



Agenda for Monday, February 23, 2026, at 7:00 PM Regular School Board Meeting

The Milford Board of Education will hold this meeting virtually only. Public comment is available virtually through online registration.

Public may access this meeting at the following link:

<https://milford.webex.com/milford/j.php?MTID=md3befaad0fa589c5a2943bc1455ba10a>

Webinar topic: Milford School District Board Meeting

Webinar number: 2863 290 8671

Webinar password: 2m2VaPQHpp6 (26282774 when dialing from a phone or video system)

Join by phone: 1-415-655-0001 US Toll

Access code: 286 329 08671

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

1. Call to Order by President

2. Adjournment to Executive Session

Recommended Action: Approve

I. Student Discipline Matters

II. Legal Matters

III. Personnel Matters

3. Return to Open Session

Recommended Action: Approve

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

Recommended Action: Approve

[6 - December 15, 2025 Board Meeting Minutes.pdf](#) 

7. Changes to Agenda

Recommended Action: Approve

8. Recognitions and Presentations

- A. Dedication of the Mary Louise O'Bier Library at Morris Early Childhood Center - Mrs. Laurie Moorman
- B. Presentation of Buccaneer Educational Foundation Grant to Morris Early Childhood Center Physical Education Program
- C. Presentation of Buccaneer Educational Foundation Grant to Milford 12th Man Grid Iron Club
- D. Hertrich Cash for Class Recognition
- E. MHS Black Student Union - Ms. LaToya Bonville
- F. Student Representative Report
- G. Morris Early Childhood Center Presentation – Mrs. Laurie Moorman, Principal

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.

10. Superintendent's Report – Mr. Travis Moorman

11. Academic Excellence: Dr. Bobbie Kilgore

A. Field Trips

[11 - Field Trip #1.pdf](#) 

[11 - Field Trip #2.pdf](#) 

Recommended Action: Approve

12. Building Our Future: Mrs. Tammy Smith

A. Monthly Revenue, Expenditures, and Major Capital Reports as of January 31, 2026

[12A1 - January 31, 2026 Monthly Revenue Report.pdf](#) 

[12A2 - January 31, 2026 Monthly Expenditure Report.pdf](#) 

[12A3 - Major Capital Funding as of 01.31.26.pdf](#) 

Recommended Action: Approve

B. Construction Change Orders

[12B1 - Summary - Change Orders 02.23.26.pdf](#) 

[12B2 - Change Order - MMR RYJ CO 006-01142026115311.pdf](#) 

[12B3 - Change Orders 01.26.26.pdf](#) 

Recommended Action: Approve

C. DDOE Financial Position Report as of December 31, 2025

[12C - MSD Financial Position Report December 31 2025.pdf](#) 

Recommended Action: Approve

D. Financial Fiscal Year 2026 Revenue and Expenditure Budgets

[12D1 - FY 2026 MSD Final Revenue Budget.pdf](#) 

[12D2 - FY 2026 MSD Final Expenditure Budget.pdf](#) 

Recommended Action: Approve

- E. State Mental Health Funds Contractual Services
Recommended Action: Approve
- F. Financial Fiscal Year 2023 Local Funds Performance Audit
[12D - Milford-School-District-Local-Funds-Performance-Audit-FY23.pdf](#) 

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

- A. Personnel Report
Recommended Action: Approve

14. School Choice

Presentation of SY 26-27 School Choice application recommendations (approvals and denials)

Recommended Action: Approve

15. Board Discussion

- A. DSBA Updates
- B. SY 26-27 MSD Calendar for "First Read"
[26.27 DRAFT Calendar.pdf](#) 
- C. Recommended Revised Draft Board Policies for “First Read”
 - 1. 3204 - State Championship Recognition
[15C1 - Policy 3204 - First Read.pdf](#) 
 - 2. 3405 - Bus Quotation Procedures for Additional Trip
[15C2 - Policy 3405 - First Read.pdf](#) 
 - 3. 4111 - School District Residency Requirements
(Recommended for deletion) [15C3 - Policy 4111 - First Read.pdf](#) 
 - 4. 4223 - Overtime and Compensatory Time
[15C4 - Policy 4223 - First Read.pdf](#) 
 - 5. 4226 - Electronic Communication and Social Media
[15C5 - Policy 4226 - First Read.pdf](#) 
 - 6. 4310 - Calculation of Hourly Rate of Pay
[15C6 - Policy 4310 First Read.pdf](#) 
 - 7. 4319 - Holiday Schedule – Twelve Month Employees
[15C7 - Policy 4319 - First Read.pdf](#) 
 - 8. 4324 - Fringe Benefit Program

- [15C8 - Policy 4324 - First Read.pdf](#) 
9. 4333 - Course Reimbursement – Child Nutrition Staff
[15C9 - Policy 4333 - First Read.pdf](#) 
 10. 5101 - Accidents (Recommend for deletion)
[15C10 - Policy 5101 - First Read.pdf](#) 
 11. 5108 - Releasing of Students to Persons Other Than Their Parents or Legal Guardians
[15C11 - Policy 5108 - Releasing Students.pdf](#) 
 12. 5205 - School Choice Program
[15C12 - Policy 5205.2 - First Read.pdf](#) 
 13. 5307 - Student Rights: Discussion and Appeal Procedures Not Regarding Discipline (Recommended for deletion)
[15C13 - Policy 5307 First Read.pdf](#) 
 14. 5313 - Protection of the Privacy of Students
[15C14 - Policy 5313 - First Read.pdf](#) 
 15. 5408 - Student Discipline: Criteria for Conferences with Students and/or Parents (Recommended for deletion)
[15C15 - Policy 5408 - First Read.pdf](#) 
 16. 6110 - Curriculum Advisory Council
[15C16 - Policy 6110 - First Read.docx.pdf](#) 
 17. 6113 - Field Trips and Student Travel
[15C17 - Policy 6113 - First Read.pdf](#) 
 18. 6113A - Cultural Trips Involving Travel Outside the United States (Recommended for deletion)
[15C18 - Policy 6113A - First Read.pdf](#) 
 19. 6305 - High School Commencement (Recommended for deletion)
[15C19 - Policy 6305 - First Read.pdf](#) 

D. Recommended Revised Draft Board Policies for "Second Read"

1. 1009 - Program and Athletic Booster Clubs
[15D1 - Policy 1009 - Action Item.pdf](#) 
2. 3102 - Energy Conservation
[15D2 - Policy 3102 - Action Item.pdf](#) 
3. 3407 - Transportation for City of Milford Day Care Providers
[15D3 - Policy 3407 - Action Item.pdf](#) 
4. 3409 - School Bus Aides
[15D4 - Policy 3409 - Action Item.pdf](#) 
5. 4109 - Employment Procedures Summer Programming
[15D5 - Policy 4109 - Action Item.pdf](#) 
6. 4225 - Cell Phone Use During Work Hours

- [15D6 - Policy 4225 - Action Item.pdf](#) 
7. 4331 - Criminal Background Checks
[15D7 - Policy 4331 - Action Item.pdf](#) 
8. 4334 - Retirement Sick Day Benefit Program
[15D8 - Policy 4334 - Action Item.pdf](#) 
9. 6117 - Independent Educational Evaluation
[15D9 - Policy 6117 - Action Item.pdf](#) 
10. 6301 - Course Offerings: Milford High School
(Recommended for Deletion)
[15D10 - Policy 6301 - Action Item.pdf](#) 
11. AR6301 - Independent Study (Recommended for Deletion)
[15D11 - Policy AR6301 - Action Item.pdf](#) 
12. 6302 - Class Scheduling Requirements – Milford High School
(Recommended for Deletion)
[15D12 - Policy 6302 - Action Item.pdf](#) 
13. 6304 - Independent Study for Seniors (Recommended for Deletion)
[15D13 - Policy 6304 - Action Item.pdf](#) 
14. 6306 - Senior Options
[15D14 - Policy 6306 - Action Item.pdf](#) 

Recommended Action: Approve

16. 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.

17. Adjournment

Recommended Action: Approve



**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING MINUTES
December 15, 2025**

Board Members in Attendance	
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 Vice President Matt Bucher at 5:30pm PM on Monday December 15, 2025, at Benjamin Banneker Elementary School, 449 North Street, Milford, DE 19963. A Motion was made to go immediately into Executive Session.

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti at 5:30 PM to open in executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Jennifer Massotti at 7:00 PM to return to open session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

Mr. Matt Bucher led everyone in reciting the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 5 Board Members were present, there was a quorum. Kenny Ung, Student Representative, was present.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to accept the minutes. Minutes as presented with no changes. Motion passed unanimously.

CHANGES TO AGENDA

One change to the agenda was made. Section 13 Part B – Noted to be an action item.

RECOGNITIONS AND PRESENTATION

Mr. Chad Luzier, Principal at Banneker Elementary School gave a presentation capturing the work of Banneker Team. Mr. Luzier gave appreciation to his Assistant Principal, Shervau Hinton. There are currently 364 students at Banneker Elementary broken up into grades Pre-K, Kindergarten, and First Grade. The strategic plan is to increase academic achievement, support the Whole Child by stabilizing school climate, establish and maintain a safe environment, develop relationships in the community and build the instructional capacity of staff.

Colored hallways and an updated traffic pattern were implemented this school year to reflect the changes to the school. As a part of Banneker's Core Curriculum 135 minutes of reading and 110 minutes of math are applied daily. Music, Art, Physical Education, Counseling, and Library Technology were given recognition. Mr. Luzier stated that related arts and counseling are not a part of academics but have a large impact on the success of the

students at Banneker due to the lower age groups. Ms. Candice Leyanna was given a shout out for her successful work with the Banneker Multilingual Learner Program. There are currently 113 Active ML Students.

Milford School District Student Board Representative Report was given by Kenny Ung. Mr. Ung highlighted the multiple activities that took place in the month of November and December. He thanked the sponsors of each event.

Mr. Josh Bethard of MSD Future Farmers of America was presented with a grant from the Buccaneer Educational Foundation. The presentation was made by Mr. Matt Bucher. "The Buccaneer Educational Foundation donation reflects what can happen when a community comes together to invest in its students," said Founder Matt Bucher. The Milford High School Future Farmers of America (FFA) chapter received a grant. The Buccaneer Educational Foundation presented \$70,000 to support the school's agricultural education program. The funds were donated by a family that wishes to remain anonymous. The largest portion of the gift will be used to purchase a badly needed replacement pickup truck for the FFA program. The remaining balance will support additional program needs and student activities.

Mr. Travis Moorman presented the Milford School District Fall athletic team members with certificates of recognition. The Milford High School Athletes received All-Conference and State Recognition received an award certificate. The Milford Central Academy Field Hockey team members were also recognized and received award certificates for their undefeated season.

PUBLIC COMMENT –Mr. Bucher read the 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.

SUPERINTENDENT'S REPORT

Superintendent, Mr. Travis Moorman, reported on the updates that took place within the district since the last regular board meeting. Mr. Moorman referenced all the events that had taken place. Schools are celebrating several events including the annual Santa's Workshop. He thanked the Performing Arts program leaders and participants for their hard work and dedication. Mr. Moorman thanked all of the athletes and coaches for their work during the Winter season. He encouraged everyone to check out the activities and sports taking place this season. He stated MSD is preparing information and messaging regarding school closures for weather and asynchronous learning to be distributed to students. This is in anticipation of potential weather closures in the future. The district will address extended school closures. Mr. Moorman encouraged everyone to be sure their contact information was up to date so that important information could be received. The district continues to develop an implementation plan for the new weapons detection systems. Security personnel will receive full training in January 2026. The Milford School District lost a long-time bus contractor, Mr. Alan Mills. Mr. Mills passed away on November 29, 2025. He operated four buses as a contractor. He provided transportation for field trips, sports events, and school bus routes. He was a third-generation bus contractor and Milford High School graduate.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

3 Field Trips were presented to the board by Dr. Bobbie Kilgore as an action item **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to approve all Field Trips as presented. Motion passed unanimously.**

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of November 30, 2025, **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Ashlee Connell to approve the November 2025 financial reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented One change order for the month November 2025; **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the Change Order as presented. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Mr. Travis Moorman

Personnel report was presented by Mr. Travis Moorman, who presented the Personnel report for approval in absence of Dr. Laura Bond as presented in executive session. **MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Ashlee Connell to approve the Personnel report as presented in executive session. Motion passed unanimously.**

Personnel report was presented by Mr. Travis Moorman, who **presented** the Administrator Contract Renewals **for approval** in absence of Dr. Laura Bond as presented in executive session. **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Ms. Yanelle Powell to approve the Administrator Contract Renewals as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION:

Per Mr. Matt Bucher, there were no DSBA updates due to the legislative committee being out of session.

Mr. Moorman presented the following policies to the Board for First Read. It was recommended by Mr. Moorman that every policy title be read and if there were and questions comments from the board regarding the policy the administrator who led the policy review could address would address it.

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

Mr. Travis Moorman presented the following policies to the Board for a Second Read and Approval.

Mr. Matt Bucher entertained a motion for Policies listed in 1-12 be voted on in mass.

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Ms. Yanell Powell to approve the presented policies. C1 – C12 in mass. Motion passed unanimously.

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

The Good of The Order

Mrs. Jennifer Massotti gave comments about her walk through of the Mispillion Elementary School and Ross Elementary School. She stated it was a pleasure to see how great the students and staff were doing, and she was grateful for the opportunity.

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 December 15, 2026, be adjourned at 8:11 PM. Motion passed unanimously.

RECOGNITIONS AND PRESENTATIONS

**Dedication of the Mary Louise
O'Bier Library**

**Presentation of the Buccaneer
Educational Foundation Grant to
Morris Early Childhood Center
Physical Education Program**

**Presentation of the Buccaneer
Educational Foundation Grant to
Milford 12 Man Grid Iron Club**

Hertrich Cash for Class Recognition

MHS Black Student Union

Student Representative Report

Morris Early Childhood Presentation

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 ☒ Misspillion ☐ Ross
☐ In-State ☐ Out-of-State ☒ Overnight ☐

DATE(S) OF TRIP: March 9th and 10th # of School Days missed: 2		TRIP DESTINATION: Loews Hotel Philadelphia, PA		TEACHER(S): Parks	
NUMBER OF STUDENTS: 2		CONTENT AREAS: Social Studies, Student Leadership		GRADE(S): 12th	
1. Instructional Unit Title: Social Studies/Student Leadership 2. Dates of Instructional Unit: From: _____ To: _____ 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of the trip): The students will be co-presenting with me at the Civic Learning Week National Forum for a poster session titled "Teaching Civics Beyond Teaching Content: Student Voice = Civic Voice". This is an opportunity for our students to engage in meaningful dialogue on students perspectives of civic learning as well as fostering their leadership skills as presenters in a professional setting.				Field Trip Cost: _____ Transportation: No Transp. needed Meals: _____ Other expenses (explain): _____ Funding Used: Award Funds Individual student expense: 0 Total Cost: _____	
Closest Medical Facility (with address & phone #): Thomas Jefferson University Hospital, 1015 Walnut St # 401, Philadelphia, PA 19107 215-503-6337 Nurse Initials: <i>CK</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> 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: <i>[Signature]</i> SPT'S SIGNATURE: <i>[Signature]</i>			

Event Agenda

Civic Learning Week National Forum

Sunday, March 08, 2026

- 3:00 PM - 5:00 PM** **Early Registration Opens**
Location: Millennium Hall Pre-Function, 2nd Floor, Loews
- 5:00 PM - 7:00 PM** **A Time for Liberty: Our Shared History, Our Shared Future. Pre-Forum Welcome Reception**
Location: Eastern State, 2027 Fairmount Ave, Philadelphia PA 19130
-

Monday, March 09, 2026

- 8:00 AM - 11:00 AM** **Registration**
Location: Millennium Hall Pre-Function, 2nd Floor, Loews
- 8:00 AM - 11:00 AM** **America's Founding Gallery VIP Tour and Breakfast**
Location: National Constitution Center, 525 Arch Street, Philadelphia, PA 19106
- 9:00 AM - 11:20 AM** **From Inspiration to Implementation: Educating for American Democracy's Next Chapter**
- 11:00 AM - 11:00 AM** **Doors Open**
Location: Millennium Hall, 2nd Floor, Loews
- 11:00 AM - 11:30 AM** **Poster Sessions**
Location: Commonwealth Hall Pre-Function, 2nd Floor, Loews
- Augmenting Civic Action Projects through Students Using and Critically Evaluating Generative Artificial Intelligence**
11:00 AM - 11:30 AM
 - From Civics Lesson to Civic Leadership: The Promise of School Participatory Budgeting**
11:00 AM - 11:30 AM
 - Empowering Young Learners To Become Solutionaires In Their Communities**
11:00 AM - 11:30 AM
 - VoteLibraries: Celebrating local communities through civic learning**
11:00 AM - 11:30 AM
 - The First Ballot: When Civic Learning Gets Real**
11:00 AM - 11:30 AM
 - Beyond the Electoral Map: Empowering Young Citizens to Use Maps**
11:00 AM - 11:30 AM
 - Beyond the Three Branches: A Framework of Engagement for teaching Active Citizens**
11:00 AM - 11:30 AM
 - Learning With Civil Dialogue - The SAC Method**
11:00 AM - 11:30 AM
 - What is Democracy's Final Exam?: The Arizona Civics Test and Student Civic Efficacy in an Arizona High School**
11:00 AM - 11:30 AM
 - Designing Project-Based U.S. History for Civic Learning**
11:00 AM - 11:30 AM
 - Agreeable Disagreement at 250: Scaling Constitutional Literacy and Civil Discourse**
11:00 AM - 11:30 AM
 - Empowering Youth Voice: Reflective Patriotism, Sankofa, and Civic Learning in Practice**
11:00 AM - 11:30 AM
 - Empowering Youth Voice: Reflective Patriotism, Sankofa, and Civic Learning in Practice**
11:00 AM - 11:30 AM
 - Action-Oriented Civic Education: Lessons from Nationwide Implementation**
11:00 AM - 11:30 AM
 - Civic Star Challenge in the Classroom**
11:00 AM - 11:30 AM
 - Heralding The Next 250 Years Of The Great Seal Of The United States**

3:15 PM - 4:15 PM

Civic Education Policy Primer

Location: Commonwealth Hall D
Breakout Presenter: Shawn Healy

3:15 PM - 4:15 PM

Compromise and Civic Learning: Exploring Foundational American Texts

Location: Commonwealth Hall B
Breakout Presenter: Emilee McHomey

3:15 PM - 4:15 PM

Educating for American Democracy by Doing Democracy: Revitalizing the Principles and Practice of Democracy through the Power of Experiential Learning

Location: Congress Hall B
Breakout Presenter: Michael Blauw

4:15 PM - 6:00 PM

Poster Sessions

Location: Commonwealth Hall Pre-Function, 2nd Floor, Loews

Augmenting Civic Action Projects through Students Using and Critically Evaluating Generative Artificial Intelligence

4:15 PM - 6:00 PM

From Civics Lesson to Civic Leadership: The Promise of School Participatory Budgeting

4:15 PM - 6:00 PM

Empowering Young Learners To Become Solutionaires In Their Communities

4:15 PM - 6:00 PM

VoteLibraries: Celebrating local communities through civic learning

4:15 PM - 6:00 PM

The First Ballot: When Civic Learning Gets Real

4:15 PM - 6:00 PM

Beyond the Electoral Map: Empowering Young Citizens to Use Maps

4:15 PM - 6:00 PM

Beyond the Three Branches: A Framework of Engagement for teaching Active Citizens

4:15 PM - 6:00 PM

Learning With Civil Dialogue - The SAC Method

4:15 PM - 6:00 PM

What is Democracy's Final Exam?: The Arizona Civics Test and Student Civic Efficacy in an Arizona High School

4:15 PM - 6:00 PM

Designing Project-Based U.S. History for Civic Learning

4:15 PM - 6:00 PM

Agreeable Disagreement at 250: Scaling Constitutional Literacy and Civil Discourse

4:15 PM - 6:00 PM

Empowering Youth Voice: Reflective Patriotism, Sankofa, and Civic Learning in Practice

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Civic Star Challenge in the Classroom

4:15 PM - 6:00 PM

Heralding The Next 250 Years Of The Great Seal Of The United States

4:15 PM - 6:00 PM

From Policy to Practice: Embedding Civic Education for the Next 250 Years

4:15 PM - 6:00 PM

Future Ready Civics: Tracing the Community-Level Impacts of Youth Leveraging STEM for Civic Engagement

4:15 PM - 6:00 PM

Quantum Civics: A Student-Centered Approach to Strengthening Democracy

4:15 PM - 6:00 PM

Youth Voice in Civic Education

4:15 PM - 6:00 PM

Undermining Democracy: A Critical Discourse Analysis of State Classroom Censorship Policies and Their Potential Threat to Civic Education

4:15 PM - 6:00 PM

Democracy Diagnostic App – Channeling Discontent into Critical Thinking

4:15 PM - 6:00 PM

Gen Z and the Future of Democracy: Inside the Rutgers Democracy Lab

4:15 PM - 6:00 PM

Collaborating to Remove Barriers for Elementary Civics Education

4:15 PM - 6:00 PM

Class-Free Election Days: Students Transforming Civic Education

8:00 AM - 8:45 AM

Roundtable Sessions

Location: Millennium Hall, 2nd Floor, Loews

A Thriving Democracy Starts in the Classroom

8:00 AM - 8:45 AM

Speaker: Mia Nagawiecki

Building Intergenerational Bridges for Civic Learning at 250

8:00 AM - 8:45 AM

Speaker: Alex Edgar

Building Power Together: How Family Civics Strengthens Democracy Across Generations

8:00 AM - 8:45 AM

Speaker: Zulema Gomez

Driving Democracy: How Higher Education Can Restore Trust and Civic Purpose

8:00 AM - 8:45 AM

Expanding Liberty and Equality: Teaching the Impact of the Declaration of Independence

8:00 AM - 8:45 AM

Speaker: Adrienne Stang

From Awareness to Action: Advancing Civic Literacy and Leadership through Career-Connected Learning

8:00 AM - 8:45 AM

Speaker: Naita Guine, Ph.D.

From Classroom to Community: Fueling Authentic Civic Agency Across Generations

8:00 AM - 8:45 AM

Speaker: Erin Hill

From Street to Syllabus: DC Youth Lead on Pressing Issues

8:00 AM - 8:45 AM

Speaker: Dr. Shelina Warren

Making Civics Come Alive in the Virtual Classroom!

8:00 AM - 8:45 AM

Speaker: Emily Sattler

Redefining Student Engagement: Motivating Agency, Sustaining the Republic

8:00 AM - 8:45 AM

Speaker: Braden Chapman

Reflective Patriotism in Practice: Teaching America's Complex Story in Grades 3–8

8:00 AM - 8:45 AM

Speaker: Adrienne Billingham Bock

Teaching Digital Civic Inquiry: Supporting Students to Evaluate, Discuss, and Act in Civics

8:00 AM - 8:45 AM

Speaker: Sarah McGrew

8:00 AM - 9:00 AM

Poster Sessions

Location: Commonwealth Hall Pre-Function, 2nd Floor, Loews

Augmenting Civic Action Projects through Students Using and Critically Evaluating Generative Artificial Intelligence

8:00 AM - 9:00 AM

From Civics Lesson to Civic Leadership: The Promise of School Participatory Budgeting

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8:00 AM - 9:00 AM

Empowering Youth Voice: Reflective Patriotism, Sankofa, and Civic Learning in Practice

11:30 AM - 12:30 PM	Research in Civic Education: A Showcase of Excellence and New Evidence Location: Commonwealth Hall A2 Breakout Presenter: Emma Humphries
11:30 AM - 12:30 PM	What Kind of Citizen Am I? The Civic Profile: A Self Assessment Tool Location: Commonwealth Hall D Breakout Presenter: Chester E Finn Jr, Thomas Schnaubelt
12:30 PM - 2:00 PM	Networking Lunch Location: Millennium Hall, 2nd Floor, Loews
1:00 PM - 2:00 PM	Exclusive Showcase: Student Poster Sessions Location: Commonwealth Hall Pre-Function, 2nd Floor, Loews
2:00 PM - 3:00 PM	Civic Friendship and Freedom: Teaching Students to Disagree, Engage, and Act Location: Commonwealth Hall B Breakout Presenter: Shineth Gonzales
2:00 PM - 3:00 PM	Do Your Part: How Educators Play a Crucial Role for Military Families Location: Commonwealth Hall A2 Breakout Presenter: Leah Love
2:00 PM - 3:00 PM	Liberty's Algorithms: Using and Training Responsible AI to Bolster Civic Education Location: Commonwealth Hall C Breakout Presenter: Sarah John
2:00 PM - 3:00 PM	More Perfect Unit: How Philadelphia Teachers Use the EAD Roadmap to Deepen History and Civics Learning Location: Commonwealth Hall D Breakout Presenter: Carin Aquiline
2:00 PM - 3:00 PM	Smaller Museums and A250 Location: Commonwealth Hall A1 Breakout Presenter: Dr. Andrew Hammond
3:00 PM - 3:15 PM	Break
3:15 PM - 5:00 PM	Closing Plenary Liberty and Learning in a Pluralistic Society Location: Millennium Hall, 2nd Floor, Loews

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

DATE(S) OF TRIP: 2/9/24 - 2/11/24 # of School Days missed: 2		TRIP DESTINATION: University of Delaware		TEACHER(S): Edgar	
NUMBER OF STUDENTS: 3		CONTENT AREAS: Event Coordinating		GRADE(S): 11 th + 12 th	
1. Instructional Unit Title: WBL Opportunity in Events with DDOE 2. Dates of Instructional Unit: From: Level 3 To: 3. Will technology be used in preparation for this trip? (Check One) ☒ Internet ☐ Virtual Tour ☐ Research ☒ Video ☒ Software ☒ Other (specify) Event Tech 4. Relationship of trip to instructional objective(s) (purpose of the trip): The students applied, interviewed and were chosen to be a part of the WBL event team at a Feb conference. It will be a hands-on, career connected experience. (see attached offer letter)				Field Trip Cost Transportation: Fliect (\$50.00) Meals: Paid for by DDOE grants Other expenses (explain): Paid for by DDOE grants Funding Used: 501 Individual student expense: 2 Total Cost: \$250.00	
Closest Medical Facility (with address & phone #): Christiana Care UTSS Olgetown Station Rd. Newark Nurse Initials: <u>KB</u>					
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).					
Comments: PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> SUPR'S SIGNATURE: <u>[Signature]</u> For all Out-of-State or overnight field trips, except when a student is engaged 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

[External] Fwd: WBL Offer

From evajester@icloud.com <evajester@icloud.com>

Date Tue 1/6/2026 9:13 AM

To Edgar, Morgan <MEdgar@msd.k12.de.us>

WARNING: External Email - This email originated outside of the State email system.
DO NOT CLICK links or attachments unless you recognize the sender and *are expecting* the email.

Sent from my iPhone

Begin forwarded message:

From: "." <evajester@icloud.com>

Date: January 2, 2026 at 6:38:41 PM EST

To: Michael Hill-Shaner <Michael.Hill-Shaner@doe.k12.de.us>

Subject: Re: WBL Offer

Happy New Year!

I am more than happy to accept this role. Thank you much for this opportunity!

Thank you again,
Eva Jester

On Jan 2, 2026, at 12:22 PM, Hill-Shaner Michael <Michael.Hill-Shaner@doe.k12.de.us> wrote:

Happy New Year!

Congratulations! We are pleased to offer you a **Work-Based Learning (WBL) position** as part of the Delaware Teacher Academy Foundation's Youth Workforce Development Program. Visit here to view your position title, workgroup, team, and supervisors: https://docs.google.com/spreadsheets/d/104_4-aUNwYXzUdLjp_2D4sUZxx2MofD934VUBS-lxiw/edit?usp=sharing

This opportunity provides hands-on, career-connected experience while supporting your professional growth and leadership development. Participants who accept this offer will receive:

- **\$150 scholarship** (*distributed at a conclusion meeting and luncheon in late April*)
- **Hotel accommodations**
- **All meals provided**
- **Work-Based Learning (WBL) credit**
- **Shirts for the Conference**

To participate, students **must complete the required course by February 1**. This course is a required component of the work-based learning experience and ensures all participants are prepared for their assigned roles.

How to Accept

If you wish to accept this WBL position, **please reply directly to this email by 1/5/2026** confirming your acceptance. Additional details regarding your role, course access, and next steps will be shared after confirmation.

If you are unable to accept at this time, we ask that you also notify us so we may offer the opportunity to another student.

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of January 31, 2026
58% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2026 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	38,922,522.74	38,428,246.72	98.73%
Cafeteria Salaries	745,521.00	811,152.00	108.80%
Division II, All Other Costs	1,115,494.00	964,107.00	86.43%
Division II, All Other Costs - VOC	115,046.00	109,339.00	95.04%
Division II, Energy	847,099.00	845,547.00	99.82%
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	280,598.00	146.76%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	151,760.58	116,598.00	76.83%
Drivers' Education	23,355.00	21,480.00	91.97%
Unique Alternatives	62,382.48	-	0.00%
Delaware Sustainment Fund	794,671.00	794,235.00	99.95%
Technology Block Grant	106,353.00	106,294.00	99.94%
World Language Expansion	125,575.18	137,284.18	109.32%
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	1,058.00	100.69%
Athletic Trainer Block Grant	59,867.00	66,113.00	110.43%
Professional Development	-	-	
Other State Grants	-	150,000.00	
Minor Capital Improvements	838,454.00	897,186.00	107.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	59,284,038.11	59,045,055.28	99.60%
LOCAL FUNDS			
Current Expense (tax rate)	10,234,625.00	10,079,788.64	98.49%
Current Expense (capitations)	200.00	37.80	18.90%
Debt Service	2,000,000.00	2,023,297.36	101.16%
Debt Service - County Impact Fees	92,500.00	37,832.98	40.90%
Tuition	1,500,000.00	1,437,427.83	95.83%
Minor Capital Improvements	558,969.00	534,696.28	95.66%
Interest	1,835,000.00	980,017.01	53.41%
Athletics	32,500.00	36,919.00	113.60%
CSCRIP	45,000.00	17,544.88	38.99%
Indirect Costs	75,000.00	13,399.40	17.87%
Cafeteria	2,700,000.00	1,457,725.08	53.99%
District Donations	98,500.00	173,379.26	176.02%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	-	-	
Net Choice Billings	(235,427.24)	(266,165.31)	113.06%
Net Charter Billings	(294,701.28)	(322,262.44)	109.35%
Tuition Billings	(2,100,000.00)	(1,302,712.37)	62.03%
Other Local Revenue	35,000.00	22,399.49	64.00%
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	14,925,244.89	90.01%
FEDERAL FUNDS			
IDEA Part B	1,316,991.00	1,289,407.00	97.91%
IDEA - Preschool	58,767.00	58,591.00	99.70%
Title I	1,760,148.00	2,077,394.41	118.02%
Title II	340,367.00	349,245.00	102.61%
Title III English Acquisition	115,869.00	132,819.00	114.63%
Title IV	215,270.00	204,072.00	94.80%
Perkins	146,886.00	187,351.80	127.55%
Other Federal Revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	3,954,298.00	4,298,880.21	108.71%
GRAND TOTAL ALL FUNDS	79,820,001.59	78,269,180.38	98.06%

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of January 31, 2026
58% of the Fiscal Year completed

Operating Unit	Budget Line	Preliminary Budget Amount	Encumbered	Expended	Budget Remaining	% Obligated
9180668A	Benjamin Banneker Elementary School	\$ 52,240.00	4,995.13	23,444.92	\$ 23,799.95	54.44%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 54,490.00	3,371.98	37,101.99	\$ 14,016.03	74.28%
9180672A	Lulu M. Ross Elementary School	\$ 70,030.00	1,748.90	62,058.02	\$ 6,223.08	91.11%
9180673A	Mispiration Elementary School	\$ 61,840.00	2,780.00	47,373.44	\$ 11,686.56	81.10%
9180675A	Milford Central Academy	\$ 80,480.00	5,599.79	46,597.74	\$ 28,282.47	64.86%
9180676A	Milford Middle School	\$ 80,102.50	8,973.33	38,265.04	\$ 32,864.13	58.97%
9180678A	Milford Senior High School	\$ 174,850.00	10,293.63	114,594.00	\$ 49,962.37	71.43%
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 and Audits	\$ 90,000.00	3,880.00	52,448.90	\$ 33,671.10	62.59%
99900300	District Expenditures	\$ 100,000.00	43,900.00	46,815.83	\$ 9,284.17	90.72%
	School Safety and Security	\$ 287,717.00	6,333.55	195,971.36	\$ 85,412.09	70.31%
	Intervention Services Grant	\$ -	-	3,750.00	\$ (3,750.00)	
	Public Relations and Communication	\$ 40,000.00	13,400.00	8,810.63	\$ 17,789.37	55.53%
	Copy Center (District Wide)	\$ 185,000.00	92,136.64	100,658.60	\$ (7,795.24)	104.21%
99910100	Superintendent	\$ 1,500.00	-	775.00	\$ 725.00	51.67%
99920000	World Language Immersion (State Grant)	\$ 125,575.18	-	42,268.73	\$ 83,306.45	33.66%
	Student Success Block Grant (Reading)	\$ 374,860.00	-	154,062.66	\$ 220,797.34	41.10%
	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	-	1,984.62	\$ 28,015.38	6.62%
	Curriculum and Instruction	\$ 150,000.00	-	105,386.77	\$ 44,613.23	70.26%
99920700	Athletics - High School	\$ 220,000.00	21,535.90	169,572.73	\$ 28,891.37	86.87%
	Athletics - Middle Schools	\$ 46,500.00	-	23,846.90	\$ 22,653.10	51.28%
99920800	Driver's Education	\$ 23,355.00	-	7,912.48	\$ 15,442.52	33.88%
99930200	Tuition - Special Services	\$ 330,000.00	-	110,806.10	\$ 219,193.90	33.58%
	Tuition - Special Services - ILC	\$ 275,000.00	1,027.92	106,226.14	\$ 167,745.94	39.00%
	Unique Alternatives (State Funds)	\$ 62,382.48	-	-	\$ 62,382.48	0.00%
99930300	Special Services	\$ 59,500.00	1,835.70	34,888.55	\$ 22,775.75	61.72%
	Special Services - State Related Services	\$ 151,760.58	2,176.00	118,097.00	\$ 31,487.58	79.25%
99940100	Contingencies and One-Time Items	\$ 425,000.00	153,554.05	100,723.35	\$ 170,722.60	59.83%
99940200	Division I/Formula Salaries	\$ 39,043,052.49	-	25,141,607.23	\$ 13,901,445.26	64.39%
99940300	Division II - Vocational	\$ 115,046.00	-	6,301.84	\$ 108,744.16	5.48%
99940400	Division III/Local Salaries	\$ 13,108,962.94	-	7,980,142.54	\$ 5,128,820.40	60.88%
	Union agreed Limited Contracts	\$ 385,000.00	-	174,672.67	\$ 210,327.33	45.37%
99940500	Title I	\$ 1,760,148.00	1,639.55	13,283.17	\$ 1,745,225.28	0.85%
	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	1,228.81	583,543.94	\$ 732,218.25	44.40%
	IDEA Preschool	\$ 58,767.00	-	8,404.81	\$ 50,362.19	14.30%
	Perkins	\$ 146,886.00	-	4,000.00	\$ 142,886.00	2.72%
99940600	Insurance Expense	\$ 160,000.00	-	18,903.75	\$ 141,096.25	11.81%
99940700	District Donations	\$ 25,000.00	61,322.13	3,007.71	\$ (39,329.84)	257.32%
99940810	Technology Equipment & Repair	\$ 286,500.00	1,792.75	119,102.14	\$ 165,605.11	42.20%
	Technology Block Grant	\$ 106,353.00	3,231.42	21,213.20	\$ 81,908.38	22.98%
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	3,216.90	\$ 8,733.67	30.13%
99960000	Child Nutrition Operations	\$ 2,700,000.00	487,947.00	2,092,726.22	\$ 119,326.78	95.58%
	Cafeteria Salaries	\$ 745,521.00	-	473,095.74	\$ 272,425.26	63.46%
99960100	Facilities Maintenance	\$ 100,000.00	612.32	26,729.87	\$ 72,657.81	27.34%
	Custodial Services and Supplies	\$ 165,000.00	-	103,524.54	\$ 61,475.46	62.74%
99960200	Operations and Utilities	\$ 356,500.00	31,434.32	236,711.60	\$ 88,354.08	75.22%
	Energy Division II	\$ 847,099.00	354,143.45	176,331.84	\$ 316,623.71	62.62%
99960300	State Transportation	\$ 4,172,159.82	-	2,309,994.45	\$ 1,862,165.37	55.37%
	State Homeless Transportation	\$ 645,492.00	-	198,916.20	\$ 446,575.80	30.82%
	State Foster Transportation	\$ 191,196.00	-	104,407.00	\$ 86,789.00	54.61%
	Transportation Supplies	\$ 1,000.00	-	-	\$ 1,000.00	0.00%
99960400	Transportation Internal Budget (Local)	\$ 20,000.00	174.82	22,738.92	\$ (2,913.74)	114.57%
	Local Homeless Transportation Match	\$ 71,721.33	3,735.00	21,976.40	\$ 46,009.93	35.85%
	Local Transportation Match	\$ 462,351.10	-	275,176.38	\$ 187,174.72	59.52%
Total Operating Budget		\$ 74,875,195.98	\$ 1,325,353.52	\$ 41,947,085.36	\$ 31,602,757.10	57.79%
99970000	Local Debt Service	\$ 2,050,844.57	-	672,401.89	\$ 1,378,442.68	32.79%
99970200	Minor Capital Improvements	\$ 1,397,423.00	-	-	\$ 1,397,423.00	0.00%
Total Capital Budget		\$ 3,448,267.57	\$ -	\$ 672,401.89	\$ 2,775,865.68	19.50%
Grand Total		\$ 78,323,463.55	\$ 1,325,353.52	\$ 42,619,487.25	\$ 34,378,622.78	56.11%

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 Total	Orders	New Contract Total	Current Encumbrance	Expended to date	Contract Balance	
Construction							
Zack Excavating Inc	\$ 3,495,949.00	\$ 316,997.69	\$ 3,812,946.69	\$ 17,447.80	\$ 3,795,498.89	\$ -	\$ 3,812,946.69
Expense Reduction - CTF Funding (Zack Excavating)			(462,500.00)		(462,500.00)		(462,500.00)
11400 Inc	\$ 878,000.00	\$ -	\$ 878,000.00	\$ -	\$ 878,000.00	\$ -	\$ 878,000.00
Bear Industires Inc	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00
Blue Heron Contracting Inc	\$ 1,590,069.00	\$ 33,900.00	\$ 1,623,969.00	\$ 40,599.27	\$ 1,583,369.73	\$ -	\$ 1,623,969.00
Continental Electrical Services Inc	\$ 4,015,000.00	\$ 155,829.81	\$ 4,170,829.81	\$ 114,525.73	\$ 4,056,304.08	\$ -	\$ 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	\$ 10,000.00	\$ 2,399,484.90	\$ -	\$ 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	\$ -	\$ 3,065,585.76	\$ -	\$ 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	\$ -	\$ 550,934.00	\$ -	\$ 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	\$ -	\$ 1,176,640.85	\$ -	\$ 1,176,640.85
Quality Exteriors Inc	\$ 2,324,188.00	\$ (49,800.00)	\$ 2,274,388.00	\$ 192,081.57	\$ 2,082,306.43	\$ -	\$ 2,274,388.00
R C Fabricators	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ -	\$ 4,670,000.00	\$ -	\$ 4,670,000.00
Ralph G. Degli Obizzi & Sons, Inc	\$ 8,375,000.00	\$ 108,771.95	\$ 8,483,771.95	\$ 426,829.82	\$ 8,056,942.13	\$ -	\$ 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	\$ -	\$ 2,177,580.00	\$ -	\$ 2,177,580.00
CM							
Richard Y Johnson & Son Inc	\$ 3,731,124.00	\$ 344,598.67	\$ 4,075,722.67	\$ 33,347.49	\$ 4,042,375.18	\$ -	\$ 4,075,722.67
Architect							
Buck Simpers 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	\$ 849.00	\$ 1,789,407.80	\$ -	\$ 1,790,256.80
Visual Sound	\$ 195,281.40	\$ 2,547.16	\$ 197,828.56	\$ 1,060.00	\$ 196,768.56	\$ -	\$ 197,828.56
Dell (Student Devices)	\$ 388,974.00	\$ 39,795.00	\$ 428,769.00	\$ 37,065.00	\$ 391,704.00	\$ -	\$ 428,769.00
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	\$ 41,304.40	\$ 3,518,025.00	\$ -	\$ 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
Compliance Environmental Inc.	\$ 4,985.00	\$ -	\$ 4,985.00	\$ -	\$ 4,985.00	\$ -	\$ 4,985.00
Department Equipment & Supplies	\$ 933,986.13	\$ -	\$ 933,986.13	\$ 60,181.58	\$ 873,804.55	\$ -	\$ 933,986.13
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	\$65,817,977.91	\$1,572,492.84	\$66,927,970.75	\$1,764,283.25	\$65,163,687.50	\$ -	\$66,927,970.75
		2.39%	Total Per DSC	\$ 1,764,283.25	\$ 65,163,687.50	\$ -	\$ 66,927,970.75
			Difference	\$ -	\$ -	\$ -	\$ -
							\$ 66,927,970.75
REVENUE							Balance \$ 5,342,529.25
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			
							01/31/2026

01/31/2026

February 23, 2026

Contract Vendor	Change Order Number	Description	Change Order Amount
Richard Y. Johnson & Son, Inc.	006	interior signage	60,400.00
Richard Y. Johnson & Son, Inc.	006	asbestos abatement for field house demolition	4,447.50
Richard Y. Johnson & Son, Inc.	006	additional cleaning services	7,000.00
Richard Y. Johnson & Son, Inc.	006	window film	2,700.00
Richard Y. Johnson & Son, Inc.	006	work room and custodial appliances	5,954.50
Master Interiors, Inc.	B-12	August time and material work and premium time	831.60
TOTAL COST ADJUSTMENT \$			81,333.60

AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> Milford Middle School 612 Lakeview Ave Milford, DE 19963 OWNER: <i>(name and address)</i> Milford School District 906 Lakeview Ave Milford, DE 19963 CONTRACTOR: <i>(name and address)</i>	CONTRACT INFORMATION: Contract For: General Construction Date: 1-27-22 ARCHITECT: <i>(name and address)</i> Buck Simpers Architects & Associates 954 Justison St Wilmington, DE 19801	CHANGE ORDER INFORMATION: Change Order Number: 006 Date: January 14, 2026 CONSTRUCTION MANAGER: <i>(name and address)</i> Richard Y. Johnson & Son, Inc. 18404 Johnson Road P.O. Box 105 Lincoln, DE 19960
--	--	---

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Reimbursement for signage, appliances, window tinting, asbestos survey and inspection for outbuilding and additional cleaning.

The original Contract Sum was	\$ 3,731,124.00
Net change by previously authorized Change Orders	\$ 344,598.67
The Contract Sum prior to this Change Order was	\$ 4,075,722.67
The Contract Sum will be increased by this Change Order in the amount of	\$ 80,502.00
The new Contract Sum including this Change Order will be	\$ 4,156,224.67

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

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

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

N/A ARCHITECT <i>(Firm name)</i> SIGNATURE PRINTED NAME AND TITLE DATE: N/A CONTRACTOR <i>(Firm name)</i> SIGNATURE PRINTED NAME AND TITLE DATE:	Richard Y. Johnson & Son, Inc. CONSTRUCTION MANAGER <i>(Firm name)</i> SIGNATURE Dean Johnson, CEO/CFO PRINTED NAME AND TITLE DATE: Milford School District OWNER <i>(Firm name)</i> SIGNATURE Sara Hale, COO PRINTED NAME AND TITLE DATE:
---	---



1401 Todds Lane
Wilmington, DE 19802
302-661-2595

Invoice

Date	Invoice #
8/28/2025	55014

Bill To
Richard Y Johnson & Son 18404 Johnson Road Lincoln, DE 19960

To pay by Credit Card or ACH:
Please email Lauren@gopcgnow.com
for a secure link to process payment.

		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: A PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 12 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	57	210.00	11,970.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
www.gopcgnow.com			



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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: A.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 12.88 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	1	250.00	250.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
Web Site			Balance Due
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Date	Invoice #
8/28/2025	55014

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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: B PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 1/8" THICK P99 NON GLARE ACRYLIC Height: 10 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	18	190.00	3,420.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
<p>*****ADA- 3D DIRECT ON ACRYLIC</p> <p>SIGN TYPE: B.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 1/8" THICK P99 NON GLARE ACRYLIC</p> <p>Height: 10.5 Inches Width: 8 Inches</p> <p>FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307</p> <p>RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf</p>	14	180.00	2,520.00
<p>Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595</p>	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: C PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 10 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	14	180.00	2,520.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: C.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 10.88 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	2	210.00	420.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: D & D.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 1/8" THICK P99 NON GLARE ACRYLIC Height: 8 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	14	180.00	2,520.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:E.1, E.2, E.3 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 12.75 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	25	208.00	5,200.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:E.4 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 10.13 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	9	160.00	1,440.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:F1 & F3 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 12.75 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	25	208.00	5,200.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:F3.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 14.25 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	2	240.00	480.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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Date	Invoice #
8/28/2025	55014

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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:F3.2 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 9.75 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	6	140.00	840.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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Date	Invoice #
8/28/2025	55014

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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: G, & G.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 1/8" THICK P99 NON GLARE ACRYLIC Height: 5.5 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	16	90.00	1,440.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: G2 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 1/8" THICK P99 NON GLARE ACRYLIC Height: 7.38 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	12	120.00	1,440.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
VIN- ACRYLIC WITH VINYL LETTERS SIGN TYPE: H - SIGN ID 001-010 PROCESS: APPLIED MATTE VINYL ON 1/8" THICK P99 NONE GLARE ACRYLIC WITH UV FLAT PRINT ACCENT AND LOGO AND PAINTED BACKGROUND Height: 18 Inches Width: 12 Inches VIN- CLEAR ACRYLIC .125 NOTHING- PLAIN BACK PAINTED?: BACK PAINTED FRONT OR BACK VINYL?: FRONT BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 LETTER COLOR: MATTE WHITE CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	10	210.00	2,100.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
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		P.O. #	Ordered By	
		Milford Middle School	Dean	
Description	Qty	Rate	Amount	
VIN- ACRYLIC WITH VINYL LETTERS SIGN TYPE: H - SIGN ID 011-019 PROCESS: APPLIED MATTE VINYL ON 1/8" THICK P99 NONE GLATE ACRYLIC WITH UV FLAT PRINT ACCENT AND LOGO AND PAINTED BACKGROUND Height: 9 Inches Width: 12 Inches	9	120.00	1,080.00	
VIN- CLEAR ACRYLIC .125 NOTHING- PLAIN BACK PAINTED?: BACK PAINTED FRONT OR BACK VINYL?: FRONT BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 LETTER COLOR: MATTE WHITE CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf				
Bronze dedication plaque Custom fabricated Bronze display 28"x40"		4,800.00	4,800.00	
Art Preparation		800.00	800.00	
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total	
		Net 20	Payments/Credits	
Web Site			Balance Due	
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[illegible]



1401 Todds Lane
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Invoice

Date	Invoice #
12/10/2025	55316

Bill To
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for a secure link to process payment.

		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
Classroom 129 Classroom 146 SIGN TYPE: A PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 12 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: 2025_0502 Milford Middle School Signage Package.pdf	2	300.00	600.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
www.gopcgnow.com			



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Date	Invoice #
12/10/2025	55316

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		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
Stairs1-12 ADA- 3D DIRECT ON ACRYLIC SIGN TYPE:F1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 12.75 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON COLOR: SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE	12	300.00	3,600.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
www.gopcgnow.com			



1401 Todds Lane
Wilmington, DE 19802
302-661-2595

Invoice

Date	Invoice #
12/10/2025	55316

Bill To
Richard Y Johnson & Son 18404 Johnson Road Lincoln, DE 19960

To pay by Credit Card or ACH:
Please email Lauren@gopcgnow.com
for a secure link to process payment.

		P.O. #	Ordered By
		Milford Middle School	Dean
Description	Qty	Rate	Amount
(2) Assistant Principal signs ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: C.1 PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL: 2 LAYERS OF 1/8" THICK P99 NON GLARE ACRYLIC Height: 10.88 Inches Width: 8 Inches FOAM TAPE CLEAR WINDOW ON SIGN FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES	2	250.00	500.00
Please remit payment to: Precision Color Graphics 1401 Todds Lane Wilmington, DE 19802 (302) 661-2595	Work Order #	Terms	Total
		Net 20	Payments/Credits
	Web Site		Balance Due
	www.gopcgnow.com		



1401 Todds Lane
Wilmington, DE 19802
302-661-2595

Invoice

Date	Invoice #
12/10/2025	55316

Bill To
Richard Y Johnson & Son 18404 Johnson Road Lincoln, DE 19960

To pay by Credit Card or ACH:
Please email Lauren@gopcgnow.com
for a secure link to process payment.

		P.O. #	Ordered By	
		Milford Middle School	Dean	
Description		Qty	Rate	Amount
(14) Area of Refuge Signs		14	160.00	2,240.00
ADA- 3D DIRECT ON ACRYLIC SIGN TYPE: G2				
PROCESS: ADA - 3D DIRECT RAISED LETTERS WITH UV FLAT PRINT ACCENT AND LOGO MATERIAL:1/8" THICK P99 NON GLARE ACRYLIC Height: 7.38 Inches Width: 8 Inches FOAM TAPE FRONT OR BACK PAINTED?: BACK PAINTED BACKGROUND COLOR: BANANA CREAM SW6673, POLLEN POWDER SW9014, AFTERNOON SW6675, FINE WINE SW6307 RAISED LETTER COLOR: WHITE BRAILLE NEEDED?: YES CUSTOMER'S FILE: NONE				
Art Preparation			320.00	320.00

COMPLIANCE ENVIRONMENTAL, INC.
 110 Lafferty Lane, Suite A
 Dover, Delaware 19901
 Phone: 302-674-4427
 www.compliancecanhelp.com



INVOICE

PLEASE NOTICE OUR ADDRESS HAS CHANGED.

Bill To:

Richard Y Johnson & Son, Inc.
 18404 Johnson Road
 Lincoln, DE 19960

Invoice #: 00225181

Date: 12/1/2025

Page: 1

Asbestos Professional Services: Milford Middle School; Field House Building.

DATE	UNITS	NOTES	RATE	AMOUNT
11/20/2025	4	SMS AD (units per hour) Milford Middle School; Field House Building; Site visit for asbestos building inspection for demolition. Assisted with preparation of the samples for laboratory analysis.	\$55.00	\$220.00
11/20/2025	12	Laboratory: Analysis of asbestos bulk samples; Milford Middle School; Field House Building.	\$30.00	\$360.00
11/20/2025	1	Inspection Truck: Milford Middle School; Field House Building.	\$110.00	\$110.00
11/24/2025	8	JSD Proj Mgr (units per hour) Milford Middle School; Field House Building; Site visit for asbestos building inspection for demolition. Prepared the samples for laboratory analysis. Prepared inspection report of findings as required. (11/20/25 to 11/24/25)	\$145.00	\$1,160.00
11/26/2025	1	Inspection Truck: Milford Middle School; Field House Building; On-site for project monitoring during asbestos abatement by County Environmental as required by DFM.	\$110.00	\$110.00
11/26/2025	8	VPD SPCII (units per hour) Milford Middle School; Field House Building; Prepared asbestos abatement work plan as required by DFM. Submitted for approval. Several call to asbestos abatement contractors to complete work tomorrow for minimum disruption of the project schedule. DNREC asbestos inspection form prepared and sent to client. Various discussions and correspondence with project officials. (11/25/25 to 11/26/25)	\$225.00	\$1,800.00
11/26/2025	5.5	SMS PM (units per hour) Milford Middle School; Field House Building; On-site for project monitoring during asbestos abatement by County Environmental as required by DFM. Summarized field notes.	\$125.00	\$687.50
Comment:			Sales Tax:	\$0.00
EIN #51-0348024			Total Amount:	\$4,447.50
Thank you for using Compliance Environmental for these services.			Amount Applied:	\$0.00
All major credit and debit cards accepted.			Balance Due:	\$4,447.50

Terms: Net 30

HUDSON'S CLEANING, L.L.C.

Dennis Hudson
P.O. Box 515
Frederica, DE 19946
(302) 335-4444

INVOICE

R.V. Johnson
M. I. F. J. Middle School
Dean

INVOICE NO. 10924

DATE 9.15.25

ACCOUNT NO.

YOUR P. O. NUMBER

TERMS 30 days

SHIP VIA

FOB

SALESMAN

Dem

QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Clean Hallways Middle School For open house		7000 ⁰⁰
		Frfr 9.12.25		
		Thank You!		
PLEASE PAY FROM THIS INVOICE			SUB TOTAL	
			TAX	
			TOTAL	7000 ⁰⁰

SHORE TINT AND MORE INC
PO Box 524
Millsboro, DE 19966 US
3029474624
info@shoretintandmore.com
www.shoretint.com

Invoice



BILL TO
RYJ
1021 N WALNUT ST
MILFORD, DE US

SHIP TO
RYJ
1021 N WALNUT ST
MILFORD, DE US

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
10252	08/27/2025	\$2,700.00	08/27/2025	

DATE	ACTIVITY	DESCRIPTION	RATE	AMOUNT
08/27/2025	CASH	Film Material and Installation: 612 lakeview avenue, milford, DE	2,700.00	2,700.00
		CLASSROOMS - 2 Windows (96 panes)		
		BALANCE DUE		\$2,700.00

Order #WN29693541 Appliance Order #WN29693542

Placed on: Aug 13, 2025

Billing Information

Dean Johnson
Po Box 105
Lincoln DE 19960

Payment Method: VISA ***7914

Item	Price/Item	Qty	Line Total
Delivery (1 item)			
Order #WN29693541			
612 Lakeview Ave , Milford, DE 19963			

GE 1.1 Cu. Ft. Capacity Countertop Microwave Oven	\$175.00	2	\$350.00
Expect it on Aug 14			

Delivery (1 item)
Order #WN29693541
612 Lakeview Ave , Milford, DE 19963

GE 1.6 Cu. Ft. Countertop Microwave Oven
Expect it on Aug 15

Appliance Delivery (6 items)
Order #WN29693542
612 Lakeview Ave , Milford, DE 19963

GE 21.9 cu. ft. Top Freezer Refrigerator in f
Resistant Stainless Steel, Garage Ready

Parts & Services
5 YR PROTECTION PLAN
12" Upgraded Braided Water Line

Expect it on Aug, 18 2025

GE 21.9 cu. ft. Top Freezer Refrigerator in f
Resistant Stainless Steel, Garage Ready

Parts & Services

5 YR PROTECTION PLAN	\$180.00	1	\$180.00
12' Upgraded Braided Water Line			\$17.98
			\$0.00

Expect it on Aug, 18 2025

GE 4.6 cu. ft. High-Efficiency Top Load Washer in White with Stain PreTreat, ENERGY STAR	\$598.00	1	\$598.00
	\$849.00		
	Saved 30%		

Parts & Services

5 YR PROTECTION PLAN	\$150.00	1	\$150.00
M925 Stainless Steel Washer Hose 2pk			\$36.98
			\$0.00

Expect it on Aug, 18 2025

GE 4.6 cu. ft. High-Efficiency Top Load Washer in White with Stain PreTreat, ENERGY STAR	\$598.00	1	\$598.00
	\$849.00		
	Saved 30%		

Parts & Services

5 YR PROTECTION PLAN	\$150.00	1	\$150.00
M925 Stainless Steel Washer Hose 2pk			\$36.98
			\$0.00

Expect it on Aug, 18 2025

GE 4.5 cu. ft. Top Load Washer in White wi
and Wash Boost

Parts & Services

5 YR PROTECTION PLAN			
M925 Stainless Steel Washer Hose 2pk			

Expect it on Aug, 18 2025

GE 4.5 cu. ft. Top Load Washer in White wi
and Wash Boost

Parts & Services

5 YR PROTECTION PLAN			
M925 Stainless Steel Washer Hose 2pk			

Expect it on Aug, 18 2025

Subtotal	\$5,915.88
Appliance Delivery	\$39.00
Sales Tax	\$0.00

Total	\$5,954.88
You Saved	\$1,806.00

Need help?

Online Customer Support:
1-800-430-3376

Major Appliances:
1-877-961-6683

Call 7 days a week:
6 a.m. to 2 a.m. EST

Carolyn Anderson

From: Dean Johnson
Sent: Tuesday, January 13, 2026 8:20 PM
To: Carolyn Anderson
Subject: FW: Milford Invoices
Attachments: Inv_55014_from_Precision_Color_Graphics_72412.pdf; Inv_55316_from_Precision_Color_Graphics_72412.pdf; misc invoices-01132026142406.pdf

Hi Carolyn

Can you please do a change order for us on Milford Middle school for 80,502. Call it reimbursement for signage, appliances, window tinting, asbestos survey and inspection for outbuilding and additional cleaning. thanks

From: Dean Johnson
Sent: Tuesday, January 13, 2026 2:02 PM
To: Tammy Smith <tsmith@ryjson.com>
Subject: FW: Milford Invoices

Hi Tammy

Here are a few invoices I would like to put in CO in for the Middle School. The largest one is for the room signage. The other ones are misc smaller ones. One is from compliances for doing asbestos abatement survey and design on the building by the football field, another one for Hudson cleaning fro floor before the open house, one for tinting and one for appliances. The signage one I received the bid document later than I wanted them so I went with these guys who I used at Cape who I knew could pull it off. Take a look and let me know if you have any concerns.

From: Lauren Bremer [<mailto:lauren@gopcgnow.com>]
Sent: Wednesday, December 31, 2025 9:19 AM
To: Dean Johnson <djohnson@ryjson.com>
Subject: Milford Invoices

HI Dean!!

I hope you have been enjoying your holidays and Happy New Year!!!

Here are the final invoices for the Milford Elementary project.

Lauren Bremer

Precision Color Graphics/ Incolor Digital
1401 Todds Lane
Wilmington, DE 19802
302-661-2595

January 26, 2026

Contract Vendor	Change Order Number	Description	Change Order Amount
Richard Y. Johnson & Son, Inc.	006	interior signage	60,400.00
Richard Y. Johnson & Son, Inc.	006	asbestos abatement for field house demolition	4,447.50
Richard Y. Johnson & Son, Inc.	006	additional cleaning services	7,000.00
Richard Y. Johnson & Son, Inc.	006	window film	2,700.00
Richard Y. Johnson & Son, Inc.	006	work room and custodial appliances	5,954.50
Master Interiors, Inc.	B-12	August time and material work and premium time	831.60
TOTAL COST ADJUSTMENT \$			81,333.60

Financial Position Report
as of 31-December-2025

Forecast Period: Q3-2025
District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non- Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$33,620,604.75	\$579,824.83	\$150,000.00	\$34,350,429.58		\$3,303,000.00	\$466,008.46	\$3,769,008.46	\$30,581,421.12		\$190,000.00	\$3,858,000.00	\$405,000.00	\$26,508,421.12	\$1,100,000.00
Div II	\$1,147,934.62	\$442,734.02	\$0.00	\$1,590,668.64		\$0.00	\$717,016.75	\$717,016.75	\$873,651.89		\$0.00	\$0.00	\$606,646.05	\$267,005.84	
Div III	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.80	\$2,176.00	\$0.00	\$2,176.80		\$0.00	\$2,176.00	\$2,176.00	\$0.80		\$0.00	\$0.00	\$0.00	\$0.80	
Other	\$446,962.22	\$0.00	\$0.00	\$446,962.22		\$0.00	\$223,481.11	\$223,481.11	\$223,481.11		\$0.00	\$0.00	\$223,481.11	\$0.00	
Total Discretionary Fund Revenue	\$35,215,502.39	\$1,024,734.85	\$150,000.00	\$36,390,237.24		\$3,303,000.00	\$1,408,682.32	\$4,711,682.32	\$31,678,554.92		\$190,000.00	\$3,858,000.00	\$1,235,127.16	\$26,775,427.76	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

Financial Position Report

as of 31-December-2025

Forecast Period: Q3-2025

District: Milford

Local Current Expenses

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
98000	2026	LOCAL FUNDS	\$19,869,981.20	\$523,837.37	\$150,000.00	\$20,543,818.57		\$3,300,000.00	\$400,000.00	\$3,700,000.00	\$16,843,818.57		\$190,000.00	\$3,850,000.00	\$400,000.00	\$12,783,818.57
98000	2025	LOCAL FUNDS	\$0.00	\$1,008.46	\$0.00	\$1,008.46		\$0.00	\$1,008.46	\$1,008.46	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
91560	2026	Athletics	\$182,774.26	\$0.00	\$0.00	\$182,774.26		\$0.00	\$0.00	\$0.00	\$182,774.26		\$0.00	\$0.00	\$0.00	\$182,774.26
91301	2026	Building Rental	\$98,821.00	\$0.00	\$0.00	\$98,821.00		\$3,000.00	\$0.00	\$3,000.00	\$95,821.00		\$0.00	\$3,000.00	\$0.00	\$92,821.00
91691	2026	Indirect Costs	\$81,478.00	\$0.00	\$0.00	\$81,478.00		\$0.00	\$0.00	\$0.00	\$81,478.00		\$0.00	\$0.00	\$0.00	\$81,478.00
98036	2026	Reserve Account	\$12,907,237.07	\$0.00	\$0.00	\$12,907,237.07		\$0.00	\$0.00	\$0.00	\$12,907,237.07		\$0.00	\$0.00	\$0.00	\$12,907,237.07
91603	2026	CSCRP	\$342,240.36	\$0.00	\$0.00	\$342,240.36		\$0.00	\$0.00	\$0.00	\$342,240.36		\$0.00	\$5,000.00	\$0.00	\$337,240.36
91350	2026	Library	\$15,311.06	\$0.00	\$0.00	\$15,311.06		\$0.00	\$0.00	\$0.00	\$15,311.06		\$0.00	\$0.00	\$0.00	\$15,311.06
91305	2026	Donations	\$122,761.80	\$54,979.00	\$0.00	\$177,740.80		\$0.00	\$65,000.00	\$65,000.00	\$112,740.80		\$0.00	\$0.00	\$5,000.00	\$107,740.80
			\$33,620,604.75	\$579,824.83	\$150,000.00	\$34,350,429.58		\$3,303,000.00	\$466,008.46	\$3,769,008.46	\$30,581,421.12		\$190,000.00	\$3,858,000.00	\$405,000.00	\$26,508,421.12
														Projected 1 month Local Payroll		\$1,100,000.00

Division II

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance on 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
00159	2026	ENERGY	\$363,779.89	\$408,225.95	\$0.00	\$772,005.84		\$0.00	\$290,000.00	\$290,000.00	\$482,005.84		\$0.00	\$0.00	\$215,000.00	\$267,005.84
00159	2025	ENERGY	\$0.00	\$7,778.86	\$0.00	\$7,778.86		\$0.00	\$7,778.86	\$7,778.86	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
05165	2026	ALL OTHER C	\$773,356.99	\$18,289.06	\$0.00	\$791,646.05		\$0.00	\$400,000.00	\$400,000.00	\$391,646.05		\$0.00	\$0.00	\$391,646.05	\$0.00
05165	2025	ALL OTHER C	\$10,797.74	\$8,440.15	\$0.00	\$19,237.89		\$0.00	\$19,237.89	\$19,237.89	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
			\$1,147,934.62	\$442,734.02	\$0.00	\$1,590,668.64		\$0.00	\$717,016.75	\$717,016.75	\$873,651.89		\$0.00	\$0.00	\$606,646.05	\$267,005.84

Division III

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance on 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
05186	2026	DIV.III EQU	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
05186	2025	DIV.III EQU	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00

Cash Option

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance on 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
05190	2026	RELATED SERVICES OPTIO	\$0.80	\$2,176.00	\$0.00	\$2,176.80		\$0.00	\$2,176.00	\$2,176.00	\$0.80		\$0.00	\$0.00	\$0.00	\$0.80
05190	2025	RELATED SERVICES OPTIO	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
			\$0.80	\$2,176.00	\$0.00	\$2,176.80		\$0.00	\$2,176.00	\$2,176.00	\$0.80		\$0.00	\$0.00	\$0.00	\$0.80

Other

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance on 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
05289	2026	ED SUSTAINMENT	\$446,962.22	\$0.00	\$0.00	\$446,962.22		\$0.00	\$223,481.11	\$223,481.11	\$223,481.11		\$0.00	\$0.00	\$223,481.11	\$0.00

05289	2025	ED SUSTAINMENT	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
			\$446,962.22	\$0.00	\$0.00	\$446,962.22		\$0.00	\$223,481.11	\$223,481.11	\$223,481.11		\$0.00	\$0.00	\$223,481.11	\$0.00

			Actual Unencumbered as of 12/31	Encumbered as of 12/31	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non- Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance on 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30
Total Discretionary Fund Revenue			\$35,215,502.39	\$1,024,734.85	\$150,000.00	\$36,390,237.24		\$3,303,000.00	\$1,408,682.32	\$4,711,682.32	\$31,678,554.92		\$190,000.00	\$3,858,000.00	\$1,235,127.16	\$26,775,427.76

Final Fiscal Year 2026 Revenue Budget

REVENUE SOURCE	Final FY 2025 Budget	Final FY 2026 Budget
STATE FUNDS		
Division I, Formula Salaries	\$ 38,922,522.74	\$ 44,470,000.00
Cafeteria Salaries	745,521.00	811,152.00
Division II, All Other Costs	1,115,494.00	970,787.64
Division II - Vocational	115,046.00	109,339.00
Division II, Energy	847,099.00	845,547.00
Division III, Equalization	6,138,589.00	6,167,399.00
Academic Excellence Cash Option/Mid-Year Unit Count Funds	-	36,123.00
State Transportation	4,172,159.82	4,649,483.38
Homeless Transportation	645,492.00	457,746.00
Foster Transportation	191,196.00	280,598.00
Transportation Supply	1,000.00	1,000.00
Related Services Cash Option	151,760.58	116,598.00
Driver's Education	23,355.00	21,480.00
Unique Alternatives	62,382.48	62,382.48
Delaware Educational Sustainment Fund	794,671.00	794,235.00
Technology Block Grant	106,353.00	106,294.00
World Language Expansion	125,575.18	137,284.18
Education Opportunity Grant	2,584,339.84	2,595,900.00
Education Opportunity Grant - Mental Health	463,657.00	454,340.00
Student Success Block Grant - Reading	374,860.00	407,740.00
Mental Health Block Grant/Cash Option	455,213.00	407,861.00
Substitute Reimbursement - Paid Parental Leave	60,662.75	63,672.00
School Safety and Security Fund	287,717.00	277,488.00
CPR Instruction/Child Safety Awareness	1,050.72	1,058.00
Athletic Trainer Block Grant	59,867.00	66,113.00
Professional Development	-	-
Other State Grants	-	553,474.10
Minor Capital Improvements	521,502.00	897,186.00
Major Capital Improvements	-	-
TOTAL STATE FUNDS	\$ 58,967,086.11	\$ 65,762,280.78
LOCAL FUNDS		
Current Expense (tax rate)	\$ 9,985,000.00	\$ 10,519,303.63
Current Expense (capitations)	200.00	200.00
Debt Service	2,300,000.00	2,113,761.87
Debt Service - County Impact Fees	92,500.00	92,500.00
Tuition	1,400,000.00	2,330,000.00
Minor Capital Improvements (<i>Local Match</i>)	347,668.00	558,521.42
Interest	1,835,000.00	1,900,000.00
Athletics	32,500.00	45,000.00
Children Services Cost Recovery Project (CSCRCP)	45,000.00	45,000.00
Indirect Costs	75,000.00	75,000.00
Child Nutrition Operations	2,700,000.00	2,700,000.00
District Donations	98,500.00	175,000.00
Building Rental	4,500.00	4,500.00
E-Rate	-	2,000.00
Net Choice Billings	(235,427.24)	(264,776.01)
Net Charter Billings	(294,701.28)	(322,262.44)
Tuition Billings	(2,100,000.00)	(1,725,000.00)
Other Local Revenue	35,000.00	35,000.00
Education Opportunity (<i>Local Match</i>)	-	-
Reading and Math Specialists (<i>Local Match</i>)	-	-
Extra Time (<i>Local Match</i>)	-	-
Technology Maintenance (<i>Local Match</i>)	-	-
TOTAL LOCAL FUNDS	\$ 16,320,739.48	\$ 18,283,748.47
FEDERAL FUNDS		
Title I	\$ 1,760,148.00	\$ 2,077,394.41
Title II	340,367.00	349,245.00
Title III	115,869.00	132,819.00
Title IV	215,270.00	204,072.00
Perkins	146,886.00	187,351.80
IDEA Part B	1,316,991.00	1,289,407.00
IDEA Preschool	58,767.00	58,591.00
Other Federal Revenue	-	-
TOTAL FEDERAL/OTHER FUNDS	\$ 3,954,298.00	\$ 4,298,880.21
GRAND TOTAL ALL FUNDS	\$ 79,242,123.59	\$ 88,344,909.46

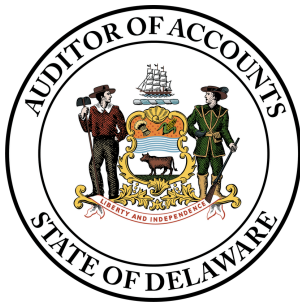
Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.

Final Fiscal Year 2026 Expenditure Budget

Operating Unit	Operating Unit Description	FY 2025 Final Budget	FY 2026 Final Budget	\$ Difference	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 73,450.00	\$ 50,676.00	\$ (22,774.00)	-31.01%
9180670A	Evelyn I. Morris Early Childhood Center	65,290.00	57,630.00	(7,660.00)	-11.73%
9180672A	Lulu M. Ross Elementary School	91,190.00	72,552.00	(18,638.00)	-20.44%
9180673A	Mispillion Elementary School	75,690.00	61,994.00	(13,696.00)	-18.09%
9180675A	Milford Central Academy	132,855.00	85,602.50	(47,252.50)	-35.57%
9180676A	Milford Middle School	-	81,664.00	81,664.00	
9180678A	Milford Senior High School	190,350.00	166,235.00	(24,115.00)	-12.67%
99900000	Board of Education	9,000.00	15,000.00	6,000.00	66.67%
99900000	School Resource Officers	15,000.00	15,000.00	-	0.00%
99900100	Legal Services and Audits	90,000.00	90,000.00	-	0.00%
99900300	District Expenditures	100,000.00	100,000.00	-	0.00%
99900300	School Safety and Security	287,717.00	277,488.00	(10,229.00)	-3.56%
99900300	Intervention Services Grant	-	150,000.00	150,000.00	
99900300	Public Relations and Communication	40,000.00	40,000.00	-	0.00%
99900300	Copy Center (District Wide)	165,000.00	200,000.00	35,000.00	21.21%
99910100	Superintendent	1,500.00	1,500.00	-	0.00%
99920000	World Language Immersion (State)	125,575.18	137,284.18	11,709.00	
99920000	Student Success Block Grant - Reading (State)	374,860.00	407,740.00	32,880.00	8.77%
99920000	Opportunity Grant Mental Health (State)	918,870.00	862,201.00	(56,669.00)	-6.17%
99920000	Education Opportunity Grant (State)	2,584,339.84	2,595,900.00	11,560.16	0.45%
99920000	CPR Instruction and Child Safety Awareness (State)	1,050.72	1,058.00	7.28	0.69%
99920000	Principal Pipeline Project (State)	-	20,000.00	20,000.00	
99920000	Literacy Emergency Fund - Bridge to Practice Award (State)	-	383,474.10	383,474.10	
99920000	Summer School	30,000.00	60,000.00	30,000.00	100.00%
99920000	Translators	5,000.00	5,000.00	-	0.00%
99920000	Extra Time Programs	30,000.00	30,000.00	-	0.00%
99920000	Curriculum and Instructional	150,000.00	150,000.00	-	0.00%
99920700	Athletics - High School	220,000.00	280,000.00	60,000.00	27.27%
99920700	Athletics - Middle Schools	46,500.00	46,500.00	-	0.00%
99920800	Driver's Education	23,355.00	21,480.00	(1,875.00)	-8.03%
99930200	Tuition - Special Services	330,000.00	330,000.00	-	0.00%
99930200	Tuition - Special Services - ILC	275,000.00	275,000.00	-	0.00%
99930200	Unique Alternatives (State)	62,382.48	62,382.48	-	0.00%
99930300	Special Services	59,500.00	42,000.00	(17,500.00)	-29.41%
99930300	Nurse Supplies	-	17,500.00	17,500.00	
99930300	Related Services (State)	151,760.58	116,598.00	(35,162.58)	-23.17%
99940100	Contingencies and One-Time Items	425,000.00	925,000.00	500,000.00	117.65%
99940200	Division I Formula and Other State Salaries	39,043,052.49	44,599,785.00	5,556,732.51	14.23%
99940300	Division II Vocational	115,046.00	109,339.00	(5,707.00)	-4.96%
99940400	Division III/Local Salaries	13,108,962.94	13,840,000.00	731,037.06	5.58%
99940400	Local Limited Contracts	385,000.00	385,000.00	-	0.00%
99940500	Title I	1,760,148.00	2,077,394.41	317,246.41	18.02%
99940500	Title II	340,367.00	349,245.00	8,878.00	2.61%
99940500	Title III	115,869.00	132,819.00	16,950.00	14.63%
99940500	Title IV	215,270.00	204,072.00	(11,198.00)	-5.20%
99940500	IDEA Part B	1,316,991.00	1,289,407.00	(27,584.00)	-2.09%
99940500	IDEA Preschool	58,767.00	58,591.00	(176.00)	-0.30%
99940500	Perkins	146,886.00	187,351.80	40,465.80	27.55%
99940600	Insurance	160,000.00	160,000.00	-	0.00%
99940700	District Donations	25,000.00	175,000.00	150,000.00	600.00%
99940810	Technology Equipment and Repair	286,500.00	286,500.00	-	0.00%
99940810	Technology Block Grant	106,353.00	106,294.00	(59.00)	-0.06%
99940900	Tuition Reimbursement - Administrative	15,000.00	15,000.00	-	0.00%
99940900	Tuition Reimbursement	70,000.00	100,000.00	30,000.00	42.86%
99950000	Personnel/Human Resources	12,500.00	12,500.00	-	0.00%
99960000	Child Nutrition Operations	2,700,000.00	2,700,000.00	-	0.00%
99960000	Cafeteria Salaries (State)	745,521.00	811,152.00	65,631.00	8.80%
99960100	Facilities Maintenance	90,000.00	100,000.00	10,000.00	11.11%
99960100	Custodial Services and Supplies	150,000.00	165,000.00	15,000.00	10.00%
99960200	Operations and Utilities	356,500.00	443,000.00	86,500.00	24.26%
99960200	Division II, Energy	847,099.00	845,547.00	(1,552.00)	-0.18%
99960300	State Transportation	4,172,159.82	4,649,483.38	477,323.56	11.44%
99960300	State Homeless Transportation	645,492.00	457,746.00	(187,746.00)	-29.09%
99960300	State Foster Transportation	191,196.00	280,598.00	89,402.00	46.76%
99960300	Transportation Supplies	1,000.00	1,000.00	-	0.00%
99960400	Transportation Internal Budget	20,000.00	30,000.00	10,000.00	50.00%
99960400	Local Homeless Transportation Match	71,721.33	50,860.67	(20,860.66)	-29.09%
99960400	Local Transportation Match	462,351.09	515,192.60	52,841.51	11.43%
Total Operating Budget		\$ 74,884,988.47	\$ 83,372,337.12	\$ 8,487,348.65	11.33%
99970000	Local Debt Service	2,106,795.45	2,113,761.87	6,966.42	0.33%
99970200	Minor Capital Improvements	869,170.00	1,455,707.42	586,537.42	67.48%
99970200	Local Capital Investments	-	1,310,603.05	1,310,603.05	
Total Capital Budget		\$ 2,975,965.45	\$ 4,880,072.34	\$ 1,904,106.89	63.98%

TOTAL	\$ 77,860,953.92	\$ 88,252,409.46	\$ 10,391,455.54	13.35%
Reserve Allocation:				
Discretionary		\$ -		
Non-Discretionary		92,500.00		
Total Reserve Allocation:	\$ 1,381,169.67	\$ 92,500.00	\$ (1,288,669.67)	
GRAND TOTAL	\$ 79,242,123.59	\$ 88,344,909.46	\$ 9,102,785.87	11.49%

Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.



MILFORD SCHOOL DISTRICT

LOCAL FUNDS PERFORMANCE AUDIT
FISCAL YEAR ENDED JUNE 30, 2023



MILFORD SCHOOL DISTRICT LOCAL FUNDS PERFORMANCE AUDIT REPORT SUMMARY FOR FISCAL YEAR ENDED JUNE 30, 2023

BACKGROUND

Performance audits are used to evaluate the efficiency and effectiveness of an organization's operations. The objective of this performance audit is to provide management, the District Board of Education and the State of Delaware with information to improve performance, public accountability, and transparency.

The purpose of this performance audit is to determine whether the District's operations over the collection and spending of local school district property tax funds complied with relevant laws and regulations. Our performance audit addressed the following areas:

- The tax rate setting process
- Payments for services and supplies
- Employee compensation and payroll processing

The Auditor of Accounts is mandated by 29 Del. C., §2906(f) to perform annual audits of local school district tax funds. Under Delaware Code, school districts may levy and collect taxes for school purposes upon the assessed value of all taxable real estate in the district.

KEY INFORMATION AND FINDINGS

Performance audit testing of the rate-setting process revealed the District's management and Board of Education analyzed expected spending and set the FY 2023 tax rates to provide adequate revenues, as summarized here.

- The District's FY 2023 current expense tax rate was set by referendum in 2015.
- Revenues from the District's debt service and tuition tax rates were consistent with expenditures.
- The District's debt service reserve of \$856,663 as of June 30, 2023 complied with the State of Delaware requirements.

Milford School District Quick Facts

K-12 Schools
5

Students Served
4,500

Employees
500

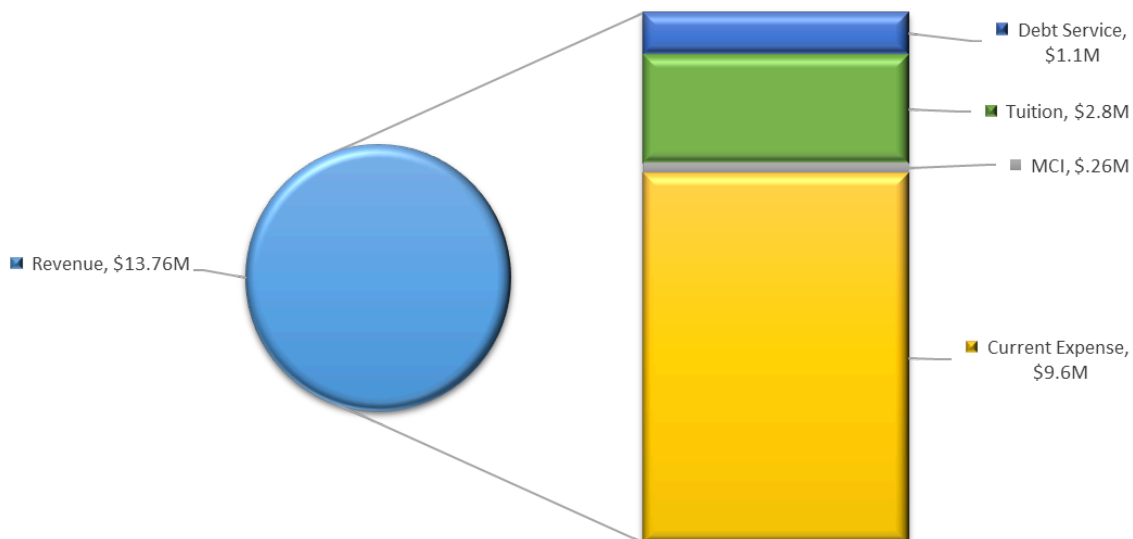


MILFORD SCHOOL DISTRICT LOCAL FUNDS PERFORMANCE AUDIT REPORT SUMMARY FOR FISCAL YEAR ENDED JUNE 30, 2023

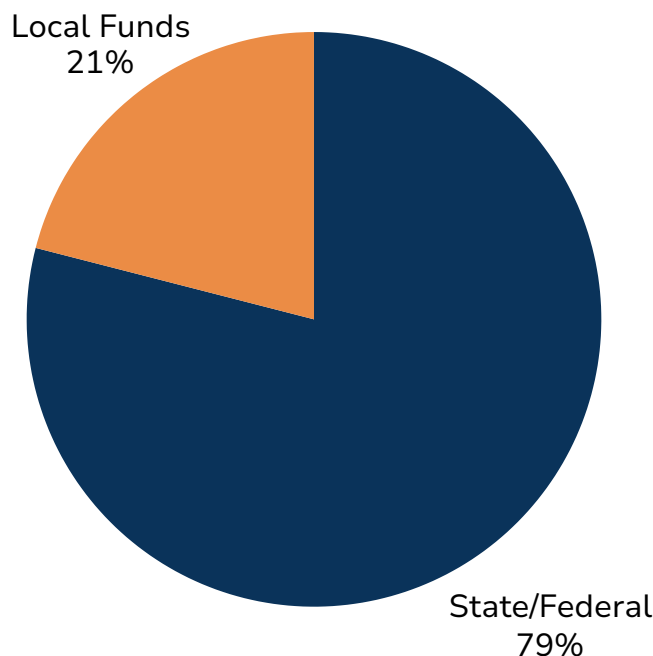
KEY INFORMATION AND FINDINGS CONTINUED

The District allocates the local property tax funds received by their intended purpose (current expense, debt service, tuition, and match taxes). We found that the allocation was consistent with the tax rates approved by the Board of Education. The four components of local school tax revenue allocations are summarized below:

Local School Tax Revenue Allocation
(in \$ millions)



FY23 Revenue Sources





MILFORD SCHOOL DISTRICT LOCAL FUNDS PERFORMANCE AUDIT REPORT SUMMARY FOR FISCAL YEAR ENDED JUNE 30, 2023

KEY INFORMATION AND FINDINGS CONTINUED

Findings may involve deficiencies in internal control; noncompliance with provisions of laws, regulations, contracts, and grant agreements; or instances of fraud. Performance audit testing of the District's expenditures did not uncover fraud, waste or abuse. The audit relied on various sources of information and methods to obtain an understanding of and assess Local Funds' processes for the School District, including inquiry, document reviews, risk assessment, and identification and performance assessment of key controls.

Testing identified the following conditions that are reported as findings:

- District purchases did not follow the requirements of the State Code for state sole source procurements.

The potential exposure to the State of the weaknesses in the purchasing internal controls is that they increase the risk that the District would make purchases without first obtaining the best prices and terms.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2023

MILFORD SCHOOL DISTRICT
TABLE OF CONTENTS
JUNE 30, 2023

	<u>Page No.</u>
Independent Auditor's Report	1
Performance Audit Overview	2
Background	2
District Specific Summary	5
Audit Objectives	5
Audit Scope	6
Audit Methodology and Results	6
Schedule of Findings and Recommendations	14
Conclusion	17
District Response to Local Funds Audit	18



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Independent Auditor's Report

Dr. Bridget Amory, Superintendent
Milford School District
906 Lakeview Avenue
Milford, Delaware 19963

Dear Dr. Amory:

We present the attached report which provides the results of our performance audit of the Milford School District's Local Funds' design and operation of internal controls and compliance with applicable State and District regulations and policies during the year ended June 30, 2023. The Office of Auditor of Accounts engaged Belfint, Lyons & Shuman, P.A. to conduct a Performance Audit of the Milford School District's Local Funds under OAOA Contract Number 22-CPA01_SDLOCALFUNDS.

The Office of Auditor of Accounts is authorized under 29 Del. C., §2906(f) to perform post-audits of local school district tax funds' budget and expenditures. The Milford School District's management is responsible for the design and operation of internal controls over Local Funds and compliance with the applicable Delaware Code sections.

We conducted this performance audit in accordance with *Government Auditing Standards* as issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

This report is intended solely for the information and use of the Milford School District, the Delaware Department of Education, and the Office of Auditor of Accounts, and is not intended to be, and should not be, used by anyone other than these specified parties. Under 29 Del. C. §10002(o), this report is a matter of public record, and its distribution is not limited. This report, as required by statute, will be provided to the Office of the Governor, Office of the Controller General, General Assembly, Office of the Attorney General, and Office of Management and Budget.

Belfint, Lyons & Shuman, P.A.

December 3, 2024
Wilmington, Delaware

cc: Lydia York, Esq., CPA - State Auditor
Dr. Sara Hale - Chief Financial Officer

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT
JUNE 30, 2023

PERFORMANCE AUDIT OVERVIEW

Performance audits are audits that provide findings or conclusions based on an evaluation of sufficient, appropriate evidence against criteria. Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability.

BACKGROUND

Overview - Any Delaware School District may, in addition to the amounts apportioned to it by the Delaware Department of Education (DOE) or appropriated to it by the General Assembly, levy and collect additional taxes for school purposes upon the assessed value of all taxable real estate in the district except real estate exempt from taxation per 14 Del. C., §1902 and 14 Del. C., §2601. The purpose of this performance audit is to determine whether internal controls over the collection and use of these real estate tax funds were designed and operated in accordance with Delaware law and District policy. For purposes of this report, real estate taxes levied for school purposes are referred to as “Local Funds.” Although there are other types of Local Funds, they are not included in the scope of our performance audit.

Laws and Regulations - The school district’s authority to levy taxes is governed by 14 Del. C., Ch. 19 for nonvocational districts and by 14 Del. C., Ch. 26 for vocational districts. The legislative provisions and other policies relevant to local school taxes are summarized below. There are four categories of local school taxes: current expense, debt service, tuition, and match taxes summarized as follows:

Current Expense - Current expense tax rates are levied for general operation expenses incurred by the school district. Rate increases are approved via voter referendum.

Debt Service - Debt service tax rates are levied to cover the local share of the principal and interest payments on bonds funding major capital projects which, per Delaware Administrative Code Section 401, *Major Capital Improvement Program*, are projects costing \$1,000,000 or more. The local share of major capital projects is between 20% and 40% of the total cost per 29 Del. C., §7503(b) with the remaining balance financed by the State of Delaware. The project must be approved by the DOE and bond issuances are authorized via voter referendum. Per 14 Del. C §2116 and §2118(a), with a passing referendum, districts are authorized to levy a debt service tax sufficient to cover the local share of annual principal and interest payments plus 10% for expected delinquencies.

Vocational schools do not require a referendum to increase their debt service rate. Per 29 Del. C., §7503(b), the bond authorization act in which the project is included authorizes the vocational district to levy taxes sufficient to cover the local share of principal and interest bond payments.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

BACKGROUND - CONTINUED

Laws and Regulations - Continued

Debt Service - Continued

The District is required to maintain debt service reserves, within a range of at least four months to no more than 110% of the following fiscal year's debt service payments based on the following opinions issued by the State of Delaware Attorney General:

- Attorney General Opinion 89-I017 from 1989 stated that, per the DOE, a sufficient reserve is at least four months of the following fiscal year's debt service payments.
- Attorney General Opinion 1W-024 from 1975 stated that a reserve is considered excessive when it is greater than 110% of total debt expenditures in the following year as districts' powers to levy taxes for debt service are limited per 14 Del. C., §2116 and §2118(a) to principal and interest and 10% for delinquencies.

Tuition - Tuition tax rates are levied to cover educational expenses for in-district and out-of-district placements of students in special programs and schools. The rate is set annually by the school board based on anticipated needs in the district and does not require a voter referendum. Per 14 Del. C., §2601(b), vocational school districts are not authorized to levy tuition taxes.

Match - Match funds provide a local match to State appropriations where required or allowed by law. Examples of Match programs include technology, minor capital improvements (MCIs), extra time, reading and math resource teachers, student success block grant, and opportunity fund. The following summarizes the significant match taxes authorized for the year ended June 30, 2023:

Technology - These funds are intended to support the purchase and replacement of technology, technology maintenance through personnel or services, professional learning, or other technology needs intended to improve the school district. The FY 1999 Bond and Capital Improvements Act authorized appropriations for education technology and authorized school districts to indefinitely levy up to one half of the rate required to meet the district's match. Technology match taxes are currently set by a DOE memo issued in December 1998.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

BACKGROUND - CONTINUED

Laws and Regulations - Continued

Match - Continued

Minor Capital Improvements - Per Delaware Administrative Code 405, *Minor Capital Improvement Program*, minor capital pertains to projects costing less than \$1,000,000, intended to keep assets in their original condition. The maximum local share for minor capital expenditures is 40% per 29 Del. C., §7528(b). The State of Delaware provides the remaining balance up to a maximum dollar amount which is included in the Delaware Capital Budget annually.

Enhanced Minor Capital Improvements - The FY 2023 State of Delaware Capital Budget appropriated additional minor capital improvements funds to the school districts. The funds are not subject to the \$1,000,000 minor capital improvement restriction. An amendment to the FY 2023 State of Delaware Capital Budget authorizes districts to assess a local match on a 60% state and 40% local basis either in one fiscal year or over multiple fiscal years through fiscal year ending June 30, 2025. Districts must obligate their minor capital improvement funds prior to utilizing the enhanced minor capital improvement funds, except for the purpose of remediating lead contaminated drinking water infrastructure.

Extra Time and Reading Resource and Math Resource Teachers - In accordance with 14 Del. C., §1902(b), the FY 2023 Operating Budget Epilogue sec. 361 authorizes school districts to levy a local match for Extra Time as well as Reading Resource Teachers and Mathematics Resource Teachers which were originally established by the following:

- Per the FY 2008 Operating Budget Epilogue, the extra time appropriation is intended for additional instruction for low achieving students and school districts were encouraged to match on a 70% state and 30% local basis.
- Per the FY 2010 Operating Budget Epilogue, the reading and math resource teacher appropriations are intended to fund state salaries for resource teachers in each school and districts were encouraged to match on a 70% state and 30% local basis.

Student Success Block Grant - The FY 2023 Operating Budget Epilogue sec. 370 authorizes school districts to assess a local match for costs relating to the Student Success Block Grant appropriations, which are intended for reading assistance in grades K through 4.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

BACKGROUND - CONTINUED

Laws and Regulations - Continued

Match - Continued

Opportunity Fund - The FY 2023 Operating Budget Epilogue sec 367 authorizes school districts to assess a local match for costs associated with Opportunity Fund appropriations intended to enhance services and provide additional supports to English Learner and low-income students, as well as be used for mental health services and/or for additional reading supports for grades K through 5. Per a June 2019 DOE Memo, schools are allowed to match on a 70% state and 30% local basis.

Substitute Teacher Block Grant - The State of Delaware FY 2023 Operating Budget Epilogue Sec. 391 authorizes school districts to assess a local match for costs associated with the Substitute Teacher Block Grant appropriations, which are intended to fund salaries for full-time substitute teachers in high need elementary, middle and high schools, with populations of 50 percent or more low-income students.

Capitation - Districts may also levy a school capitation tax on all persons 18 years of age and older, determined by the board, provided that such school capitation tax is approved by the voters of the district in the same manner as required for the levy of taxes on the assessed value of real estate, per 14 Del. C., §1912.

DISTRICT SPECIFIC SUMMARY

The Milford School District, located in Kent and Sussex Counties, operates K through 12 schools with over 4,500 students. The Milford School District employs over 500 employees to educate and support its students. Milford has one early education center, three elementary schools, one middle school, and one high school. The Milford School District Board of Education is the governing body of the District. The School Board includes seven elected members who serve four-year terms. For the purposes of this report, Milford School District is referred to as the “School District” or “District.”

AUDIT OBJECTIVES

The objectives established for the performance audit of the School District were:

Objective 1 - School District internal controls over the expenditure of Local Funds were designed and operated in accordance with the requirements of the *Delaware Code*, State of Delaware *Administrative Code*, State of Delaware *Budget and Accounting Policy Manual (BAM)*, School District Accounting Policies, and the School District Budget (the requirements).

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT OBJECTIVES - CONTINUED

Objective 2 - School District internal controls over the receipt of Local Funds were designed and operated in accordance with the requirements.

Objective 3 - School District real estate taxes were approved and calculated in accordance with the requirements.

Objective 4 - School District tuition tax funds are calculated and spent in accordance with the requirements.

AUDIT SCOPE

The period covered by the Performance Audit was July 1, 2022 through June 30, 2023. We sampled and examined transactions from the populations of expenditures and receipts of Local Funds for the period from July 1, 2022 through June 30, 2023. In sampling these transactions, we relied on documentation provided by the School District, the DOE and the State of Delaware's financial accounting and human resources systems.

AUDIT METHODOLOGY AND RESULTS

To address the audit objectives of this performance audit, we performed the following procedures:

- A. Planning Phase: The audit relied on various sources of information and methods to properly plan the audit and to obtain an understanding of and assess Local Funds' processes for the School District, including the following:
 - 1. Reviewed the applicable sections of the *Delaware Code*, State of Delaware *Administrative Code*, State of Delaware *BAM*, School District Accounting Policies, and the School District Budget to gain an understanding of the legal and policy requirements governing Local Funds.
 - 2. Inquired about whether there were any findings and recommendations in reports resulting from previous audits that relate to the objectives of this audit and whether the recommendations have been implemented.
 - 3. Reviewed the Board of Education's meeting minutes for the audit period.
 - 4. Identified and reviewed contracts, agreements, and other important documents.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

5. Performed risk assessment procedures such as:
 - a. Obtained and documented an understanding of the School District and its environment and identified risks.
 - b. Completed engagement team discussions, including discussions about the possibility of error or fraud involving Local Funds.
 - c. Made inquiries of management and others about risks (including fraud risks, related-party transactions, unusual transactions, and compliance with laws, regulations, contracts, and grant agreements).
 - d. Obtained and documented an understanding of the School District's internal control system over Local Funds by performing walkthroughs.
 6. Identified key internal controls over the District's Local Funds for testing.
- B. Performance Assessment: Based on the information gathered, we developed the following risk-based approach to assess the design and operation of internal controls over Local Funds with respect to the audit objectives:
1. To assess the design and operation of disbursement internal controls, we sampled and tested transactions from the population of expenditures from Local Funds and Local Tuition Tax funds to determine that transactions were properly documented, authorized and properly recorded; that products and services were received and that transactions complied with State and District requirements.
 2. To assess the design and operation of procurement internal controls, we analyzed disbursements to vendors made from the District's State, Local and Federal Funds' (excluding purchases made using State-wide contracts, those entered into by the Office of Management and Budget's (OMB), Government Support Services Division (GSS)). Our analysis included all District funding (local, state and federal) because the procurement requirements apply regardless of funding source. We analyzed procurements as follows:
 - a. Cumulative expenditures by vendor, with consideration to multiple purchase orders and multiple direct claim payments (purchases without purchase orders) for similar products and services, to test whether the cumulative amounts may have exceeded the applicable procurement thresholds.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

- b. Payments made via Purchasing Cards to test whether single payments (or multiple payments for similar products or services) may have exceeded the applicable procurement thresholds.
- c. Payments to Single Payment Suppliers (suppliers that are paid only once) to test whether payments may have exceeded the applicable procurement thresholds.
- d. In addition, we selected the following types of vendor transactions for testing:
 - i. A judgmental sample of vendors with cumulative purchase amounts meeting or exceeding the State and District procurement thresholds.
 - ii. A judgmental sample of unusual or higher risk vendor transactions.
 - iii. A judgmental sample of purchasing card transactions and single payment supplier transactions meeting or exceeding the State and District procurement thresholds.

For vendor relationships governed by State-wide contracts, we selected and tested a sample of significant transactions to verify that District's purchases complied with the terms of the agreements entered into by the OMB's GSS Division.

- 3. To assess the design and operation of payroll internal controls:
 - a. Sampled and tested transactions from a population of current year payroll change events, affecting local funds' payroll expenditures for the following:
 - i. Employees' annual salary increases agreed to published and approved salary tables.
 - ii. Changes to payroll, other than annual salary increases, agreed to supporting documentation and were properly approved.
 - b. Sampled and tested transactions from a population of current year payroll expenditures from Tuition Local Funds to verify employees, whose salaries and wages during the fiscal year were funded with Tuition Local Funds, responsibilities were consistent with the District's special education programs.
 - c. Sampled and tested management's reconciliation, review, and approval of bi-weekly payrolls.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

4. To assess the design and operation of internal controls over the approval and calculation of real estate taxes, including tuition tax:
 - a. Compared taxes levied per official tax warrants to supporting rate calculations, budgets, and amounts authorized by referendum, relevant legislation (including tax revenue reserve limits), and District approval.
 - b. Analyzed tax revenue reserves at the beginning and end of the fiscal year, as applicable.
 - c. Verified local tax fund receipts were properly recorded to the related tax appropriation based on the official tax warrant.

Objective 1 - School District internal controls over the expenditure of Local Funds were designed and operated in accordance with the requirements.

Results - Except as detailed in the *Schedule of Findings and Recommendations*, we found the design of the key internal controls over payroll, non-payroll, and debt expenditures of Local Funds were designed and operated in accordance with the requirements during the period from July 1, 2022 through June 30, 2023.

Non-Payroll Expenditures - To assess the operation of the internal controls over non-payroll expenditures of Local Funds, we selected a sample of forty disbursement transactions (excluding transactions from tuition Local Funds tested in Objective 4). Thirty-five of these transactions were selected randomly and five transactions were selected from a population of nontuition Local Fund disbursements made to vendors with State-wide contracts, in conjunction with the procedures performed over procurement. The results of our procedures over procurement are reported below. Our review of the selected transactions determined that the purchases complied with both State and District requirements and that the transactions were properly approved by the District as evidenced by approval on invoices and receipts as well as in First State Financials (FSF), the Delaware State accounting system.

Procurement - To assess the District's compliance with both State and District procurement requirements, we analyzed the District's total FY 2023 disbursement population and, using a risk-based approach, we selected the following samples:

- A judgmentally selected sample of five vendors with cumulative expenditures exceeding the \$10,000 procurement threshold per the *BAM* (this is the lowest threshold that requires competitive purchasing).

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

Objective 1 - Continued

Results - Continued

Procurement - Continued

- A judgmentally selected sample of one procurement card purchase exceeding the \$10,000 procurement threshold per the *BAM*.
- There were no single-payment supplier purchases made by the District that exceeded \$10,000; therefore, a sample of these transactions was not selected.

We examined documentation for each of the transactions selected and found that the purchasing process for goods and services purchased from five vendors during the fiscal year was not in compliance with State and District procurement requirements. Refer to Finding Number 1 in the *Schedule of Findings and Recommendations* for details of the deficiencies identified and related recommendations.

In conjunction with the procedures performed over non-payroll payroll expenditures, we selected a sample of five significant disbursements, from nontuition Local Funds, made to vendors with State-wide contracts. We compared the terms of the invoices to the State-wide contracts and found that the District's purchases complied with the agreements entered into with the vendors by the OMB's GSS Division.

Payroll Expenditures - To assess the operation of the internal controls over payroll expenditures made from Local Funds, we selected a random sample of eighteen Local Funds pay rate changes processed during the fiscal year, other than annual salary increases. Our examination of the transactions determined that all the sampled changes were supported.

To test the employees' annual increases, we selected a random sample of ten annual step increases and agreed each employee's salary profile in the State's payroll system, Payroll and Human Resource Statewide Technology (PHRST), to the District's approved FY 2023 salary schedules.

We reviewed evidence of the District's bi-weekly payroll reconciliation and approval process for a random sample of four bi-weekly payroll cycles and determined that authorized personnel at the District performed and maintained evidence of a review of bi-weekly payroll expenditures.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

Objective 1 - Continued

Results - Continued

Debt Service Expenditures - We examined the requirement that the District maintain its debt service reserve, within a range of at least four months and no more than 110% of the following fiscal year's debt service payments. We also compared budget to actual debt service expenditures, at the District level, during our analysis of debt service real estate tax rate calculations in Objective 3. Because the payment of debt service is managed and initiated at a statewide level by the State of Delaware Department of Finance, it is outside of the scope of this performance audit, and we did not assess the design or operation of internal controls over debt service expenditures.

Objective 2 - School District internal controls over the receipt of Local Funds were designed and operated in accordance with the requirements.

Results - We obtained the Kent and Sussex County School District Reports of Local Property Tax Collections. We recalculated the District's distribution of its receipts among the four categories of local taxes and determined that the District accurately distributed the receipts based on the official warrants and code requirements. We also observed transfers of restricted current expense receipts to relevant appropriations.

Objective 3 - School District real estate taxes were approved and calculated in accordance with the requirements.

Results - To determine if real estate taxes were approved and calculated in accordance with the requirements, we obtained the official tax warrant for FY 2023 and concluded the following:

- The District's current expense rate was supported by a referendum passed in June 2015.
- The District assesses a local match tax for the following: Minor Capital Improvements, Technology, Reading and Math Resource Teachers, Student Success Block Grants and Extra Time. We found the District's local match tax revenues were consistent with the prior year and were determined to be immaterial to total Local Fund revenues.
- We compared debt service tax collections based on the debt service rate to principal and interest schedules for FY 2023 and FY 2024 and determined that the rate was sufficient to cover debt services expenditures in FY 2023 and provide the District with a reserve equal to approximately 40% of its FY 2024 debt payments as summarized below. District debt service reserves held as of June 30, 2023, were within the range set by the State of Delaware Attorney General.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

Objective 3 - Continued

Results - Continued

July 1, 2022 Debt Service Reserve Balance	\$ 899,141
FY 2023 Debt Service Activity	
Receipts	1,122,603
Expenditures	<u>(1,156,081)</u>
June 30, 2023 Debt Service Reserve Balance	<u>\$ 865,663</u>
Budgeted FY 2024 Debt Service	<u>\$ 2,162,746</u>
Reserve to Expected Future Payments Ratio	<u>40%</u>

We accumulated information from the following sources to meet this audit objective - The FY 2023 Debt Service Tax Collections and FY 2023 Debt Service Reserves were obtained from the June 30, 2023 Daily Validity Report (Document Direct Report DGL060), which is a daily report on the status of appropriations. The FY 2023 and FY 2024 Debt Service Principal and Interest were obtained from debt service schedules presented in the FY 2023 Final Budget and the FY 2024 Preliminary Budget, respectively.

- We compared actual tuition tax expenditures and funds transferred out to special programs and other districts to both actual revenues and budgeted expenditures and determined that the rate appeared to be sufficient to meet the District's obligations. Actual expenditures and revenues were obtained from the June 30, 2023 Daily Validity Report and budgeted expenditures from the District's FY 2023 Final Budget.

Objective 4 - School District tuition tax funds are calculated and spent in accordance with the requirements.

Results - We examined a random sample of 17 disbursement transactions made from tuition tax funds and determined that the purchases complied with State and District requirements and that the transactions were properly approved by the District as evidenced by approval on invoices and receipts, as well as in FSF.

We also examined the District's compliance with State and District procurement requirements, in conjunction with procedures performed over nontuition Local Funds. Results are reported in Objective 1.

We examined payroll expenditures made from tuition tax funds in conjunction with the procedures performed over nontuition payroll expenditures. Results are reported in Objective 1.

MILFORD SCHOOL DISTRICT
LOCAL FUNDS PERFORMANCE AUDIT - CONTINUED
JUNE 30, 2023

AUDIT METHODOLOGY AND RESULTS - CONTINUED

Objective 4 - Continued

Results - Continued

We also examined employee files for a random sample of five employees and determined that the employees' responsibilities were consistent with the functions of the District's special education programs and that the employees' salaries and wages were appropriately funded with tuition Local Funds.

We examined tuition tax fund calculations in conjunction with procedures performed over the nontuition Local Funds. Results are reported in Objective 3.

MILFORD SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023

Finding Number 1 - Purchases Did Not Comply with State Purchasing and Procurement Requirements

Condition: We selected five District vendor relationships for testing. Our testing found the following:

- Two sole source procurements for athletic related goods and services did not include the required sole source determinations made before the contract award. A sole source memo, for these awards, did not include a description of the specific efforts made, or their timing, to determine the availability of any other source. The provided sole source memo listed multiple vendors for similar services, perhaps indicating more than one sole source.
- An emergency procurement of device monitoring software was entered into during fiscal year 2021, based on a critical need determination, made in 2020 (during the COVID pandemic), but which was general and not specific to this procurement. The contract was then extended into fiscal year 2023 without documentation, in the file, explaining the reasons for the extension of the 2020 emergency procurement.

Criteria: School Districts must adhere to the procurement and purchasing requirements of the *BAM* and 29 Del. C. Ch. 69 as follows:

Sole Source Procurement:

29 Del. C. Ch. 69 § 6904 (i) “A contract may be awarded without competition if the agency head, prior to the procurement, determines in writing that there is only one source for the required contract. Sole source procurement shall not be used unless there is sufficient evidence that there is only one source for the required contract and no other type of goods or service will satisfy the requirements of the agency. The agency shall examine cost or pricing data prior to an award under this subsection. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. A written determination by the agency for the sole source procurement shall be included in the agency’s contract file.”

29 Del. C. Ch. 69 § 6925 (b) “An agency seeking a sole source procurement shall prepare written documentation citing the existence of a sole source condition. The document shall include the specific efforts made to determine the availability of any other source and an explanation of the procurement need. The agency may, for confirmation, submit this documentation to the (Government Support Services) Section for review and comment prior to the intended date of award.”

MILFORD SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS - CONTINUED
JUNE 30, 2023

Finding Number 1 - Purchases Did Not Comply with State Purchasing and Procurement Requirements- Continued

Criteria: Continued

Sole Source Procurement - Continued:

State of Delaware, Office of Management and Budget, Government Support Services, Procurement Manual 1.9 - SOLE SOURCE PROCUREMENT

A contract may be awarded without competition if the Agency head, prior to the procurement, determines in writing that there is only 1 source for the required contract. Sole source procurement shall not be used unless there is sufficient evidence that there is only 1 source for the required contract and no other type of goods or service will satisfy the requirements of the Agency. The Agency shall examine cost or pricing data prior to an award under this subsection. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. A written determination by the Agency for the sole source procurement shall be included in the Agency's contract file. 29 Del. C. § 6904(i)

Emergency Procurement:

29 Del. C. Ch. 69 § 6907 (a) “An agency head may waive any or all provisions of this chapter to meet the critical needs of the agency as required by emergencies or other conditions where it is determined to be in the best interest of the agency. The agency head may determine an emergency condition exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against. An emergency condition creates an immediate and serious need for materiel and/or nonprofessional services that cannot be met through normal procurement methods for the protection of public health, safety or property.

- (1) Any procurement pursuant to this subsection shall be limited to those materials and/or nonprofessional services necessary to satisfy the emergency.
- (2) Any public works project contracted pursuant to this subsection shall be subject to § 6960 of this title.
- (3) Any public works project contracted pursuant to this subsection shall be subject to § 6962(d)(4)b. of this title.
- (4) A copy of each emergency determination processed under this procedure shall be kept on file by the agency.”

Cause: The following resulted in the noted conditions:

- The District did not prepare documentation providing the justification for the athletics related sole source procurements.

MILFORD SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS - CONTINUED
JUNE 30, 2023

Finding Number 1 - Purchases Did Not Comply with State Purchasing and Procurement Requirements- Continued

Cause – Continued:

- The District continued to use an emergency procurement letter from 2020 to justify a subsequent sole source procurement. The letter did not include a critical need determination for the software services purchased.
- The District did not adequately identify an emergency situation that would have required the subsequent non-emergency procurement.

Effect: By not following the State and District purchasing and procurement requirements, the District may not have obtained the best prices and terms for these purchases.

Recommendation: We recommend that the District follow the State and District purchasing and procurement requirements to obtain competitive pricing. When a sole-source or emergency situation exists, we recommend that the District implement procedures to fully document its conclusion, that under the circumstances, only one vendor is able to provide the needed goods or services.

View of Responsible District Officials and Planned Corrective Actions: Refer to the districts attached response.

MILFORD SCHOOL DISTRICT
CONCLUSION
JUNE 30, 2023

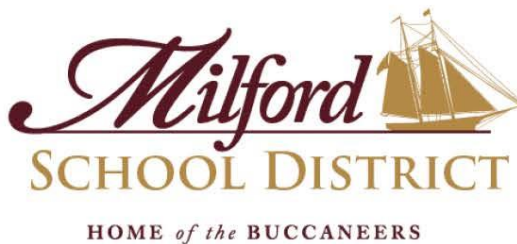
Based on the work performed in connection with this performance audit, we concluded the following:

Objective 1 - Except for Finding 1 detailed in the *Schedule of Findings and Recommendations*, the School District's internal controls over the expenditure of Local Funds were designed and operated in accordance with the requirements.

Objective 2 - The School District's internal controls over the receipt of Local Funds were designed and operated in accordance with the requirements.

Objective 3 - The School District's real estate taxes were approved and calculated in accordance with the requirements.

Objective 4 - The School District's tuition tax funds were calculated and spent in accordance with the requirements.



November 15, 2024

ADMINISTRATION

Bridget R. Amory, Ed.D.
Superintendent

Kelly Carvajal Hageman, Ed.D.
Chief Academic Officer

Sara E. Hale, DBA
Chief Operating Officer

Laura L. Manges, M.Ed
Director of Human Resources

Jennifer Hallman, Ed.D.
Director of Student Services

BOARD OF EDUCATION

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President

Matt Bucher
Vice President

Adam S. Brownstein

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BELFINT · LYONS · SHUMAN

1011 Centre Road · Suite 310

Wilmington · DE 19805

Attn: George G. Fournaris, CPA, CGFM Principal

RE: Local Funds Audit Fiscal Year 2023

Dear Mr. Fournaris,

I am writing in response to your recent audit of our Local Funds for Fiscal Year 2023. First, I would like to extend our appreciation to you and your team for the thoroughness and professionalism demonstrated throughout the audit process.

I have reviewed the draft report containing the preliminary finding and recommendations, and we understand the observations regarding the sole source and emergency procurement regulations. We take these matters seriously and are committed continued fiscal responsibility, transparency, and the implementation of corrective actions to address the points raised.

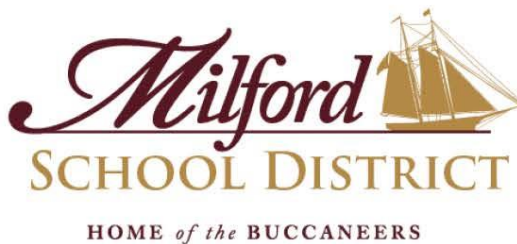
The only finding for this audit contained two points, one related to the sole source purchase for athletic related goods, and the second for emergency procurement of device monitoring software.

First, the decision to use a sole source approach was based on the specific and unique nature of the agreements with our athletics vendors, which involve customized elements such as logos, colors, and other specialized goods that are not available from other suppliers. I recognize the importance of providing detailed cost comparisons to justify the sole source decision. I understand that our initial response did not fully address this requirement, and I take responsibility for that oversight. Moving forward, I will ensure that future sole source procurement justifications are accompanied by comprehensive cost comparisons and a more detailed explanation of why other suppliers could not meet our specific needs.

The second purchase of the device monitoring software occurred during the State of Emergency declared due to the COVID-19 pandemic. During this critical period, our district was required to quickly deploy instructional technology to ensure continuity of education and to facilitate safe, monitored virtual learning environments for students. The software in question was initially procured under an emergency procurement memo, in line with the urgent needs of the district at that time.

Once the software was fully operational, we evaluated its performance and found it met the district's needs effectively. Given its functionality and the seamless integration into our existing systems, we determined that continuing its use without disruption was the most prudent course of action. Transitioning to a different software solution—if a

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comparable alternative even existed—would have likely incurred significant additional costs, both in terms of direct financial expenditure and the time and labor required for implementation.

In our assessment, the operational and logistical challenges associated with switching to another software solution would far outweigh any potential savings from another vendor, especially considering the unique nature of the educational services provided. Therefore, maintaining the current software was determined to be the most efficient and cost-effective option for the district.

As the leader responsible for financial oversight in the district, I am fully committed to upholding the highest standards of compliance and transparency. I prioritize adherence to all regulatory requirements and ensure that our financial practices align with established guidelines. I actively collaborate with auditors to facilitate thorough compliance monitoring, ensuring that any necessary adjustments or improvements are promptly addressed. My goal is to maintain the integrity of our financial operations, provide clear and accurate reporting, and continue to build trust within the community.

If there are any further questions or clarifications needed, or if additional documentation is required, please don't hesitate to contact me directly. We look forward to working closely with you to continue to ensure full compliance and transparency moving forward.

Thank you again for your continued partnership and support.

Sincerely,

Sara E. Hale, DBA
Chief Operating Officer

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Superintendent

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August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13 New Employee Orientation	14	15
16	17 New Teacher Orientation	18 New Teacher Orientation	19 Professional Development, ALL Staff Return *In Room	20 Professional Development *In Room	21 Professional Development *Building	22
23	24 Professional Development *District welcome back AM; Building PM	25 Professional Development *Building	26 Professional Development *District	27 Professional Development *District	28 Professional Development *Meet & Greet & Mandatory training	29
30	31 First Student Day					

Student Days: 1
Teacher Days: 9

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 No School- 12-month only	5
6	7 District Closed- Labor Day	8	9	10	11	12
13	14	15 No School- State Professional Development Primary Election	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days: 19
Teacher Days: 20

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 END of MP 1	30	31

Student Days: 22

Teacher Days: 22

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 District Closed- Election Day	4 No School- Staff Professional Development/ grading; Para release day	5 No School- Return Day ½ day AM Professional Development	6	7
8	9	10	11 District Closed- Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23 No School- Conferences	24 No School- ½ day AM Professional Development	25 No School- 12- month only	26 District Closed- Thanksgiving Day	27 District Closed- Day after Thanksgiving	28
29	30					

Student Days: 12

Teacher Days: 15

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 No School- 12- month only	24 District Closed- Winter Break	25 District Closed- Christmas Day	26
27	28 District Closed- Winter Break	29 District Closed- Winter Break	30 District Closed- Winter Break	31 District Closed- Winter Break		

Student Days: 16

Teacher Days: 16

January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 District Closed- New Year's Day	2
3	4 No School- Professional Development	5 Students Return	6	7	8	9
10	11	12	13	14	15	16
17	18 District Closed- MLK Jr. Day	19	20	21 END of MP2	22	23
24	25	26 No School- Staff PD/ grading time; Para release day	27	28	29	30
31						

Student Days: 17

Teacher Days: 19

February 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 District Closed- Presidents Day	16	17	18	19	20
21	22 No School- Spring Conferences and Professional Development	23	24	25	26	27
28						

Student Days: 18

Teacher Days: 19

March 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 END of MP3	24	25	26 District Closed- Good Friday	27
28 Easter	29 District Closed- Spring Break	30 No School- Spring Break	31 No School- Spring Break			

Student Days: 19

Teacher Days: 19

April 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 No School- Spring Break	2 No School- Spring Break	3
4	5 No School- Professional Development/ grading; Para release day	6 Students Return	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Days: 19
Teacher Days: 20

May 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 District Closed- Memorial Day					

Student Days: 20
Teacher Days: 20

June 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9 Last Student Day (170 days/ 1105 hours)	10 No School- Staff PD	11 No School- Last Staff Day (188 Teacher Days/ 185 Para Days)	12
13	14 No School- Weather Make-up Day	15 No School- Weather Make-up Day	16	17	18 District Closed- Juneteenth Observed	19 Juneteenth
20	21	22	23	24	25	26
27	28	29	30			

Student Days: 7

Teacher Days: 9

July 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 4 th of July	5 District Closed- 4 th of July Observed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days:

Teacher Days:

MILFORD SCHOOL DISTRICT
Milford, DE ~~DE~~ Delaware 19963

POLICY

3204

STATE CHAMPIONSHIP RECOGNITION

The Milford School District Board of Education ~~If a team wins the state championship, the Board will contribute up to \$50 per player/coach on the team for a jacket, ring, or other appropriate commemorative item~~ if a team wins the state championship.

~~ADOPTED: 12/15/2008~~

ADOPTED: 12/15/2008;
AMENDED: 02/XX/2026
NEXT REVIEW DUE: January 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3405

BUS QUOTATION PROCEDURES FOR ADDITIONAL TRIPS

The Milford School District requires all school bus contractors ~~In order to be eligible to presenting price quotes on~~ for 1) field trips and athletic trips, 2) summer school, or 3) activity runs, ~~individuals must provide evidence that they~~ to meet all State of Delaware requirements for transporting students as listed in 14 Del. Admin. C. 1150 School Transportation, 4.0 Conditions for School Bus Contractors.

- ~~a. Have title to and use only school buses which are currently insured and currently inspected as described under Delaware law, and by the Delaware State Board of Education.~~
- ~~b. Provide drivers for school buses who are currently licensed and trained as specified by Delaware law and the regulations of the Delaware State Board of Education.~~
- ~~c. Use only buses which are not more than 14 years old.~~

~~If successful in the quotation process, the contractor must also agree to meet the district's requirements: 1) submit a \$500.00 bond certificate, and, 2) adhere to all district policies, regulations and directives as they pertain to transporting students.~~

~~Exception to above stated Bus Quotation Policy: In the event that student activity trips are to be funded other than directly from the School District, or student activity funds, an organization may select an appropriate carrier which must meet the criteria set forth in a, b, and c above. Proof that these criteria have been met must be submitted to the Transportation Supervisor prior to the trip. The School District will waive the requirement that the carrier submit a \$500.00 bond certificate as set forth above in the last paragraph of the Bus Quotation Policy (3405); however, the carrier selected must adhere to all District policies, regulations, and directives as they pertain to transporting students. (Effective 7/1/90)~~

~~ADOPTED: 2/17/86; 3/26/90~~

~~REVISED: 4/26/10~~

ADOPTED: 02/17/1986

AMENDED: 03/26/1990; 04/26/2010; 02/XX/2026
NEXT REVIEW DUE: January 2031

~~MILFORD SCHOOL DISTRICT~~

~~Milford, Delaware 19963~~

~~POLICY~~

~~4111~~

~~**SCHOOL DISTRICT RESIDENCY REQUIREMENTS**~~

~~The Superintendent shall during his/her employment reside within the boundaries of the Milford School District. Upon initial employment, the Superintendent shall become a resident within one year of employment.~~

~~Other Central Office administrators and building level administrators are strongly encouraged to reside within the boundaries of the Milford School District and shall reside within a 30-mile radius of their school or office.~~

~~ADOPTED: 9/26/88; 8/26/96; 12/17/96;~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4223

OVERTIME AND COMPENSATORY TIME

I. PURPOSE:

The Milford School District establishes this policy to provide guidance for the administration and payment of overtime, and the accrual, accounting, and use of compensatory time, in accordance with the Fair Labor Standards Act (FLSA), the One Big Beautiful Bill Act (OBBBA), Board Policies, and applicable collective bargaining agreements.

II. CRITERIA:

Only FLSA-covered employees are eligible to receive payment for overtime and/or compensatory time. The following employee groups are covered by FLSA:

- Administrative Assistants
- Technology Specialists
- Custodians and Maintenance Staff, including Chief Custodians
- Child Nutrition Staff
- Paraprofessionals and Constables

FLSA exempt employees are not eligible to receive overtime. The following employee groups are FLSA exempt:

- Administrators
- Instructional and Professional Staff

Hours worked in excess of a standard work week (40 hours for Custodial and Maintenance staff, 37.50 hours for all other employee groups) will be considered overtime hours. The standard work week begins on Sundays and ends on Saturdays.

III. OVERTIME AUTHORIZATION:

Employee work will be managed by the employee and their immediate supervisor to minimize the need for overtime.

Except in emergency situations as directed by the employee's immediate supervisor, all overtime hours worked must be pre-approved by the employee's immediate supervisor on the District's Overtime Authorization Form. Employees will not be compensated for overtime hours not approved in advance. The immediate supervisor must ensure that funding is available prior to approving scheduled overtime.

Employees working overtime hours must properly record and submit all hours worked on the District's Overtime Authorization Form.

IV. OVERTIME COMPENSATION:

- All approved overtime will be compensated at one and one-half (1.5) times the employee's hourly rate of pay.
- Employees will be compensated via cash payment or compensatory time, as mutually agreed upon by the employee and the immediate supervisor. The immediate supervisor will complete the paid overtime or compensatory time section of the District's Overtime Authorization Form, including the funding source, and submit it to the District payroll section within three (3) business days after the overtime is worked.

V. COMPENSATORY TIME OFF IN LIEU OF OVERTIME PAYMENT:

Compensatory time earned at one and one-half (1.5) times the employee's hourly rate of pay cannot be taken in the same week in which it is earned. If an employee chooses to use the overtime in the same week, it is considered flex time and can only be used as straight time (hour for hour).

All compensatory time used must be documented on the District Compensatory Time Leave Request Form. This form must be submitted to the District payroll section weekly.

Compensatory time guidelines are included in the collective bargaining agreements for the following FLSA-covered employee groups:

- Administrative Assistants
- Custodial and Maintenance Staff
- Paraprofessionals and Constables

For all other FLSA-covered employees, the following will apply:

- Compensatory time leave must be requested at least two (2) working days prior to the actual date of absence. Written approval must be secured from the employee's immediate supervisor for the compensatory time leave prior to the date of the absence.
- Compensatory time requests will be approved or denied with due regard to whether sufficient staff remains to provide for the operations of the school or the district.
- Employees with compensatory time balances in excess of 45 hours will meet with their immediate supervisor to develop a plan to reduce the balance so as to not exceed 45 hours. This plan is to be submitted to the Chief Operating Officer for review and approval.
- Compensatory time accrues on a calendar year basis beginning January 1 and must be used by December 31 each year. Earned compensatory time not used by December 31 each year will be forfeited. Any exceptions are subject to approval by the Chief Operating Officer.

The Milford School District payroll section has the authority and responsibility to record and account for compensatory time accrual, usage, and balances for all employees who accrue compensatory time.

The Chief Operating Officer has the authority and responsibility to review compensatory time balances and audit the records that support the accrual of specific balances. Any balances in question will be discussed with the employee prior to final determination.

VI. FLEXIBLE WORK SCHEDULES:

Flexible schedules will be used to the extent possible within the work week to avoid the accrual of overtime hours.

Voluntary flexible working schedules are permitted as mutually agreed upon by the immediate supervisor and the employee.

- Voluntary flexible schedules will not be approved if they disrupt the operations of the District.
- All voluntary flexible schedules will be approved in writing prior to the start of the flexible schedule.
- The employee's immediate supervisor has the authority and responsibility to terminate and/or rescind an approved voluntary flexible schedule.

Voluntary flexible working schedules will be managed within a single work week.

ADOPTED: 04/26/2004

AMENDED: 04/18/2011; 11/25/2013; 02/22/2016; 04/15/2024; 02/XX/2026

NEXT REVIEW DUE: January 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4226

Revision Rationale:

The policy was shortened and streamlined by removing redundancies, simplifying definitions, clarifying expectations for professional online conduct, and limiting electronic communication with students to only legitimate school-related instances using District-approved platforms. Language was modernized to match current District formatting while preserving all essential requirements.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY

1. Definitions

~~For the purposes of this Electronic Communication and Social Media Policy, the following terms are defined as follows:~~

~~• “Child” shall mean a Student: (a) who is the son or daughter (whether by birth, marriage, or adoption) of the Staff Member in question; or (b) for whom the Staff Member is the legal guardian; or (c) who resides in the Staff Member’s home.~~

~~• “Confidential Information” shall have the meaning ascribed by the District’s Confidentiality policy.~~

~~• “Covered Technology” shall mean any Electronic Communication or Social Media. For the purposes of this Policy, Covered Technology shall not include any District-Sponsored Technology.~~

~~• “District” shall mean Milford School District.~~

~~• “District-Sponsored Technology” shall mean any Electronic Communication or Social Media that has been officially authorized by the District, that~~

~~operate under the District's name, and that are paid for by the District.~~

~~• "Electronic Communication" shall mean any communication that is sent by, delivered by, received by, or that otherwise uses: (a) email; (b) instant messaging; (c) text message; (d) telephone, including cellular or mobile phone and smartphones; (e) Social Media site; (f) the Internet; or (g) any other similar technology.~~

~~• "Former Student" shall mean any person who has graduated from and who is no longer enrolled in a School.~~

~~• "Online Conduct" shall mean: (a) the transmission of any Electronic communication; and (b) the publication of any content via Social Media.~~

~~• "Parent" shall mean the parent or legal guardian of the Student in question.~~

~~• "Policy" shall mean this Electronic Communications and Social Media Policy.~~

~~• "School" shall mean any and all public schools in the District.~~

~~• "Social Media" or "Social Media Site" shall mean any website, tool, or platform that enables communication between users or the publication of content by an individual. Because of the developing nature of Social Media, there are too many Social Media Sites to name each individually. For illustration purposes only, Social Media includes: (a) social networking sites (e.g., Facebook, MySpace, and LinkedIn); (b) blogs and microblogs (e.g., Wordpress, Blogger, Twitter, Tumblr); and (c) content sharing sites (e.g., Flickr, YouTube, Vimeo, Scribd). Additionally, comments posted to a~~

~~website or blog and other user-generated content are included in the definition of Social Media for the purpose of this policy.~~

~~• "Staff Member" shall mean any person who is employed by the District.~~

~~• Volunteer of the District. (Volunteer: a person who performs a service to the~~

Milford School District without pay.)

~~“Student” shall mean any person who currently is enrolled in any School in the District. For the purposes of this Policy, a Student shall not include: (a) any Former Student; or (b) the child or relative of the Staff Member in question~~

II. Purpose & Scope

A. Statement of Purpose

~~The dual purposes of this Policy are: (a) to prevent harm and potential harm to students caused by unmonitored Electronic Communications with Staff Members; and (b) to educate staff members how to participate in Social Media in a way that does not: (i) impede the Staff Member’s ability to perform his or her official District duties; or (ii) interfere with the District’s ability to ensure efficient and effective operation of the Schools. The purpose of this Policy is not to discourage Staff Members’ use of Social Media but to encourage use that does not interfere with District operations, impede the ability of the Staff Member to perform their duties, or compromise the safety and well-being of Students.~~

~~This Policy is not intended to directly address Student use of the Internet. For that purpose, the District has adopted an Internet Safety Curriculum, which includes: (a) cyber-bullying; (b) appropriate online behavior; and (c) social media, social networking, and chat rooms.~~

The Milford School District believes that responsible use of electronic communication and social media is essential to protect students, maintain professional boundaries, and uphold trust in Staff Members and Volunteers. For purposes of this Board Policy, “Staff Member” means any person who is employed by the District, and “Volunteer” means a person who performs a service to the Milford School District without pay.

This Board Policy applies to Staff Members’ and Volunteers’ use of electronic communication and social media during working and non-working hours, whether using District equipment or personal devices. It supplements all other Board Policies governing staff and volunteer conduct, including Sexual Misconduct, Harassment, Anti-Discrimination, Confidentiality, and Cell Phone Use During Working Hours. Any Staff Member or Volunteer with questions about the application of this Board Policy will seek guidance from the Director of Human Resources.

B. Scope

~~This Policy applies to the use of Covered Technology by Staff Members. This Policy applies without regard to whether such use occurs during working or nonworking time and without regard to whether District equipment or property is used.~~

~~C. Applicability of Other Policies~~

~~This Policy is intended to supplement, not replace, other District policies. Although Online Conduct involves the use of a relatively new medium, it remains subject to all applicable District policies. For example, District policies governing Sexual Misconduct, Cell Phone Use During Working Hours, Sexual and Other Unlawful Harassment, and Anti-Discrimination, apply to Online Conduct with the same force and effect as they apply to conduct in any other context.~~

~~D. Questions About this Policy~~

~~Because of the rapidly changing and constantly evolving nature of the Covered Technology, it is likely that issues will arise that are not specifically addressed by this Policy. Any Staff Member who is uncertain about the application of this Policy to a particular scenario or in a particular set of circumstances should seek the guidance of the Director of Personnel before engaging in the questionable Online Conduct.~~

~~III. Guidelines for Staff Members' Use of Social Media~~

~~Staff Members, especially those who work directly with Students, who elect to participate in Social Media should be aware of and avoid the risks associated with such participation. The guidelines that follow are intended to assist Staff Members to avoid such risks.~~

Guidelines for Staff Members' and Volunteers' Use of Electronic Communication and Social Media

Staff Members and Volunteers are expected to use electronic communication and social media responsibly to protect students, maintain professional boundaries, and uphold the trust placed in the District.

~~A. Social Media Is Permanent and Public~~

~~Once published on the Internet, information cannot be retracted or deleted and its further publication cannot be limited or prevented. As a result, Staff Members should expect that any information that they publish online, including information published via Social Media, will become public and permanent. Because there is no reasonable expectation of privacy with respect to information published online, Staff Members may be subject to corrective action for their use of Social Media if such use interferes with the ability of the Staff Member to perform his or her job duties or that interferes with the District's effective and efficient operations. Staff members are prohibited from posting on their own social media pages during the work day with the exception being during their duty free lunch or break.~~

B. ~~Good Online Citizenship~~

~~Staff Members are encouraged to use the following guidelines to ensure their Online Conduct comports with the standards expected of good online citizens:~~

- ~~● Be Professional. Maintain professionalism in all Online Conduct. Before engaging in Online Conduct, consider the impact such conduct would have on your relationship with coworkers, peers, District administration, Students, Parents, and the community at large.~~
- ~~● Be Cautious. Be particularly cautious about protecting yourself, your privacy, and any sensitive or confidential information. Consider the potential consequences that could occur if the information that you publish should be later republished or shared by others without your express permission.~~
- ~~● Be Transparent. Be honest in all Online Conduct. Correct any misinformation that you publish immediately. Do not purport to be an expert if you are not one.~~

C. ~~Friend Requests~~

~~Staff Members are strongly encouraged to exercise discretion in inviting colleagues to join their online social networks (a “friend request”). Even when made with good intentions, such invitations may not be well received and can give rise to awkward or uncomfortable situations or, worse, may be seen by the recipient as inappropriate or coercive. For these reasons, the following rules apply to friend requests made and received by Staff Members:~~

- ~~● A Staff Member who is employed by the District in a supervisory capacity (a “supervisor”), is prohibited from making a friend request to any individual whom the Staff Member supervises or who otherwise reports to the Staff Member (a “subordinate”).~~
- ~~● A Staff Member supervisor is not prohibited from accepting a friend request made by a subordinate but is encouraged to seriously consider the consequences of doing so.~~
- ~~● All Staff Members are prohibited from making a friend request to or accepting a friend request from any Student; except in cases where the staff member is making or accepting the request in the capacity of a parent or legal guardian.~~

Personal Connections on Social Media

Staff Members and Volunteers are expected to use discretion when connecting with others on personal social media accounts.

- Supervisory Boundaries: Staff Members and Volunteers in supervisory roles may not initiate personal social media connection requests with subordinates. Supervisors may accept a request from a subordinate but should consider whether doing so is appropriate.
- Student Boundaries: Staff Members and Volunteers may not initiate or accept personal social media connection requests, follows, or similar online connections

with students, unless the interaction occurs solely in the role of a Parent(s)/Guardian(s).

IV. Prohibited Conduct

~~As stated above, Staff Member's Online Conduct is subject to the same standards of conduct applicable to conduct engaged in off-line. The following list is not intended to be comprehensive or exclusive but, instead, to identify some examples of prohibited Online Conduct that is considered by the District to have the most serious consequences. Staff Members who engage in any of the prohibited conduct listed below will be subject to corrective action in accordance with District policy.~~

A. Prohibited Social Media Conduct and Use

~~In the context of Social Media, Staff Members may not:~~

- ~~• Promote or endorse any illegal activity, including the use of illegal drugs and the consumption of alcohol by any underage person;~~
- ~~• Promote or endorse violence towards any person or persons;~~
- ~~• Promote or endorse discrimination against or harassment of any individual or group based on race, religion, gender, disability, sexual orientation or other characteristic protected by law;~~
- ~~• Disclose any Confidential Information;~~
- ~~• Make a request to or accept a request from a Student to connect via any Social Media Site, including but not limited to a Facebook "friend" request; except in cases where the staff member is making or accepting the request in the capacity of a parent or legal guardian;~~
- ~~• Engage in any Online Conduct that undermines or interferes with the Staff Member's ability to effectively perform his or her official duties;~~
- ~~• Engage in any Online Conduct that undermines or interferes with the effective and efficient operation of the District or any of its Schools; and~~
- ~~• Publishing any recording or image (including audio, video, and pictures), taken on District property without express advance authorization except in instances where a staff member is acting in the capacity of a parent, legal guardian or relative.~~

Prohibited Conduct

Staff Members and Volunteers are expected to maintain professional behavior online and via electronic communication. Online conduct is subject to the same expectations established in all Board Policies. Staff Members and Volunteers engaging in prohibited conduct may be subject to corrective action up to and including termination. Prohibited conduct includes, but is not limited to:

- Promoting or endorsing illegal activity, including illegal drug use or underage alcohol consumption.
- Promoting or endorsing violence.
- Promoting or endorsing discrimination or harassment based on legally protected characteristics.
- Disclosing confidential information.
- Making or accepting social media or electronic connection requests with students, except when acting as a Parent(s)/Guardian(s).
- Engaging in online conduct that negatively affects professional credibility, public trust, or the ability to effectively perform their role within the District.
- Engaging in online conduct that disrupts District or school operations.
- Publishing or posting recordings or images (audio, video, or photographs) taken on District property to personal social media or public platforms without prior authorization, except when acting in the capacity of a Parent(s)/Guardian(s) or relative. This restriction does not apply to recordings or images taken for legitimate instructional, supervisory, or District-approved purposes.

~~Staff Members and Volunteers are expected to maintain professional behavior online and via electronic communication. Online conduct is subject to the same expectations established in all Board Policies. Staff Members and Volunteers engaging in prohibited conduct may be subject to corrective action.~~

~~Prohibited conduct includes, but is not limited to:~~

- ~~● Promoting or endorsing illegal activity, including illegal drug use or underage alcohol consumption.~~
- ~~● Promoting or endorsing violence.~~
- ~~● Promoting or endorsing discrimination or harassment based on legally protected characteristics.~~
- ~~● Disclosing confidential information.~~
- ~~● Making or accepting social media or electronic connection requests with students, except when acting as a Parent(s)/Guardian(s).~~

- ~~Engaging in online conduct that undermines the ability to perform official duties, negatively affects professional credibility, or diminishes public trust.~~
- ~~Engaging in online conduct that disrupts District or school operations.~~
- ~~Publishing or posting recordings or images (audio, video, or photographs) taken on District property to personal social media or public platforms without prior authorization, except when acting in the capacity of a Parent(s)/Guardian(s) or relative. This restriction does not apply to recordings or images taken for legitimate instructional, supervisory, or District-approved purposes.~~

~~B. Prohibited Electronic Communications~~

~~Subject to the exceptions identified in this Section, no Staff Member shall engage in an Electronic Communication with any Student for any purpose.~~

~~A Staff Member may engage in an Electronic Communication with a Student only under the following circumstances, subject to the conditions that follow:~~

~~Circumstances~~

- ~~1. The Communication is for a legitimate purpose specifically related to the Staff Member's official job duties.~~
- ~~2. The Communication: (a) is for a legitimate purpose that is not specifically related to the Staff Member's official job duties but for a purpose that does not conflict or interfere with such duties;~~

~~Required Conditions~~

- ~~In Circumstance # 1 the staff member must provide to the Building Administrator and District a written consent signed by the Student's Parent before engaging in the communication.~~
- ~~In Circumstance #2, the Staff Member must abide by Delaware Annotated Code, Title 16, sections 903, 904, 905 and 914. (Summary of applicable codes are outlined below).~~

~~§ 903. Reports required.~~

~~Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with § 904 of this title. For purposes of this section, "person" shall include, but shall not be limited to, any physician, any other person in the healing arts including any person licensed to render services in medicine, osteopathy or dentistry, any intern, resident, nurse, school employee, social worker, psychologist, medical examiner, hospital, health care institution, the Medical Society of Delaware or law enforcement agency. In addition to and not in lieu of reporting to the Division of Family Services, any such person may also give oral or written notification of said knowledge or suspicion to any police officer who is in the presence of such person for the purpose of rendering assistance to the child in question or investigating the cause of the child's injuries or condition.~~

~~§ 904. Nature and content of report; to whom made.~~

~~Any report of child abuse or neglect required to be made under this chapter shall be made to the Department of Services for Children, Youth and Their Families. An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division, or in accordance with the rules and regulations adopted by the Division.~~

~~§ 905. Telephone reports, Child Protection Registry and information system.~~

~~(a) The Division shall establish and maintain a 24-hour statewide toll-free telephone report line operating at all times and capable of receiving all reports of alleged abuse and neglect as defined in § 901 of Title 10.~~

~~(b) The Division shall maintain a Child Protection Registry and an internal information system as defined by § 902 of this title. Reports unsubstantiated may be kept in the internal information system by the Division at its discretion.~~

~~(c) Although reports may be made anonymously, the Division shall in all cases, after obtaining relevant information regarding alleged abuse or neglect, request the name and address of any person making a report.~~

~~(d) Upon receipt of a report, the Division shall immediately communicate such report to its appropriate Division staff, after a check has been made with the internal information system to determine whether previous reports have been made regarding actual or suspected abuse or neglect of the subject child, or any reports regarding any siblings, family members or the alleged perpetrator, and such information as may be contained from such previous reports. Such relevant information as may be contained in the internal information system shall also be forwarded to the appropriate Division staff.~~

~~§ 914. Penalty for violation.~~

~~(a) Whoever violates § 903 of this title shall be liable for a civil penalty not to exceed \$10,000 for the first violation, and not to exceed \$50,000 for any subsequent violation.~~

~~(b) In any action brought under this section, if the court finds a violation, the court may award costs and attorneys' fees.~~

Permitted Electronic Communication With Students

Electronic communication with a student is permitted only when it is connected to legitimate job duties. When communication occurs outside District-approved platforms, written Parent(s)/Guardian(s) consent must be provided to the School Administrator and the District prior to communicating.

~~V. Duty to Report~~

~~Just as all Staff Members have a duty to report a violation of the District's Anti-Discrimination and Anti-Harassment policies, so, too must Staff Members report any known or reasonably suspected violation of this Policy. Thus, any Staff Member who observes or who becomes aware of the violation of this Policy by another Staff Member has the duty to report such information to the District and to cooperate fully in any resulting investigation. The policy and procedures set forth in the District's Anti-Harassment policy apply to the duty to report for the purposes of this Policy, as well. Failure to report a known or reasonably suspected violation of this Policy may result in corrective action.~~

Duty to Report

Staff Members and Volunteers must report any known or reasonably suspected violation of this Board Policy to a School Administrator or District Administrator. Reports will be handled in accordance with applicable Board Policies. Failure to report may result in corrective action.

~~VI. Notice of Intent to Monitor~~

~~Staff Members are hereby notified that any content posted online may be discovered or reported to the District. For example, information may be discovered by the District as a result of the District's efforts to monitor its online reputation, as a result of an investigation or complaint, or other legitimate reason.~~

~~Staff Members are also notified that information received or discovered by the District will be handled in accordance with the District's policies and procedures. Staff Members are reminded that there is no reasonable expectation of privacy with respect to information published online.~~

Notice of Intent to Monitor

Online content posted by Staff Members and Volunteers may be discovered or reported to the District through monitoring efforts, complaints, or other legitimate means. Such information will be handled according to Board Policies. Staff Members and Volunteers are reminded that there is no reasonable expectation of privacy regarding information posted online.

ADOPTED: 3/24/14
AMENDED:
NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4310

CALCULATION OF HOURLY RATE OF PAY

Hourly rate of pay calculation for custodians:

1. ~~Total yearly state and local salary divided by 261 days equals the daily rate.~~
2. ~~The daily rate divided by eight (8) hours per day equals the hourly rate.~~

Hourly rate of pay calculation for 10-month (188 days) employees:

1. ~~Total yearly state and local salary divided by 188 days equals the daily rate.~~
2. ~~The daily rate divided by seven and one half (7 ½) hours per day equals the hourly rate.~~

Hourly rate of pay calculation for administrators and secretaries:

1. ~~Total yearly state and local divided by 261 days equals the daily rate.~~
2. ~~The daily rate divided by seven and one half (7 ½) hours per day equals the hourly rate.~~

The Milford School District will calculate the hourly rate of pay for employees as follows:

1. Total yearly state and local salary divided by the number of days worked per year equals the daily rate.
2. The daily rate divided by the number of hours worked per day equals the hourly rate.

14 Del. Code §1335 and District collective bargaining agreements define employee groups and schedules as follows:

Employee Contract Group	Days Per Year	Hours Per Day
10-month Teachers	188	7.5
11-month Teachers	207	7.5
10-month Paraprofessionals and Constables	185	7.5
11-month Paraprofessionals and Constables	204	7.5
Custodians, Chief Custodians, and Maintenance Staff	261	8.0
Cafeteria Managers	185	7.0
All other 12-month Staff (i.e. Administrators, Administrative Assistants, 12-month Teachers and Specialists)	261	7.5

For all other cafeteria staff, the number of days worked per year will be established each school year based on the number of student days. The hours worked per day will vary, depending on the position and will be established upon hire.

ADOPTED: 07/18/1977

AMENDED: 10/23/1989; 08/23/1999; 07/01/2001; 06/22/2015; 02/XX/2026

NEXT REVIEW DUE: January 2031

~~ADOPTED: 7/18/77; 10/23/89; 8/23/99; 7/1/01; 6/22/15~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4319

HOLIDAY SCHEDULE: ~~TWELVE~~ TWELVE-MONTH EMPLOYEES

The Milford School District holiday schedule for twelve-month employees will be as follows:
~~The following holiday schedule will be observed by all twelve-month, full-time employees of the Milford School District and schools will be closed:~~

Independence Day*
Labor Day*
General Election Day* (every two years)
Return Day* (after 12:00 noon in Sussex County, every two years)
Veterans' Day*
Thanksgiving Day*
Thanksgiving Friday*
Christmas Day*
New Year's Day*
Martin Luther King, Jr. Day*
Presidents Day**
Good Friday*
Easter Monday (in lieu of State Columbus Day Holiday)**
Memorial Day*
Juneteenth*
~~General Election Day (every two years)~~
~~Return Day 12:00 noon Sussex County~~
~~Veterans' Day~~

Holidays that occur on a non-workday, including a weekend, shall be observed in accordance with 1 Del. Code Title 1, Chapter 5 §501, Delaware Code, as amended.

Schools will be closed on these holidays.

* State Holidays for ~~Merit Employees~~ State of Delaware employees

** Milford School District will observe the 2 floating holidays provided by 1 Del. Code §501 on these days.

ADOPTED: 03/16/1970

AMENDED: 07/18/1977; 07/01/2000; 11/26/2001; 05/19/2003; 09/24/2012; 03/21/2022; 02/27/2023; 02/XX/2026

NEXT REVIEW DUE: January 2031

~~ADOPTED: March 16, 1970~~

~~AMENDED: July 18, 1977; 7/1/00; 11/26/01; 5/19/03; 9/24/12; 3/21/22; 2/27/23~~

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4324

FRINGE BENEFIT PROGRAM

The Milford School District agrees to make all benefits provided by the State of Delaware available to all eligible employees. All rules and regulations promulgated by the State of Delaware will apply.

ADOPTED: 09/21/1982

AMENDED: 08/15/1983; 08/20/1984; 08/19/1985; 08/25/1986; 01/19/1987; 02/22/1988; 07/01/1989; 12/16/1991; 03/28/1994; 03/27/1995; 02/26/1996; 04/27/1998; 07/01/1999; 05/20/2013; 02/XX/2026

NEXT REVIEW DUE: January 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4333

COURSE REIMBURSEMENT: ~~FOR CHILD NUTRITION STAFF EMPLOYEES~~

The Milford ~~School District~~ Board of Education will reimburse child nutrition ~~staff employees~~ for college courses taken and satisfactorily completed. The following ~~definitions provisions shall~~ apply to this ~~program policy~~:

1. ~~Reimbursement shall be at the Del Tech tuition rate per credit in effect at the time the course is taken, or less if the exact cost of the course is less than the Del Tech rate.~~ The district will reimburse the cost of the class, up to the current Delaware Technical Community College per-credit tuition rate.
2. ~~This policy limits~~ The number of credit hours eligible for reimbursement is limited to nine (9) ~~pre-approved~~ credit hours per fiscal year (July 1 to June 30).
3. Credits subsidized by any other agency are not eligible for reimbursement ~~under the provisions of this program.~~
4. All courses for which reimbursement is to be requested must receive prior approval from the Child Nutrition Supervisor.
5. ~~Approvable~~ Approved courses shall will be ~~those which are a part of a planned food service/ dietetic program or those which will directly result in improvement of the particular child nutrition employee relative to the employee's position at the discretion of the Child Nutrition Supervisor.~~
6. Eligibility ~~for participation in this program~~ is limited to those child nutrition employees who are employed by the Milford School District at the time of reimbursement.
7. ~~Reimbursement will be made for only those credit hour costs incurred for courses that have been "completed" and for which a "C" or better grade has been earned.~~

ADOPTED: ~~August 28, 1995~~ 08/28/1995
REVISED AMENDED: 04/26/10, 02/XX/2026
NEXT REVIEW DUE: 02/23/2031

5101 - Accidents

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY 5101

ACCIDENTS

Responsible professional school personnel shall be available to provide direction and assistance in the event of accident or emergencies, including those involving school vehicles that are transporting Milford School District students. Effective lines of communication shall be developed for the prompt notification of all personnel and community agencies who should be involved, as directed by professional personnel. The administering of first aid, careful screening for possible injuries requiring medical and/or hospital attention, arrangement for the treatment of injuries, and the notification of parents shall be handled by specified professional personnel who have assigned responsibilities in this area.

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ADOPTED: August 17, 1970

Amended: March 21, 1977

MILFORD SCHOOL DISTRICT
Milford, DE 19963

~~POLICY 5108~~POLICY

5108

RELEASING OF STUDENTS TO PERSONS OTHER THAN THEIR PARENTS OR LEGAL GUARDIANS

The Milford School Board of Education has established this policy in order to ensure the safety of all students who are signed out of school during the instructional day. The District Milford School District prefers to only release students during the school day to their parents or legal guardians for ~~only very~~ important reasons.

If there are any individuals to whom a child must not be released, such as a noncustodial parent, the custodial parent(s)/~~or legal~~ guardian(s) must provide written court documentation to the school stating the name of the individual(s) to whom the child must not be released. This information should be provided upon enrollment or as soon as such documentation is made available. Also, the parent(s)/guardian(s) ~~needs~~ to provide the student's relationship of the person, their address and any other information requested by the school.

If there is a family member or ~~other~~another individual to whom the parent(~~S~~)/~~or~~ guardian(s) ~~wants-would like~~ the child to be released ~~to at times~~ during the school year, this person ~~is to must be~~ be listed via student information system as -an emergency contact on the "pink card" that is completed by the parent or guardian at the beginning of each school year. The school may contact the parent(s)/guardian(s) to confirm the parent's request and to get additional information.

If ~~the~~ custodial parent(s)/guardian(s) would like his/her child released to another individual (noncustodial), who is not listed as an emergency contact, a written request must be submitted in advance of the release of the child. This request must contain the child's name, parent's signature and phone number, and the date(s), times, reasons, as well as the name and relationship of the individual who will pick the student up and, his/her phone number and address. The school will require and verify photo ID prior to releasing the student.

If this note is presented at the time of the request for the child to be released, ~~there may be a delay while the school confirms the information with the parent.~~ the parent(s)/guardian(s) will be contacted to verify.

The District acknowledges that custody situations arise. At no time, will the District prevent the release of a student to a parent/guardian who has legal custody. However, upon request, a parent/guardian may submit a note requesting communication from the main office if/when this occurs.

Independent 18 Yr. Old

~~The **Milford School** District respects the right of an 18 year old student to sign forms relative to school records (i.e. IEP, SSP). However, in regard to signing one's self out of school, the district believes that as long as the 18 yr. old is still dependent upon a parent for support, the parent will be required to approve that student's release from school. In order for an 18 yr. old to sign him/herself out of school, the student must be living outside of the parents' home and have an Independent 18 Yr. Old Form signed and on file in the Attendance Office.~~

ADOPTED: 1/25/99 REVISED: 2/28/11 REVISED:

MILFORD SCHOOL DISTRICT
906 LAKEVIEW AVENUE
MILFORD DE 19963
(302) 422-1600

POLICY

5205

SCHOOL CHOICE PROGRAM

I. Establishment and Statement of Purpose

~~The General Assembly of the State of Delaware enacted an enrollment choice program within the public school system of the State for the school year beginning July 1, 1996. Per the guidelines set forth in Title 14 Del. §405a, the Milford School District has~~

~~established this Board Policy. It is the goal of the General Assembly~~ to increase access to educational opportunity for all children throughout the State regardless of where they may live.

II. Definitions

For the purposes of this policy, the following terms ~~shall~~will have the following meanings:

- "District of Residence" ~~shall~~will mean ~~the any reorganized~~ school district in which the ~~Parent~~Parent(s)/guardian(s) of a ~~student~~child resides.
- "Receiving District", "District", "Board of Education" or "Board" ~~shall~~will mean the Milford School District. Since the District includes more than one school, if a ~~Parent~~Parent(s)/guardian(s) of a child applies to enroll his or her child in a public school program within the District of Residence other than the school in which the ~~child-student~~ would normally be enrolled based on his or her residence, the Milford School District ~~shall~~will also be considered the Receiving District under this policy.
- "Good Cause" ~~shall~~will mean a change occurring outside of the school choice enrollment window, as determined by the Delaware Department of Education, in a child's residence due to a change in family residence, a change in the state in which the family residence is located, a change in child's ~~Parent~~Parent(s)/guardian(s)'s marital status, a change caused by a guardianship proceeding, placement of a child in foster care, adoption, participation by a child in a foreign exchange program, or participation by a child in substance abuse or mental health treatment program, or a similar set of circumstances consistent with this definition of "Good Cause."

- "Working days" ~~shall~~will mean working days for administrative staff as determined by the District's ~~administrative board~~ approved school calendar.

~~III.~~ Application Procedure

1. Prior to seeking school choice, a parent(s)/guardian(s) must first enroll their child in the District in which the parent(s)/guardian(s) resides. Choice applications will only be considered after such registration is complete.
2. Any ~~Parent~~Parent(s)/guardian(s) of a school age child may apply to enroll his or her child in a school or program in the District by submitting a timely, online-written application during the choice window, on a form provided by the State Board of Education, to the District and to the District of Residence no later than the second Wednesday of January ~~to for enrollment for~~during the following year for grades 1 through 12, or by ~~the first day of school for enrollment in~~ the last day in May for a kindergarten program. Choice applications can be found at: <https://www.schoolchoicede.org/>
3. If a ~~Parent~~Parent(s)/guardian(s) of a school age child fails to file an application by the established deadlines and Good Cause exists for the failure to meet the deadline, or if the application is to enroll a child in a kindergarten program, this District and the District of Residence ~~shall~~will accept and consider the application in the same manner as if the deadline had been met. Paper forms will be used by the District when Good Cause applies in order to consider such applications.
4. A separate application must be submitted for each ~~student~~child.
- ~~5.~~
6-5. Only one application may be submitted for each ~~student~~child, and, when applicable, must indicate both a first and second choice school. the top three (3) choices for school choice
- ~~7-6.~~ An application must be submitted for the sibling of a ~~student~~child already enrolled in a District school. ~~A sibling is not granted automatic approval to attend a choice school.~~
- ~~8.~~
9-7. An application must be submitted for non-resident ~~student~~students who are currently attending Milford Schools by special permission.
- ~~10.~~
~~A student will be enrolled in a choice school until they complete the program and/or grade-level configuration of the school:~~

- ~~Morris ————— End of Grade K~~
- ~~Banneker ————— End of Grade 5~~
- ~~Mispillion ————— End of Grade 5~~
- ~~Ross ————— End of Grade 5~~
- ~~Central Academy ————— End of Grade 8~~

~~8. ——— □ Milford High School ——— End of Grade 8~~ Students are not automatically accepted for choice when transitioning to the next building/school based on grade configurations. A timely school choice application must be submitted in order for current a choice approved studentstudent to be considered for enrollment in the school housing the next grade combination. Choice applications open on the 1st Monday in November and close on the 2nd Wednesday in January.

11.9. Current choice students who are moving between buildings for their next grade configuration will be notified via a variety of methods, i.e. letter, email, social media posts and phone call starting in late October through early December as a reminder to complete the required choice application.

~~IV. WITHDRAWAL OF APPLICATION~~

~~A. The Parent of a school age child may withdraw the application at any time prior to action on the application by the Board by giving written notice to the Milford Board of Education and the Board of the District of Residence.~~

~~V. Procedures for Processing an Application~~

~~1. Within ten working days of receiving an application, the Milford School District shall transmit a notice to the District of Residence that it has received the application.~~

2.1. The Board of Education shallwill take action no later than the last day of February of the school year preceding enrollment to approve, place on a waiting list, or disapprove an application for admission to a program in grades 1 through 12, and no later than June 15 of the school year preceding enrollment to approve, place on a waiting list, or disapprove an application for admission to a kindergarten program.

~~3.2.~~ For an application filed in accordance with III.~~CB~~. The Milford Board of Education ~~shall~~will take action to approve or disapprove the application no later than 45 days after it has been received.

~~4.3.~~ The Milford Board of Education ~~shall~~will transmit a notice of its action to the ~~Parent~~Parent(s)/guardian(s) of the child and to the Board of Education of the District of Residence within five working days after acting.

~~4.~~ Applications must be submitted ~~by mail or in person to the following address: School Choice Office, Milford School District, 906 Lakeview Avenue, Milford, Delaware 19963.~~ online at: <https://www.schoolchoicede.org>

- Paper forms will be supplied by the District when Good Cause applies in order to consider such applications.

~~5.~~

~~VI.~~ Criteria for Consideration and Approval of Applications

1. After making provisions for the accommodation of all students regularly assigned to each District school, the Superintendent or designee will determine the number of spaces available for choice students to each District school. Applications will then be considered in the order listed in section C.

2. Applications disapproved due to lack of capacity will be placed on a ranked wait list maintained by the District until the first day of school for which the application applies. For this purpose, lack of capacity means the school or program projects enrollment to be at least 85% of capacity.

3. Failure to meet the following criteria will result in disapproval of a school choice application:

- A. Compliance with the receiving District's requirements for attendance and,
- A.B. Having no violations of C or D Code offenses of the receiving District's Student Code of Conduct and,
- C. Meeting promotion criteria set forth by the receiving District's Board Policy.

~~4.4.~~ Consideration ~~Priority~~ will be given to the following categories of ~~student~~students in the order listed as long as they otherwise meet the criteria of the program or school:

A. Children of school employees,

A.B. Returning ~~students~~students who continue to meet the requirements for the program or school, including ~~student~~students ~~moving~~graduating from one school to another within a single program.

C. ~~Student~~Students who meet the requirements for the program or school and who seek to attend based upon the residence of the ~~studentchild's~~ parentparent(s)/guardian(s) within the designated feeder pattern, if any, for the school; and

~~—Siblings of students already enrolled in the school who will be returning to the school for the following academic year, providing the sibling seeking priority meet the requirements for the school program. Siblings of child's living in the District may be given priority over siblings not living in the District.~~

D.

E. Military-connected children who are the dependents of an active service member of the United States military, the Delaware National Guard, or a reserve component of the United States military; and to

~~B. —Siblings of students already enrolled in the school who will be returning to the school for the following academic year, providing the sibling seeking priority meet the requirements for the school or program. —Siblings of students living in the district may be given priority over siblings not living in the district.~~

~~—————The MSD may next give priority to the following students:~~

- ~~• —Children of school employees; as long as they otherwise meet the criteria of the program or school.~~
- ~~• —Students living within the MSD.~~
- ~~• —Students with the school or program designated as a first, second, or third choice on the standard written application form.~~

~~2.5.~~ Applications received after the applicable deadline due to "good cause" shallwill be considered in the order set forth in paragraph VI.A-C. III.B. above.

~~VII.~~ Duration of Enrollment in Receiving District

A. —A child will be enrolled in the choice school until completion of the program and/or grade level combination or configuration of the school:

<u>Morris</u>	<u>- End of Grade 1</u>
<u>Banneker</u>	<u>- End of Grade 1</u>
<u>Mispillion</u>	<u>- End of Grade 4</u>
<u>Ross</u>	<u>- End of Grade 4</u>

<u>Milford Middle School</u>	- <u>End of Grade 6</u>
<u>Milford Central Academy</u>	- <u>End of Grade 8</u>
<u>Milford High School</u>	- <u>End of Grade 12</u>

B. Per 14 Delaware Code §407(a)(1) A. A pupil accepted for enrollment in a school or program pursuant to this chapter will remain enrolled therein for a minimum of 2 years unless, during that 2-year period, 1 of the following occurs:

- A pupil graduates from the school or completes the program or grade configuration within their school;
- The pupil's parent(s)/guardian(s) or parent(s)/guardian(s)s cease to be residents of the pupil's original District of residence;
- At the conclusion of any academic year during such 2-year period, the pupil ceases to meet the academic requirements for such school configuration or program;
 - a. Failure to comply with the District's requirements for attendance or,
 - b. Violations of one or more of District's C or D Code offenses listed in the District's student code of conduct or,
 - c. Failure to meeting promotion criteria set forth by District's Board Policy.
- If a student's application for school choice identified daycare as a reason for the request, or if daycare was used as a factor in granting the child priority or approval for school choice, the student's continued enrollment is contingent upon the continued availability and reasonable proximity of that daycare.
 - a. If the daycare provider closes, relocates, or otherwise becomes so distant from the school that the combination of daycare and the approved school placement is no longer reasonably practicable for the child or the child's parent(s)/guardian(s), the District may review, modify, or revoke the child's school choice placement.——14 Delaware Code §407.
- Unless accepted for enrollment in a school or program in another district pursuant to this chapter, ~~A~~ a child whose enrollment in ~~thea~~ receiving ~~district~~District concludes or terminates pursuant to this section ~~shall~~will automatically be re-enrolled in the parent(s)/guardian(s) ~~edistrict~~District or school of residence for the ensuing school year. ~~Any such student shall be enrolled by the district of residence according to the feeder~~

~~pattern in which the child's parent resides unless, pursuant to the provisions of §405(b) of this title, all available space has been filled by returning students, in which case the student shall apply and be considered for enrollment in any other school in the district of residence in which there is space available in accordance with the provisions of this chapter.~~

~~○~~

~~(a)(1) A pupil accepted for enrollment in a school or program pursuant to this chapter shall be entitled to remain enrolled therein until graduation from the school or completion of the program provided that the pupil continues to meet the requirements for such school or program, provided however, that upon the concurrence of the boards of both the district of residence and the receiving district, a pupil's right to remain enrolled may be terminated prior to graduation from or completion of the program where such termination is based upon the pupil's~~

~~a. Failure to continue to comply with the receiving district's requirements for attending school or class, or~~

~~b. Multiple violations of, or one or more serious violations of, the MSD's student code of conduct.~~

~~(2) A pupil accepted for enrollment in a school or program pursuant to this chapter shall remain enrolled therein for a minimum of 2 years unless, during that 2-year period,~~

~~a. A pupil graduates from the school or completes the program;~~

~~The action of a board in a child's then-existing district of enrollment to accept an application to terminate enrollment pursuant to this section shall be final; however, nothing in this subsection shall prohibit a board in its sole discretion from conditioning its approval of termination pursuant to this section upon acceptance of the child into another dis~~

~~VIII. CAPACITY~~

~~Applications will be considered in the order listed under the Admittance Criteria. If the capacity of the school or program cannot accommodate all of the students in one of the listed categories, a lottery will be conducted to determine which applications in such a category will be accepted.~~

~~A. After making provisions for the accommodation of all students regularly assigned to each district school, the Superintendent or his designee will determine the number of spaces available for CHOICE APPLICATIONS to each district school.~~

~~IX. DURATION OF ENROLLMENT IN THE MILFORD SCHOOL DISTRICT~~

A. A student will be enrolled in the choice school until completion of the program and/or grade level combination or configuration of the school:

- Morris ————— End of Grade K
- Banneker ————— End of Grade 5
- Mispillion ————— End of Grade 5
- Ross ————— End of Grade 5
- Central Academy ————— End of Grade 8
- Milford High School ————— End of Grade 12

B. A student accepted for enrollment in a District school or program shall remain enrolled for a minimum of two years unless, during the two year period, the student graduates from the school or completes the program, the student's parent(s) cease to be residents of the student's original District of Residence, or at the conclusion of any academic year during the two year period, the student ceases to meet the academic requirements of the school/program or fails to satisfactorily comply with the District's code of conduct.

C. A student who fails to meet the academic requirements of the choice school will not be permitted to return the next school year. Meeting the academic requirements is defined as meeting district standards for promotion to the next grade, and/or completion of the necessary credits to be on track for graduation.

X. TERMINATION OF ENROLLMENT

1. Enrollment in a choice school will be automatically terminated upon the completion of the program or completion of the last grade level contained in the choice school.

2. A parent may apply to terminate enrollment in the Milford Schools at the end of a school year by providing the withdrawal application to the Superintendent by December 1.

3. An application to withdraw may be accepted after December 1 if the deadline was missed due to "good cause". Good cause is as defined in the definitions and application procedures.

4. The District will send the parent notice that the application to withdraw has been received and a copy will be sent to the student's District of Residence.

5. Approval or disapproval of the application to withdraw will take place by December 15, or within 15 days of receipt of the application to withdraw, whichever is later.

6. The enrollment of choice students will be terminated for lack of effort to achieve a passing grade in any course or subject area, violation of the district's attendance and lateness (tardiness) policies or violation of the Student Code of Conduct at a level that

~~would result in a hearing of any type. The superintendent or his/her designee will conduct a formal hearing to terminate the enrollment of a choice student for any of the above reasons. Upon termination, a certified letter will be sent to the student and to the district of residence notifying them of the termination of enrollment and the expectation that the student will enroll as a student in the district of residence.~~

~~XI. Transportation~~

1. ~~A. The Parent~~Parent(s)/guardian(s) of a ~~student~~child from another school ~~district~~District enrolled in a Milford School is ~~responsible for transporting the student~~child to their choice school without reimbursement. ~~or The Parent~~Parent(s)/guardian(s) may deliver the ~~student~~child to the nearest ~~regular bus route with available space that serves the choice school~~regular bus route with available space at an established common hub stop. These arrangements require prior approval by the transportation department.
2. ~~Parent~~Parent(s)/guardian(s)s are responsible for dropping off and picking up their children at the ~~bus~~approved stop when school is delayed or dismissed early. ~~or if the opening of school is delayed.~~

~~XII. INTERSCHOLASTIC SPORTS~~

~~A. Students shall be governed by the Rules of the Delaware Secondary School Athletic Association with regard to eligibility of transferring students.~~

~~B. A student enrolled in grades ten through twelve, inclusive, shall not be eligible to participate in interscholastic athletic contests or competitions during the first year of enrollment in the choice school if the student was enrolled in a different choice school during the preceding school year unless the interscholastic sport was not offered at the previous school.~~

~~XIII. CREDITS/GRADUATION~~

~~A. A student who has enrolled in the District and who has met the district's graduation requirements shall be granted a diploma by the district. The District shall accept credits toward graduation requirements awarded by another school district.~~

ADOPTED: 10/23/95; 8/21/00

REVISED/AMENDED: 3/26/12; 10/28/13, 1/26/26

NEXT REVIEW DATE: 1/2031

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

5307

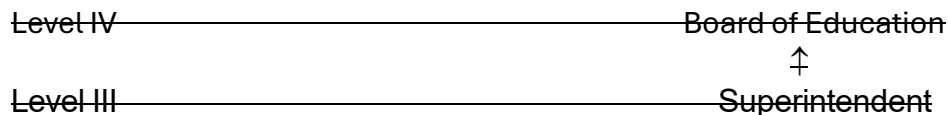
**STUDENT RIGHTS
DISCUSSION AND APPEAL PROCEDURES NOT REGARDING DISCIPLINE**

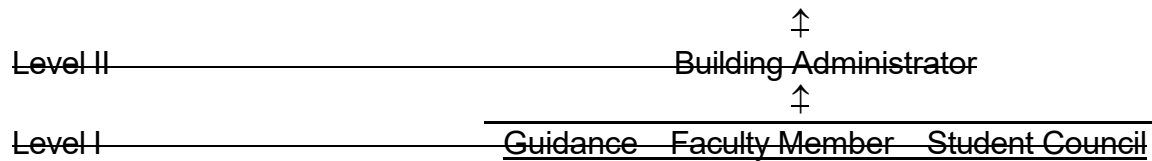
Recommendation: Delete

Rationale: covered in 5404 as well as a moot point in today's climate where families and students can directly contact the board and higher level leadership when they have complaints via phone, email, and other forms - due to its origination being 1977 – it is outdated and doesn't apply to today's society with an open communication climate.

- ~~1. Students shall have the right to participate in recommending procedures through which discussion of student problems and concern can be handled.~~
- ~~2. Students shall have the right to discuss with faculty members matters of both educational and personal concern. This informal and private process should be followed in order to resolve differences and problems in a friendly and cooperative manner.~~
- ~~3. Students shall have the right to appeal in writing matters of educational and personal concern to the school principal should discussion with the staff members not resolve the issue.~~
- ~~4. The right of appeal regarding educational and personal problems shall extend to the school superintendent and the local board of education. It is the purpose of discussion and appeal procedures to provide access to appropriate school officials within a reasonable time. It is not the purpose to provide a forum through which trivialities, irresponsible actions, and non-related school issues are conveyed. In this context it is recommended:~~
 - ~~1. That as many student problems and concerns as possible be handled through committees established by the Student Council or Government organization or through direct communication with a staff member.~~
 - ~~2. That only issues of utmost concern be brought before a Student-Faculty Committee for review and disposition.~~
 - ~~3. That only unresolved issues of major importance be appealed to the school~~

Procedure for the Orderly Progress of Student's Appeal





1. The student has the right to select from within his/her school a spokesman who may accompany him/her throughout his/her appeal process.

2. Level I is an informal approach to any faculty member, guidance counselor, or member of the student council. Level I appeal shall be made within 5 school days of the occurrence of the problem.

3. Level II — The school principal must receive the student's appeal in writing within five (5) school days of the Level I response. The principal must respond to this appeal within five (5) school days. If the student wishes to continue his/her appeal, he/she must within five (5) school days submit the appeal to the superintendent.

4. Level III — The superintendent after receiving the appeal must respond to the appeal within five (5) school days. The student may appeal to the Board within five (5) school days of the superintendent's decision. If the student wishes to continue his/her appeal, the superintendent must refer and arrange for a hearing with the Milford Board of Education within fifteen (15) school days.

5. Level IV — the Milford Board of Education after reviewing the appeal must respond to the appellant within five (5) days. If the student wishes to continue his/her appeal, the Board of Education shall advise the student as to procedures used to continue an appeal to the State Board of Education.

ADOPTED: March 20, 1972 AMENDED: 1/12/76; 3/21/77; 8/22/77

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963
BOARD POLICY 5313
STUDENT EDUCATION RECORDS: PRIVACY, ACCESS, AND RECORD
MANAGEMENT (FERPA)

Purpose and Authority

The Milford School District will protect the privacy of student education records and ensure parents and eligible students can access and seek amendment of records consistent with:

Federal law: Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and implementing regulations at 34 CFR Part 99

Delaware regulations: 14 DE Admin Code 251 (FERPA implementation and required local policy) and 14 DE Admin Code 252 (required records; transfer, maintenance, and destruction)

District practice: safeguarding personally identifiable information and maintaining documented disclosure practices consistent with confidentiality expectations

Scope

This policy applies to all District schools/programs, employees, contractors, volunteers acting as school officials, and any third parties who receive access to student information on behalf of the Milford School District.

Definitions

Definitions in this policy adopt and incorporate FERPA/34 CFR Part 99. Key terms include:

Education Records: records directly related to a student and maintained by the District or a party acting for the District (with FERPA exceptions such as certain sole-possession notes and law-enforcement unit records).

Personally Identifiable Information (PII): information that is directly related to a student and that can be used to identify the student, either alone or in combination with other information. PII includes, but is not limited to: the student's name; the name of the student's parent(s) or guardian(s); the address of the student or the student's family; a personal identifier, such as a Social Security number, student identification number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, or other unique personal characteristics; and other information that, alone or in combination, is linked or linkable to a specific student and would allow a reasonable

person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Parent / Eligible Student: rights transfer to the student when the student turns 18 or attends a postsecondary institution, consistent with FERPA.

Cumulative Record File: the Delaware-required file components listed in 14 DE Admin Code 252: Delaware Emergency Treatment Card, Core demographic and identifier information, School Health Record, Progress Reports, Student Transcript, Discipline Record, Court Orders, and Special Education and Section 504 Records.

School Official/Legitimate Educational Interest: a District-defined access category consistent with FERPA's "school official" exception. Explicitly defined components of that exception include: 1) Who qualifies as a school official; 2) Why access is allowed; 3) Conditions and Limitations on Access; and 4) Control, Oversight, and Accountability.

Required Educational Records

Each District school shall maintain a Cumulative Record File (electronic and/or paper) for each enrolled student that includes, at minimum: Delaware Emergency Treatment Card, Identifying Data, School Health Record, Progress Report, Student Transcript (grades 9+), and Discipline Record

Annual Notice of Rights

- The Superintendent (or designee) shall provide annual FERPA notice to parents and eligible students in a manner reasonably likely to inform them. Annual notice may be provided through student or parent handbooks, the District website, parent or student information systems, or other methods reasonably calculated to inform parents and eligible students.
- Rights to inspect/review education records
- Rights to request amendment and a hearing process
- Conditions for consent-based disclosures
- The District's directory information categories, opt-out process, and opt-out deadline

Right to Inspect and Review

- Parents/eligible students may inspect and review education records upon request in accordance with FERPA timelines and District procedures.
- If records include information about multiple students, the District will provide access only to the portion relevant to the requesting parent/eligible student.

Requests to Amend Education Records

- A parent/eligible student may submit a written request to amend information believed to be inaccurate, misleading, or in violation of privacy rights.
- If denied, the District will provide written notice to the parent or eligible student and will offer an opportunity for a hearing. The hearing shall be conducted by an impartial District official who does not have a direct interest in the outcome, will provide the parent or eligible student a meaningful opportunity to present evidence relevant to the contested information, and will result in a written decision based solely on the evidence presented.
- If the decision remains adverse after the hearing, the parent/eligible student may place a written statement in the record commenting on the contested information.

Consent for Disclosure of PII

The District requires signed and dated written consent before disclosing PII from education records, unless a FERPA exception applies. Consent must specify the records, purpose, and recipient(s).

Disclosures Without Consent (FERPA Exceptions)

- The District may disclose PII without consent only as permitted by FERPA, including (as applicable):
- To school officials with legitimate educational interests (including contractors performing institutional services under District control)
- To officials of another school/district where the student seeks or intends to enroll (enrollment/transfer)
- For audit/evaluation of federal or state-supported education programs, as allowed by FERPA
- In connection with financial aid (where applicable)
- To comply with a judicial order/subpoena (with notice as required/allowed by FERPA)
- In a health or safety emergency when necessary to protect individuals
- District expectation: When federal, state, or local agents request access to education records (other than directory information), the Superintendent/designee shall be notified prior to disclosure, consistent with District practice.

Directory Information

- District may designate certain categories as directory information and disclose them without prior consent only after providing annual public notice and an opportunity to opt out.

- The District's directory information categories and opt-out process shall be published annually (and may be limited to specific parties/purposes if the District chooses to do so).
- The District will not confirm or disclose directory information where non-directory identifiers are used to identify a student (e.g., SSN).

Record of Requests and Disclosures

- The District shall maintain a record of requests for and disclosures of PII from education records as required by FERPA, except for disclosures to the parent/eligible student, to school officials with legitimate educational interest, or disclosures made with written consent.

Transfer of Records

- The Cumulative Record File shall follow the student when transferring schools, including for students with disabilities.
- Records shall be promptly transferred upon request of the receiving school.
- When transferring to another Delaware public school, the District shall provide the original Cumulative Record File; for transfer to a private school or DSCYF program, the District maintains the original and provides a copy.
- Unpaid fees/fines shall not delay or prevent transfer of the Cumulative Record File.
- Students shall not be denied enrollment because records have not yet been received.
- Prior to transfer, the District shall confirm the file contains the student's Discipline Record.

Maintenance, Security, Retention, and Destruction

- The District shall follow the Delaware School District General Records Retention Schedule published by the Delaware Public Archives for maintenance timeframes and special considerations.
- The District shall implement administrative, physical, and technical safeguards to protect confidentiality during collection, storage, use, disclosure, and destruction (including role-based access controls and secure storage).
- Destruction of education records shall follow the Delaware retention schedule; destruction of records for children with disabilities must also comply with applicable special education confidentiality requirements referenced by Delaware regulation.

Training and Internal Controls

- Annual training shall be provided to staff with access to education records on FERPA basics, directory information, lawful disclosures, recordkeeping, and secure handling.
- The Superintendent/designee shall maintain written administrative procedures and forms supporting this policy (requests to inspect, consent to release, disclosure logs, directory info opt-out, amendment/hearing forms).

Complaints

- Individuals may file District-level complaints using the District's procedures
- Individuals may also file FERPA complaints with the U.S. Department of Education's Student Privacy Policy Office.

Delegation

The Superintendent shall designate a FERPA Records Custodian (District-level) and building-level records contacts responsible for implementing this policy and corresponding procedures.

ADOPTED: xx/xx/xx

AMENDED:

NEXT REVIEW DUE:

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

5408

**5408 STUDENT DISCIPLINE - CRITERIA FOR CONFERENCES WITH STUDENTS
AND/OR PARENTS TO BE IMPLEMENTED AT ADMINISTRATOR AND COMMITTEE
LEVELS:**

Recommendation: Delete this policy

Rationale: Covered in the code of conduct 5404 and the establishment of a discipline policy 5407

- ~~1. Purpose—eliciting improvement in child's behavior.~~
- ~~2. State the nature of offense.~~
- ~~3. State that offense is not allowed.~~
- ~~4. Determine and state whether behavior offense is part of a pattern of behavior—if so, inform student/parent.~~
- ~~5. State consequence of next offense.~~
- ~~6. Attempt to determine cause of misbehavior.~~
- ~~7. Request student (and parent, if present) to offer solutions to their problem.~~
- ~~8. State whether behavior could be corrected by adjustment of one of the following—give specifics:~~
 - ~~a. facilities~~
 - ~~b. equipment~~
 - ~~c. materials~~
 - ~~d. scope and sequence of student's program~~
 - ~~e. student's schedule~~
 - ~~f. staffing~~
 - ~~g. student grouping~~
 - ~~h. student's attitude~~

- ~~9. In the event a parent does not attend the conference, a letter will be sent to the parent containing the basic information which was to be covered in the conference.~~

~~IMPLEMENTATION: Pilot implementation, May and June 1975. Full implementation will begin on the first class day of the school year, 1975-76. Elementary school implemented September 1987.~~

~~ADOPTED: 4/14/75; 3/21/77; 2/27/78; 5/18/87~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6110

CURRICULUM ADVISORY COUNCIL

The purpose of the curriculum council shall be to strengthen the school district's educational program. The council will develop long range plans in areas such as the ~~continuing development of curriculum~~ **review needs based on student data**, ~~instructional techniques, teacher supervision, in-service training, staff development, pupil testing,~~ philosophy and goals of the school district, and other instructionally related matters.

The council shall consist of the Directors of Teaching and Learning and **Director of Special Programs** ~~Student Support and Parent/Community Services~~ (co-chairs), the **school administrator** ~~principal~~ and one teacher from each school. The Superintendent or designee may function as an ex-officio member of the council. ~~All teacher members of the council shall be elected by vote within each of the different school buildings.~~

The council shall meet in **the spring of** ~~February and July~~ each year and at the call of the chairpersons or the Superintendent. The council shall establish its own rules of procedure, and the co-chairs will be responsible for the arrangement and conduct of the meetings.

Rationale: changes to formatting to align to district formatting guidelines. Removal of items that are determined through state guidelines such as teacher evaluations/student testing. Staff development is outlined in the negotiated agreement.

ADOPTED: 2/14/83; 8/29/84; 6/26/89

AMENDED: 5/3/10

NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6113

FIELD TRIPS AND STUDENT TRAVEL

1. CRITERIA

- A field trip must be directly related to specific State Standards/~~Performance Indicators or Milford Instructional objectives where no State Standards exist.~~ As such, field trips of this type should be required as an integral part of the instructional program. The school is responsible to ~~for~~ communicate~~ing~~ this to parents.
- ~~Participating students will pay a prorated share of costs for transportation, admission fees, nursing fees, and so forth. However, the cost to students should be kept to a minimum. Students should not be prohibited due to lack of funds. and be assertive in removing financial barriers. In addition, a field trip may be a part of or extension of an extra-curricular activity or athletic team and as such will meet the quality standards of the district, sanctioning body, or conference.~~
- ~~b.~~ A field trip should represent a high-quality learning experience that cannot be obtained by other instructional means in the school building.
- ~~c.~~—A field trip must be an integral part of an instructional unit in progress at the time of the trip. A field trip that is well integrated into an instructional unit in progress will have appropriate activities both before and after the trip to prepare students for the experience and process the learning after. The trip should be well structured to assure that students focus on the particular aspects of the trip that produce the desired learning results. ~~To ensure equity, all students in the same course will be included in the trip. For example, students need assistance and structure to obtain the desired results from visiting a museum such as the Franklin Institute.~~
- ~~d.~~—Field trips should not be concentrated in the spring or fall but spread throughout the school year. There should be specific instructional reasons why there would be more than one field trip in a month, or more than two or three in a school year.
- ~~e.~~—Participation in strictly commercial projects or activities is prohibited.
- ~~f.~~—Performances involving only entertainment purposes are not permitted. Cultural or artistic performances must be related to **Delaware's Standards for Visual & Performing Arts.** ~~State Standards in the Fine and Performing Arts.~~
- ~~g.~~—School day trips shall be scheduled for instructional reasons only. Motivational or reward field trips, **will be considered when documented behavioral systems indicate students have met preestablished criteria shared at the start of each school year unless there is a compelling reason to schedule them during the school day.** ~~The instructional impact on students who are not going on the field trip must be considered with great weight in this decision. Quality instructional activities must be in place for students who do not qualify and for students at other grade levels who are not a part of the reward or motivational program.~~
- ~~h.~~—Field trips may require no more than four hours of travel for a one-day trip (in addition to the ride to and from the school). Washington, DC, Baltimore, and Philadelphia are all considered to be within this limit.
- **Special Consideration should be given to students attending field trips who require medical treatment during the regular school day per doctor's directives. No child will be prevented from attending a field trip due to a medical condition unless it is a parental decision not to allow the child to participate. In cases where medical support is required,**

parents will be invited to attend with their child. In cases where parents are unable to attend a nurse will attend to provide treatment. If nurse coverage can not be obtained the field trip will be rescheduled.

- Students may be denied participation in a field trip based on recent conduct, at the discretion of the School Administrator and in consultation with District Administrators.

2. APPROVAL

All field trips of any kind are under the authority and direction of the Milford School District. The principals are responsible for the appropriate plans including safety, efficiency, and economy.

- ~~h.~~—School committees should meet annually to sequence and align field trips with the curriculum. Requests will be submitted to District Administrators for approval to ensure field trips aren't duplicated across grade levels.
- Prior to submitting field trips for School Administrator approval; the field trip request form will be submitted to the building nurse to verify if any students attending require nursing needs on the trip and document the closest medical facility. In cases where the list of students is not available at the time of the field trip approval request the nurse will assume that any student in a given grade level with a medical need will be included in the roster.
- For day field trips in the state of Delaware ~~Teacher(s) shall~~ will submit the district field trip form to their ~~principal~~ School Administrator for approval at least a month before the date of the trip. School Administrators will submit forms with their approval to the District Administrators for approval at least one month before the data of the trip.
- ~~h.~~—If the trip is over 100 miles, out of state, or overnight, it must be submitted for School Board approval at least ~~three~~ six weeks (6) (3) months prior to the trip.
- The Milford Board of Education does not organize, sponsor, or accept liability for student travel outside of the United States.
- ~~e.~~—A detailed itinerary shall be submitted to the ~~principal or School Board~~ with the field trip approval form.
- Once field trips have been approved, schools will submit them to All transportation contracts are to be arranged by the principal through the district Transportation Department
- ~~d.~~ Board or District Administrator ~~principal~~ approval and confirmation that transportation has been secured is required prior to making any reservations, collecting any money, or discussing the trip with students.
- ~~e.~~—After principal approval; document will be submitted to building nurse to document the closest medical facility and initial.
- ~~f.~~—No money is to be paid by students or parents directly to a vendor. All money is to be deposited to the Student Activity Fund. Bills are to be paid from the Activities Fund or other district accounts.
- ~~g.~~ The principal is responsible for quality control of field trips. Each principal shall establish detailed building procedures for field trip approval. The procedures shall be located in the faculty handbook.
- .j. Field trips are not permitted if it will disrupt during state student testing.
- The sponsoring teacher will notify the cafeteria manager within 10 working days of the trip informing them that students will not be in the cafeteria that day and if bag lunches will be needed.

- The sponsoring teacher will provide a list of chaperone names within 10 working days of the trip to the School Administrator who will check to ensure chaperones attending the trip are not on the Registered Sex Offender Registry.
- Prior to departure the sponsoring teacher will provide a list of participant's names to the School Administrator.
- The sponsoring teacher must travel with the group to and from the destination.
- Student safety will be the paramount consideration. In case of an emergency situation, the teacher is responsible for notifying the School Administrator by telephone as soon as possible.

3. PARENT PERMISSION

Parent permission is required prior to the field trip, using the district approved form. (~~Attachment B~~)

4. SUPERVISION

~~a. The determination of an acceptable ratio of chaperones for any given activity is the responsibility of the principal as part of his/her approval of the activity. Factors to be considered include:~~

- ~~_____ • age of the children involved~~
- ~~_____ • type of activity~~
- ~~_____ • distance~~

~~_____ The younger the child, the more chaperones needed.~~

- There must be at least one adult chaperone for every ten (10) students participating in the trip. For overnight trips with students of multiple genders, it is required there be an appropriate number of approved gender appropriate chaperones.
- Chaperones must be at least 21 years old for day trips, at least 25 years for overnight trips, and at least one of the following: a parent/guardian/immediate relative of a student, an employee of the District, or a spouse of a District employee. Chaperones may not bring other children.
- The School Administrator has the authority to deny or approve chaperone appointments. All chaperones are required to use the school's visitor management system on the day of the field trip.
- For the majority of field trips chaperones must travel with the group, on the bus, to and from the destination. Parents/guardians who wish to take their children home after the field trip must sign them out at the school upon return. In cases where bus capacity is limited, and additional chaperones are needed to support the trip, chaperones may be permitted to travel in their personal vehicles with permission from the School Administrator.. All students are required to ride the school provided transportation to and from all field trip destinations.
- ~~b. Students are to be under planned supervision at all times.~~
- ~~c. A description of duties and expectations shall be given to each chaperone. The teacher will direct students to obey the chaperones. The duties of a chaperone are:~~
 - Keeping the group together and monitoring student behavior.
 - Directing students to act appropriately regarding their manners.
 - Reporting discipline infractions to the teacher promptly.
 - Supervising students to assure their safety and welfare.
 - Directing students to the areas for observation or participation.
 - Assuring that students adhere to time schedules.
- ~~d. The district discipline code is in effect during all school sponsored activities including all field trips. Encouraging students to "dress up" for field trips will~~

~~_____ positively influence their behavior.~~

- In instances where students have pre-approval to drive to and from a school-sponsored field trip location they are not permitted to transport other students in personal vehicles.

~~5. FIELD TRIPS OVER 100 MILES, OUT OF STATE OR OVERNIGHT~~

- ~~a. Field trips are not permitted if it will disrupt student testing.~~
- ~~b. Field trip approval forms shall be submitted to the Board of Education for approval at least three (3) months prior to the field trip.~~
- ~~c. A detailed itinerary shall be submitted to the Board with the field trip approval form.~~
- ~~d. Field trip must be related to a specific instructional objective(s), focusing on an instructional unit in progress.~~
- ~~e. Field trips that extend more than one school day should be scheduled on non-school days (i.e., weekends, holidays, etc.).~~
- ~~f. Field trips must be available for all qualified students. Equity concerns may mean providing assistance to students who cannot afford the trip.~~
- ~~g. Instructional programs and student organizations such as DECA, FFA, Competition Cheerleaders or approved competitive activities which require regional or national conferences shall be approved by the School Board. As students advance in competitions or conferences, the advisor shall submit the field trip request to the principal along with students' state scores, attendance data, discipline records and current grades. The principal shall decide whether it is appropriate, given this data, to request Superintendent's approval. If the principal chooses to forward the request, the Superintendent will make the final decision regarding the approval for the student(s) in question. It is important to note that the advisor is expected to plan productive lessons for his/her absence to balance the needs of the numerous students attending school with the few students attending the trip for the competition or conference. Advisors may not attend these conferences or competitions unless he/she has students attending.~~
- ~~h. Trips that remove a teacher and a few students from the school for more than a day or two are of great concern. Students going on the trip shall receive in writing all of their makeup work from all of their teachers prior to the trip. They shall be given 1.5 times as many days as the trip to make up the work. Arrangements must be made for a quality instructional experience for the students who remain, or the trip should not be approved. A certified or well-qualified substitute teacher shall be scheduled and meet with the teacher to review detailed, written unit plans for the time of coverage. These concerns are eliminated when the extended trip is taken when school is not in session.~~
- ~~i. Band Trips: The educational purposes of all band trips include the application of performing arts skills to a different venue, to receive adjudication, the opportunity to compete with other ensembles and to travel to another area as a cultural opportunity.

 - The Band Director is responsible for planning and recommending all band trips for approval by the principal. In developing his/her recommendations, he/she shall consider the input of the Band Boosters.
 - The destinations of out of state or overnight trips must be submitted by the band director and principal to the School Board for approval in July of each year to assure time for planning and fund raising.
 - Band students shall be permitted to miss 3 instructional days every 2 years for competition band trips but no more than 2 instructional days in any given school year without written permission from the Board. The location of competitions shall not be regulated under this policy providing the destination is not outside of the continental~~

~~United States. The band director must ensure that student participation is adequate to meet competitive standards. Trips are to be carefully planned to ensure that adequate financing is available such that all interested band members may fully participate. Safety considerations for students are a primary concern and must be appropriately addressed. A two-year plan shall be submitted by the Band Director to the Milford Board of Education for approval in August of each school year outlining safety considerations, financing, and travel arrangements/schedules for upcoming band competitions and parades. The Board reserves the right to cancel any student trips at any time should national security concerns warrant such action.~~

- j. ~~Foreign Travel Trips: Extended trips for foreign language and other instructional areas are intended to apply skills in the context of a cultural experience. The Milford Board of Education does not organize, sponsor, or accept liability for student travel outside of the United States.~~
- ~~• The teacher is responsible for planning and recommending extended trips to the principal, who is the first level of approval for this process.~~
 - ~~• In the interest of the expense of this type of educational experience and conserving instructional time, extended trips should limit the cost and time lost from school. As such, the trips shall incorporate weekends and holidays so that the trip will not lose more than one day of instruction for the students involved.~~
 - ~~• The teacher must plan thoroughly for the lessons of the students who will not be attending the trip, so that their instruction will be impacted as little as possible.~~
 - ~~• Parents and students are responsible for travel arrangements and expenses and are encouraged to fully investigate the credentials of the company or organization they are utilizing for foreign travel.~~
 - ~~• The liability waiver statement, Policy 6113A, must be completed and submitted to the Principal by the parent/guardian prior to any financial commitments being incurred.~~
- k. ~~For all Out-of-State trips, the travel protocol documentation and notification will be required. The Superintendent or his/her designee will notify the Delaware Department of Education of the following group travel information:~~
- ~~1. Name of group traveling;~~
 - ~~2. Name of person in charge and other chaperones (including their home phone numbers;~~
 - ~~3. Destination, including hotel arrangements, name of hotels, including phone numbers;~~
 - ~~4. Time and date of departure and return;~~
 - ~~5. Mode of travel, including flight numbers and names of airlines, names of bus companies, rentals. Be sure to include all connecting flights, buses, trains;~~
 - ~~6. Travel itinerary (planned stops, housing plans at each stop);~~
 - ~~7. Make arrangements for student and chaperones to be able to access funds in case they are stranded. Chaperones should know what to do to access funds even if they cannot reach someone at the District Office or at the home school;~~
 - ~~8. If hosting a group of students from another state or country, please inform DDOE;~~
 - ~~9. Permission forms are mandatory. Complete information for all students should be obtained and copies provided for the chaperones, the school, and the district office.~~

10. ~~If possible, send a laptop with one of the chaperones. Be sure the chaperone has several e-mail addresses available so that it can be provided to emergency officials who may need to contact the chaperones or the home school.~~

~~l. Regulations:~~

- ~~• This process must be managed entirely by the principal and may not be delegated to anyone other than an assistant principal. The principal must sign each form.~~
- ~~• A building administrator must meet with each person requesting one or more field trips to review the accuracy and completeness of the information listed on the proper form.~~
- ~~• Trips not submitted on the proper form will not be advanced through the three levels for approval.~~
- ~~• Lack of awareness by the staff member involved is not a reason for which this process will be modified. It is the responsibility of the principal to make the staff aware and guide the process in a timely and accurate fashion.~~
- ~~• All trips that can reasonably be known and planned for the next school year must meet the timeline below to be approved. The timeline anticipates the busyness that occurs at the end of the school year by starting this process in April.~~
- ~~• Trips that are not submitted in a timely fashion following all of the guidelines explained in this document will not be approved.~~
- ~~• The director will meet with the building administrator to review each submitted trip that the principal intends to approve and advance to the next level.~~
- ~~• Trips not approved at one level will not be advanced to the next level until the concerns blocking advancement are resolved. If they are not resolved, they will not be approved.~~
- ~~• There is no appeal to this process.~~
- ~~• All provisions of School Board Policy 6113 must be met, with particular attention to Section 5 Field Trips Over 100 Miles, Out of State or Over Night (which is available online at the Milford School District website. See Section 5 provided below.)~~

~~m. Process and Timeline for processing out of state and overnight field trip approval.~~

- ~~1. Teacher and group requests must be submitted on the proper form by April 10 to be considered for the following school year.~~
- ~~2. By May 1, the principal or assistant principal must meet with each teacher submitting one or more trips for approval to review the required information, ask questions, make a decision regarding approval of the trip, and advancement to the next level of the process. All anticipated questions, including a projected itinerary, must be answered at this level of the process.~~
- ~~3. The completed forms must be forwarded to district administration, who will meet by May 15 with each principal to review the submissions for appropriateness, completeness, and accuracy. At this point, corrections and adjustments may be made to enable trip requests to move forward.~~
- ~~4. Those trips approved by the principals and district administration will be advanced to the School Board for their review by June 10. Issues and questions by individual Board members that can be resolved in time for the processing of the June agenda for the regular Board meeting will be advanced for approval. Those trip submissions that still have unresolved issues at that time will not be approved at the discretion of the principal and district administration. Submissions that have not followed the process in a timely fashion will not be forwarded to the Board and may jeopardize eventual approval.~~

6. SUBSTITUTES FOR FIELD TRIPS

For field trips that require the hiring of a substitute for a teacher, the group attending the field trip is responsible for funding a Class A Substitute for the period that the teacher will be gone.

ADOPTED: 5/20/96

AMENDED: 3/27/00; 6/23/03; 8/25/03; 5/23/05; 8/22/05/ 12/18/06; 6/25/07; 8/25/08; 11/28/11; 12/19/16;
1/22/24

NEXT REVIEW DATE:

MILFORD SCHOOL DISTRICT

FIELD TRIP APPROVAL FORM

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

SCHOOL: _____ CLASS/GRADE: _____

Check one: OUT-OF-STATE OR OVERNIGHT: _____ IN-STATE: _____

DATE(S) OF TRIP: # of School days missed:		TRIP DESTINATION:	TEACHER(S):
NUMBER OF STUDENTS:		CONTENT AREA(S):	
INSTRUCTIONAL UNIT: TITLE: State Standards/Performance Indicators:		DATES UNIT WILL BE PRESENTED: From: _____ To: _____ COST(S): Transportation: Meals: Other expenses: Total cost per pupil: Total cost:	
Closest Medical Facility (with address & phone #): Nurse Initials: _____			
How will technology be used in preparation for this trip? (Circle one) ____ Internet ____ Virtual Tour ____ Research ____ Video ____ Software ____ Other (specify) _____			
RELATIONSHIP OF TRIP TO THE STATE STANDARD/PERFORMANCE INDICATORS (purpose of the trip): _____			
APPROVAL SEQUENCE (indicated by the proper signatures below): ____ Comments: ____ Field trips not approved at one level will not advance to the next level (no appeals):			
PRINCIPAL'S SIGNATURE: _____ DIRECTOR'S SIGNATURE: _____ SUPT'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 a detailed itinerary must be submitted 30 days before the trip.			
12/19/16			

~~MILFORD SCHOOL DISTRICT~~

~~SCHOOL FIELD TRIP~~

~~SUMMARY FORM~~[illegible]

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6413A

CULTURAL TRIPS INVOLVING TRAVEL OUTSIDE THE UNITED STATES

1. ~~Employees of the Milford School District who intend to offer or promote out of country travel involving Milford School District students must inform the Superintendent in writing of such intent prior to information being shared with students or parents concerning the foreign travel.~~
2. ~~All such travel must not conflict with student instructional time and must only be scheduled during dates when school is not in session for students.~~
3. ~~District employees shall not offer or promote travel opportunities to countries listed under the US Current Travel Warnings on the US Department of State web site.~~
4. ~~While the Milford School District acknowledges the cultural and educational value of international travel, the district does not sponsor, provide oversight, or accept any liability for such travel arranged through its employees. The District requires sponsors of such trips to include the following disclaimer on all written literature to parents and students and they must also obtain a written waiver of liability form signed by traveling students and their parents prior to accepting funds or deposits for such travel. These waiver forms are to be hand delivered to the school principal for recording and filing.~~
5. ~~Parents and students are responsible for travel arrangements and expenses and are encouraged to fully investigate the credentials of the company or organization they are utilizing for foreign travel.~~

Disclaimer for written materials:

~~The Milford School District ("the District") does not sponsor or provide oversight for this trip. Neither the District, nor the Board of Education, have reviewed the travel plans for the purpose of making a judgment as to the risks associated with the travel, or the level of supervision which may be provided by chaperones. Employees of the District accompanying students are doing so in their personal and individual capacities, as opposed to their capacity as employees of the District.~~

Liability waiver statement:

~~I understand and agree that this trip is neither sponsored by the Milford School District ("the District"), nor the Milford Board of Education ("the Board"). Neither the District, nor the Board, have reviewed the plans for the trip for the purpose of making any judgment as to the risks associated with the travel, or the adequacy of the supervision provided by chaperones. I also understand that District employees organizing and participating in the trip are acting in their personal and individual capacity, as opposed to their capacity as employees of the District. For the reasons set forth in this statement, I agree that the District and the Board have no liability for any claim arising out of the trip, and I waive any right I may have to assert such a claim against the District or the Board.~~

Date Parent/Guardian

ADOPTED: 3/27/06
REVISED: 1/22/24

Recommended for deletion: This policy states that Milford School District does not support travel outside of the district. That is included in 6113 so this policy is not needed.

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6305

HIGH SCHOOL COMMENCEMENT

~~Commencement shall be conducted outdoors.~~

~~In case of inclement weather, the administration shall:~~

~~1. Make a decision between two (2) p.m. and three (3) p.m.~~

~~2. The decision shall be based on:~~

~~a. Information from the U.S. Weather Bureau.~~

~~b. Conduct Commencement if less than thirty (30) percent chance of rain.~~

~~c. Postpone until next night if there is more than a thirty (30) percent chance of rain.~~

~~d. the time of the postponed commencement shall be the same as originally scheduled.~~

~~EXCEPTION: If commencement is to be held on a Sunday, it shall be held in the afternoon at 3:00 p.m.~~

Recommended for deletion.

Rationale: This should be a procedure in the student handbook and part of the graduation materials shared with graduates so families know what will happen in the event of inclement weather.

APPROVED: 6/21/82; 7/18/83; 2/26/96

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, **2025** ~~2005~~, 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 7.0**8.0** 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.~~

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.

2. ~~A~~ For full time employees ~~s 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.

3. ~~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
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Address	Parent Signature	Date
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Phone

Counselor Signature	Date
---------------------	------

Administrator Signature	Date
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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

Grade	Credits
10	6
11	13
12	20

- ~~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: