



Agenda for Monday, March 16, 2026, at 7:00 PM Regular School Board Meeting

The Milford Board of Education will hold this meeting in-person at the Milord Central Academy Auditorium, 1021 N. Walnut St., Milford, DE 19963 Public comment is available in-person and virtually through online registration.

Public may access this meeting at the following link:

Webinar topic: Milford School District Board Meeting

Date and time: Monday, March 16, 2026, 7:00 PM | (UTC-05:00) Eastern Time (US & Canada)

Join link: <https://milford.webex.com/milford/j.php?MTID=m6f14208df87d84b8131a5a72c6695fe4>

Webinar number: 2634 390 3130

Webinar password: rhAKrBMJ622 (74257265 when dialing from a phone or video system)

Join by phone: 1-415-655-0001 US Toll Access code: 263 439 03130

*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.***

Page

- 1. Call to Order by President**
- 2. Adjournment to Executive Session**
 1. Student Discipline Matters
 2. Legal Matters
 3. Personnel Matters

Recommended Action: Approve

- 3. Return to Open Session**

Recommended Action: Approve

- 4. Pledge of Allegiance**

6

5. Roll Call

Roll Call of Board Members:

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

7

[6 - February 23, 2026 Board Meeting Minutes.pdf](#) 

Recommended Action: Approve

7. Changes to Agenda

Recommended Action: Approve

8. Recognitions and Presentations

- A. Presentation of Buccaneer Educational Foundation Grant to Milford 12th Man Grid Iron Club.
- B. Recognition of Performing Arts
 - Milford High School Choir - Ms. Julie Keefer, Director
 - Milford High School Band - Mr. Brandon Mast, Director
 - Milford High School Drama Club - Ms. Elli Oechsler
- C. Recognition of Winter Sports
 - Milford High School Boys Basketball - Mr. Lamarr Shorts, Coach
 - Milford High School Girls Basketball - Ms. Shantel Hazzard, Coach
 - Milford High School Swimming - Mr. Agoston Szabo, Coach
 - Milford Unified Basketball - Mr. Robert Croce, Coach
 - Milford High School Boys and Girls Wrestling - Mr. Don Parsley, Coach
- D. Student Representative Report
- E. Milford Central Academy Presentation - Mr. Rene Diaz, 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.

[MSD Request for Online Public Comment](#)

10. Superintendent’s Report – Mr. Travis Moorman

11. Academic Excellence: Dr. Bobbie Kilgore


- A. Field Trips 10
 - [11A1 - Field Trip 1.pdf](#) 
 - [11A2 - Field Trip 2.pdf](#) 
 - [11A3 - Field Trip 3.pdf](#) 
 - [11A4 - Field Trip 4.pdf](#) 
 - [11A5 - Field Trip 5.pdf](#) 

Recommended Action: Approve

12. Building Our Future: Mrs. Tammy Smith

- A. Monthly Revenue, Expenditure, and Major Capital Reports as of February 28, 2026 21
 - [12A1 - February 28 2026 Monthly Revenue Report.pdf](#) 
 - [12A2 - February 28 2026 Monthly Expenditure Report.pdf](#) 
 - [12A3 - Major Capital Funding as of 02.28.26.pdf](#) 

Recommended Action: Approve

- B. Construction Change Orders
There are no Construction Change Orders for the month of March 2026
- C. Financial Fiscal Year 2023 Local Funds Performance Audit 24
 - [12C - Milford-School-District-Local-Funds-Performance-Audit-FY23.pdf](#) 

Recommended Action: Approve

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


- A. Personnel Report

Recommended Action: Approve
















14. Board Discussion






- A. DSBA Updates
- B. School Choice - MSD School Choice 2025-2026

Recommended Action: Approve

- C. SY 26-27 MSD Calendar for "Second Read" 49
[15B - 26.27 DRAFT Calendar.pdf](#) 

Recommended Action: Approve

- D. **Recommended Revised Draft Board Policies for "First Read"** 61
1. 3204 - State Championship Recognition
[14D1 - Policy 3204 - First Read.pdf](#) 
 2. 3405 - Bus Quotation Procedures for Additional Trip
[14D2 - Policy 3405 - First Read.pdf](#) 
 3. 4111 – School District Residency Requirements (Recommended for deletion)
[14D3 - Policy 4111 - First Read.pdf](#) 
 4. 4203 - Leave Without Pay
[14D4 - 4203 Leave Without Pay.pdf](#) 
 5. 4223 - Overtime and Compensatory Time
[14D5 - Policy 4223 - First Read.pdf](#) 
 6. 4226 - Electronic Communication and Social Media
[14D6 - 4226 Electronic Communication and Social Media.pdf](#) 
 7. 4309A - Limited Contracts - Employment
[14D7 - 4309A Employment Procedures Limited Contracts.docx.pdf](#) 
 8. 4310 - Calculation of Hourly Rate of Pay
[14D8 - Policy 4310 First Read.pdf](#) 
 9. 4319 - Holiday Schedule – Twelve Month Employees
[14D9 - Policy 4319 - First Read.pdf](#) 
 10. 4324 - Fringe Benefit Program
[14D10 - Policy 4324 - First Read.pdf](#) 
 11. 4333 - Course Reimbursement – Child Nutrition Staff
[14D11 - Policy 4333 - First Read.pdf](#) 
 12. 5101 - Accidents (Recommend for deletion)
[14D12 - Policy 5101 - First Read.pdf](#) 
 13. 5108 - Releasing of Students to Persons Other Than Their Parents or Legal Guardians
[14D13 - Policy 5108 - Releasing Students.pdf](#) 
 14. 5205 - School Choice Program
[14D14 - Policy 5205.2 - First Read.pdf](#) 
 15. 5307 – Student Rights: Discussion and Appeal Procedures Not Regarding discipline (Recommended for deletion)
[14D15 - Policy 5307 First Read.pdf](#) 
 16. 5313 - Protection of the Privacy of Students
[14D16 - Policy 5313 - First Read.pdf](#) 
 17. 5408 - Student Discipline: Criteria for Conferences with Students and/or Parents (Recommended for deletion)

- [14D17 - Policy 5408 - First Read.pdf](#) 
18. 6110 - Curriculum Advisory Council
[14D18 - Policy 6110 - First Read.docx.pdf](#) 
19. 6113 - Field Trips and Student Travel
[14D19 - Policy 6113 - First Read.pdf](#) 
20. 6113A - Cultural Trips Involving Travel Outside the United States
(Recommended for deletion)
[14D20 - Policy 6113A - First Read.pdf](#) 
21. 6305 - High School Commencement (Recommended for Deletion) [14D21 - Policy 6305 - First Read.pdf](#) 

15. Good of the Order

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

16. Adjournment

Recommended Action: Approve



Milford School District Regular Meeting.
February 23, 2026

**MILFORD SCHOOL DISTRICT BOARD OF
EDUCATION REGULAR BOARD
MEETING MINUTES
February 23, 2026**

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

The Regular Meeting of the Milford Board of Education was called to order by President Scott Fitzgerald at 5:30pm PM. The meeting was held virtually.

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

RETURN TO OPEN SESSION

MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Ashlee Connell at 7:00 PM to return to open session. February 23, 2026. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 6 Board Members were present, with 1 absent. The meeting opened with a quorum.

APPROVAL OF MINUTES

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Ashlee Connell to accept the minutes presented in December 2025 with no changes. Motion passed unanimously.

CHANGES TO AGENDA

Changes to the agenda were as follows:

Board Approved to strike section 8 from the agenda, Recognitions, and Presentations.

Board Approved to strike 12F from the agenda, Fiscal Year 2023 Performance Audit.

Board Approved to strike 15C from the agenda, eliminating all first read policies for the month

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti that all changes to agenda be accepted as presented. Motion passed unanimously.

PUBLIC COMMENT – No public comment requests were received.

SUPERINTENDENT’S REPORT

Mr. Moorman reported on school closures due to power outages in the area. Delmarva and Delaware Electric Coop reported that there were still outages but being reduced significantly. Due to the weather conditions continuing and the amount of snow Mr. Moorman announced that Milford School District would be closed on Tuesday February 24, 2026. Kent County, Sussex County Superintendents and the Department of Education have been involved in discussions of operating with the effects of the winter storm. Another meeting of Superintendents and DOE was scheduled for February 24, 2026.

The School Calendar was treated as a policy during the February 23, 2026, regular board meeting so that it could be voted on as a First Read. The School Calendar is being prepared to be distributed to the public once approved.

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

2 Field Trips were presented to the board by Mr. Travis Moorman as an action item **MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to approve both Field Trips as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of January 31, 2026, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the January 31, 2026, financial reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented two Construction Change Orders; **MOTION MADE BY Mr. Matt Bucher / SECONDED Mrs. Jennifer Massotti to approve the two Change Order as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented DDOE Financial Position Report as of December 31, 2025; **MOTION MADE BY Mr. Matt Bucher / SECONDED Mrs. Ashlee Connell to approve the DDOE Financial Position Report as of December 31, 2025, as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented the Financial Fiscal Year 2026 Revenue and Expenditure Budgets.

Mr. Matt Bucher asked where he would find the “give back” amount in the budget report? Mrs. Tammy Smith replied that it was not directly on the revenue budget, it could be found in the category where it fell. The total give back amount totaled \$733,962. **MOTION MADE BY Mr. Matt Bucher / SECONDED Mrs. Cynthia McKenzie to approve the Financial Fiscal Year 2026 Revenue and Expenditure Budgets as presented. Motion passed unanimously.**

Due to technical problems, Mr. Travis Moorman presented State Mental Health Funds Contractual Services **MOTION MADE BY Mr. Matt Bucher / SECONDED Mrs. Ashlee Connell to approve the State Mental Health Funds Contractual Services as presented. Motion passed unanimously.**

EMPOWERING AND INVESTING IN OUR PEOPLE: Dr. Laura Bond

The Personnel report was presented for approval as presented in executive session. **MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti to approve the Personnel report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION:

Mr. Moorman requested approval of the School Choice recommendation as presented.

Question from Mr. Bucher: Is the School Choice process was conducted based on Board Policy and Delaware Code? Mr. Moorman answered: Yes, the School Choice process was taken directly from the Board Policy and Delaware Code. **MOTION MADE BY Mrs. Cynthia McKenzie / SECONDED BY Mr. Matt Bucher to approve the School Choice recommendation. Motion passed with 5 in favor and 1 absent.**

Per Mr. Matt Bucher, ask that the DSBA report be tabled until the March 2026. Mr. Scott Fitzgerald gave approval to that request.

Dr. Laura Bond presented the 2026 – 2027 School Calendar for the board consideration as a First Read. She stated that a committee made up of members of MEA and representatives from various workgroups including administrators. The committee met starting in December 2025 and convened once per month for three months. Question: Mrs. Jennifer Massotti asked Are we starting before Labor Day due to the election? Dr. Bond answered that MSD will be starting classes prior to Labor Day because Labor Day was so late this year. Question: Mr. Bucher asked how the instructional hours for last year compared to the 2026-2027 instructional hours? Dr. Bond responded due to the election year; we have less instructional hours but are still in excess of the State recommended hours. Professional Development and Non-Academic Trainings are also factored into the 2026-2027 School Calendar.

Mr. Travis Moorman presented the following policies to the Board for a Second Read and Approval. These policies were introduced for First Read in December 2025. Mr. Scott Fitzgerald entertained a motion for Policies listed from 15D1-15D14 be voted on in mass.

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher to approve the presented policies. 15D1-15D14 in mass. Motion passed unanimously.

The Good of The Order: Mr. Matt Bucher thanked the administrators and the IT Team for putting together the meeting virtually at the last minute. Mrs. Ashlee Connell mentioned that her daughter, the Student Council President of LuLu Ross attended her first board meeting on February 23, 2026.

ADJOURNMENT

MOTION MADE BY Mrs. Ashlee Connell / SECONDED BY Mrs. Jennifer Massotti that the Regular meeting of the Milford Board of Education held on Monday February 23, 2026, be adjourned at 7:43pm. Motion passed unanimously.

MILFORD SCHOOL DISTRICT
FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 1st for School Board approval for the following school year)

- Morris
 Bannock
 Central Academy
 High School
 Missillon
 Ross
 In-State
 Out-of-State
 Overnight

DATE(S) OF TRIP: 7/3/2026 # of School Days missed:		TRIP DESTINATION: Independence Hall Philadelphia		TEACHER(S): Cinque	
NUMBER OF STUDENTS: 15		CONTENT AREAS: Social Studies		GRADE(S): 8-12	
1. Instructional Unit Title: American Independence					
2. Dates of Instructional Unit: From: 9/26		To: 5/27		Field Trip Cost	
3. Will technology be used in preparation for this trip? (Check One)				Transportation: 616.70	
Internet		Virtual Tour		Meals: Pack	
Research		Video		Other expenses (explain): n/a	
Software		Other (specify)		Funding Used: student activity fund	
4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will represent Milford School District in at the Salute to Independence 250th parade in Philadelphia.				Individual student expense: 25	
				Total Cost	
Closest Medical Facility (with address & phone #): Pennsylvania Hospital 800 Spruce St Philadelphia PA 215-316-5151					
Nurse Initials: <i>ASMH's students</i>					
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).					
Comments:					
PRINCIPAL'S SIGNATURE: <i>[Signature]</i>		DIRECTOR'S SIGNATURE: <i>[Signature]</i>		SUPPORT'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					



HOME of the BUCCANEERS

FIELD TRIP TRANSPORTATION REQUEST

SCHOOL Milford High School. LEAD TEACHER Cinque
 DESTINATION* Independence Hall 520 Chestnut St, Philadelphia, PA 19106
 (***** MUST Include Location Name, Address, City, and State*****)

TRIP DATE 7/3/2026. # OF PASSENGERS 18 BUSES NEEDED 1
 CHECK IF WHEELCHAIR ACCESSIBLE BUS IS NEEDED

Buses have 24 seats. Elementary students can sit 3 to a seat.

DEPARTURE TIME FROM SCHOOL 7am BUS DEPARTURE LOCATION Milford High School Auditorium
 (Where bus is to arrive at school for pick-up)

AMOUNT OF TIME AT DESTINATION 6 ARRIVAL TIME BACK AT SCHOOL 5pm
 (Used to estimate layover costs) (Allow adequate travel time to return)

PLEASE INDICATE DEPARTURE TIME IN THE EVENT OF A DELAY:
 1-hour delay: GO Departure Time: _____ OR CANCEL
 2-hour delay: GO Departure Time: _____ OR CANCEL

LEAD TEACHER'S CELL NUMBER FOR DELAY OR TRIP INQUIRIES 302-943-8757

NOTES: Choose an item.

Start Up Fee: Please note that the start-up fee will still apply in the event of any non-weather-related cancellations within 48 hours and will be treated as a cancellation fee.		\$80.00
Miles Fee: \$2.00 per mile	X	Total Miles 100
Driver Fee: \$33.67 per hour	X	Total Hours 10
Total Number of Buses: Choose an item.	Total Trip Estimate \$ 616.70	
Completed by Milford School District Transportation Office		
Confirmed Contractor:		
Contractor Contact #: Choose an item.		
Transportation Rep Signature: Choose an item.		Date: Click or tap to enter a date.

**MILFORD SCHOOL DISTRICT
FIELD TRIP APPROVAL FORM**

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

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

DATE(S) OF TRIP: 05/27/2026 # of School Days missed:		TRIP DESTINATION: Arthur W. Perdue Stadium	TEACHER(S): Brandon Foster
NUMBER OF STUDENTS: 32		CONTENT AREAS: Band/Music	GRADE(S): 7 & 8
1. Instructional Unit Title: United States National Anthem Presentation 2. Dates of Instructional Unit: From: 2/20/2026 To: 5/27/2026 3. Will technology be used in preparation for this trip? (Check One) Internet <input checked="" type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify)		4. Relationship of trip to instructional objective(s) (purpose of the trip): National Core Arts Standards MU:Pr:5.1.E, Anchor Standard 5 and MU:Pr:6.1.E express the importance of developing and refining artistic work for presentation as well as conveying meaning through the presentation of artistic work. Performing the Star Spangled Banner for sporting events to honor America is a long standing practice which the MCA Band students will get to actively participate in while refining their understanding and execution of the work.	
Closest Medical Facility (with address & phone #): TidalHealth Peninsula Regional - 100 E Carroll St, Salisbury, MD 21801 (410)-564-6400 Nurse Initials: <u>YW</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> SUPP'S SIGNATURE: <u>[Signature]</u> 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	
Total Cost		Field Trip Cost Transportation: 408.89 Meals: Included Other expenses (explain): Funding Used: Band Activity Account Individual student expense: 0	

SHOREBIRDS FIELD TRIP ROSTER (TENTATIVE)

Flutes	Clarinets	Saxophones	Trumpets	Low Brass	Percussion
Marylei Fernandez	Savannah Vallon	Olivia Hoven	Wyatt Cook	Sebastian Diaz	Gage Dill
Jackson Kirby	Eva Hoven	Amiyah Baynard	David Patterson	Maxly Gillis	Arya Natoreno - Hernandez
Izzy Fullington	Ryan Jackson	Jayden Garcia	Liliana Stubbs	Elijah Davis	Giovanni Johnson
Ellie Lammy	Georgia Jones	Bentley Huey	Maely Garcia	Cecelia Tyrrell	Lyric Villa
Mia Lorenze	Angela Avina-Estrada	Alondra Ochoa	Miguel Campos	Ethan Crosby	Tyler Batson
Gracelynn King	Emma Frazier	Dominic Watson	Amari Anderson		Nyla Batson
	Laniari Cartwright				Elijah Godwin-Gonzales
	Hirene Lopez-Chaves				
	Joseph Wood				
	Aubria Emmell				

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 1st for School Board approval for the following school year)

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

DATE(S) OF TRIP: 05/27/2026	TRIP DESTINATION: Arthur W. Perdue Stadium		TEACHER(S): Brandon Foster
# of School Days missed:	CONTENT AREAS: Band/Music		GRADE(S): 7 & 8
NUMBER OF STUDENTS: 32	<p>1. Instructional Unit Title: United States National Anthem Presentation</p> <p>2. Dates of Instructional Unit: From: 2/20/2026 To: 5/27/2026</p> <p>3. Will technology be used in preparation for this trip? (Check One)</p> <p>Internet <input checked="" type="checkbox"/> Virtual Tour Research Video Software Other (specify)</p> <p>4. Relationship of trip to instructional objective(s) (purpose of the trip): National Core Arts Standards MU:Pr:5.1.E, Anchor Standard 5 and MU:Pr:1.E express the importance of developing and refining artistic work for presentation as well as conveying meaning through the presentation of artistic work. Performing the Star Spangled Banner for sporting events to honor America is a long standing practice which the MCA Band students will get to actively participate in while refining their understanding and execution of the work.</p>		
<p>Closest Medical Facility (with address & phone #): TidalHealth Peninsula Regional - 100 E Carroll St, Salisbury, MD 21801 (410)-564-6400</p> <p>Nurse Initials: <u>YW</u></p>		<p>Field Trip Cost</p> <p>Transportation: 408.89</p> <p>Meals: Included</p> <p>Other expenses (explain):</p> <p>Funding Used: Band Activity Account</p> <p>Individual student expense: 0</p> <p style="text-align: right;">Total Cost</p>	
<p>APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).</p> <p>Comments:</p>			
<p>PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: <u>[Signature]</u> SUPP'S SIGNATURE: <u>[Signature]</u></p> <p>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity subject contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</p> <p>12/19/16</p>			



Bob?

FIELD TRIP TRANSPORTATION REQUEST

SCHOOL Central Academy LEAD TEACHER Brandon Foster
 DESTINATION* Arthur W. Perdue Stadium - 6400 Hobbs Road, Salisbury, Maryland, 21804
 (***** MUST Include Location Name, Address, City, and State*****)

TRIP DATE 5/27/2026 # OF PASSENGERS 35 BUSES NEEDED 1
 CHECK IF WHEELCHAIR ACCESSIBLE BUS IS NEEDED

Buses have 24 seats. Elementary students can sit 3 to a seat.

DEPARTURE TIME FROM SCHOOL 3:00pm BUS DEPARTURE LOCATION Front of School
 (Where bus is to arrive at school for pick-up)

AMOUNT OF TIME AT DESTINATION 4 hours ARRIVAL TIME BACK AT SCHOOL 10:00pm
 (Used to estimate layover costs) (Allow adequate travel time to return)

PLEASE INDICATE DEPARTURE TIME IN THE EVENT OF A DELAY:
 1-hour delay: GO Departure Time: _____ OR CANCEL
 2-hour delay: GO Departure Time: _____ OR CANCEL

LEAD TEACHER'S CELL NUMBER FOR DELAY OR TRIP INQUIRIES 302-752-6353

NOTES: Choose an item.

Start Up Fee: Please note that the start-up fee will still apply in the event of any non-weather-related cancellations within 48 hours and will be treated as a cancellation fee.		\$80.00
Miles Fee: \$2.00 per mile	X	Total Miles 94
Driver Fee: \$33.67 per hour	X	Total Hours 7
Total Number of Buses: 1		Total Trip Estimate \$ 503.69
Completed by Milford School District Transportation Office		
Confirmed Contractor: <u>RSK Trans.</u>		
Contractor Contact #: Choose an item. <u>(302) 270-8329</u>		
Transportation Rep Signature: Choose an item. <u>Taylor Bouman</u>		Date: Click or tap to enter a date. <u>02/27/20</u>

SHOREBIRDS FIELD TRIP ROSTER (TENTATIVE)

Flutes	Clarinets	Saxophones	Trumpets	Low Brass	Percussion
Marylei Fernandez	Savannah Vallon	Olivia Hoven	Wyatt Cook	Sebastian Diaz	Gage Dill
Jackson Kirby	Eva Hoven	Amiyah Baynard	David Patterson	Maxly Gillis	Aya Natoreno - Hernandez
Izzy Fullington	Ryan Jackson	Jayden Garcia	Liliana Stubbs	Elijah Davis	Giovanni Johnson
Ellie Lammy	Georgia Jones	Bentley Huey	Maely Garcia	Cecelia Tyrrell	Lyric Villa
Mia Lorenze	Angele Avina-Estrada	Alondra Ochoa	Miguel Campos	Ethan Crosby	Tyler Batson
Gracelynn King	Emma Frazier	Domonic Watson	Amari Anderson		Nyla Batson
	Lanilah Cartwright				Elijah Godwin-Gonzales
	Hirane Lopez-Chaves				
	Joseph Wood				
	Aubria Emmell				

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 Missillon Ross
 In-State Out-of-State Overnight

DATE(S) OF TRIP: 7/4/2026 # of School Days missed:	TRIP DESTINATION: Capitol Building, Washington DC	TEACHER(S): Cinque														
NUMBER OF STUDENTS: 15	CONTENT AREAS: Social Studies	GRADE(S): 8-12														
1. Instructional Unit Title: American Independence	<table border="0"> <tr> <td>Field Trip Cost</td> <td></td> </tr> <tr> <td>Transportation:</td> <td>606.70</td> </tr> <tr> <td>Meals:</td> <td>Pack</td> </tr> <tr> <td>Other expenses (explain):</td> <td>n/a</td> </tr> <tr> <td>Funding Used: student activity fund</td> <td></td> </tr> <tr> <td>Individual student expense:</td> <td>25</td> </tr> <tr> <td>Total Cost</td> <td></td> </tr> </table>		Field Trip Cost		Transportation:	606.70	Meals:	Pack	Other expenses (explain):	n/a	Funding Used: student activity fund		Individual student expense:	25	Total Cost	
Field Trip Cost																
Transportation:	606.70															
Meals:	Pack															
Other expenses (explain):	n/a															
Funding Used: student activity fund																
Individual student expense:	25															
Total Cost																
2. Dates of Instructional Unit: From: 9/26 To: 5/27																
3. Will technology be used in preparation for this trip? (Check One)																
<input type="checkbox"/> Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> Other (specify)																
4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will represent Milford School District in at the 250th 4th of July Independence parade in Washington DC.																
Closest Medical Facility (with address & phone #): MedStar Washington Hospital Center 110 Irving St NW, Washington, DC 20010 (202) 877-7000																
Nurse Initials: <i>AS</i>																
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).																
Comments:																
PRINCIPAL'S SIGNATURE: <i>[Signature]</i> DIRECTOR'S SIGNATURE: <i>[Signature]</i> SUPPORT'S SIGNATURE: <i>[Signature]</i> For all Out-of-State or overnight field trips, a group of students advances in a sequential activity subject's context, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip. 12/19/16																



HOME of the BUCCANEERS

FIELD TRIP TRANSPORTATION REQUEST

SCHOOL Milford High School. LEAD TEACHER Cinque
 DESTINATION* Capitol Building First Street SE, Washington, DC 20004
 (***** MUST Include Location Name, Address, City, and State*****)

TRIP DATE 7/4/2026. # OF PASSENGERS 18 BUSES NEEDED 1
 CHECK IF WHEELCHAIR ACCESSIBLE BUS IS NEEDED

Buses have 24 seats. Elementary students can sit 3 to a seat.

DEPARTURE TIME FROM SCHOOL 7am BUS DEPARTURE LOCATION Milford High School Auditorium
 (Where bus is to arrive at school for pick-up)

AMOUNT OF TIME AT DESTINATION 6 ARRIVAL TIME BACK AT SCHOOL 5pm
 (Used to estimate layover costs) (Allow adequate travel time to return)

PLEASE INDICATE DEPARTURE TIME IN THE EVENT OF A DELAY:
 1-hour delay: GO Departure Time: _____ OR CANCEL
 2-hour delay: GO Departure Time: _____ OR CANCEL

LEAD TEACHER'S CELL NUMBER FOR DELAY OR TRIP INQUIRIES 302-943-8757

NOTES: Choose an item.

Start Up Fee: Please note that the start-up fee will still apply in the event of any non-weather-related cancellations within 48 hours and will be treated as a cancellation fee.		\$80.00
Miles Fee: \$2.00 per mile	X	Total Miles 95
Driver Fee: \$33.67 per hour	X	Total Hours 10
Total Number of Buses: Choose an item.	Total Trip Estimate \$ 606.70	
Completed by Milford School District Transportation Office		
Confirmed Contractor:		
Contractor Contact #: Choose an item.		
Transportation Rep Signature: Choose an item.		Date: Click or tap to enter a date.

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 19, 2026	TRIP DESTINATION: <small>Woods State University, 1001 W. Chestnut Lane, Baltimore, MD 21218</small>		TEACHER(S): Derek Savage
# of School Days missed: 1			
NUMBER OF STUDENTS: 20	CONTENT AREAS: Career Preparation		GRADES(S): 10-12
1. Instructional Unit Title: Career Preparation			Field Trip Cost
2. Dates of Instructional Unit: From: 3/19/26 To: 3/19/26			Transportation: \$736.53
3. Will technology be used in preparation for this trip? (Check One)			Meals: 0
Internet Virtual Tour Research Video Software Other (specify)			Other expenses (explain):
4. Relationship of trip to instructional objective(s) (purpose of the trip): College tour to explore possible post-secondary options for students to prepare for their future career opportunities.			Funding Used: JDG 509
			Individual student expense: 0
			\$736.53 Total Cost
Closest Medical Facility (with address & phone #): Harriet A Woolford University Health Center, Baltimore, MD			
Nurse Initials:			
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:		DIRECTOR'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 estimate and detailed itinerary must be submitted 30 days prior to the trip.		SUPP'S SIGNATURE:	
12/19/16			

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of February 28, 2026
67% of the Fiscal Year completed

REVENUE SOURCE	Final FY 2026 Budget	Actual to date	% received
STATE FUNDS			
Division I Formula Salaries	\$ 44,470,000.00	\$ 38,428,246.72	86.41%
Cafeteria Salaries	811,152.00	811,152.00	100.00%
Division II, All Other Costs	970,787.64	964,107.00	99.31%
Division II, Vocational	109,339.00	109,339.00	100.00%
Division II, Energy	845,547.00	845,547.00	100.00%
Division III, Equalization	6,167,399.00	6,136,529.00	99.50%
Academic Excellence Cash Option/Mid-Year Unit Count Funds	36,123.00	36,123.00	100.00%
State Transportation	4,649,483.38	4,705,659.49	101.21%
Homeless Transportation	457,746.00	457,746.00	100.00%
Foster Care Transportation	280,598.00	280,598.00	100.00%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	116,598.00	116,598.00	100.00%
Drivers' Education	21,480.00	21,480.00	100.00%
Unique Alternatives	62,382.48	-	0.00%
Delaware Educational Sustainment Fund	794,235.00	794,235.00	100.00%
Technology Block Grant	106,294.00	106,294.00	100.00%
World Language Expansion	137,284.18	137,284.18	100.00%
Education Opportunity Grant	2,595,900.00	2,595,900.00	100.00%
Education Opportunity Grant - Mental Health	454,340.00	454,340.00	100.00%
Student Success Block Grant - Reading	407,740.00	407,740.00	100.00%
Mental Health Block Grant/Cash Option	407,861.00	407,861.00	100.00%
Substitute Reimbursement - Paid Parental Leave	63,672.00	63,672.00	100.00%
School Safety and Security Fund	277,488.00	277,488.00	100.00%
CPR Instruction/Child Safety Awareness	1,058.00	1,058.00	100.00%
Athletic Trainer Block Grant	66,113.00	66,113.00	100.00%
Professional Development	-	-	
Other State Grants	553,474.10	553,474.10	
Minor Capital Improvements	897,186.00	897,186.00	100.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	\$ 65,762,280.78	\$ 59,676,770.49	90.75%
LOCAL FUNDS			
Current Expense (tax rate)	\$ 10,519,303.63	\$ 10,139,451.25	96.39%
Current Expense (capitations)	200.00	37.80	18.90%
Debt Service	2,113,761.87	2,047,231.29	96.85%
Debt Service - County Impact Fees	92,500.00	37,832.98	40.90%
Tuition	2,330,000.00	1,445,907.57	62.06%
Minor Capital Improvements (Local Match)	558,521.42	537,853.34	96.30%
Interest	1,900,000.00	1,135,586.75	59.77%
Athletics	45,000.00	45,061.00	100.14%
Children Services Cost Recovery Project (CSCRCP)	45,000.00	17,664.45	39.25%
Indirect Costs	75,000.00	13,399.40	17.87%
Child Nutrition Operations	2,700,000.00	1,727,822.94	63.99%
District Donations	175,000.00	173,379.26	99.07%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	2,000.00	-	
Net Choice Billings	(264,776.01)	(266,165.31)	100.52%
Net Charter Billings	(322,262.44)	(322,262.44)	100.00%
Tuition Billings	(1,725,000.00)	(1,302,712.37)	75.52%
Other Local Revenue	35,000.00	22,819.49	65.20%
Education Opportunity (Local Match)	-	-	
Reading and Math Specialists (Local Match)	-	-	
Extra Time (Local Match)	-	-	
Technology Maintenance (Local Match)	-	-	
TOTAL LOCAL FUNDS	\$ 18,283,748.47	\$ 15,454,827.40	84.53%
FEDERAL FUNDS			
Title I	\$ 2,077,394.41	\$ 2,077,394.41	100.00%
Title II	349,245.00	349,245.00	100.00%
Title III	132,819.00	132,819.00	100.00%
Title IV	204,072.00	204,072.00	100.00%
Perkins	187,351.80	187,351.80	100.00%
IDEA Part B	1,289,407.00	1,289,407.00	100.00%
IDEA Preschool	58,591.00	58,591.00	100.00%
Other Federal Revenue	-	-	
TOTAL FEDERAL/OTHER FUNDS	\$ 4,298,880.21	\$ 4,298,880.21	100.00%
GRAND TOTAL ALL FUNDS	\$ 88,344,909.46	\$ 79,430,478.10	89.91%

*Note: Budgets are based on the budget allocations as approved by the MSD Board of Education.
Items highlighted in gold are restricted funds and must be used for specific purpose per funding guidelines.*

Milford School District
Fiscal Year 2026 Monthly Expenditure Report
As of February 28, 2026
67% of the Fiscal Year completed

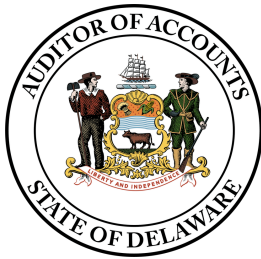
Operating Unit	Budget Line	Final			Budget		% Obligated
		Budget Amount	Encumbered	Expended	Remaining		
9180668A	Benjamin Banneker Elementary School	\$ 50,676.00	\$ 5,345.79	\$ 30,591.39	\$ 14,738.82	70.92%	
9180670A	Evelyn I. Morris Early Childhood Center	57,630.00	3,557.41	43,517.57	10,555.02	81.68%	
9180672A	Lulu M. Ross Elementary School	72,552.00	1,562.09	72,236.81	(1,246.90)	101.72%	
9180673A	Mispillion Elementary School	61,994.00	5,010.22	54,963.47	2,020.31	96.74%	
9180675A	Milford Central Academy	85,602.50	3,088.73	56,432.79	26,080.98	69.53%	
9180676A	Milford Middle School	81,664.00	10,786.97	42,125.97	28,751.06	64.79%	
9180678A	Milford Senior High School	166,235.00	8,533.56	130,378.21	27,323.23	83.56%	
99900000	Board of Education	15,000.00	-	14,311.42	688.58	95.41%	
	School Resource Officers	15,000.00	-	1,088.58	13,911.42	7.26%	
99900100	Legal Services and Audits	90,000.00	390.00	76,527.90	13,082.10	85.46%	
99900300	District Expenditures	100,000.00	43,900.00	49,943.42	6,156.58	93.84%	
	School Safety and Security	277,488.00	6,259.80	201,278.93	69,949.27	74.79%	
	Intervention Services Grant	150,000.00	-	3,750.00	146,250.00		
	Public Relations and Communication	40,000.00	7,510.00	14,747.01	17,742.99	55.64%	
	Copy Center (District Wide)	200,000.00	76,081.29	116,713.95	7,204.76	96.40%	
99910100	Superintendent	1,500.00	-	775.00	725.00	51.67%	
99920000	World Language Immersion (State)	137,284.18	-	53,395.53	83,888.65	38.89%	
	Student Success Block Grant - Reading (State)	407,740.00	-	186,206.05	221,533.95	45.67%	
	Opportunity Grant Mental Health (State)	862,201.00	-	-	862,201.00	0.00%	
	Education Opportunity Grant (State)	2,595,900.00	-	127.72	2,595,772.28	0.00%	
	CPR Instruction and Child Safety Awareness (State)	1,058.00	-	-	1,058.00	0.00%	
	Principal Pipeline Project (State)	20,000.00	-	-	20,000.00	0.00%	
	Lit. Emer. Fund - Bridge to Practice Award (State)	383,474.10	-	-	383,474.10	0.00%	
	Summer School	60,000.00	-	57,514.80	2,485.20	95.86%	
	Translators	5,000.00	-	-	5,000.00	0.00%	
	Extra Time Programs	30,000.00	-	2,891.35	27,108.65	9.64%	
	Curriculum and Instruction	150,000.00	-	105,386.77	44,613.23	70.26%	
99920700	Athletics - High School	280,000.00	21,535.90	192,050.59	66,413.51	76.28%	
	Athletics - Middle Schools	46,500.00	-	25,903.58	20,596.42	55.71%	
99920800	Driver's Education	21,480.00	-	11,166.87	10,313.13	51.99%	
99930200	Tuition - Special Services	330,000.00	-	145,192.11	184,807.89	44.00%	
	Tuition - Special Services - ILC	275,000.00	957.97	121,900.12	152,141.91	44.68%	
	Unique Alternatives (State)	62,382.48	-	-	62,382.48	0.00%	
99930300	Special Services	42,000.00	-	31,686.44	10,313.56	75.44%	
	Nurse Supplies	17,500.00	743.47	6,625.17	10,131.36	42.11%	
	Related Services (State)	116,598.00	2,176.00	118,097.00	(3,675.00)	103.15%	
99940100	Contingencies and One-Time Items	925,000.00	181,489.48	107,973.92	635,536.60	31.29%	
99940200	Division I Formula and Other State Salaries	44,599,785.00	-	28,652,350.60	15,947,434.40	64.24%	
99940300	Division II Vocational	109,339.00	-	7,307.18	102,031.82	6.68%	
99940400	Division III/Local Salaries	13,840,000.00	-	9,083,815.82	4,756,184.18	65.63%	
	Local Limited Contracts	385,000.00	-	174,672.67	210,327.33	45.37%	
99940500	Title I	2,077,394.41	2,175.81	239,798.05	1,835,420.55	11.65%	
	Title II	349,245.00	-	-	349,245.00	0.00%	
	Title III	132,819.00	-	-	132,819.00	0.00%	
	Title IV	204,072.00	-	-	204,072.00	0.00%	
	IDEA Part B	1,289,407.00	7,895.63	754,270.63	527,240.74	59.11%	
	IDEA Preschool	58,591.00	-	16,809.64	41,781.36	28.69%	
	Perkins	187,351.80	6,799.50	4,000.00	176,552.30	5.76%	
99940600	Insurance	160,000.00	-	171,603.75	(11,603.75)	107.25%	
99940700	District Donations	175,000.00	56,942.32	16,425.69	101,631.99	41.92%	
99940810	Technology Equipment and Repair	286,500.00	1,626.84	124,995.06	159,878.10	44.20%	
	Technology Block Grant	106,294.00	4,184.68	23,496.17	78,613.15	26.04%	
99940900	Tuition Reimbursement - Administration	15,000.00	-	4,386.00	10,614.00	29.24%	
	Tuition Reimbursement	100,000.00	-	49,999.98	50,000.02	50.00%	
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	273,996.88	2,488,982.92	(62,979.80)	102.33%	
	Cafeteria Salaries (State)	811,152.00	-	537,693.66	273,458.34	66.29%	
99960100	Facilities Maintenance	100,000.00	612.32	31,935.99	67,451.69	32.55%	
	Custodial Services and Supplies	165,000.00	-	109,709.34	55,290.66	66.49%	
99960200	Operations and Utilities	443,000.00	24,097.49	267,684.24	151,218.27	65.86%	
	Division II, Energy	845,547.00	262,509.77	286,794.79	296,242.44	64.96%	
99960300	State Transportation	4,649,483.38	-	2,795,859.46	1,853,623.92	60.13%	
	State Homeless Transportation	457,746.00	-	253,153.80	204,592.20	55.30%	
	State Foster Transportation	280,598.00	-	121,788.00	158,810.00	43.40%	
	Transportation Supplies	1,000.00	-	133.50	866.50	13.35%	
99960400	Transportation Internal Budget	30,000.00	93.82	22,819.92	7,086.26	76.38%	
	Local Homeless Transportation Match	50,860.67	3,735.00	28,002.80	19,122.87	62.40%	
	Local Transportation Match	515,192.60	-	328,130.04	187,062.56	63.69%	
Total Operating Budget		\$ 83,372,337.12	\$ 1,024,148.17	\$ 48,675,337.04	\$ 33,672,851.91	59.61%	
99970000	Local Debt Service	\$ 2,113,761.87	\$ -	\$ 982,107.44	\$ 1,131,654.43	46.46%	
99970200	Minor Capital Improvements	1,455,707.42	-	-	1,455,707.42	0.00%	
99970200	Local Capital Investments	1,310,603.05	-	-	1,310,603.05	0.00%	
Total Capital Budget		\$ 4,880,072.34	\$ -	\$ 982,107.44	\$ 3,897,964.90	20.12%	
Grand Total		\$ 88,252,409.46	\$ 1,024,148.17	\$ 49,657,444.48	\$ 37,570,816.81	57.43%	

*Note: Budgets are based on the budget allocations as approved by the MSD Board of Education.
Items highlighted in gold are restricted funds and 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
<i>Expense Reduction - CTF Funding (Zack Excavating)</i>			<i>(462,500.00)</i>		<i>(462,500.00)</i>	<i>(462,500.00)</i>
11400 Inc	\$ 878,000.00	\$ -	\$ 878,000.00	\$ -	\$ 878,000.00	\$ - \$ 878,000.00
Bear Industries 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	\$ -	\$ 1,623,969.00	\$ - \$ 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	\$ 128,207.14	\$ 5,005,678.13	\$ - \$ 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	\$ 52,712.19	\$ 580,396.56	\$ - \$ 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	\$ 152,594.07	\$ 2,121,793.93	\$ - \$ 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 Simperts Architect and Associates	\$ 4,473,229.00	\$ -	\$ 4,473,229.00	\$ 301,261.67	\$ 4,171,967.33	\$ - \$ 4,473,229.00
Environmental and Demo						
DIS Associates	\$ 1,296,787.00	\$ 20,821.56	\$ 1,317,608.56	\$ -	\$ 1,317,608.56	\$ - \$ 1,317,608.56
Modulus LLC	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ -	\$ 1,140,425.00	\$ - \$ 1,140,425.00
Other						
G.A. Blanco (Furniture)	\$ 1,761,836.54	\$ 28,420.26	\$ 1,790,256.80	\$ 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	\$ 40,155.00	\$ 429,129.00	\$ 360.00	\$ 428,769.00	\$ - \$ 429,129.00
Technology Equipment and Consulting	\$ 905,054.21	\$ -	\$ 905,054.21	\$ 60,306.20	\$ 844,748.01	\$ - \$ 905,054.21
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	\$ 7,479.40	\$ 3,551,850.00	\$ - \$ 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	\$ 941,098.80	\$ -	\$ 941,098.80	\$ 55,217.07	\$ 885,881.73	\$ - \$ 941,098.80
L&W Insurance	\$ 95,786.00	\$ -	\$ 95,786.00	\$ -	\$ 95,786.00	\$ - \$ 95,786.00
DelDOT Traffic (school zone signage)	\$ 2,893.59	\$ -	\$ 2,893.59	\$ 2,893.59	\$ -	\$ - \$ 2,893.59
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	\$65,828,197.65	\$1,572,852.84	\$66,938,550.49	\$1,547,348.37	\$65,391,202.12	\$ - \$66,938,550.49
		2.39%	Total Per DSC	\$ 1,547,348.37	\$ 65,391,202.12	\$ - \$ 66,938,550.49
			Difference	\$ -	\$ -	\$ -
						\$ 66,938,550.49
						Balance \$ 5,331,949.51
REVENUE						
	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	

02/28/2026



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

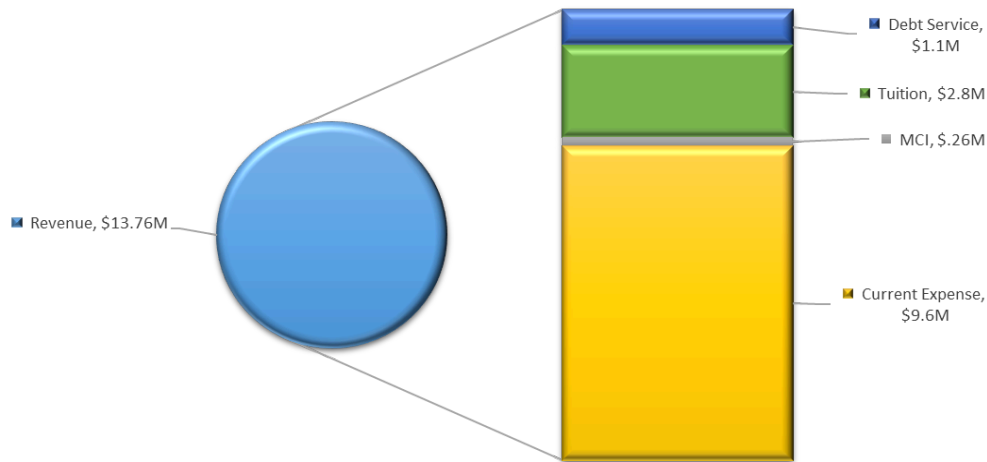


MILFORD SCHOOL DISTRICT LOCAL FUNDS PERFORMANCE AUDIT REPORT SUMMARY FOR FISCAL YEAR ENDED JUNE 30, 2023

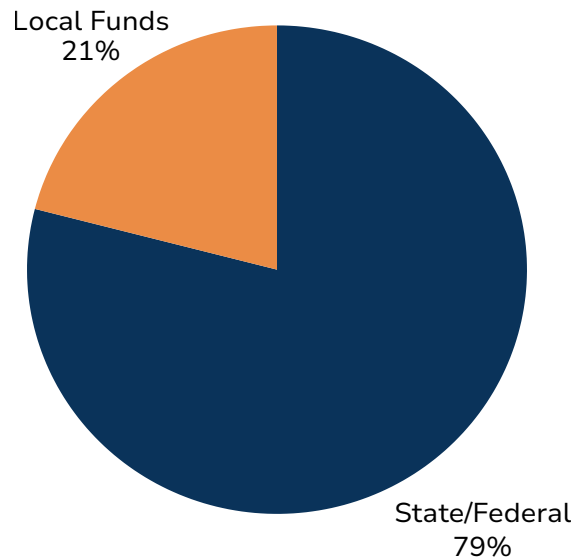
KEY INFORMATION AND FINDINGS CONTINUED

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
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JUNE 30, 2023

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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

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1011 Centre Road • Suite 310 | Wilmington • DE 19805 | Phone: 302.225.0600 | Fax: 302.225.0625

**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 89-1017 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

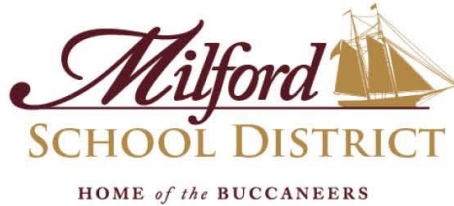
Based on the work performed in connection with this performance audit, we concluded the following:

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
Scott L. Fitzgerald
President

Matt Bucher
Vice President

Adam S. Brownstein

Ashlee N. Connell

Victor C. Elzey

Jennifer L. Massotti

Jean A. Wylie

Mailing Address
906 Lakeview Avenue
Milford, DE 19963

Telephone
(302) 422-1600

Fax
(302) 422-1608

Website
www.milfordschooldistrict.org

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

The Milford School District is an Equal Opportunity Employer and does not discriminate in employment or 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, disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other categories protected by federal, state, or local law. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Personnel, 906 Lakeview Avenue, Milford, DE 19963, telephone 302-422-1600.



HOME of the BUCCANEERS

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

ADMINISTRATION

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Superintendent

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Fax

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Website

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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~~ 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

4203

LEAVE WITHOUT PAY

The Milford School District believes that regular and reliable attendance by employees is essential to the efficiency and effectiveness of the school district and directly supports the learning, safety, and success of students. All employees are expected to work as scheduled and follow District procedures when requesting leave.

Definition

Leave Without Pay is an unpaid absence from work that occurs when an employee has no available paid leave and the absence is not protected by law, such as under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA). Leave Without Pay may be granted only in documented catastrophic circumstances.

Expectation of Attendance

Employees are expected to maintain prompt and regular attendance. Consistent attendance is essential not only for satisfactory job performance but also for supporting the learning, safety, and success of students.

Use of Leave Without Pay

Paid leave must be used before Leave Without Pay. Leave Without Pay will be granted only in documented catastrophic circumstances, unless otherwise required by law, and requires Board approval. Any Leave Without Pay that is not protected by law may be documented in the employee personnel file.

ADOPTED: [xx/xx/xx]

NEXT REVIEW DUE: [Month, Year]

Brief Explanation of Policy Addition:

This policy was added to support alignment with contractual obligations and reinforce the District expectation for regular employee attendance.

**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.

~~G. 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 allowed only when it relates to legitimate job responsibilities. If communication takes place outside District-approved platforms, written consent from the student's parent(s) or guardian(s) must be submitted to both the School Administrator and the District before any messages are sent. Other forms of communication, including social media, online chats, online gaming, email, phone, or text, are permitted only if the staff member or a parent/caregiver is copied or included in the conversation. All virtual communications, such as email, video, or text, must use approved organizational platforms. Disappearing-message applications (for example, Snapchat) may not be used to communicate with students unless messages are sent in a multi-recipient broadcast format, with all responses shared publicly within that broadcast.

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

4309A

Revision Rationale: T

This update removes detailed employment procedures and clarifies the District's authority and discretion regarding Limited Contracts. The revisions emphasize the temporary nature of Limited Contracts, streamline language to focus on policy rather than process, and clarify that prior satisfactory performance may allow discretionary reappointment without posting, while preserving the District's right to repost, modify, or discontinue assignments based on operational needs.

EMPLOYMENT PROCEDURE: LIMITED CONTRACTS - EMPLOYMENT

The following procedures will be used to employ personnel for Limited Contracts

Limited Contracts - Instruction are defined as additional responsibilities that require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing the approved Limited Contract based upon the following categories 1,2,3,4,5. The Limited Contract of compensation categories shall be based upon the number of hours required and the position's level of responsibility.

1. All Limited Contracts - Instruction terminate at the end of each school year.
2. Those staff members that were employed under a Limited Contract – Instruction the previous school year may be recommended by administration, without posting or advertising the position, to the Board if they received a satisfactory rating. Each staff member holding a Limited Contract - Instruction shall receive an evaluation by June 30 of each year.
3. The district reserves the right not to renew any contract regardless of the proficiency rating.

Limited Contracts - Athletics assignments are defined as additional responsibilities involving coaching, training, and monitoring student athletes in various sporting activities which require significant time beyond the regularly scheduled school day. Compensation shall be paid to staff performing approved Limited Contract - Athletics based upon the following categories A,B,C,D,E. The assignment of compensation categories shall be based upon the number of after-school hours required, the position's level of administrative responsibility, the number of students involved in the sport, the number of days in the season, the liability of the sport due to injury risks, number of events, number of staff supervised and the general exposure of the sport.

1. All Limited Contracts terminate at the end of each school year.
2. Those staff members that were employed under a Limited Contract - Athletics the previous school year may be recommended by administration, without posting or advertising the position, to the Board for that position if they received a satisfactory rating. Each staff member holding a Limited Contract - Athletics shall receive an evaluation by June 30 of each year.

3. The district reserves the right not to renew any coaching contract regardless of the proficiency rating. Coaching positions held by a person who is not an employee of the school district hired under Delaware Interscholastic Athletic Association regulation 14 DE Admin. Code 1008/1009 7.2 Emergency Coaches may not be renewed if a qualified district employee applicant becomes available to assume that position.

Limited Contract Employment Procedures:

- A. If a vacancy exists, the Principal or Athletic Director shall post the position.
- B. The Principal or Athletic Director will first attempt to fill the vacancy from within the same building.
- C. If a position cannot be filled from within the same building, the Principal or Athletic Director shall consider other district employees.
- D. If a position cannot be filled from within the school district, the Principal or Athletic Director shall consider outside applicants who are at least 21 years of age. For Limited Contracts - Athletics outside candidates must meet conditions of 14 DE Admin. Code 1008/1009 7.2 Emergency Coaches.
- E. If interviews are required, the committee shall consist of at least three people.
 - a. Limited Contract – Instruction: Administrator, Teacher, one additional employee
 - b. Limited Contract – Athletics: Administrator, Athletic Director, one additional employee
- F. The committee shall recommend one candidate to the Superintendent, who may also interview the candidate.

REVISED: 3/22/10;

6/7/101/25/13; 3/18/19

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:

- Total yearly state and local salary divided by the number of days worked per year equals the daily rate.
- 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:

<u>Employee Contract Group</u>	<u>Days Per Year</u>	<u>Hours Per Day</u>
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

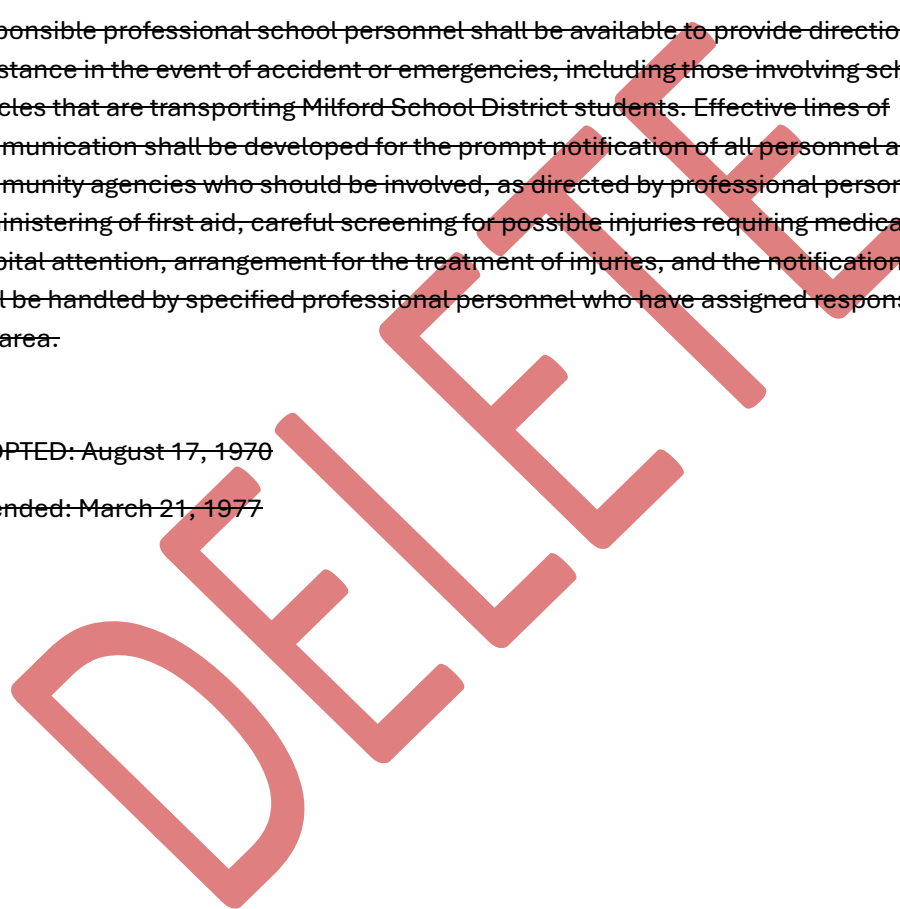
ACCIDENTS

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.

-

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 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~~oneself 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 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~~ bord 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 tofor enrollment forduring 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 studentchild.
- ~~5.~~
6-5. Only one application may be submitted for each studentchild, and, when applicable, must indicate both a first and second choice school. the top three (3) choices for school choice
- ~~7.~~
7-6. An application must be submitted for the sibling of a studentchild 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 studentstudents who are currently attending Milford Schools by special permission.
- ~~10.~~
A. 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 student 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 shall will 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 ~~students~~students moving/graduating from one school to another within a single program.

~~C. Students~~ who meet the requirements for the program or school and who seek to attend based upon the residence of the ~~student~~child's ~~parent~~parent(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 childs 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" shall~~will 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 ~~the~~ receiving ~~district~~District concludes or terminates pursuant to this section ~~shall~~will automatically be re-enrolled in the parent(s)/guardian(s) edistrictDistrict 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 form 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(s)/guardian(s) of a studentchild from another school districtDistrict enrolled in a Milford School is responsible for transporting the studentchild to their choice school without reimbursement. or tThe Parent(s)/guardian(s) may deliver the studentchild 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(s)/guardian(s)s are responsible for dropping off and picking up their children at the busapproved 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

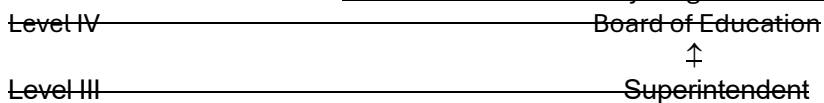
**STUDENT RIGHTS
DISCUSSION AND APPEAL PROCEDURES NOT REGARDING DISCIPLINE**

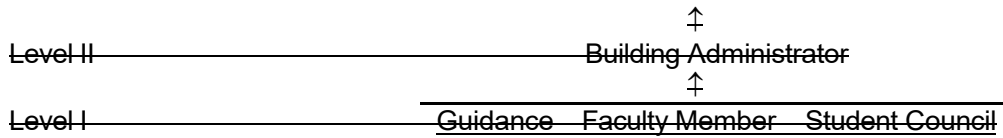
Recommendation: Delete

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

4- 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** communicating 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.
- ~~b.~~—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.~~
- ~~e. 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) <input type="checkbox"/> Internet <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Research <input type="checkbox"/> Video <input type="checkbox"/> Software <input type="checkbox"/> 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: _____		
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.		

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