copy machines, laminating equipment, and other office machines shall be turned off each night if the equipment does not have a sleep or hibernation mode.
- F. All District computer monitors, printer, and other peripheral technology equipment shall be turned off when buildings are not occupied by **students if the equipment does not have a sleep or hibernation mode**. Computers (CPU units) shall remain turned on around the clock, for Technology Department scheduled maintenance and virus software updates.
- G. All District computer equipment, to include the computer CPU units shall be turned off when buildings are not occupied by students during the annual winter break and annual spring break school closings. Essential computer equipment to include but not limited to the district's network servers and web access servers, the security system servers and computer equipment, the building automation system servers and computer equipment, as well as computer equipment used by 12 month staff shall be exempt from this policy requirement.

H. Personal electrical appliances:

1. The building administration of each school building is charged with the responsibility and authority to administer the coordinated use of microwave ovens, coffee pots, and compact refrigerators in designated areas. The designated areas shall serve teams or groups of faculty/staff with the guiding principle being to eliminate the use of personal appliances in individual classrooms.
 2. Personal appliances to include but not limited to compact refrigerators, microwaves, coffee pots, toaster ovens, space heaters, hotplates and any other such devices, are expressly not permitted in classrooms. Each building administration is authorized to approve the consolidated and coordinated use of compact refrigerators and microwave ovens only for multiple classrooms in designated areas as indicated in IV, H, 1 above.
 3. The administration of each school building shall submit to the **Supervisor of Building and Grounds** ~~Director of Operations~~ the building-wide plan for the coordinated use of microwaves and compact refrigerators which identifies the designated areas for the appliances and likely users of said appliances. The initial plan is due to the **Supervisor of Building and Grounds** ~~Director of Operations~~ by December 31, ~~2005~~ **2025**, and shall **be reviewed each school year** ~~remain in effect until updated or amended~~.
 4. Appliances that have been purchased by the school district that are intended to contribute directly to the educational mission such as instructional kitchens and refrigerators in science areas, as well as appliances which serve the students' medical needs, such as refrigerators in the nurse's suite are exempt from this policy.
 5. Compact refrigerators and microwaves that have been approved by the respective building administration must be in good working order, and must be unplugged during the winter, spring, and summer breaks.
 6. The **Supervisor of Building and Grounds** ~~Director of Operations~~ in consultation with the school Administration and the district Maintenance Department shall have the authority to require the removal of personal appliances that have not been authorized and that have been determined to be unsafe.
- I. The Chief custodian or designee at each school will be responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use. The **Supervisor of Building and Grounds** ~~Director of Operations~~ has the expressed authority to direct the operation of buildings in occupied modes when students are not present in order to protect the facility against freezing.
- J. Any area showing signs of mold should be reported to the chief custodian **and building administration**. The Chief custodian shall report all areas showing signs of mold to the **Supervisor of Building and Grounds** ~~Director of Operations~~. The **Supervisor of Building and Grounds** ~~Director of Operations~~ has the expressed authority to direct the operation of a building in noncompliance to this policy in order to remediate and address a specific and known indoor air quality concern.

- K. Individual classroom and office doors shall be closed when heating and air conditioning equipment is in operation.
- L. In buildings with automatic temperature controls, the temperature will be set at 55 degrees (or appropriate unoccupied set back temperature based on building history) no later than the close of the school day, during the heating season.
 - 1. ~~Category II and III events, as defined by Board Policy 3101 shall use the facilities at the unoccupied set-back temperature.~~
- M. The Chief Custodian or designee shall be responsible for the building start-up. Each building shall have an established start-up procedure that must be adhered to.
- N. The Chief Custodial or designee shall be responsible for the building shut-down at the end of the custodial shift.
- O. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). All independent domestic hot water systems shall be shut down during unoccupied times and over summer break, except as needed for summer school operations.
- P. The start time for air conditioning equipment shall be set as late as possible while still allowing time to cool the building to guideline temperature settings. Cooling equipment shall be switched to unoccupied set-back temperatures as soon as possible, with the understanding that classroom temperatures will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Q. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students. The Director of Operations must approve exceptions.
- R. Outside air-dampers shall be programmed in the building automation system to the closed position during unoccupied modes.

V. CHILD NUTRITION ENERGY CONSERVATION PROCEDURES:

- A. Food shall be prepared utilizing "batch cooking" to the maximum extent possible in order to conserve energy.
- B. Ware-washing shall be accomplished using the "batch washing" method to the maximum extent possible in order to reduce energy consumption of the ware washing equipment.
- C. All food preparation equipment shall remain in the off position until needed and shall only be turned on if it is needed or intended to be used immediately. This does not apply to child nutrition refrigerators or freezers.
- D. Preventive maintenance and calibrations shall be performed on all food preparation and storage equipment at regular intervals as directed by the Supervisor of Child Nutrition.
- E. Cafeteria lighting shall be turned off before and after students have eaten lunch.
- F. Kitchen range hood use shall be optimized in an effort to conserve energy. During the winter months, hood usage reductions shall be implemented to the extent possible.

VI. DISTRICT VEHICLE USAGE:

- A. District vehicles shall not be left "idling" for extended periods of time.
- B. District related travel shall be consolidate with carpooling employed to the maximum extend possible.
- C. District vehicles shall be properly and adequately maintained in order to assure that they are operating at optimal efficiencies.

VII. ~~VENDING MACHINE PROCEDURES:~~

- ~~A. All vending machines within the district shall be equipped with VendMiser technology as soon as possible.~~
- ~~B. The Director of Operations is charged with the responsibility and the authority to purchase and install VendMiser equipment on all vending machines within the district.~~
- ~~C. Booster organizations, clubs and groups that receive the proceeds from the sales of the vending machines shall bear the cost of the retrofitting the vending machines with the VendMiser technology.~~
- ~~D. The Director of Operations shall forward the cost to purchase and install the VendMiser equipment on subject vending machines to the Chief Financial Officer.~~
- ~~E. The Chief Financial Officer shall bill the organizations, clubs and/or groups, for the costs associated with the cost to retrofit the vending machines with the VendMiser equipment. When funds are received the funds shall be deposited to the internal account from which the VendMiser equipment was purchased.~~
- ~~F. If, after three attempts to collect, the organization, club and/or group fails to reimburse the district for the cost of the VendMiser equipment, the district shall be authorized to order the vending machine unplugged and removed from district property.~~

VIII ATHLETICS and ATHLETIC FACILITIES:

- A. The High School Administration is charged with the responsibility and the authority to schedule athletic sporting events in such a manner as to conserve energy to the extent possible.
- B. The High School Administration shall schedule athletic sporting events in the afternoon when feasible in an effort to make full use of ambient natural light to the extent possible.
- C. During the implementation of section VIII of this policy, the High School administration shall take precautions to protect the rights of all athletes and teams regarding schedules and priority.
- ~~D. The tennis court lights shall be disabled for use in the fall of each year and enabled for use in the spring of each year. The Director of Operations is charged with the responsibility and the authority to disable the high school tennis court lights on the same schedule as the air conditioning to heating change-over.~~

AMENDED: 11/28/05; 12/XX/25
NEXT REVIEW DUE: December 2030

~~ADOPTED: 4/26/82, 11/28/2005~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3407

Transportation for City of Milford Day-Child Care Providers

The Milford School District Board of Education is committed to providing safe, efficient and effective transportation for all eligible student riders. As such, the Milford School District Board of Education considers all licensed early care and education and school-age centers operating in Milford's city limits as being located in a shared attendance zone for elementary school assignment purposes.

Early care and education and school-age centers as defined by the Delaware Department of Services for Children, Youth, and Families (DDSCYF) Department of Education are licensed providers for child care in a commercial (non-residential) setting for thirteen (13) or more children and include day care centers, nursery schools, preschools, before- or /after-school care, and out-of-school care facilities. All Milford School District students attending state-licensed early care and education and school-aged centers operating within the established city limits of Milford will be provided school transportation to their assigned elementary school based upon the following:

1. Availability of seating
- 4.2. -Student ridership eligibility
- 2.3. -Student school assignment by the district administration
- 3.4. Efficiency of transportation

ADOPTED: 11/22/10

AMENDED: 12/XX/25

NEXT REVIEW DUE: December 2030

Adopted: ~~11/22/10~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3409

School Bus Aides

All bus aides are required to meet the qualifications and requirements as put forth in Title 14, ~~Del. Admin. C. §1105~~ **1150**, Section ~~7.08.0~~ in the Delaware Administrative Code. Furthermore, all bus aides must meet the same physical requirements as required in Title 14, §1105, Section 6.2.5 (Delaware school bus driver physical with TB screening).

ADOPTED: 11/24/14

AMENDED: 12/XX/25

NEXT REVIEW DUE: December 2030

Adopted: 11/24/14

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4109

EMPLOYMENT PROCEDURES: SUMMER PROGRAMS

The following procedures will be used to employ personnel for the summer program:

1. ~~Summer program vacancies will be advertised and posted on a yearly basis to all current employees of the Milford School District.~~
2. ~~If positions cannot be filled from current district employees, the positions will be open to any qualified applicant.~~

The Milford School District is committed to establishing fair, consistent, and transparent procedures for hiring employees to support the District's summer programs. These procedures ensure that the District is staffed with qualified personnel who will effectively support student learning during summer instruction and activities.

Summer Program Hiring Procedures

1. Summer program vacancies will be advertised and posted annually to all current employees of the District.
2. If positions are not filled by current District employees, vacancies will be made available to any qualified external applicant.

APPROVED: 2/25/14
AMENDED:
NEXT REVIEW DUE:

Brief Explanation of Revision

This policy was revised to align with updated Board Policy formatting requirements and to clarify the procedures for advertising and filling summer program positions. Language was streamlined for consistency, and terminology was updated to ensure uniform references to District employees and applicants. The revisions also ensure transparency and fairness in the hiring process for summer program staffing.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4225

CELL PHONE USE DURING WORK HOURS

The Milford School District recognizes that mobile devices are widely used in daily life and acknowledges that employees may need access to their cell phones while at work. The purpose of this Board Policy is to ensure the use of cell phones supports a professional, safe, and distraction-free learning environment. Board understands that cell phones are ingrained in the culture and that employees feel the need to possess cell phones at the workplace. Possession of cell phones in school is considered a distraction to learning. For these reasons, the Board has adopted the following workplace policy for Milford School District employees:

Employee Possession of Cell Phones

Employees may have cell phones in their possession during the employee work day. Devices will be silenced (silent or vibrate) and kept out of sight unless being used in accordance with this Board Policy.

1. — Employees may have cell phones in their possession during the employee work day; they must be set on silent or vibrate and should not be visible.

Professional Staff Use

Professional staff may use cell phones only when students are not under their supervision, such as during planning periods, unassigned time, or duty-free lunch. Cell phone use is prohibited when supervising students, including during class, transitions, or any period of student responsibility. Cell phone use is not permitted during professional activities such as PLCs, faculty meetings, parent conferences, or trainings. Use before or after the school day is permitted.

2. — Cell phones may be used by professional staff when students are not under their supervision i.e. planning, unassigned time, and duty free lunch time. Use during times when students are under their supervision (class time and change of classes) is prohibited. Cell phone use during professional meetings (PLC's, faculty meetings, parent conferences) is prohibited. Cell phone use by staff after or before the start of the school day is permitted.

Non-Instructional Support Staff Use

Non-instructional support staff may use cell phones during scheduled breaks, lunch, and before or after their work hours. During active duties, cell phone use will be limited to urgent or work-related needs.

~~3. Non-instructional support staff (custodians, secretaries, etc.) will limit cell phone use to break time, lunch time, and before and after work hours.~~

Use in the Presence of Students

All employees, including School Administrators and District Administrators, will refrain from using cell phones in the presence of students unless such use is required for safety, instructional purposes, or other work-related functions.

- Temporary exceptions to this Board Policy may be authorized by a School Administrator or District Administrator. In emergencies, crises, or situations requiring immediate response, School Administrators, District Administrators, or their designees may be exempt from the provisions of this Board Policy.
- Professional staff may use cell phones for instructional activities or student photography only when following all District guidelines regarding student privacy, media permissions, and instructional use of technology.

~~4. All employees including administrators should refrain from using cell phones in the presence of students.~~

~~5. Exceptions to this policy may be made on a temporary basis by the building principal. In emergency, crisis, or situations involving need for a rapid response, administrators or their designees may be exempt from this policy.~~

~~6. Professional staff may use their cell phones to take pictures of students or to engage students in instructional activities provided they follow the district guidelines regarding student photography.~~

APPROVED: 2/25/14
AMENDED:
NEXT REVIEW DUE:

Brief Explanation of Revision

The policy was revised to align with the district's required formatting standards, including consistent headings, terminology, font rules, and policy structure. Language was clarified so expectations for student cell phone use are easier to understand and enforce. Outdated or redundant statements were removed, and new language was added to better reflect current practices, school safety needs, and alignment with staff responsibilities. The structure was reorganized to improve readability and ensure consistency with other Milford School District policies.

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4331

CRIMINAL BACKGROUND CHECKS

~~Criminal Background Checks must be done in accordance with Section 745 Criminal Background Check for Public School Related Employment, Title 14 Delaware Administrative Code and completed through the Delaware State Bureau of Investigation. It is the employee's responsibility to pay for the Criminal Background Check.~~

The Milford School District requires criminal background checks for all individuals who will have direct access to students or participate in District-approved activities, including during the school day, after school, or in out-of-school settings. This requirement supports the safety and well-being of students and ensures compliance with all applicable state laws.

Criminal Background Check Requirements

The Milford School District will require a Criminal Background Check for employees, contractors, and volunteers of a child-serving entity, including those participating in after-school, out-of-school, or District-approved events and activities. The Criminal Background Check will consist of a fingerprinted Delaware and national background check completed by the State Bureau of Identification (SBI) and the Federal Bureau of Investigation (FBI). Additionally, a Child Protection Registry Check will be completed by the Department of Services for Children, Youth and Their Families (DSCYF).

Refer to 14 Del. Admin. C. §746, *Criminal Background Check for Student Teaching*, for the requirements and procedures related to criminal background checks for student-teaching placements in a Delaware public school.

ADOPTED: 10/28/13
AMENDED:
NEXT REVIEW DUE:

Brief Explanation of Revision

The policy was revised to clearly state that criminal background checks are required for all employees, contractors, and volunteers who work with students in any District-approved setting, including after-school and out-of-school activities. Additionally, language was updated for consistency, clarity, and compliance with Board Policy formatting standards.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4334

RETIREMENT SICK DAY BENEFIT PROGRAM

~~Upon the retirement of a Milford School District employee, the~~ The Milford School District Board of Education ~~will provide a sick day benefit through local funds agrees to compensate the to retiring employees who have a minimum of 5 years of continuous service to the District. Such employees must retire from a pension creditable position and meet the State of Delaware's pension eligibility criteria for retirement. for unused sick days accumulated above 90 and up to and including 140.~~ will provide a sick day benefit through local funds agrees to compensate the to retiring employees who have a minimum of 5 years of continuous service to the District. Such employees must retire from a pension creditable position and meet the State of Delaware's pension eligibility criteria for retirement. for unused sick days accumulated above 90 and up to and including 140.

1. ~~Effective July 1, 2011, termination pay The District shall will pay be at a rate of \$30 a flat rate per sick day for unused sick days accumulated above 90 days day 91 through 140 days, not to exceed the defined for a maximum of 50 days.~~ Effective July 1, 2011, termination pay The District shall will pay be at a rate of \$30 a flat rate per sick day for unused sick days accumulated above 90 days day 91 through 140 days, not to exceed the defined for a maximum of 50 days.

2. ~~A For full-time employees is defined as a person who works working a minimum of thirty (30) hours per week (full-time), the flat rate is \$30 per day.~~ A For full-time employees is defined as a person who works working a minimum of thirty (30) hours per week (full-time), the flat rate is \$30 per day.

~~Termination pay benefits for For part-time employees working (less than thirty (30) hours per week (part-time)) shall be prorated., the flat rate is \$15 per day.~~ For part-time employees working (less than thirty (30) hours per week (part-time)) shall be prorated., the flat rate is \$15 per day.

3. ~~To be eligible, the retiring employee must have been employed with the Milford School District for a minimum of 5 years.~~ To be eligible, the retiring employee must have been employed with the Milford School District for a minimum of 5 years.

ADOPTED: 06/24/97;

AMENDED: 07/12/04; 08/3/09; 06/20/11; 12/XX/25

NEXT REVIEW DUE: December 2030

REVISED: 6/24/97; 7/12/04; 8/3/09; 6/20/11

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6117

INDEPENDENT EDUCATIONAL EVALUATION POLICY

The Milford School District Board of Education understands that Independent Educational Evaluations (IEEs) are addressed in the Federal Regulations, which implement the Individuals with Disabilities Education Act (IDEA). See 34 C.F.R. § 300.502; DE Admin. C. §926.2.0.

An IEE is an evaluation conducted by a qualified examiner (Examiner) who is not an employee of a student's school district. A parent has a right to an IEE for their student at public expense if the parent disagrees with the results of an educational evaluation that the Milford School District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child may be eligible for needs. In the event the district receives a parent request for an IEE, the district must either provide the IEE at school expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate.

The IEE must meet district criteria for IEEs, which is the same criteria that the district uses when it conducts its own educational evaluations. If the district requests a due process hearing and the hearing officer determines that the district's evaluation is appropriate, the parent still has a right to an IEE, but not at public expense.

Parents may only request one publicly funded IEE for each evaluation completed by the ~~school~~-district, which must be requested within two years of becoming aware of the results of a district evaluation.

Procedure to Obtain an IEE at Public Expense:

Written Request

The parents ~~will~~shall submit to the district administrator in charge of special education or ~~School Administrators~~principal a written request for an IEE. It is preferred that the request includes an explanation of the parents' reasons for objecting to the evaluation obtained by the district. However, the district will not deny parents a publicly funded IEE because they fail to provide the district with such a written request or fail to provide reasons for requesting an IEE.

Approved Examiners

If a parent requests an IEE, the school district ~~will~~shall provide the following: · A list of the names and addresses of qualified IEE Examiners. The list will consist of IEE Examiners who, in the school district's judgment, are qualified to perform the educational evaluation requested by the parents, which is updated annually. A copy of

this policy, which includes a description of the school district's criteria for selection of IEE Examiners, **listed below, will also be provided to the family.**

Minimum Qualifications for IEE Examiners

1. The prospective Examiner must meet the following criteria:

- hold a valid license in the field related to the known or suspected disability and in the areas to be evaluated;
- have training in the administration of test instruments to be used;
- have training in evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results; and
- **if requested**, provide documentation of extensive and recent training and experience related to the known or suspected disability, including but not limited to, a curriculum vitae ~~within the last year.~~

~~2. The Examiner must agree in writing that he or she will complete the IEE within forty-five (45) school days or ninety (90) calendar days, whichever is less, of receiving written parental consent.~~

2. The Examiner must complete an IRS Form W9.

3. The Examiner will shall submit an estimate of the fees for the proposed evaluation.

The school district ~~will~~**shall** permit parents to demonstrate that unique circumstances justify an exception to these criteria. If the school district believes **there is no such** justification, the school district will initiate a due process action.

For more information, parents may contact the Director **Special Programs** of Special Education at 302-424-8836**422-1600**.

AMENDED:

ADOPTED: 8/19/19

NEXT REVIEW DUE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6301

COURSE OFFERINGS - MILFORD HIGH SCHOOL

~~Based upon recommendation of the Superintendent, the Board will annually review and approve the course offerings and course catalog for Grades 9-12.~~

Recommend for deletion. Rationale- This policy is outdated. Course offerings must align to state code. Specific course catalog updates should be a district procedure not board policy.

ADOPTED: 3/21/77

AMENDED: 12/12/77; 7/17/78; 5/21/79; 11/19/79; 8/18/80; 1/19/81; 6/30/82; 2/21/83;
10/17/83; 2/20/84; 7/20/87; 7/11/88; 6/26/89; 7/9/90; 5/20/91; 7/1/91;
4/13/92; 12/21/92; 2/27/95; 2/26/96; 6/24/97; 11/23/98; 11/27/00; 4/2/01;
11/26/01; 6/24/02; 11/18/02; 11/24/03; 9/27/04; 12/13/04; 12/18/06;
10/15/07; 3/30/09; 4/26/10; 4/18/11; 6/22/15

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

ADMINISTRATIVE REGULATION

AR6301

INDEPENDENT STUDY

Independent Study shall be defined as:

- A. ~~Senior Volunteer Service/Internship: The student makes a personal contribution to explore a career option and gain valuable pre-employment or post-secondary education experience.~~
- B. ~~College Courses: The student takes class(es) off-campus at local college site and in an approved course of study related to a potential college major. Students will be required to schedule no less than one college course (3 credits) for each two high school courses deleted from their schedule during each semester of their senior year.~~
- C. ~~Co-Op Program: The student works off-campus as part of a Distributive Education Program. Salary may be earned during hours of M.H.S. regularly scheduled classes.~~
- D. ~~Correspondence Course: The student takes an approved correspondence course to make up credits needed for graduation. All costs, pre-approved courses and completion deadlines are required and the responsibility of the student and parent. Two credits are the limit.~~

SENIOR VOLUNTEER SERVICE

~~(an independent study alternative for academic credit)~~

~~DESCRIPTION: A flexible program that allows seniors to make a personal contribution, to explore a career option and gain valuable pre-employment experience. A satisfactory proposal contract must be completed and a faculty and site mentor must be secured by the student.~~

~~.5 credit — 45 to 89 hours of successful service plus a typed occupation~~

~~report. (See attached Occupational Report Specifications.)~~

~~1.0 credit — 90 to 179 hours of successful service plus a typed occupation report. (See attached Occupational Report Specifications.)~~

~~1.5 credit — 180 to 360 hours of successful service plus a typed occupation report. (See attached Occupational Report Specifications.)~~

~~plus an appropriate high school or college course related to skills and/or content in preparation for employment in that particular occupational field.~~

REQUIREMENTS:

~~The student, with the assistance of his/her guidance counselor, must make the program arrangements prior to the first day of school in their senior year. This will include:~~

~~a. A signed contract with an adult mentor from the agency who will develop a job description for the student's service, will assume responsibility for the student's work and advisement on a daily basis. The mentor will submit a monthly evaluation of the student's work and skill development with the student's log of volunteer service hours. This report will be approved by the principal and filed in the student's cum folder.~~

~~b. The student will obtain a signed contract with an appropriate faculty member to act as an advisor, assist with the report development and evaluate the required reports.~~

~~c. Volunteer service is defined as the student providing meaningful service that is mutually beneficial to the student, the agency and the agency's clients, while observing all of the appropriate rules and regulations of the agency.~~

~~d. The volunteer hours are expected to be spread over a period of months, not a concentration of many hours in a short period of time (less than a month). The learning that is expected to occur takes time to develop and evolve, and would not occur in a concentration of hours to accomplish a great physical task. Time allows for reflection and the development of relationships.~~

~~e. The school will keep a list of acceptable agencies for volunteer service. Strictly commercial enterprises are excluded. The list will be updated regularly. This list now includes:~~

- ~~1. Milford Hospital~~
- ~~2. Milford School District~~
- ~~3. Milford Manor~~
- ~~4. L. D. Caulk~~
- ~~5. Children's Bureau~~

~~ADOPTED: 2/26/96~~

~~REVISED: 4/26/10~~

APPLICATION

**MILFORD HIGH SCHOOL
INDEPENDENT STUDY**

_____ **Date submitted to counselor** _____

_____ **Acceptance Date** _____

1. ~~Students electing to participate in Independent Study must meet all Milford School District and State of Delaware requirements for graduation. Students must seek prior approval for the proposed program.~~

2. ~~Parents and students understand that any expense involved is the responsibility of the parents, not Milford High School.~~

3. ~~An AGREEMENT listing program of study and attendance stipulations shall be completed by the student and counselor at the start of each semester. It shall be signed by the student, the student's parent or guardian, a counselor and an administrator.~~

4. ~~The AGREEMENT shall be submitted to an administrator no later than two weeks following the start of each semester at Milford High School.~~

5. ~~Courses required for graduation~~ _____
~~from Milford High School~~ _____

6. Explain briefly the program you propose for your senior year.

7. ~~Attach on a separate sheet of paper a short summary of how you feel your proposed program will benefit you in the future and attach it to this application.~~

Student Name Student Signature Date

Address Parent Signature Date

Phone

Counselor Signature Date

Administrator Signature Date

AGREEMENT

**MILFORD HIGH SCHOOL
INDEPENDENT STUDY**

~~I agree to remain in the course(s)/program(s) named below for the remainder of this semester. If I leave the course(s)/program(s), I agree to notify the Guidance Department at Milford High School within two days of leaving and to begin a different program or to return to Milford High School to resume the schedule prepared for me.~~

~~I agree that in order to be excused from classes at Milford High School, my program will be a day program.~~

~~I agree to meet all requirements for graduation from Milford High School.~~

~~I agree to attend all classes scheduled for me at Milford High School including homeroom unless I have a legal and necessary excuse. Documentation will be provided by student and visit site.~~

~~I agree to submit a journal with weekly entries relating my experiences in the Independent Study Program. The journal shall be submitted once each semester.~~

~~I agree to attend Milford High School when my Independent Study classes are not in session.~~

Any other agreements: _____

Institution/Agency where Independent
Study Program to be pursued _____

Contact person(s): _____

Course/Program of study at above
named institution:

Number of days and times of
course/program:

Special Notes:

Student

Student Signature

Date

Parent/Guardian

Parent/Guardian Signature

Date

Counselor

Counselor's Signature

Date

Administrator

Administrator's Signature

Date

**MILFORD HIGH SCHOOL
SENIOR VOLUNTEER SERVICE CONTRACT**

AGENCY NAME: _____

Student MENTOR'S name: _____

AGENCY TITLE: _____

AGENCY SERVICES: _____

Student function within the agency: _____

Student contribution goals: _____

Student learning goals: _____

Specific student responsibilities (a complete listing): _____

Mentor responsibilities:

- _____ 1. _____ Complete a monthly evaluation form.
- _____ 2. _____ Provide direct supervision of the student.
- _____ 3. _____ Schedule and verify student volunteer hours.
- _____ 4.
- _____ 5.
- _____ 6.
- _____ 7.
- _____ 8.

I accept the responsibilities listed above _____
 _____ Signature of Mentor

~~I accept the responsibilities and conditions of this contract, knowing that the purpose of this educational experience is to learn about the career and the agency while providing a meaningful volunteer contribution to the agency's services. This contract can be terminated by the student, parent, agency, or school at any time. If this termination occurs prior to the end of a semester, the student will receive no credit and will be scheduled for a full course load or provide volunteer service to the school for the balance of the semester, for no academic credit.~~

 Parent Signature _____ Date _____ Student Signature _____ Date _____

 Agency Official Signature _____ Date _____ Guidance Counselor Signature _____ Date _____

 Principal Signature _____ Date _____ Mentor Teacher _____ Date _____

**MILFORD HIGH SCHOOL
SENIOR VOLUNTEER SERVICE**

OCCUPATIONAL REPORT SPECIFICATIONS

(typed report to be submitted by the student before May 1)

- I. Describe in specific detail the volunteer service experience that has been undertaken by the student.
 - A. How is the agency organized and why is it organized that way?
 - B. What is your place and function in the agency?
 - C. With whom do you interact and why?
 - D. How do you feel about your contribution and interaction with the agency?

- II. List the learning goals for this experience and clearly describe (provide) evidence that these goals were met.

- III. What further education is needed to obtain entry level employment in this occupational area?
 - A. Give the details of locations, program description, costs, etc.

 - B. Discuss in specific detail the opportunities for advancement in this field. Be sure to include educational requirements and program locations and descriptions.

**MILFORD HIGH SCHOOL
SENIOR VOLUNTEER SERVICE
WEEKLY LOG OF SUCCESSFUL SERVICE HOURS**

DATE	HOURS	Specific tasks/duties performed with personal reflections/evaluations

ADOPTED: ~~2/26/96~~

Recommended for removal – Rationale – this policy was implemented prior to state code requirement, the creation of CTE pathways with their own state guidelines, and Dual Enrollment state requirements. Forms for approval of Work Study and Volunteer hours are outdated and no longer used by MHS. Procedure for gaining high school administrative approval will be outlined in course catalog.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6302

~~CLASS SCHEDULING REQUIREMENTS - MILFORD HIGH SCHOOL~~

- ~~1. Minimum Program each student shall be scheduled for a minimum of seven (7) credits for each school year. Students will be required to select an approved program of study by the end of their freshman year.~~
- ~~2. Scheduling Priority~~
 - ~~a. Schedule changes must be requested prior to the first day of each semester. After the first day of the semester, only administratively initiated course changes will be made.~~
 - ~~b. Students may not begin Drivers Education until they enter the 10th grade. Also, students will remain in grade 9 until all required courses have been passed.~~
- ~~3. Class Standing Standards~~

Twenty-five Credit Program

<u>Grade</u>	<u>Credits</u>
<u>10</u>	<u>6</u>
<u>11</u>	<u>13</u>
<u>12</u>	<u>20</u>

- ~~4. Students may enroll in college courses for dual credit with the permission of the high school principal. College courses will count in the student's grade point average (based on the formula established by the school) only when the college course replaces a course required for graduation including electives up to 32 credits. The principal will decide in each case whether a particular course will be weighted.~~

Recommended for deletion – Rationale: This policy is outdated and duplicated in other policies. State code defines minimum credit requirements for graduation and the requirements for dual enrollment. The minimum total credits for promotion to the next grade are outlined in the revised Policy 6201.

ADOPTED: 9/22/77

REVISED: 12/12/77; 2/27/78; 7/17/78; 11/20/78; 4/16/79; 5/21/79; 8/18/80; 4/20/81; 8/24/81; 8/16/82; 2/21/83; 7/20/87; 2/26/96; 1/26/98; 11/27/00; 11/26/01; 11/18/02; 8/25/03; 11/24/03; 6/27/04; 10/15/07; 12/17/07; 12/15/08; 3/30/09; 4/26/10; 2/25/13; 3/21/16

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6304

INDEPENDENT STUDY FOR SENIORS

~~The high school shall operate a program of independent study for seniors to allow participation in formal training programs or supervised community service programs on or off campus.~~

~~All programs of independent study shall be student initiated, limited to students in their senior year and reviewed for approval by an academic review board to assure an academic standard equal to other programs offered by Milford Senior High School.~~

~~Upon approval, a written contract shall be entered into by the student and the Milford School District specifying the terms of the program of independent study for the individual student.~~

Recommended for deletion – Rationale: - This policy is outdated. The creation of Work Based Learning under CTE (career technical education) requirements replace the need for this policy. The high school has not followed this policy since the creation of CTE.

~~ADOPTED: 9/17/73; 2/27/78; 7/19/82~~

MILFORD SCHOOL DISTRICT
Milford, DE 19963

POLICY

6306

SENIOR OPTIONS

The **Milford High School** shall offer a formal program of educational senior options for academic credit. The purpose of the program will be to further the student's education in a career area, to demonstrate and extend career pathway competencies and/or to provide a service to the community. The program will be structured to meet the individual career goals of the student. The intent of the program is to extend the education of the student. Students must apply for acceptance into the program by June 1 of their junior year. The school will provide a guidebook and assistance by the **school guidance** counselors to complete a formal application to be submitted to the **principal school administrator**, who will approve or disapprove all applications, based upon the program criteria and notify students and their parents by July 1. The Milford School District is an Equal Opportunity Employer and does not discriminate in **employment of in** educational programs, services or activities on the basis of race, color, **creed, religion, gender (including pregnancy, childbirth and related medical conditions)**, national origin, **citizenship or ancestry**, age, disabilities, marital status, veteran status, genetic information, ~~sex~~, sexual orientation, **gender identity**, or **upon any other categories protected by federal, state or local law**. **The Director of Human Resources has been designated to handle inquiries regarding non-discrimination policies**. ~~If any person has a complaint alleging any action which is prohibited by this policy, they should contact the Title IX Coordinator or the District 504 and ADA Coordinator, 906 Lakeview Avenue, Milford, Delaware 19963, telephone (302) 422-1600.~~

Criteria for acceptance into the program will include:

- The completion or currently enrolled in all credit requirements for graduation
- ~~No more than 12 days of absences during the junior year (excluding non-chargeable absences)~~ **Remain compliant with attendance requirements per board policy 5403.**
- Successful completion, or having scheduled for completion in the senior year, the requirements the student's chosen Career Pathway
- A grade point average of 2.5 or higher to enroll in college courses
- ~~Less than 10 demerits by the end of the junior year~~
- ~~If the student has not met the standard on any state test required for graduation, remediation classes or any other required academic work must be completed or in progress (unless the student is not seeking a state diploma)~~
- All students must be enrolled in senior options programs **regardless if academic credit is awarded or not.** ~~for academic credit.~~

Program criteria include:

- The intent of the program is to extend the career education of the student., ~~but not to provide release time for students to work during the school day, with the exception of formal coop programs.~~
- This career-oriented program will be individualized.
- It may ~~or may not be during the school day and may~~ or may not be off campus, depending upon the individual circumstances of the senior option and the student's needs.
- All senior option programs must be set up to meet the standards for academic credit if they are during the school day (released time).

Upon approval, the guidance counselor and student will complete a written contract to be signed by the student, parent, ~~principal~~ **school administrator** and any involved community agency where the student will study or perform services. Administrative regulations governing the program will be contained in a guidebook that each senior student must follow to apply and shall include the criteria for acceptance and successfully completing the program for academic credit.

Senior options will include:

- **College courses** – Students may be released from one high school class for each college course scheduled.
 - **Volunteer service** – The focus of this option is the benefit of others or the community agency. The benefit to the student is the satisfaction of helping others for the sake of doing so. Academic credit will be granted based on acceptable reporting by the student and a minimum of 90 hours per credit. Student may be released from one class ~~per~~ **for up to** 1 credit of volunteer service.
- ~~3. **Internships** – The focus of this option is experiencing the workplace in a career pathway area. While the student may provide some benefit to the agency, the purpose of this option is the career experience for the student, enabling him/her to practice and extend skills learned in the career pathway of choice. Academic credit will be granted based on acceptable reporting by the student and a minimum of 90 hours per credit. Students may be released from one class per credit of internship.~~
- ~~4. **Cooperative work experience** – This option is similar to an internship; however, students will be released for a half-day to work, which may be for pay. **This is a non-credit earning option for approved students.** Students must have completed their three sequenced pathway courses and be released by the co-op approval process.~~

5. ~~Senior project~~—This option is a more traditional independent study for seniors who wish to study a special problem, topic or extend their knowledge in their Career pathway. The project must be under the direction of one of the teachers in the student's Career pathway and must be specifically defined in writing to be approved.

Rationale: update language and formatting. Removal of outdated language/practices. Internships have been replaced with Work Based Learning opportunities under CTE (career and technical education). Alignment to current practices at Milford High School.

ADOPTED: 1/25/99; 9/28/09

REVISED: AMENDED: 11/28/11;

NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

Milford, Delaware 19963

POLICY

1002

PARENT AND FAMILY ENGAGEMENT

In support of strengthening student academic achievement, Milford School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to the parents(s)/guardian(s) and family members of participating children a written Pparent and Ffamily Eengagement Ppolicy as that contains information required by §Section 1116 (20 U.S.C. § 6318)1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the Local Education Area's (LEA)District's expectations and objectives for meaningful parent/guardianfamily engagement and describes how the LEA will implement a number of specific parent/family engagement activities, and it is incorporatedbe incorporated into the DistrictLEA's Title I plan submitted to the Delaware Department of Education.

The Milford School District agrees to implement the following requirements as outlined by Section 1116 of the ESSA:

The school Ddistrict is committed to building strong partnerships among schools, families, and the community to improve student learning and achievement.

The District will:

1. Implement will put into operation programs, activities, and procedures for the engagement of parent(s)/guardian(s)family members engagement in all its schools receiving with Title I, Part A programs. These programs, activities, and procedures will be planned| planned and operated with meaningful consultation with parents and /families.y members of participating children.
2. The school district will Vwork with its schools to ensure that the required school-level parent and /family engagement policyies meets the requirements of §Section 1116(b) of the ESSA, and that each include a copy as a component of theira school-parent/familyhome/school compact consistent with federal law.
3. In carrying out the Title I, Part A parent/family engagement requirements to the extent practicable, the school district and its schools will pPprovide full opportunities for the participation of parent(s)/guardianfamilie(s), -including those with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantagedmigrant backgrounds, or minority status are of any

~~racial or ethnic minority background, including~~ This includes ensuring that providing information and school reports required under ~~§Section~~ 1111 of the ESSA are provided in an understandable and uniform format ~~including alternative formats upon request~~ and, to the ~~extent practicable~~extent practicable, in a language that parent(s)/guardian(s) parents/families can understand.

If the ~~District's~~LEA plan for Title I, ~~Plan Part A, developed under Section 1112 of the ESSA, is is~~ not satisfactory to the parent(s)/guardianfamilye(s) of participating children, the ~~school~~District will include and submit any comments along with the plan when ~~the school district submits the plan provided~~ to the state Department of Education.

The ~~school~~District will be governed by the following definition of parent and ~~a~~family involvement and engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in ~~§Section~~ 8101 of the ESSA.∴

4. ~~Parent/Family engagement means the participation of parents/families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:~~

- ~~1. Parent(s)/guardian(s) play an integral role in assisting in their child's learning.~~
- ~~2. Parent(s)/guardian(s) are encouraged to be actively involved in their child's education at school.~~
- ~~3. Families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.~~
- ~~4. Other activities consistent with § 1116 of the ESSA are carried out.~~

~~(A) Parents/Families play an integral role in assisting their child's learning~~

~~(B) Parents/Families are encouraged to be actively involved in their child's education at school~~

~~(C) Parents/Families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child~~

~~(D) Other activities are carried out, such as those described in Section 1116 of the ESSA~~

~~REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS~~ Required District Parent and Family Engagement Policy include:

Components include:

~~2.—1. Family survey available in multiple languages~~

~~2. Parent/guardian participation in school strategic planning, for every school on an annual basis~~

~~3. Regular meetings of the District Family Engagement Committee~~

~~4. Involvement of parent members in advisory task forces such as school calendar, dress code and other initiatives~~

~~1. Annual parent / family survey available in multiple languages~~

~~1. Parent / family participation in school strategic planning, for every school on an annual basis.~~

~~2. Regular meetings of District Family Engagement Committee members~~

~~3. Involvement of parent / family members in advisory task forces, such as Positive Behavior Supports committees, strategic planning, school calendar, district dress code task force, and other initiatives~~

~~JOINTLY DEVELOPED~~ Jointly Developed

The ~~Milford School~~ District will involve parent(s)/guardian(s)family members in jointly developing its LEA plan under ~~§Section~~ 1112, and the development of support and improvement plans under paragraphs (1) and (2) of ~~§Section~~ 1111(d) of the ESSA:

~~1. Establish effective communication methods between home and school.~~

~~2. Share and receive feedback from volunteer parent/guardian members representative of the~~

District's population.

3. Offer surveys as a vehicle to share voice and collect data.

4. Provide opportunities for parents/guardians to solicit ideas and support regarding engagement with our schools.

~~(A) — Establish effective communication methods between home and school~~

~~(B) — Share and receive feedback from volunteer parents/family members representative of our district population~~

~~(C) — Offer surveys as a vehicle to share voice and collect data~~

~~(D) — Provide opportunities for parents/families to solicit ideas and support regarding engagement with our schools~~

~~TECHNICAL ASSISTANCE~~ **Technical Assistance**

The ~~Milford School~~ District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent/family engagement activities to improve student academic achievement.

and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

1. Provide ongoing learning opportunities for parents/guardians about the District's programs.
2. Provide ongoing opportunities to showcase student work and performances.
3. Provide opportunities to engage with community organizations.

~~(E) Provide ongoing learning opportunities for parents/family members to learn about programs~~

~~(F) Provide ongoing opportunities to showcase student work and performances~~

~~(G) Provide opportunities to engage with community organizations~~

~~ANNUAL EVALUATION~~Annual Evaluation

The ~~Milford School~~ District will take the following actions to conduct, with the meaningful engagement of parents/family members, an annual evaluation of the content and effectiveness of this parent/family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/families in activities (with attention to those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents/family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The ~~school d~~ District will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more ~~effective parental/familial engagement~~effective engagement, and to revise, if necessary, ~~its parent/family engagement policies~~. Strategies include:

1. Share and receive feedback from volunteer parent(s)/guardian(s) representative of the District's population.
2. Offer surveys as a vehicle to share voice and collect data.
3. Provide opportunities for parent(s)/guardian(s) to solicit ideas and support regarding engagement with the District's schools.

~~(H) Share and receive feedback from volunteer parents/family members representative of our district population~~

~~(I) Offer surveys as a vehicle to share voice and collect data~~

~~(J) Provide opportunities for parents/families to solicit ideas and support regarding engagement with our schools~~

~~RESERVATION OF FUNDS~~Reservation of Funds

The ~~Milford School~~ District will involve the parents/family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

1. An annual joint meeting with the Budget Oversight Committee will provide an opportunity to report out budget priorities and requirements of all federal Title 1 programs.
2. Regularly monthly reports regarding the district revenue and expenditures are shared with the Milford School Board of Education

~~(K) An annual joint meeting with the district Budget Oversight Committee will~~

~~provide opportunity to report out budget priorities and requirements of all federal title programs~~

~~(L) — Regular monthly reports regarding the district revenue and expenditures are shared at regular school board meetings~~

~~COORDINATION OF SERVICES~~ Coordination of Services

The ~~Milford School~~ District will coordinate and integrate parent and family engagement strategies ~~with parent/family engagement strategies~~, to the extent feasible and appropriate, with other relevant

federal, sState, and local laws and programs that encourage and support parents in more fully participating in the education of their children by:

1. Engage early childhood centers throughout the District's community.
2. Engage adult education programming opportunities throughout the District's greater community.
3. Foster dual enrollment partnerships with higher-education institutions
4. Foster community partnerships to support student internships and future employment.

~~(M) Engage early childhood centers throughout our community~~

~~(N) Engage adult education programming opportunities throughout our community~~

~~(O) Foster dual enrollment partnerships with higher education institution~~

~~(P) Foster community partnerships to support student internships and future employment~~

~~BUILDING CAPACITY OF FAMILIES~~ Building Capacity of Families

The ~~Milford School~~ District will, with the assistance of its Title I schools, build ~~family~~ capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help ~~parents/families~~ work with their children to improve ~~their children's~~ academic achievement. Assistance will also be provided to ~~parents/families~~ in understanding the following topics:

- The challenging academic standards
- The required academic assessments including alternate ~~assessments~~ assessments.
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

~~BUILDING CAPACITY OF SCHOOL STAFF~~ Building Capacity of School Staff

The ~~Milford School~~ District, with the assistance of its schools and ~~parents/families~~, will educate and engage its ~~district wide~~ staff on specialized instructional support and other methods to engage with ~~parents/families using parent/family expertise and skill sets~~, to contribute to the overall success of every student by:

1. Sharing and receiving feedback from volunteer parent/family members representing the District's population via meetings, surveys, workshops, webinars, etc.
2. Providing annual meeting opportunities for parent(s)/guardian(s) to engage with members of the Milford Education Association (MEA)
3. Establishing effective communication methods between home and school

~~(Q) Sharing and receiving feedback from volunteer parents / family members representative of our district population via meetings, surveys, workshops, webinars, etc.~~

~~(R) Providing annual meeting opportunity for parents / families to engage with members of Milford Education Association (MEA)~~

~~(S) Establishing effective communication methods between home and school~~

ADOPTION

The Parent and Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs. This policy was adopted by

the Milford School District on January 25, 2021 and will be made available to all parents of participating Title I, Part A children.

ADOPTED: 01/25/21

AMENDED:

NEXT REVIEW DUE:

~~MILFORD SCHOOL DISTRICT
Milford, Delaware 19963~~

~~POLICY~~

~~3304~~

~~POLICY STATEMENT FOR CHILD NUTRITION MEALS~~

~~The Milford Board of Education agrees to sponsor and implement the National School Lunch Act as amended, the Community eligibility Provision as amended, and the Child Nutrition Act as amended.~~

NOTE: We are recommending deleting this policy as Policy 3304, Child Nutrition Program Policy, and Policy 3304A, Wellness Policy, describe the District's adherence to these regulations.

~~ADOPTED: 10/20/70; 8/16/82, 9/19/16~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4102

EMPLOYMENT PROCEDURES: CERTIFIED AND NON-CERTIFIED PERSONNEL

~~The Milford School District. All employees are appointed by the~~ Board of Education appoints all employees upon recommendation of the Superintendent. The Superintendent ~~will shall~~ be responsible for the development and administration of procedures for recruiting, screening, interviewing and selecting candidates for final consideration and election by the Board. All employment approvals ~~will be are~~ conditioned upon submitting necessary hiring paperwork, verification of credentials, and receipt of ~~a~~ satisfactory criminal background check s and other required clearances.

When circumstances require a recommended candidate to commence employment prior to the Board meeting at which formal election would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next meeting. Until such approval, the employment ~~will remain remains~~ conditional.

~~A.~~ Vacancies

1. All regular vacancies will be advertised and posted by the Director of Human Resources or designee and will be in accordance with the Collective Bargaining Agreements.

~~B.~~ Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. ~~will are to~~ be initiated from or referred to the office of the Director of Human Resources.

2. ~~A Online and paper~~ applications will be submitted through the District's online application system made available to all applicants.

3. All applications are to be submitted within the appropriate timeframe.

4. Applications will be considered complete whenever the applicant has fulfilled and submitted ~~completed~~ the requirements outlined on the application.

G. Selection Process

The Director of Human Resources will oversee the following selection process:

- a.1. ~~Online Review of online and paper~~ applications will be reviewed to assess candidate eligibility~~determine qualifications~~. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school district.~~Initial screening to determine if qualifications may be performed by a clerk.~~
- b.2. ~~An interview panel will be selected in accordance with Collective Bargaining Agreements~~Selection of diverse interview panel in accordance with the Collective Bargaining Agreements.
- c.3. ~~Ranking of candidates based upon interview scores.~~A holistic evaluation of candidates will be conducted, including overall qualifications, experience, references, and interview performance. Candidate rankings will reflect this comprehensive assessment.
- d.4. ~~Review of references~~ will be reviewed and confirmed~~ing that references were checked~~, including contact with~~with that~~ the current supervisor ~~was contacted~~.
- e.5. ~~The Superintendent~~ will recommend the top-ranked candidate to the ~~Board of Education of the highest scoring candidate. CBA, and assuming each party conducting an interview scored each candidate independently.~~
- f.6. ~~The Approval by the Board~~ will have final approval of the candidate~~of Education.~~
- g.7. ~~Final approval is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and~~ required clearance checks~~child protection registry checks~~, and adherence to Milford School District policies.
- h.8. ~~For administrative positions, the Board of Education~~ may interview candidates, if it so desires.

D. Processing Applications of Unsuccessful Candidates

- 4. Unsuccessful candidates will be notified informing them of their status.

ADOPTED: 8/17/70

AMENDED: 7/18/77; 1/28/19; TBD

NEXT REVIEW DUE: TBD

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4209

HOMEBOUND INSTRUCTION / TUTORING

~~With regard to employing instructors for qualified homebound students, the district will consider teachers employed by the district first, then consider fully certified teachers outside the district, and last, persons of other educational levels who have been determined to have the knowledge and skills to perform the service. The employment of persons solely for this purpose will require them to go through an application process and to complete the criminal background check as required by law.~~

~~All homebound instruction will take place at the home of the student with the parent or guardian present or at one of the district schools.~~

~~District teachers may tutor their own students, provided that the compensation for the services are paid from district funds as part of the district "Extra Time" programs or homebound instruction. In instances where the parents are paying for the tutoring, teachers may not tutor students who are currently assigned to their class, without written permission from the superintendent.~~

~~ADOPTED: 7/25/00~~

~~AMENDED: 4/18/11~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4317

DEATH BENEFIT FOR EMPLOYEES

~~Provisions for settlement of financial matters for employees who die while employed by t~~
The Milford School District will make the following payment(s) to the employee's estate in the event of the death of an employee shall be authorized in accordance with the following procedures:

1. Regular salary ~~authorized by State and local provisions owed to the employee at time of death will be calculated utilizing the formula (Daily rate as defined by the State Board of Education) X (Number days of authorized salary).~~
2. Accrued vacation leave paid at the per diem rate of the regular gross annual salary at the date of death, if applicable.
3. Accrued sick leave paid in accordance with 14 Del. Code §1318(g) at the per diem rate of the regular gross annual salary.
2. ~~In addition to any regular salary owed to an eligible employee at time of death, the Milford School~~

The District may also pay to the employee's estate of the deceased eligible employee or to a specified beneficiary, a sum equal to twenty (20) days' pay at the per diem rate of the regular gross annual salary for the fiscal contract year during which death occurs.

3. ~~_____~~

~~The term e-Eligible employees shall be defined as~~ are personnel in pension creditable positions who have been officially approved for regular employment and are included in the Milford School District payroll records at the time of death. Certain P personnel, although not actively engaged in school district responsibilities during summer months, are considered to be under contractual obligation to the district and would, therefore, qualify for this benefit unless ineligible to receive this benefit based on the criteria listed in this policy. ~~superseded by other causes such as retirement, resignation, or official leave other than sabbatical.~~

Newly employed personnel in pension creditable positions will qualify for Milford School District Death Benefits this benefit thirty ninety (90) calendar days following the employee's effective date of employment. (The term "effective date of employment" shall mean the first day any employee actually begins the performance of performing assigned duties in such position. and is added to the official payroll.)

4. ~~_____~~

The following would not be eligible for this benefit:

- a. Substitutes teachers

- b. **Employees in non-pension creditable positions, including those only holding limited contracts**
 - c. ~~Those who provide services to Milford School District on a contracted basis rather than as regularly employed personnel elected by the Board of Education.~~
 - c. Personnel whose death occurs after an official resignation or retirement date
 - d. **Personnel whose death occurs after the last work day of a contract when the employee has received notification that their contract will not be renewed for the next school year**
 - e. ~~Personnel on leave from the School District except in the case of authorized sabbatical leave.~~
5. _____

In the event of **a** local or national disaster or for any other valid reason, the Milford **School District** Board of Education may refrain from payment of this benefit. The enactment of this policy in no way constitutes a contractual agreement between the Milford School District and its employees. ~~regarding any other provisions contained herein with the exception of subsection "1."~~

6. ~~The Board may request legal proof of death prior to payment of the death benefit if circumstances warrant such action.~~

ADOPTED: 11/17/69;

AMENDED: 12/15/69; 07/18/77; 11/XX/25

NEXT REVIEW DUE: November 2030

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4327

RETIREMENT GIFT AWARD AND EARLY NOTIFICATION COMPENSATION

The Milford School District will provide a retirement award to all District employees who retire from a pension creditable position and meet the State of Delaware's pension eligibility criteria for retirement. The amount of the award will be based on the years of service to the District. ~~receive a pension shall be eligible. Only years of service to the Milford School District shall be counted.~~

Years of Service in Milford	Amount of Gift Award
40 and above	\$ 400
35 to 39	350
30 to 34	300
25 to 29	250
20 to 24	200
15 to 19	150
10 to 14	100
0 to 9	50

~~The immediate supervisor of the retiring employee shall recommend to the Superintendent or his/her designee an appropriate gift.~~

All employees who submit their retirement notice to the Director of Human Resources within 6 months of their retirement date will receive an early notification stipend of ~~For those retirees providing early notification as requested by the District Personnel Office, a fixed compensation amount of \$600.~~

~~Any such retirement award or early notification stipend will be paid in the shall be added to the eligible employee's final contract payment, and such payment shall be considered as creditable compensation for pension purposes pursuant to Title 29 Section 5501(c) of the Delaware Code.~~

In addition, the District may also elect to provide a de minimis gift to retirees upon retirement as a token of appreciation for service to the District.

ADOPTED: 02/16/87;
AMENDED: 06/20/05; 11/XX/25
NEXT REVIEW DUE: November 2030

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

4330

EMPLOYEE OF THE YEAR AWARDS

~~All employees~~The Milford School District will recognize employees who receive an award will be recognized at an annual district-wide ceremony to honor their accomplishments. The award amounts shall be added to the employees' annual salaries and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).

Employee of the Year	Award Amount
<ul style="list-style-type: none"> • Building Level Teachers of the Year 	\$300
<ul style="list-style-type: none"> • Building Level Educational Support Professionals of the Year 	\$300
<ul style="list-style-type: none"> • District Related Services Employee of the Year • District School Counselor of the Year • District School Nurse of the Year 	\$300 each
<ul style="list-style-type: none"> • District Educational Support Professional of the Year 	An additional \$1700
<ul style="list-style-type: none"> • District Teacher of the Year 	An additional \$1700
<ul style="list-style-type: none"> • State-District Behavioral Health Professional of the Year <i>(Award winner is not eligible for another district employee of the year award.)</i> 	\$2000

~~This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).~~

ADOPTED: 6/22/92; 2/23/98; 4/26/04; 5/24/04; 8/23/04

REVISED: 3/22/10; 6/7/10; 6/20/11; 9/24/12; 6/22/15; 2/24/20; 3/21/22; 8/22/22; 4/15/24; TBD

NEXT REVIEW DUE: TBD

~~MILFORD SCHOOL DISTRICT
Milford, Delaware 19963~~

~~POLICY~~

4336

~~SABBATICAL LEAVE~~

~~Sabbatical leave must be in accordance with Section 1325 Sabbatical Leave, 14-
Delaware Code. No more than one sabbatical leave will be approved in any one school
year.~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5201

ELEMENTARY SCHOOL ASSIGNMENTS

~~The Superintendent will recommend elementary school attendance areas to the Board of Education no later than the regularly scheduled August Board meeting of each school year. Students residing in specific attendance areas will attend the elementary school approved by the Board for that area. The Superintendent shall establish attendance areas for the elementary schools using the following criteria:~~

- ~~1. Student enrollment in relation to capacity~~
- ~~2. Class size~~
- ~~3. Student demographic distribution~~
- ~~4. Efficiency of transportation~~
- ~~5. Academic program~~

~~Exceptions to this policy are to be considered by the Superintendent only when a specific program not available in the specified school is available in another elementary school and a student is determined to be in need of such program; when demographic balance is to be achieved; when the transfer of students is necessary to achieve reasonable balance of class loads; and when the student's physical health necessitates a specific school situation.~~

~~A. Kindergarten and pre-K students shall attend Morris Early Childhood Center.~~

~~B. Students who live in the following areas shall attend **Benjamin Banneker Elementary School**:~~

- ~~1. Mispillion River from Delaware Bay to Mullet Run tributary (Kent/Sussex border).~~
- ~~2. From the intersection of Mullet Run tributary and the Mispillion River north along the Mullet Run tributary to a point on DuPont Blvd (Hwy) just north of 700 DuPont~~

Blvd (Hwy).

3. ~~Mullet Run tributary winds from SE to NW between 310 and 314 NW Front St. (east of Mill St.), east of Silver Hill Apartments, behind The Apartments at Saw Mill, Valley Run Apartments and Silver Lake Estates Apartments to the point on DuPont Blvd as described above.~~
4. ~~SW from point north of 700 DuPont Blvd to RR tracks (.5 mi)~~
5. ~~Slightly NW on RR tracks until intersection with Williamsville Rd~~
6. ~~SW on Williamsville Rd until School district boundary (intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd)~~

C. ~~Students who live in the following areas shall attend the **Lulu M. Ross**~~

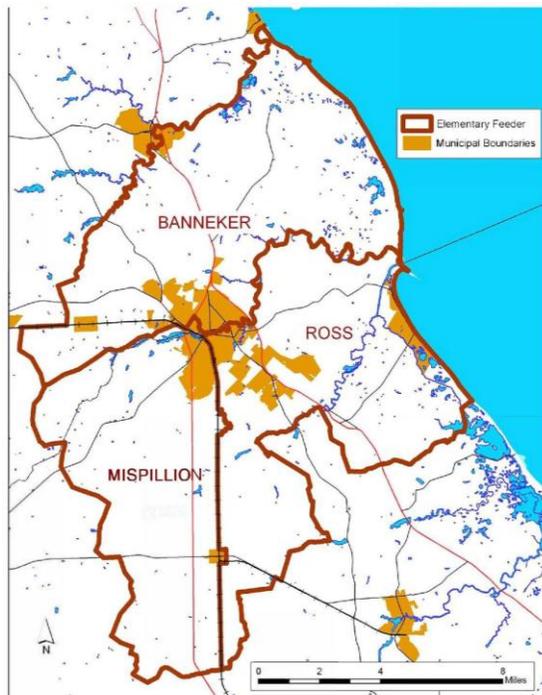
~~**Elementary School:**~~

1. ~~Mispyllion River from Delaware Bay to Railroad Bridge at Silver Lake (Kent/Sussex Border)~~
2. ~~From the Railroad Bridge at Silver Lake and the Mispyllion River S on the RR tracks until School District Boundary (.6 mi S of Robbins Rd) with the exception of the town limits of Lincoln (as described within Mispyllion Elementary boundary), and the corporate limits of Ellendale (as described within the Mispyllion Elementary boundary).~~

~~Students who live in the following area shall attend Mispyllion Elementary School:~~

1. ~~From the intersection of Williamsville Rd, Mesibov Rd and Hunting Quarter Rd NE along Williamsville Road to the RR intersection.~~
2. ~~Slightly SE on RR tracks until intersection with Rt 113.~~
3. ~~North on RT 113 to the intersection of Mullet Run tributary~~
4. ~~SW on the Mullet Run Tributary until the intersection with the Mispyllion River.~~
5. ~~SE on the Mispyllion River to the RR tracks~~
6. ~~Follows the RR tracks until the area of Lincoln.~~
7. ~~Streets East of RR tracks in Lincoln that will attend Mispyllion Elementary School:~~

- a. ~~2nd Street~~
 - b. ~~Loblolly Ave~~
 - c. ~~3rd Street~~
 - d. ~~Small Ave~~
 - e. ~~Butler Ave~~
 - f. ~~Washington St~~
 - g. ~~Front St~~
 - h. ~~Greely Ave~~
 - i. ~~Johnson Rd (last even/odd addresses on East are respectively 18532 and 18549) at 3rd St~~
8. ~~Continuing S on RR tracks until Town of Ellendale.~~
9. ~~Entire Town of Ellendale will go to Mispillion Elementary School.~~
10. ~~Continuing S on RR tracks until School District Boundary (.6 mi S of Robbins Rd).~~



ADOPTED: 17/20/70; 8/72; 8/11/75; 3/21/77; 4/27/87; 7/9/90; 6/20/05; 3/18/19

Recommended to remove policy 5201. This policy is not up to date on how attendance areas have been decided for elementary schools. The procedure has been to obtain a formalized study from the University of Delaware, as necessary, to get projected growth patterns in the district and ensure an equal distribution of all subgroups.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5202

MILFORD ATTENDANCE AREAS

~~The School District Administration shall establish attendance areas for the elementary schools using the following criteria:~~

- ~~1. Class size~~
- ~~2. Racial distribution~~
- ~~3. Efficiency of transportation~~
- ~~4. Academic program~~

Recommended to remove policy 5202 as it duplicated 5201. Neither policy is up to date on how attendance areas have been decided for elementary schools. The procedure has been to obtain a formalized study from the University of Delaware, as necessary, to get projected growth patterns in the district and ensure an equal distribution of all subgroups. With the change in grade level configurations at all elementary schools neither policy is needed.

ADOPTED: 7/21/75; 9/20/76; 3/21/77; 7/19/82

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

5310

SCHOOL LOCKER POLICY

~~It shall be the policy of the~~ The Milford School District Board of Education ~~that~~ **deems** school lockers ~~are as the District property of the District per Section 3.1.2 of 14 Del. Admin C. §612.~~ At no time does the District relinquish its exclusive control of lockers which are provided for the convenience of its students. Periodic general inspections of lockers or random inspections of lockers may be conducted by school authorities for any reason at any time without reasonable suspicion of the commission of a crime or a school disciplinary infraction. Locker searches may be conducted by school authorities at any time, without notice, without student consent, and without a search warrant provided that during any such search an administrative employee of the ~~Milford School District~~ will be present to witness the search. The Board of ~~Education~~ authorizes administrative employees of the District to conduct locker searches with or without the involvement of the Milford **Police Department**, ~~or~~ Delaware State Police, **or any other law enforcement agency**. In the event **a** locker search reveals that a student's locker contains items which are prohibited under the Student ~~Disciplinary Code~~ **of Conduct** or under Delaware State law, appropriate disciplinary procedures shall be initiated against the student; ~~and in~~ situations where the items discovered are in violation of State law, the Milford **Police Department** and/or Delaware State Police shall be notified.

ADOPTED: 01/24/94

AMENDED: 11/XX/25

NEXT REVIEW DUE: November 2030

~~MILFORD SCHOOL DISTRICT
Milford, Delaware 19963~~

~~POLICY~~

~~6107~~

~~PERSONAL ERRANDS~~

~~Under no circumstances should school personnel send a student out of school on a personal errand.~~

~~ADOPTED: 8/17/70~~

~~AMENDED: 11/18/74; 7/19/82; TBD~~