



Agenda for Monday, April 20, 2026, at 7:00 PM Regular School Board Meeting

The Milford Board of Education will hold this meeting in-person in the auditorium of the Milford High School, 1019 N Walnut St, Milford, DE 19963. Public comment is available in-person and virtually through online registration

Webinar topic: Milford School District Board Meeting

Date and time: Monday, April 20, 2026 6:00 PM | (UTC-04:00) Eastern Time (US & Canada)

Join link: <https://milford.webex.com/milford/j.php?MTID=m14f236dad68515d7efa0592f2772d9ea>

Webinar number: 2870 641 8448

Webinar password: 8EMtNjbUZ97 (83686528 when dialing from a phone or video system)

Join by phone: +1-415-655-0001 US Toll Access code: 287 064 18448

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

7

[4 - American Flag.pdf](#) 

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

8

1. [March 23, 2026 Board Meeting Minutes.pdf](#) 

Recommended Action: Approve

7. Changes to Agenda

Recommended Action: Approve

8. Recognitions and Presentations

A. Unified Basketball

B. Black Student Union

C. Student Representative Report

D. Milford High School Presentation

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

1. [Field Trip - Washington D.C.pdf](#) 

12

Recommended Action: Approve


12. Building Our Future: Mr. Tammy Smith

- A. Monthly Revenue, Expenditure, and Major Capital Reports as of March 31, 2026 13
1. [March 31, 2026 Monthly Revenue Report.pdf](#) 
 2. [March 31, 2026 Monthly Expenditure Report.pdf](#) 
 3. [Major Capital Funding as of 03.31.26.pdf](#) 

Recommended Action: Approve

- B. Construction Change Orders 16
1. [Change Order Milford Middle School 10-30-2025.pdf](#) 
 2. [Change Order 7-04162026151321.pdf](#) 
 3. [Summary - Change Orders 04.20.26.pdf](#) 

Recommended Action: Approve

- C. DDOE Financial Position Report as of March 31, 2026 53
1. [MSD Financial Position Report March 31 2026.pdf](#) 

Recommended Action: Approve

- D. Facility Assessments and Repair Maintenance Plan: Mr. Mike Sharp 55
1. [MSD Facilities Assessment Plan 2026 for School Board.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 Board Meeting Calendar for "First Read" 59

1. [SY 26-27 Board Meeting Calendar Draft First Read.pdf](#) 


- D. Recommended Revised Draft Board Policies for "First Read" 60

1. 1008 – Required Compliance of Laws Governing the Use of Seatbelt Devices While Driving
[14D1 Policy 1008.docx - Recommended for Deletion.pdf](#) 
2. 3201 – Financial Accountability
[14D2 Policy 3201.pdf](#) 
3. 3401 – Awarding & Maintaining Bus Contracts

- [14D3 Policy 3401.pdf](#) 
- 4. 3403 – Cancellation Procedures
[14D4 Policy 3403.pdf](#) 
- 5. 3406 – District Owned Vehicle Assignment & Usage Milage Rate for Privately Owned Vehicles
[14D5 Policy 3406.pdf](#) 
- 6. 4101B – Section 504 Parent & Student Rights
[14D6 Policy 4101B-Section 504 - Recommended for Deletion.pdf](#) 
- 7. 4221 – Copyright Compliance
[14D7 Policy 4221-Copyright Compliance.pdf](#) 
- 8. 4337 – Procedure for Implementation of the State of Delaware Short-Term & Long-Term Disability Insurance Plan
[14D8 Policy 4337.pdf](#) 
- 9. 5105 – Student Driving
[14D9 Policy 5105.pdf](#) 
- 10. 5106 – Playground Safety Grades K-8
[14D10 Policy 5106.pdf](#) 
- 11. 6105 – Emergencies
[14D11 Policy 6105 Emergencies.pdf](#) 
- 12. 6109 – School Day
[14D12 Policy 6109-School Day.pdf](#) 
- 13. 6112A - Library Resources: Selection & Compliant Procedures
[14D13 Policy 6112A-docx.pdf](#) 

E. Recommended Revised Draft Board Policies "Second Read"

97

- 1. 3204 - State Championship Recognition
[14E1 - Policy 3204.pdf](#) 
- 2. 3405 - Bus Quotation Procedures for Additional Trip
[14E2 - Policy 3405.pdf](#) 
- 3. 4111 – School District Residency Requirements
(Recommended for deletion)
[14E3 - Policy 4111.pdf](#) 
- 4. 4203 - Leave Without Pay
[14E4 - Policy 4203 .pdf](#) 
- 5. 4223 - Overtime and Compensatory Time
[14E5 - Policy 4223 - .pdf](#) 
- 6. 4226 - Electronic Communication and Social Media
[14E6 - Policy 4226 .pdf](#) 
- 7. 4309A - Limited Contracts - Employment

[14E7 - Policy 4309A .docx - Copy.pdf](#) 

8. 4310 - Calculation of Hourly Rate of Pay

[14E8 - Policy 4310 .pdf](#) 

9. 4319 - Holiday Schedule – Twelve Month Employees

[14E9 - Policy 4319 .pdf](#) 

10. 4324 - Fringe Benefit Program

[14E10 - Policy 4324 .pdf](#) 

11. 4333 - Course Reimbursement – Child Nutrition Staff

[14E11 - Policy 4333 .pdf](#) 

12. 5101 - Accidents (Recommend for deletion)

[14E12 - Policy 5101.pdf](#) 

13. 5108 - Releasing of Students to Persons Other Than Their Parents or Legal Guardians

[14E13 - Policy 5108.pdf](#) 

14. 5205 - School Choice Program

[14E14 - Policy 5205.2 - First Read.pdf](#) 

15. 5307 – Student Rights: Discussion and Appeal Procedures
not Regarding discipline (Recommended for deletion)

[14E15 - Policy 5307 .pdf](#) 

16. 5313 - Protection of the Privacy of Students

[14E16 - Policy 5313 .pdf](#) 

17. 5408 - Student Discipline: Criteria for Conferences with
Students and/or Parents (Recommended for deletion)

[14E17 - Policy 5408 .pdf](#) 

18. 6110 - Curriculum Advisory Council

[14E18 - Policy 6110 - .docx.pdf](#) 

19. 6113 - Field Trips and Student Travel

[14E19 - Policy 6113.pdf](#) 

20. 6113A - Cultural Trips Involving Travel Outside the United States
(Recommended for Deletion)

[14E20 - Policy 6113A - .pdf](#) 

21. 6305 - High School Commencement

(Recommended for Deletion)

[14E21 - Policy 6305 .pdf](#) 

Recommended Action: Approve

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 BOARD OF
EDUCATION REGULAR BOARD
MEETING MINUTES
March23, 2026**

Board Members in Attendance	
Mr. Scott Fitzgerald	Ms. Yanelle Powell
Mr. Matt Bucher	Mr. Victor (Butch) Elzey
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 5:38pm PM. The meeting was held at Milford Central Academy.

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Cynthia McKenzie to enter into executive session. Motion passed unanimously.

RETURN TO OPEN SESSION

MOTION MADE BY Mrs. Jennifer Massotti / SECONDED BY Mr. Matt Bucher at 7:00 PM to return to open session. Motion passed unanimously.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll Call was taken by Board Executive Secretary, Mr. Travis Moorman. 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. Cynthia McKenzie to accept the minutes presented on February 23, 2026, to reflect one change. One board member was unable to attend the regular board meeting due to experiencing technical difficulties during the virtual February 23, 2026, meeting. Motion passed unanimously to accept February 23, 2026 minutes with noted change.

CHANGES TO AGENDA

It was moved and seconded to amend the agenda by striking one field trip due to duplication and adding one change order and listing it as an action item. Deleted Agenda item #11, Section A1 and added Agenda item #12 Section B2. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mr. Butch Elzey that all changes to agenda be accepted as presented. Motion passed unanimously.**

RECOGNITIONS AND PRESENTATIONS

The Buccaneer educational Foundation made a presentation to the Milford 12th Man Grid Iron Club. Mr. Jack Simon, President and Mr. Mike Zack, Vice President accepted the award.

The MSD Chamber Choir was recognized and presented a song “The Irish Blessing.”

Mr. Brandon Mast and the band were recognized for their accomplishments.

The Performing Arts Program consisting of band, choir, orchestra, and drama club were recognized for their excellent production of “Mama Mia” and the other plays performed during the Winter months.

The Winter Sports Athletes were recognized for their outstanding achievements.

Student Representative, Merary Haro-Purata, gave updates on events and activities taking place at the Milford High School.

MCA gave a report highlighting the multiple accomplishments and successes of Milford Central Academy.

Principal Renee Diaz and Vice Principal Kerry Stahl presented. “Rooted in Purpose Growing Together” was this year’s theme. Milford Central Academy currently has 700 7th and 8th graders. Student statistics show MCA students are continuing to achieve both academically and socially. The MCA administration have been focusing on creating an environment where everyone has the opportunity to learn, grow, and thrive. 66.9% of MCA students show typical or better growth in STAR Reading. Significantly up from last year.

PUBLIC COMMENT – No public comment requests were received.

Mr. Matt Bucher requested personal privilege to take a 5 min. recess. **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Ms. Yanelle Powell to take a five-minute recess. Motion passed unanimously.** Mr. Butch Elzey had to leave the meeting during the break. A quorum remained with 5 board members still in attendance.

SUPERINTENDENT’S REPORT: Mr. Moorman stated that students missed a total of 5 days of School due two major weather events in the first quarter of 2026. Milford School District remains flexible during the Winter months, keeping in mind that weather conditions are different for each family across the District. He recognized and thanked the custodial maintenance staff for working hard to shovel sidewalks and for getting school back on track. Mr. Moorman highlighted several events that took place in the first quarter of Milford School District’s 2026. National School Breakfast was highlighted. Mr. Moorman reminded everyone that MSD serves a free breakfast to every student in the District. School Social Workers and Educational Diagnosticians were recognized. State testing and Spring sports season started across our District.

Milford School District Regular
Meeting.
March 23, 2026

ACADEMIC EXCELLENCE: Dr. Bobbie Kilgore

3 Field Trips were presented to the board by Mr. Travis Moorman as an action item **MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mrs. Cynthia McKenzie that the three field trips presented be approved in mass. Motion passed unanimously.**

BUILDING OUR FUTURE: Mrs. Tammy Smith

Mrs. Tammy Smith presented monthly revenue, expenditures, and major capital reports as of February 28, 2026, **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Mrs. Jennifer Massotti to approve the February 28, 2026, financial reports as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented one Construction Change Orders; **MOTION MADE BY Mr. Matt Bucher/ SECONDED Ms. Yanelle Powell to approve the one Change Order as presented. Motion passed unanimously.**

Mrs. Tammy Smith presented Financial Fiscal Year 2023 Local Funds Performance Audit; **MOTION MADE BY Mr. Matt Bucher / SECONDED BY Ms. Yanelle Powell to approve the Financial Fiscal Year 2023 Local Funds Performance Audit 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. Jennifer Massotti / SECONDED BY Mrs. Cynthia McKenzie to approve the Personnel report as presented in executive session. Motion passed unanimously.**

BOARD DISCUSSION: No DSBA Updates were presented.

MOTION MADE BY Ms. Yanelle Powell / SECONDED BY Mr. Matt Bucher to approve the School Choice recommendation. Motion passed unanimously.

Presented the 2026 – 2027 School Calendar for the board consideration as a Second Read. **MOTION MADE BY Mrs. Cynthia McKenzie / SECONDED BY Mr. Matt Bucher to approve the SY 26-27 MSD Calendar. Motion passed unanimously.**

Mr. Travis Moorman presented the following policies to the Board for a First Read. These policies were introduced for First Read on February 23, 2026, but due to inclement weather and power outages, the agenda was changed to delete these First Read policies and reintroduced during the March 23, 2026, meeting. No motion was needed.

3204 - State Championship Recognition

3405 - Bus Quotation Procedures for Additional Trip

4111 – School District Residency Requirements (Recommended for deletion)

4203 - Leave Without Pay

4223 - Overtime and Compensatory Time

4226 - Electronic Communication and Social Media

Question from the Board, Policy 4226: Mr. Matt Bucher asked for clarity of this policy. Mr. Moorman explained that Electronic Communication and Social Media included any Press, News Outlets, TV, and 3rd Party Social Media. Families are given the opportunity to opt. out.

Milford School District Regular Meeting.

March 23, 2026

- 4309A - Limited Contracts - Employment
- 4310 - Calculation of Hourly Rate of Pay
- 4319 - Holiday Schedule – Twelve Month Employees
- 4324 - Fringe Benefit Program
- 4333 - Course Reimbursement – Child Nutrition Staff
- 5101 - Accidents (Recommend for deletion)
- 5108 - Releasing of Students to Persons Other Than Their Parents or Legal Guardians
- 5205 - School Choice Program
- 5307 – Student Rights: Discussion and Appeal Procedures Not Regarding discipline (Recommended for deletion)
- 16. 5313 - Protection of the Privacy of Students
- 17. 5408 - Student Discipline: Criteria for Conferences with Students and/or Parents (Recommended for deletion)
- 18. 6110 - Curriculum Advisory Council
- 19. 6113 - Field Trips and Student Travel
- 20. 6113A - Cultural Trips Involving Travel Outside the United States (Recommended for deletion)
- 21. 6305 - High School Commencement(Recommended for Deletion)

The 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 group.





ADJOURNMENT

MOTION MADE BY / SECONDED BY that the Regular meeting of the Milford Board of Education held on Monday March 23, 2026, be adjourned at 8:15pm. Motion passed unanimously.

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

- Morris
 Bannaker
 Central Academy
 High School
 Misspillion
 Ross
 In-State
 Out-of-State
 Overnight

DATE(S) OF TRIP: 5/2/26 # of School Days missed:	TRIP DESTINATION: Washington DC Embassies for Embassy Week	TEACHER(S): Mrs. Diaz
NUMBER OF STUDENTS: 20 -TBD final count & Names	CONTENT AREAS: International Club-	GRADE(S): 9-12
1. Instructional Unit Title: Multiculturalism, Embassy week and students will visit various embassies and learn about culture, language, and gastronomy	Field Trip Cost	Transportation: Polytech will provide
2. Dates of Instructional Unit: From: 5/2/26 To:	Meals: Students will have pack a meal	Other expenses (explain):
3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify)	Funding Used:	Individual student expense: 0
4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will visit Washington D.C during Embassy week. Students will visit various embassies and learn about the respective countries culture, music, dance, and gastronomy.	Student will cover cost of trip, \$25	25 per student Total Cost
Closest Medical Facility (with address & phone #):		
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: 	SUPP'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 task, summiting, and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		

Milford School District
Fiscal Year 2026 Monthly Revenue Report
As of March 31, 2026
75% 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	970,789.00	100.00%
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	6,167,400.00	100.00%
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	\$ 59,714,323.49	90.80%
LOCAL FUNDS			
Current Expense (tax rate)	\$ 10,519,303.63	\$ 10,199,067.26	96.96%
Current Expense (capitations)	200.00	37.80	18.90%
Debt Service	2,113,761.87	2,069,792.40	97.92%
Debt Service - County Impact Fees	92,500.00	37,832.98	40.90%
Tuition	2,330,000.00	1,454,432.50	62.42%
Minor Capital Improvements (Local Match)	558,521.42	541,026.48	96.87%
Interest	1,900,000.00	1,273,013.19	67.00%
Athletics	45,000.00	51,111.00	113.58%
Children Services Cost Recovery Project (CSCR)	45,000.00	96,685.09	214.86%
Indirect Costs	75,000.00	13,399.40	17.87%
Child Nutrition Operations	2,700,000.00	2,038,292.21	75.49%
District Donations	175,000.00	182,814.20	104.47%
Building Rental	4,500.00	1,920.00	42.67%
E-Rate	2,000.00	-	
Net Choice Billings	(264,776.01)	(264,776.01)	100.00%
Net Charter Billings	(322,262.44)	(322,262.44)	100.00%
Tuition Billings	(1,725,000.00)	(1,503,921.25)	87.18%
Other Local Revenue	35,000.00	23,658.89	67.60%
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	\$ 15,892,123.70	86.92%
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	\$ 79,905,327.40	90.45%

*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 March 31, 2026
75% 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	\$ 6,027.38	\$ 37,973.44	\$ 6,675.18	86.83%	
9180670A	Evelyn I. Morris Early Childhood Center	57,630.00	9,498.49	50,572.28	(2,440.77)	104.24%	
9180672A	Lulu M. Ross Elementary School	72,552.00	3,370.54	68,360.84	820.62	98.87%	
9180673A	Mispillion Elementary School	61,994.00	5,459.73	65,623.04	(9,088.77)	114.66%	
9180675A	Milford Central Academy	85,602.50	4,696.78	63,785.05	17,120.67	80.00%	
9180676A	Milford Middle School	81,664.00	8,252.59	58,116.62	15,294.79	81.27%	
9180678A	Milford Senior High School	166,235.00	8,772.65	145,671.81	11,790.54	92.91%	
99900000	Board of Education	15,000.00	-	16,025.22	(1,025.22)	106.83%	
	School Resource Officers	15,000.00	-	1,088.58	13,911.42	7.26%	
99900100	Legal Services and Audits	90,000.00	9,950.00	79,256.98	793.02	99.12%	
99900300	District Expenditures	100,000.00	-	106,487.32	(6,487.32)	106.49%	
	School Safety and Security	277,488.00	10,076.62	209,021.50	58,389.88	78.96%	
	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	60,035.86	132,759.38	7,204.76	96.40%	
99910100	Superintendent	1,500.00	-	775.00	725.00	51.67%	
99920000	World Language Immersion (State)	137,284.18	2,991.99	64,148.22	70,143.97	48.91%	
	Student Success Block Grant - Reading (State)	407,740.00	-	218,349.44	189,390.56	53.55%	
	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	-	3,741.59	26,258.41	12.47%	
	Curriculum and Instruction	150,000.00	-	105,576.77	44,423.23	70.38%	
99920700	Athletics - High School	280,000.00	19,772.61	233,703.53	26,523.86	90.53%	
	Athletics - Middle Schools	46,500.00	-	33,868.08	12,631.92	72.83%	
99920800	Driver's Education	21,480.00	-	13,172.85	8,307.15	61.33%	
99930200	Tuition - Special Services	330,000.00	-	161,182.73	168,817.27	48.84%	
	Tuition - Special Services - ILC	275,000.00	692.31	137,883.80	136,423.89	50.39%	
	Unique Alternatives (State)	62,382.48	-	-	62,382.48	0.00%	
99930300	Special Services	42,000.00	32.77	34,690.75	7,276.48	82.68%	
	Nurse Supplies	17,500.00	122.07	8,963.34	8,414.59	51.92%	
	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	182,122.48	124,391.37	618,486.15	33.14%	
99940200	Division I Formula and Other State Salaries	44,599,785.00	-	32,163,446.66	12,436,338.34	72.12%	
99940300	Division II Vocational	109,339.00	3,804.00	11,628.80	93,906.20	14.11%	
99940400	Division III/Local Salaries	13,840,000.00	-	10,188,182.05	3,651,817.95	73.61%	
	Local Limited Contracts	385,000.00	-	212,845.83	172,154.17	55.28%	
99940500	Title I	2,077,394.41	40,022.76	337,617.72	1,699,753.93	18.18%	
	Title II	349,245.00	-	55,942.00	293,303.00	16.02%	
	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	6,756.76	946,708.99	335,941.25	73.95%	
	IDEA Preschool	58,591.00	-	25,214.44	33,376.56	43.03%	
	Perkins	187,351.80	14,055.98	11,308.11	161,987.71	13.54%	
99940600	Insurance	160,000.00	-	171,603.75	(11,603.75)	107.25%	
99940700	District Donations	175,000.00	9,296.71	83,202.07	82,501.22	52.86%	
99940810	Technology Equipment and Repair	286,500.00	2,019.62	130,111.26	154,369.12	46.12%	
	Technology Block Grant	106,294.00	3,231.42	25,273.65	77,788.93	26.82%	
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	3,301.84	8,648.73	30.81%	
99960000	Child Nutrition Operations	2,700,000.00	469,160.45	2,858,233.21	(627,393.66)	123.24%	
	Cafeteria Salaries (State)	811,152.00	-	602,337.04	208,814.96	74.26%	
99960100	Facilities Maintenance	100,000.00	612.32	41,369.47	58,018.21	41.98%	
	Custodial Services and Supplies	165,000.00	-	123,264.62	41,735.38	74.71%	
99960200	Operations and Utilities	443,000.00	42,193.72	299,956.31	100,849.97	77.23%	
	Division II, Energy	845,547.00	360,845.48	407,426.65	77,274.87	90.86%	
99960300	State Transportation	4,649,483.38	-	3,272,748.48	1,376,734.90	70.39%	
	State Homeless Transportation	457,746.00	-	314,631.90	143,114.10	68.74%	
	State Foster Transportation	280,598.00	-	147,877.00	132,721.00	52.70%	
	Transportation Supplies	1,000.00	-	181.54	818.46	18.15%	
99960400	Transportation Internal Budget	30,000.00	12.82	22,900.92	7,086.26	76.38%	
	Local Homeless Transportation Match	50,860.67	3,735.00	34,833.70	12,291.97	75.83%	
	Local Transportation Match	515,192.60	-	381,083.69	134,108.91	73.97%	
Total Operating Budget		\$ 83,372,337.12	\$ 1,297,857.34	\$ 55,297,043.74	\$ 26,777,436.04	67.88%	
99970000	Local Debt Service	\$ 2,113,761.87	\$ -	\$ 1,221,726.85	\$ 892,035.02	57.80%	
99970200	Minor Capital Improvements	1,455,707.42	-	2,175.46	1,453,531.96	0.15%	
99970200	Local Capital Investments	1,310,603.05	-	-	1,310,603.05	0.00%	
Total Capital Budget		\$ 4,880,072.34	\$ -	\$ 1,223,902.31	\$ 3,656,170.03	25.08%	
Grand Total		\$ 88,252,409.46	\$ 1,297,857.34	\$ 56,520,946.05	\$ 30,433,606.07	65.52%	

*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*

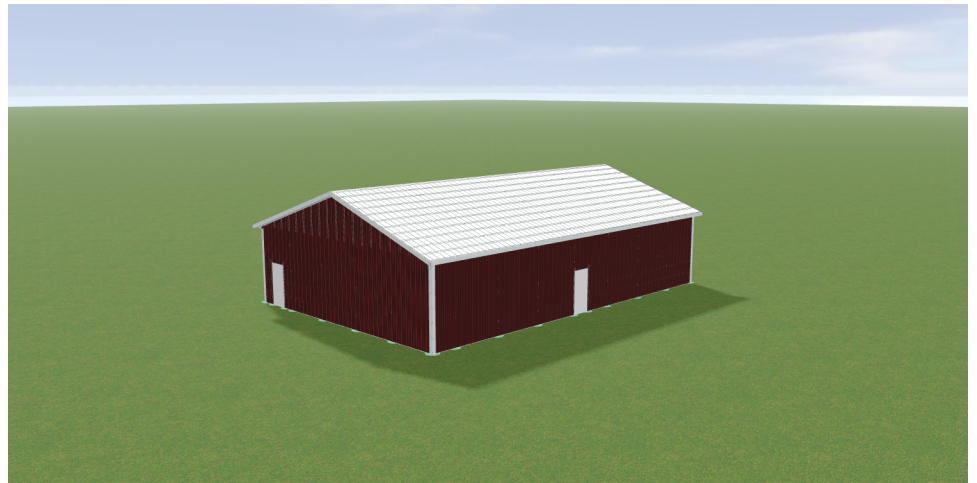
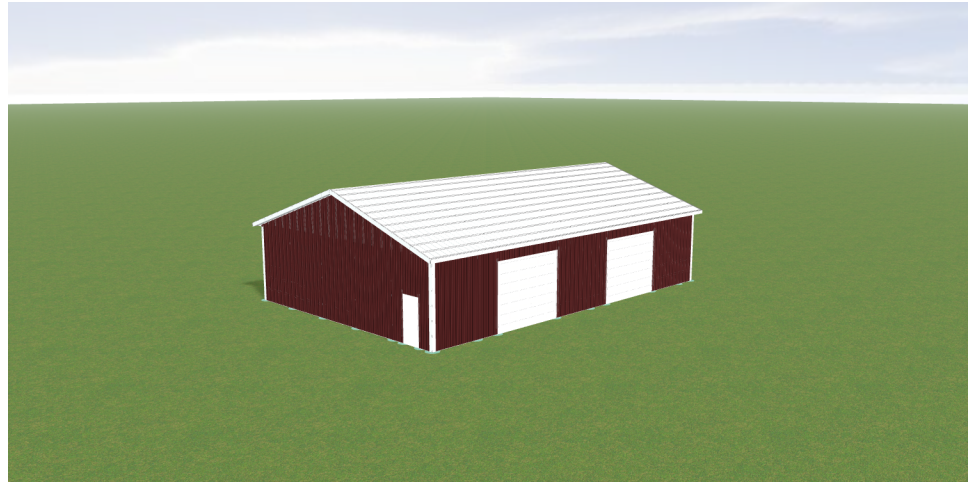
Milford Middle School Project

VENDOR	Contract Change					Expended to date	Contract Balance
	Contract Total	Orders	New Contract Total	Current Encumbrance			
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 Industires Inc	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00	\$ -	\$ 879,150.00
Blue Heron Contracting Inc	\$ 1,590,069.00	\$ 33,900.00	\$ 1,623,969.00	\$ -	\$ 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	\$ 21,357.09	\$ 719,454.09	\$ -	\$ 719,454.09	\$ -	\$ 719,454.09
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	\$ 244,461.76	\$ 4,384,461.76	\$ 126,174.13	\$ 4,258,287.63	\$ -	\$ 4,384,461.76
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	\$ 27,780.01	\$ 8,455,991.94	\$ -	\$ 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	\$ 425,100.67	\$ 4,156,224.67	\$ 33,347.49	\$ 4,122,877.18	\$ -	\$ 4,156,224.67
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	\$ -	\$ 1,790,256.80	\$ -	\$ 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	\$ -	\$ 429,129.00	\$ -	\$ 429,129.00
Technology Equipment and Consulting	\$ 916,041.24	\$ -	\$ 916,041.24	\$ 71,079.75	\$ 844,961.49	\$ -	\$ 916,041.24
Cunningham Recreation/Playcore (Playground)	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00	\$ -	\$ 507,951.00
A3 Communications (Advantech) Construction Funded	\$ 3,535,654.40	\$ 24,005.00	\$ 3,559,659.40	\$ 7,479.40	\$ 3,552,180.00	\$ -	\$ 3,559,659.40
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	\$ 942,876.80	\$ -	\$ 942,876.80	\$ 37,492.36	\$ 905,384.44	\$ -	\$ 942,876.80
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	\$65,841,292.68	\$1,669,309.48	\$67,048,102.16	\$1,117,226.74	\$65,930,875.42	\$ -	\$67,048,102.16
		2.54%	Total Per DSC	\$ 1,117,226.74	\$ 65,930,875.42	\$ -	\$ 67,048,102.16
			Difference	\$ -	\$ -	\$ -	\$ -
							\$ 67,048,102.16
						Balance	\$ 5,222,397.84
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		

Summary Sheet

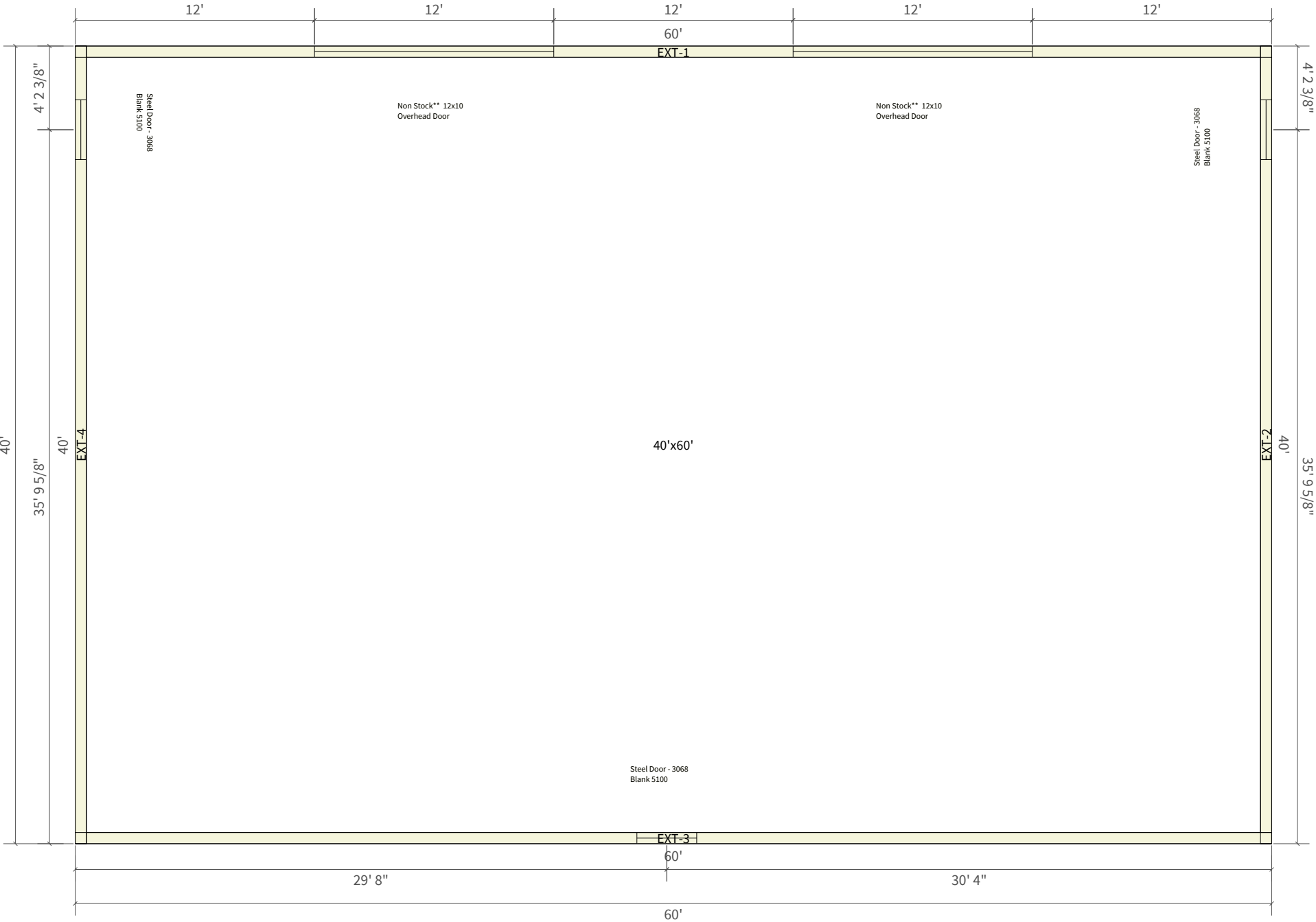
Summary	
Width	40'
Length	60'
Ceiling Height	12'
Slab Depth	0' 4"
Slab Offset	0' 4"
Overhangs	1'
Roof Pitch	4/12

Job Information	
Project Name	milford middle school
Company Name	RY Johnson
Contact	Dean Johnson
Email	djryj@yahoo.com
Phone	3026797475
Delivery Address	612 Lake Milford Ave Milford DE
ZIP code	
Desired Date	
Comments	
Customer Name	milford middle school



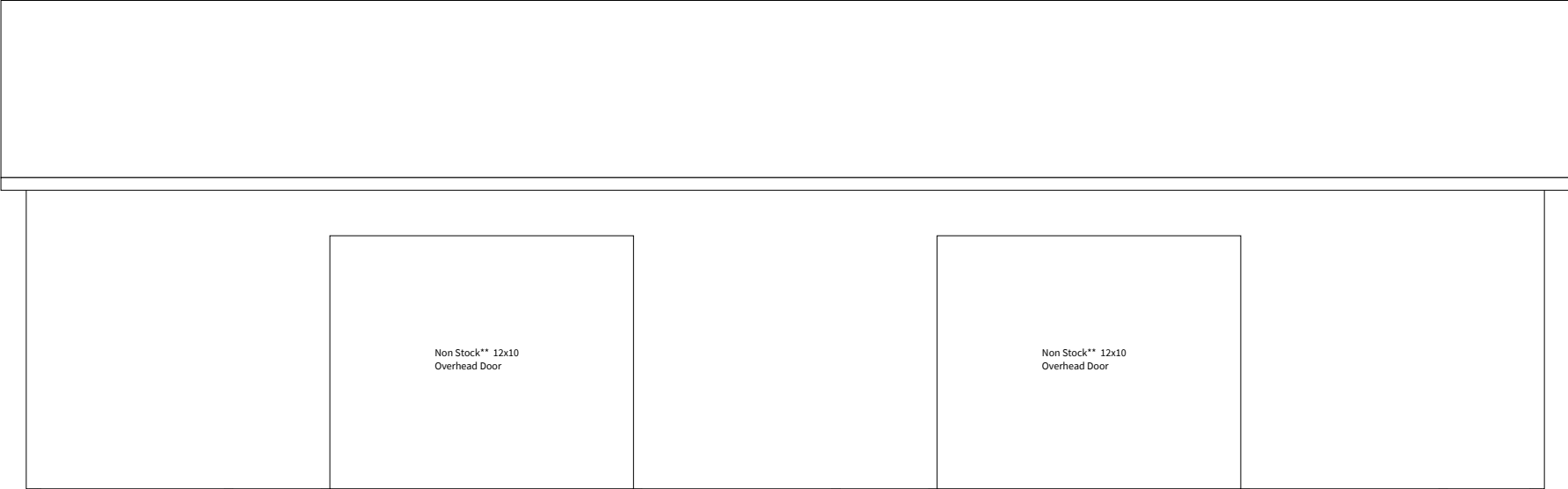
Wall Layout

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



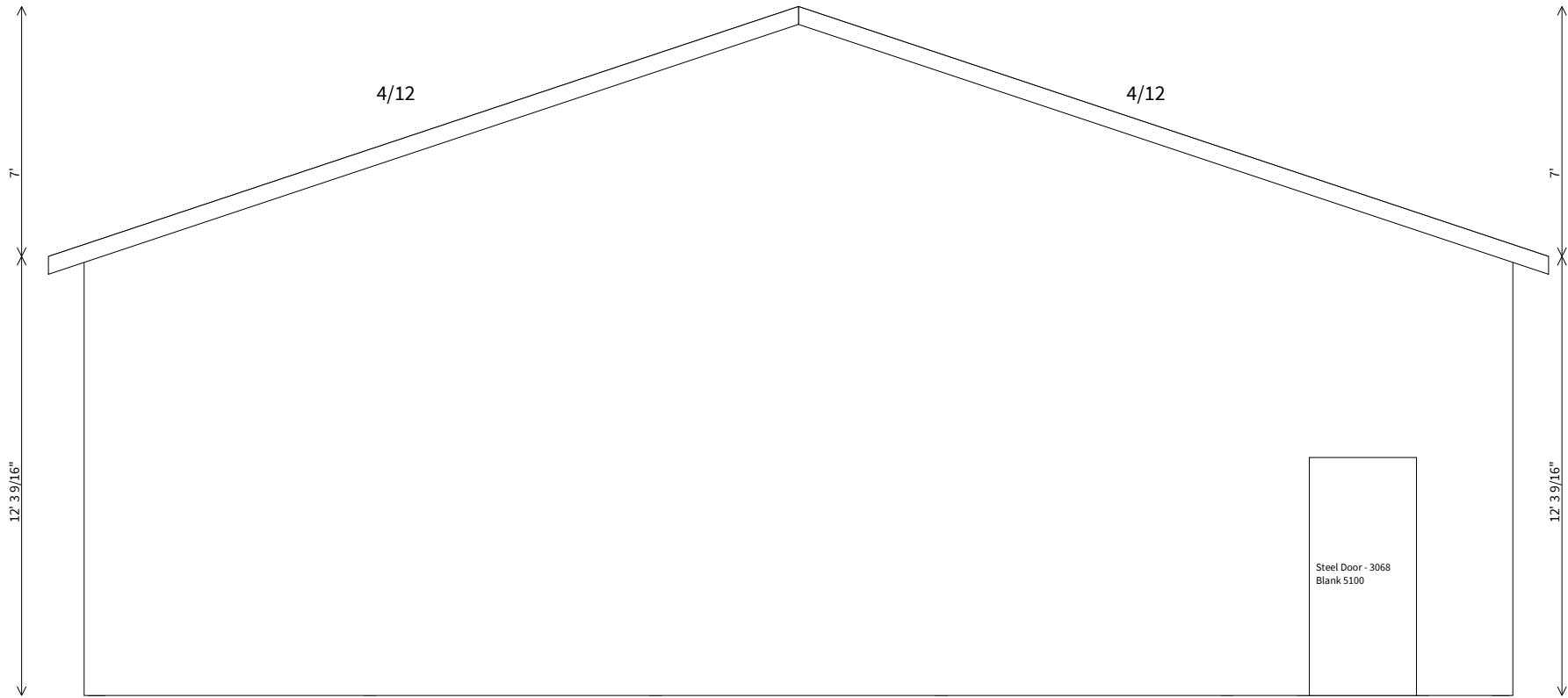
Left Elevation

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Date: 10/30/2025
Time: 4:41 PM



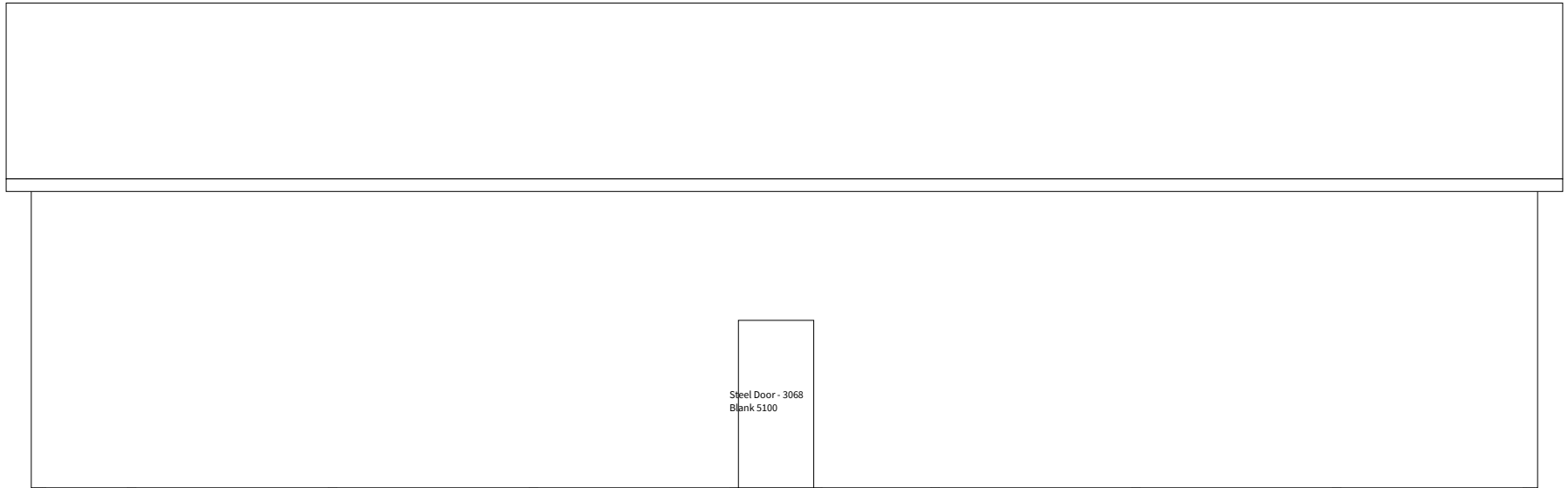
Front Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



Right Elevation

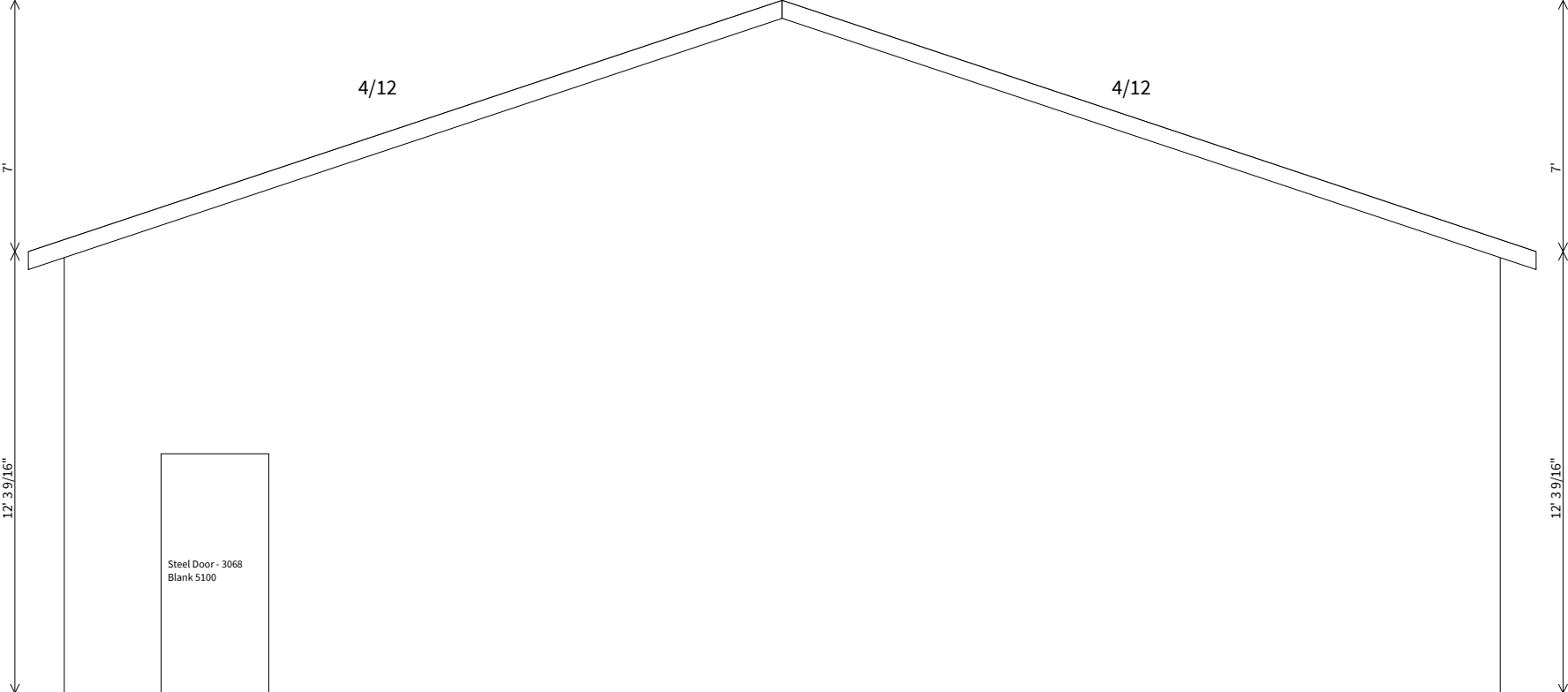
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Date: 10/30/2025
Time: 4:41 PM



Steel Door - 3068
Blank 5100

Back Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM

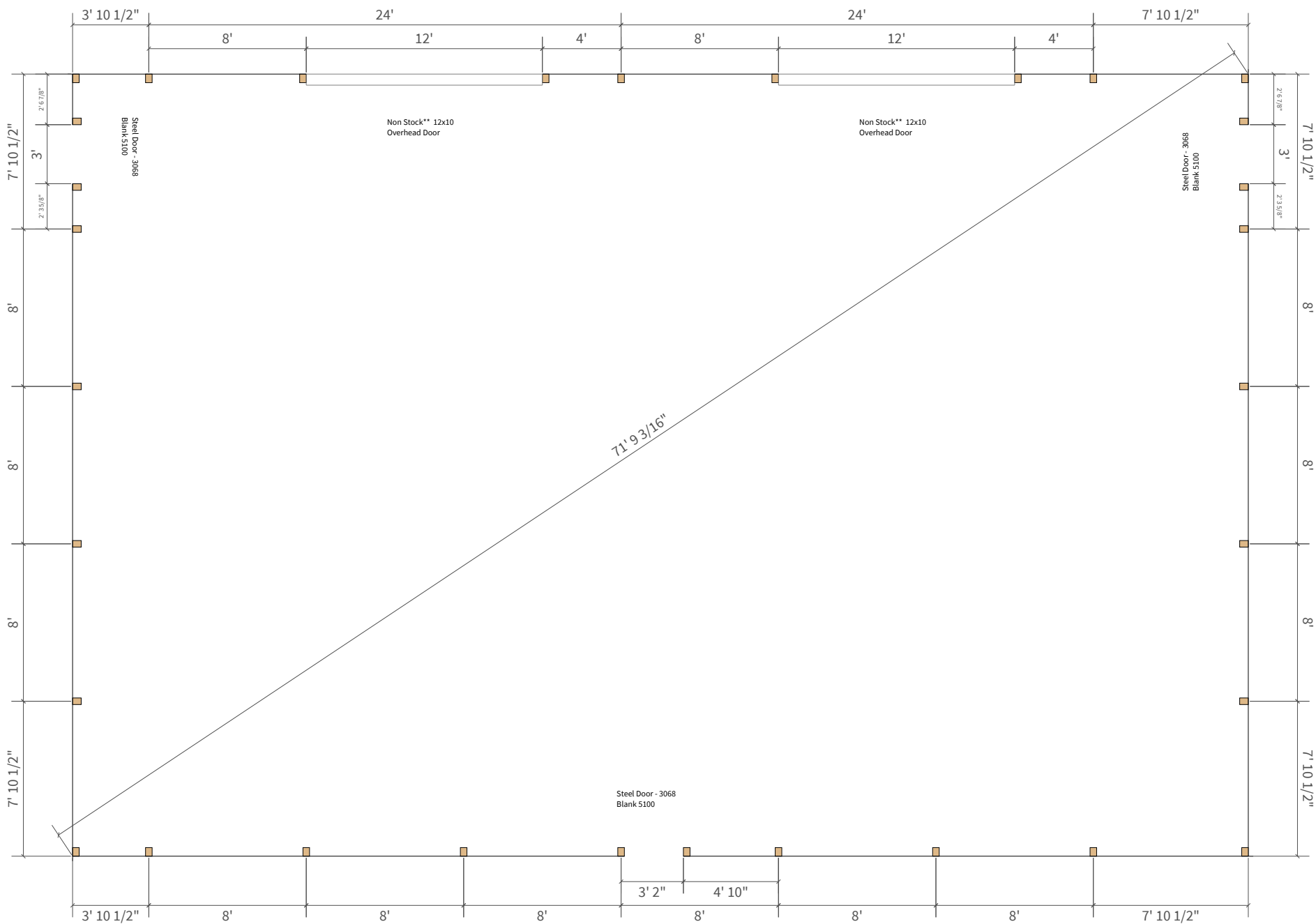


Post Layout

Job: milford middle school

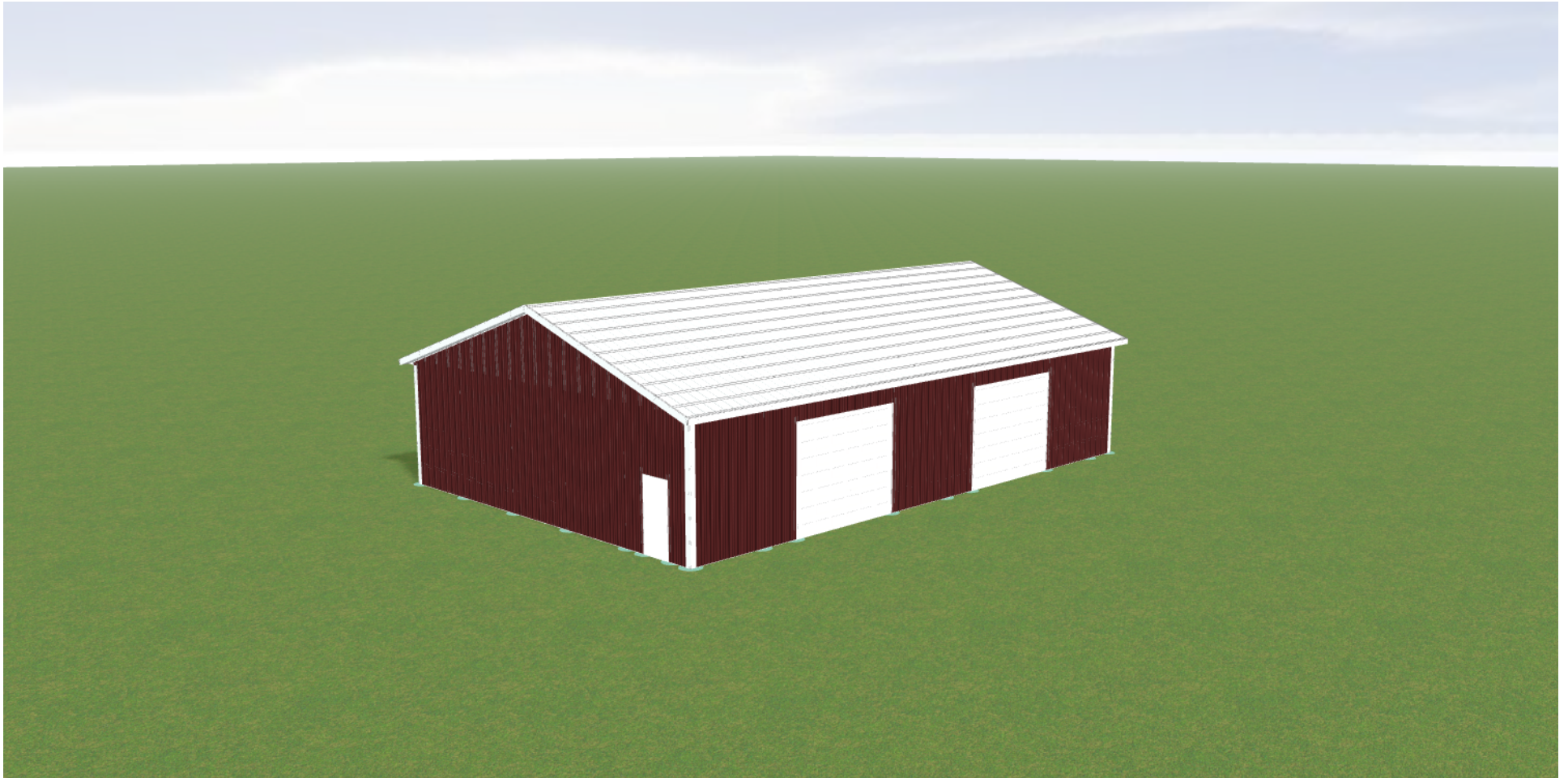
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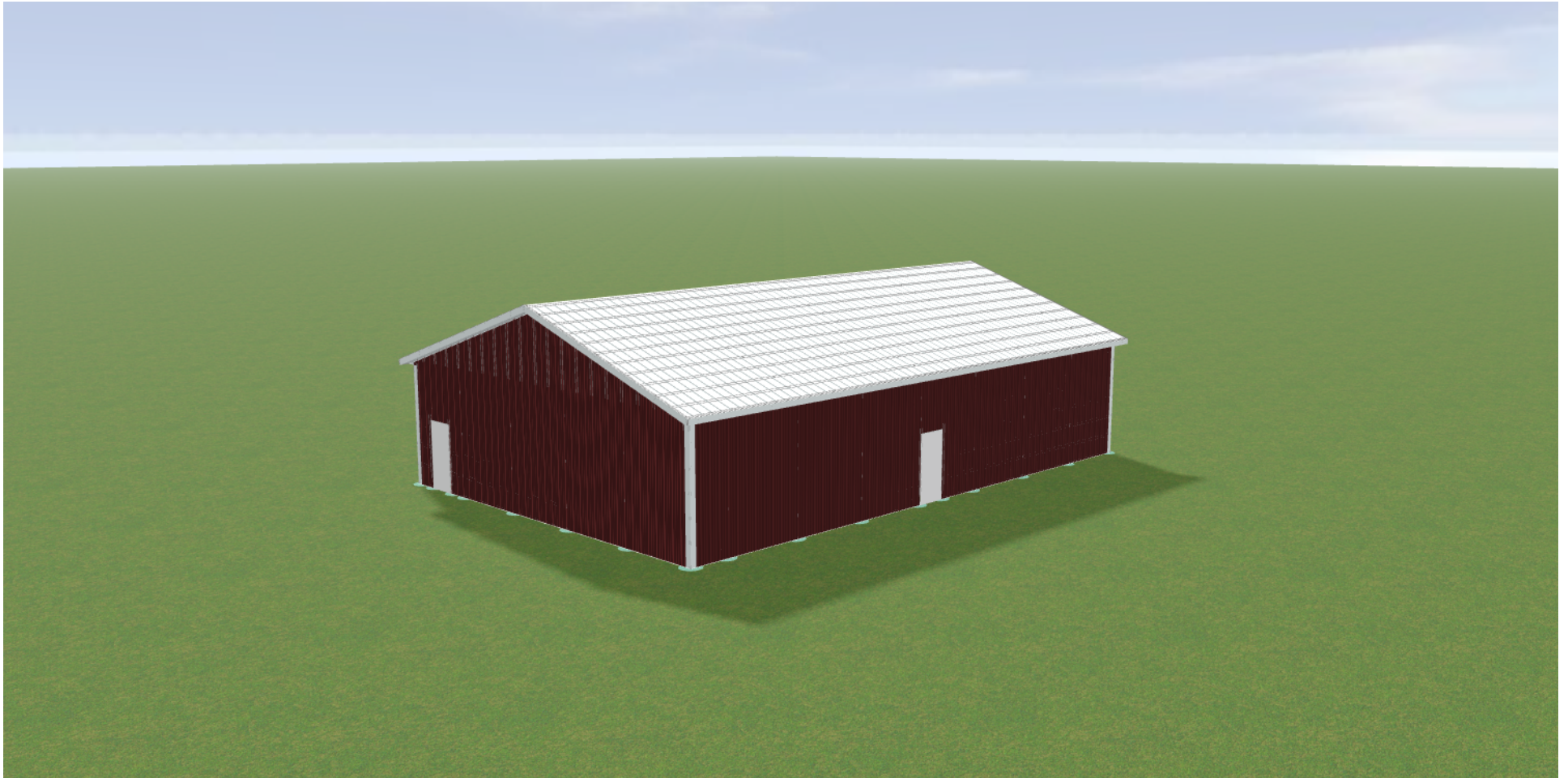
Iso 1

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



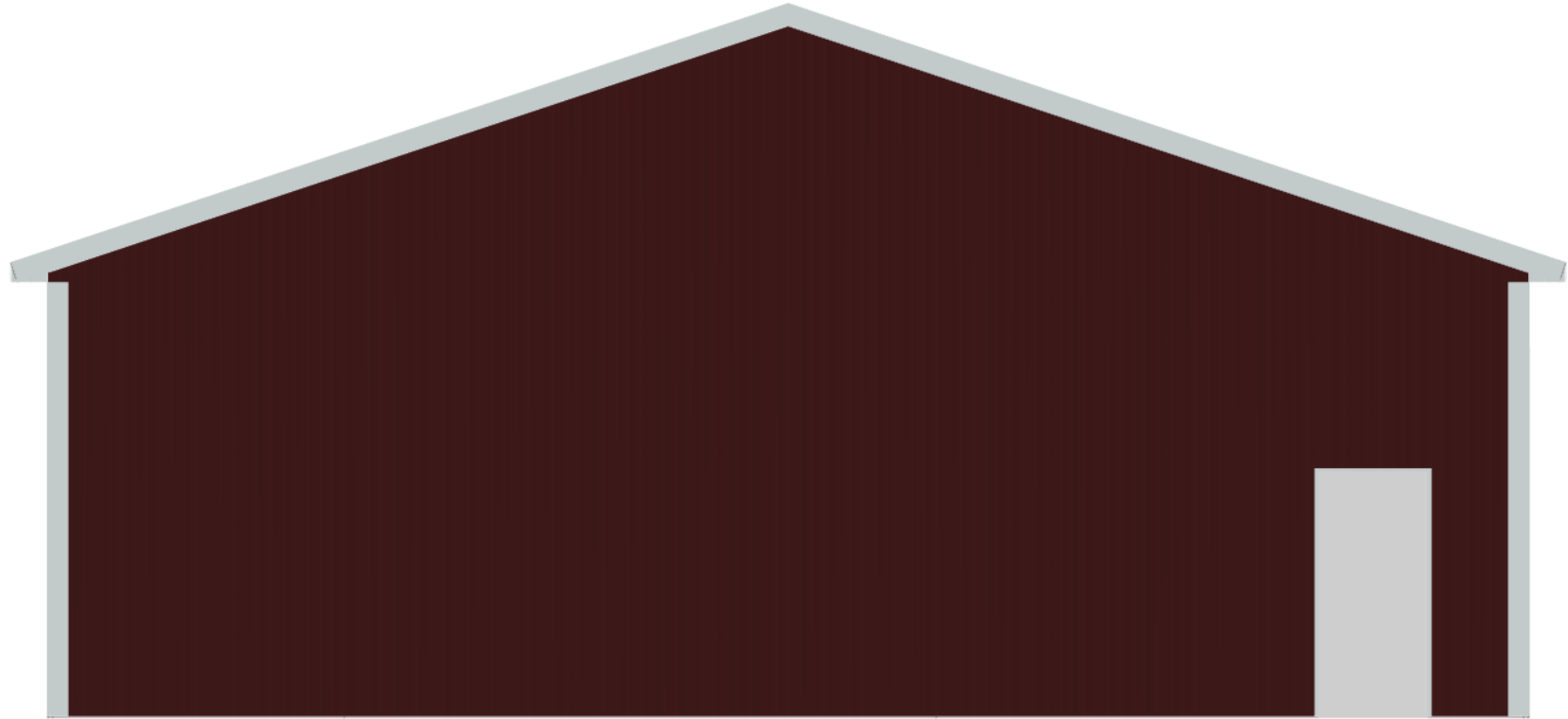
Iso 2

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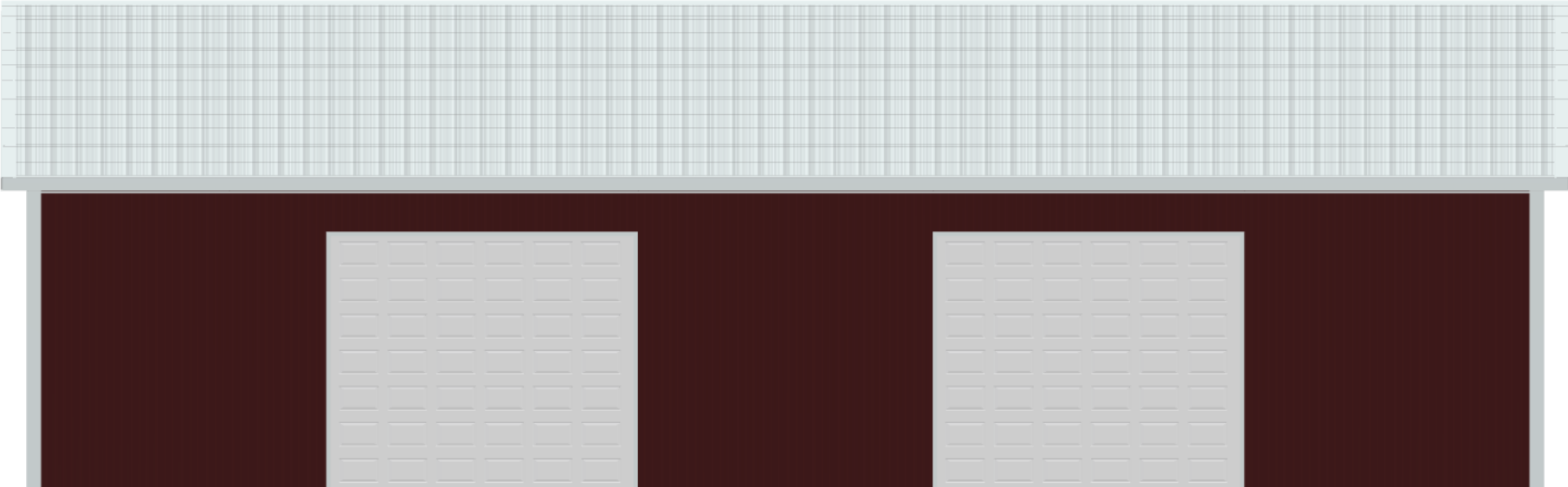
Front Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



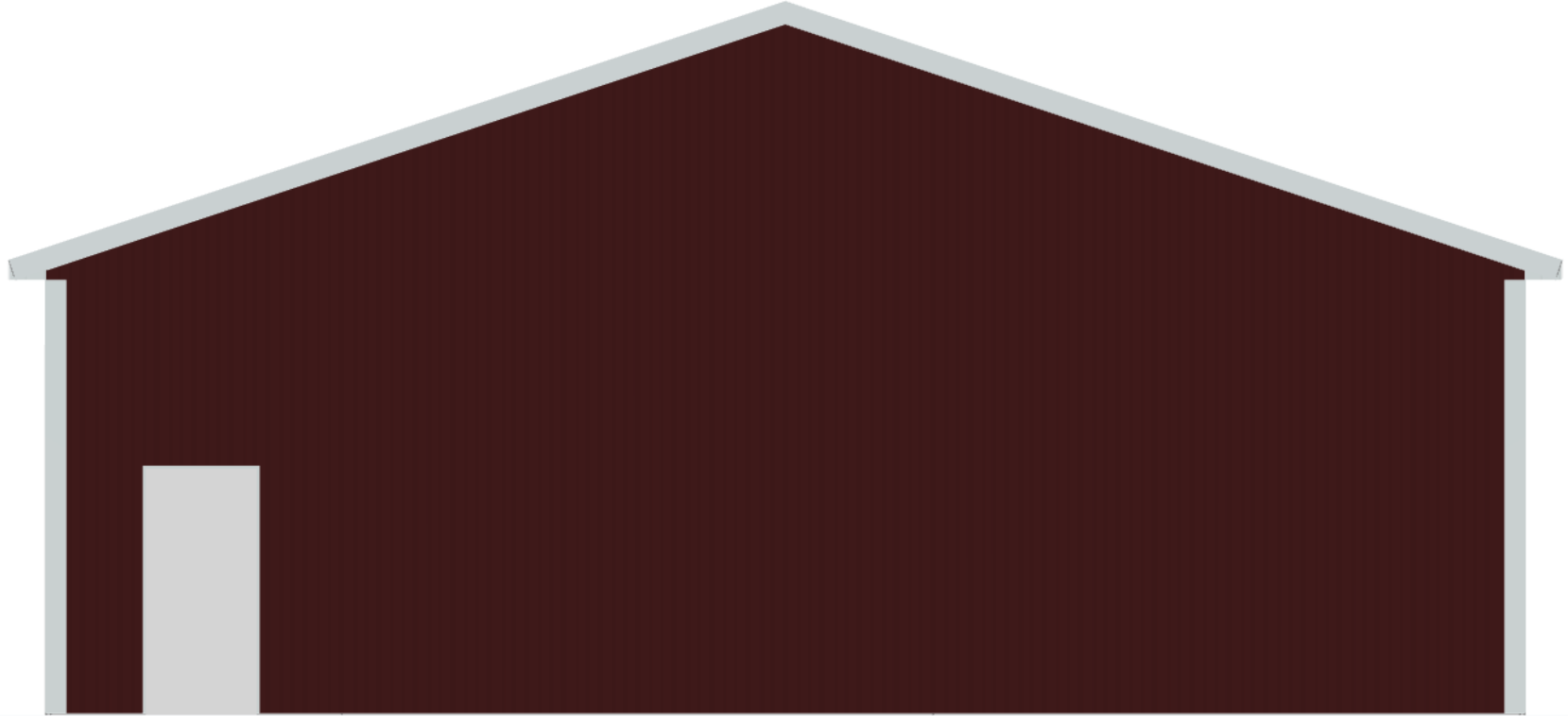
Left Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



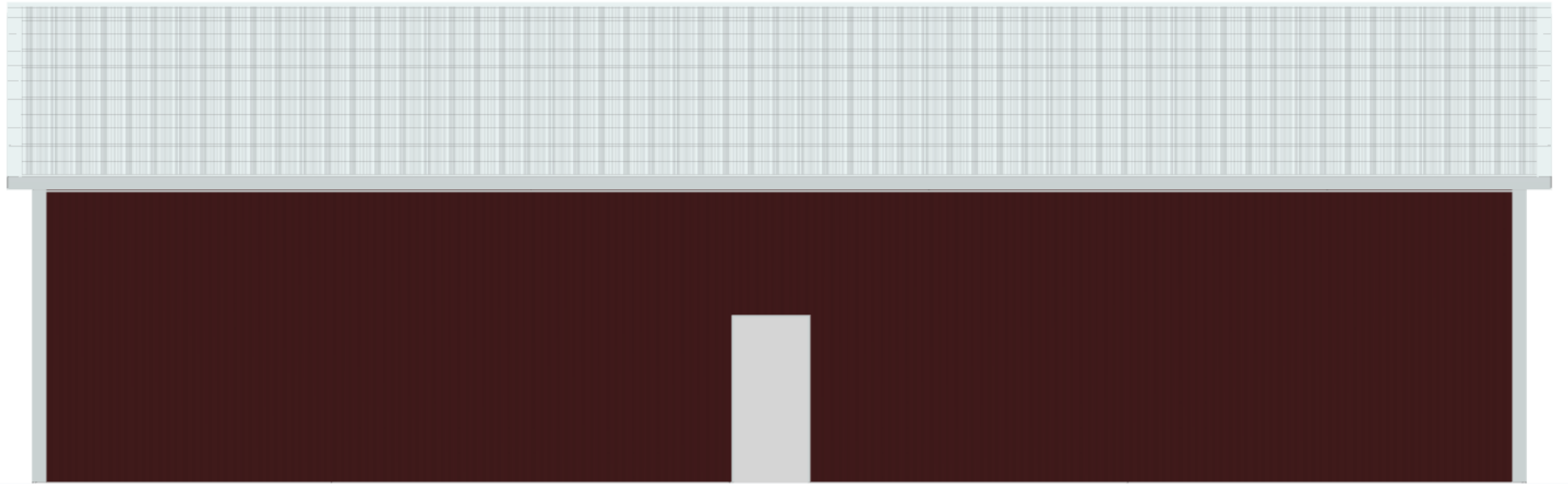
Back Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM



Right Elevation

Job: milford middle school
Date: 10/30/2025
Time: 4:41 PM





AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: (name and address)

Milford Middle School
612 Lakeview Ave
Milford, DE 19963

OWNER: (name and address)

Milford School District

906 Lakeview Ave
Milford, DE 19963

CONTRACTOR: (name and address)**CONTRACT INFORMATION:**

Contract For: General Construction
Date: 1-27-22

ARCHITECT: (name and address)

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

CHANGE ORDER INFORMATION:

Change Order Number: 007
Date: April 16, 2026

CONSTRUCTION MANAGER: (name and address)

Richard Y. Johnson & Son, Inc.

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Work at Sports Fields, Pole Building, Track, Fence and items identified

The original Contract Sum was	\$	3,731,124.00
Net change by previously authorized Change Orders	\$	425,100.67
The Contract Sum prior to this Change Order was	\$	4,156,224.67
The Contract Sum will be increased by this Change Order in the amount of	\$	1,430,028.00
The new Contract Sum including this Change Order will be	\$	5,586,252.67

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

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

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

N/A

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

N/A

CONTRACTOR (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Richard Y. Johnson & Son, Inc.

CONSTRUCTION MANAGER (Firm name)

SIGNATURE

Dean Johnson, CEO/CFO

PRINTED NAME AND TITLE

DATE:

Milford School District

OWNER (Firm name)

SIGNATURE

Sara Hale, COO

PRINTED NAME AND TITLE

DATE:

Bleacher Cost/includes demo	\$	132,719
Track Resurface	\$	580,000
Track material Upgrade	\$	65,000
Fencing around Football Field	\$	62,600
Pole Building with linear panels	\$	141,886
Pole Building Electric/HVAC	\$	35,000
Perimeter fence	\$	142,350
Field Goal Post with soccer goals	\$	40,000
Freezer	\$	103,472
base for freezer/electric	\$	50,000
Softball and Baseball Backstops	\$	45,000
demo scoreboard	\$	10,000
RYJ Labor & OH	\$	22,000
total	\$	1,430,028

QUOTE

177678-01-02 • 04/16/2026



A PLAYCORE Company

Milford Central Academy - Running Track - Bleachers - Updated

Customer:
Milford School District
906 Lakeview Ave.
Milford, DE 19963
United States

Prepared for:
Mike Sharp
Phone: 302-381-0223
msharp@msd.k12.de.us

Prepared by:
GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Ship to Zip: 19963

Quantity	Part #	Description	Unit Price	Amount
2	NA-1027ADA-CL	National Recreation - 10 Row x 27' Non-Elevated Bleacher Features NA-1027ADA CL Net Seating Capacity 132 + 4 ADA Aluminum Angle Understructure 2 X 10 Anodized Aluminum Seat Plank Double Mill Finish Aluminum Foot Plank 1 X 6 Mill Riser Rows 2-9, (2) 1 X 6 Top Row Risers (1) 48 Inch Vertical Aisle & Handrail Chainlink Guardrail System 4 ADA Seating	\$33,140.00	\$66,280.00
2	CA-1027	National Recreation - Concrete anchors for 10 row x 27' bleacher	\$315.00	\$630.00
1	INSTALL	National Recreation - Installation On site assembly of above (non-prevailing wages) Assembly does not include ground work, all ground work must be done by others. Note: Lead times for assembly may vary, please confirm availability prior to ordering.	\$20,765.00	\$20,765.00

Contract: OMNIA #2017001134

Sub Total	\$87,675.00
Discount	(\$4,014.60)
Freight	\$4,059.00
Grand Total	\$87,719.40

QUOTE

177678-01-02 • 04/16/2026



Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

** If economical mill finish foot plank and risers have been specified on this quote. NRS will not be responsible for discoloration or staining (dark black, brown, or white residue) resulting from unavoidable condensation that occurs during packing, transporting and storage, preceding and/or during installation. Removal of these stains or replacement of boards upon completion of installation is not part of this contract because stained mill finish boards meet all specified requirements. A clear anodized finish may be quoted at an additional cost to avoid potential discoloration or staining.

NOTE: ALL BLEACHERS SHOULD BE ANCHORED TO RESIST WIND LOADS. IMPORTANT NOTE: Additional items are available which may be required to meet IBC, BOCA, NFPA, SBC, UBC or other applicable codes; such as aisles, guardrails, anchors, ground sills, double footplank, risers, ADA accessibility, ect. Drawings stamped by a registered professional engineer are not included unless noted above. Please refer to included features above & consult with local code officials to determine any additional features which may be desired or required. The features described above represents the interpretation of National Building & Safety Codes by NRS, INC. The owner remains responsible for compliance with local codes, official interpretation and application rests solely with local authorities. NRS, INC and its representatives cannot assume liability for code compliance and presents information as unofficial guidelines only

QUOTE

177678-01-02 • 04/16/2026



A PLAYCORE Company

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT: Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

QUOTE

177678-01-02 • 04/16/2026



INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$87,719.40**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

QUOTE

177678-01-02 • 04/16/2026



A PLAYCORE Company

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

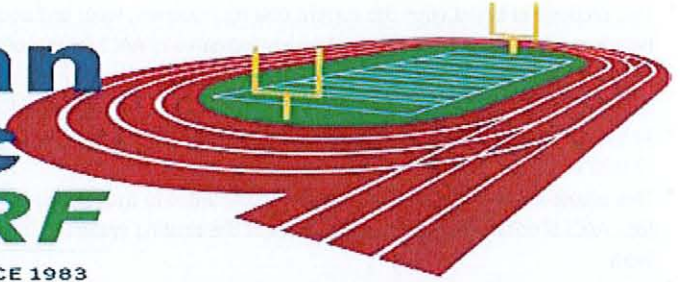
City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

American Athletic TRACK and TURF

AN AMERICAN ATHLETIC COURTS, INC. COMPANY | SINCE 1983



To:	Richard Y Johnson And Son	Contact:	
Address:	18404 Johnson Road Lincoln, DE 19960	Phone:	(302) 422-3732
		Fax:	(302) 422-4696
Project Name:	Milford MS DE Cinder Track Renovations-2025	Bid Number:	2025-00165
Project Location:	Milford MS DE Cinder Track Renovations-2025, Milford, DE	Bid Date:	9/26/2025

Item #	Item Description
100	Mobilization
200	Layout And Survey
300	Demo And Dispose Existing High Jump Pad, Long Jump And Pole-vault Pad. Topsoil , Seed And Restore
400	Excavate Existing Cinders Stone Base 5" Thick And Dispose On Site-3,500sy (Steel Edging Not Visible During Walk Through)
500	Laser Finegrade Cinder Subbase
600	Install 5" Thick Asphalt Subbase Using Laser Controlled Asphalt Paver-3,500 Sy
700	Topsoil And Seed Edges As Needed.
800	Install New Score Board Using Existing Electric And I-beams- Allowance- \$35,000
900	Install Beynon Sports BSS-200 Red Polyurethane Synthetic Track Surface Including Striping
1000	Clean Site

Total Base Bid Price: \$615,000.00

- A1**
A1 ADD-BSS-300 Upgrade From BSS-200- Includes 8 Year Warranty

580,000 ✓

Total Price for above A1 Items: \$65,000.00 ✓

- A2**
A2 Demo Existing Bleachers And Concrete Pad. Construct New 10 Row Bleachers 80' X 25' With New 4" Concrete Pad Approx. 400 Seats. Not To Exceed Item Proposal, Final Pricing Adjusted When Bleacher Selection Is Finalized.

Total Price for above A2 Items: ~~\$225,000.00~~

Notes:

- American Athletic Courts, Inc. AACI, and Florida Track and Turf are one and the same.
- All staking, layout and establishment of grades is to be done by others and clearly indicated. AACI accepts no responsibility for improper engineering and/or areas where no grades were clearly indicated before commencement of work.
- Any payment term not adhered to by the customer may result in the termination of work by AACI. AACI will not be responsible for any delays or damages due to any work stoppage resulting from the nonpayment by the customer. Customer shall pay to AACI all costs, including actual attorney's fees incurred by AACI in enforcing this contract, including collection of any payment due herein plus interest fees.
- The asphalt pavement that the new all weather polyurethane, latex or tennis court coating is to be applied on must conform to all American Sports Builders Association Guidelines and National Federation of State High School Association Requirements. Any corrective work necessary to conform to these guidelines and requirements will be considered extra work and not part of our lump sum or unit price proposal.
- The asphalt surface is to be reasonably clean prior to AACI commencing the polyurethane base mat, latex or tennis court coating installation. The asphalt surface must meet all slope, smoothness, planarity and quality guidelines as established by the American Sports Builders Association.
- Any completion date given is subject to change as a result of adverse weather conditions, site conditions and/or any condition, not controlled by AACI that might alter AACI's ability to perform its work. AACI will not be responsible for delays due to these conditions.
- Cracking is the result of poor subsurface conditions or expansion and contraction of the existing asphalt structure. Repair methods such as cleaning and filling are of a cosmetic and temporary nature and are not intended to imply permanence of repair. The return of cracking should be expected and is not subject to correction under our warranty. The owner should budget to fill these cracks at a minimum of once a year until permanent remedies can be made.

- This proposal is based upon the current cost for materials, labor and equipment as of the date of this proposal. The final price of this proposal will be adjusted accordingly in the event of any increases to AACI for any of these items. It will be the responsibility of AACI to furnish proof that the prices of these items have increased from the bid date to the date of installation. Once AACI has established the increases for the various items, the owner will be liable and will pay AACI the additional costs incurred for 100% of the cost increases for any of these items.
- The repair of defective subgrade conditions is extra work. This work will only be performed upon a signed extra work acceptance from the owner or their authorized representative.
- This proposal makes no provision for any modification to the existing drainage system except for what is specifically outlined on our proposed item list. AACI is not responsible for any failure of the existing system to function properly or accept any additional run off from the newly constructed work.
- Owner is to provide a location on site for all excavated materials that are produced as a result of this project and at no cost to AACI.
- Should the need arise for work that goes beyond the scope of work that is outlined in this proposal, it is considered extra work. Such work will be itemized on an additional proposal and will be subject to the same terms and conditions of the original contract. This work will not be performed unless we have signed approval from the owner or his authorized representative.
- IT IS THE OWNER'S RESPONSIBILITY TO HIRE A PROFESSIONAL GEOTECHNICAL ENGINEER FOR INVESTIGATION, ANALYSIS AND DIRECTION RELATING TO ALL EXISTING CONDITIONS AND PROPOSED WORK AT THE OWNER'S PROPOSED PROJECT SITE. AACI MAKES NO CLAIMS OF HAVING EXPERTISE IN THIS FIELD AND WILL ACCEPT NO RESPONSIBILITY OR LIABILITY FOR ANY COMPLICATIONS THAT MIGHT RESULT FROM SUBSURFACE DEFECTS OR FAILURE. SUCH COMPLICATIONS ARE NOT SUBJECT TO CORRECTION UNDER OUR WARRANTY.
- This proposal makes no provision for any irrigation system modification or installation. It is the sole responsibility of the owner to provide design and installation of irrigation for the project.
- This proposal makes no provision for fencing of any type.
- This contract makes no provision for landscaping. Any work required by the owner of this type, is extra work.
- Owner must provide AACI with a clear and reasonable access route to the site. The access route must be approximately 12' wide. AACI will not be responsible for any work relating to the refurbishing or repair of this access route including asphalt driveways, lawns, sidewalk etc. Where tennis courts are involved, the Owner or General Contractor must provide access to a 30 feet wide corner of the tennis court battery being constructed. In the event AACI is required to remove any vegetation in order to gain access within the 12' wide access area, AACI will not be responsible for the replacement of this vegetation. It will be the owner's responsibility to replace any and all vegetation within the required 12' wide access area.
- All required permits, variances, governmental approvals, stormwater management approvals etc. are the sole responsibility of the owner. The owner by execution of the contract has represented to AACI that all such permits and approvals have been acquired. AACI will not be liable for any damages, etc. for the failure of the owner to obtain these permits, etc. from the appropriate government agency.
- If rock is encountered, it will be extra work. See extra work note.
- This proposal is offered with the understanding that only this proposal or an AIA Standard Subcontract Form or AIA Short Subcontract Form will be acceptable as a form of agreement to commence work. AACI will only commence work if this proposal is included as an attachment to any AIA agreement for the proposed work and the Owner, Owner's Representative or General Contractor agrees to all of the terms and conditions included with this proposal.
- Subgrade preparation is to be performed by the Owner or General Contractor prior to AACI commencing work. Subgrade shall be plus and minus .1 (one-tenth) feet with cuts equaling fills and compacted to project specifications.
- This bid is based upon the use of liquid asphalt at the published price on the date of this proposal. If the Wholesale Price Index of the Department of Transportation increases after the date of bid, the owner or General Contractor will be liable to reimburse AACI for this additional cost. Final contract amount will be adjusted, up or down, in accordance with such average listed price during the time the work is under construction.
- This price is based on the payment of prevailing wage rates to all workmen employed. All labor provided for work on this contract by AACI will be non-union. Any union labor required due to the general contractors contractual union agreements, Project Labor Agreements, or job specific apprenticeship requirements, will be provided by the general contractor at no cost to AACI.
- This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary additional charges will apply and be paid by the customer.
- AACI and Florida Track and Turf are one and the same.
- This proposal is good for 60 days from estimate bid date.
- THIS PROPOSAL IS BASED ON AN ASPHALT INDEX OF ___ PER LIQUID TON. ANY INCREASE IN THE ASPHALT INDEX AT THE TIME OF INSTALLATION WILL RESULT IN A PROPORTIONAL INCREASE FOR ASPHALT MATERIALS TO THE FINAL CONTRACT PRICE.
- AACI is not a stormwater management design firm and AACI takes no responsibility for any issues, defects, or deficiencies for any requirements concerning stormwater management. It is solely the owners responsibility to attain a qualified storm water management design firm for any requirements pertaining to this project.
- All running track striping performed by AACI will conform to the American Sports Builder Association Class 5 certification. Any additional work beyond the ASBA Class 5 Certification is considered extra work. Please see extra work note.
- AACI can not be responsible for the failure of a pavement to support a normal workload in the performance of the proposed work. More specifically, if it is required of AACI to travel over an asphalt pavement with any supply supply truck to furnish specific work, AACI can not be responsible for the failure of the pavement profile and subgrade to support the supply truck. AACI will not be responsible for any remedial work required to repair any damaged areas due to normal construction traffic.
- It is the intention of AACI to use laser controls whenever possible, however, there are situations where the existing pavement has insufficient planarity, slope or design to utilize laser controls. In those situations, AACI will employ laser guidance wherever possible to improve the existing condition.

DATE: Monday, October 6, 2025

C.M.J. FENCE & SECURITY

20601 Rust Road

Harbeson, DE 19951

OFFICE #: 302-945-3049

Mobil #: 302.605.1726

cmjfence@gmail.com



Customer: RY Johnson & Sons

Project: Milford Middle School

Install 1,460' feet of 4' tall chainlink fence with 3 x 48" opening single gates and 1 x 10' opening double gate. 2x9 ga chainlink mesh, 3" ss-40 terminal post, 2" ss-40 line post, 1-5/8" ss-40 toprail, 7 ga bottom tension wire. All post will be set with concrete footings.

Galvanized materials Cost: ~~\$55,500.00~~ \$56,345.00

Black vinyl coated materials Cost: ~~\$61,800.00~~ \$62,600,

\$142,350 for perimeter fence

Wage rates are included

Contract Exclusions as follows:

Permits, Architectural & Engineering Stamps, Clearing & Grubbing, Grounding, Spoil remove, Private Utilities & Irrigation lines, Cord Drilling, Saw Cutting, Finish grade repairs, Fence area Seeding, Setting of Anchor Bolts, Surveys, Stakeout, Concrete other than Fence Posts, Bond, As built Drawings, Windscreen, fence topper.

QUOTE IS VALID FOR 30 DAYS. Price will be held with a notice to proceed and or contract.



PREPARED BY

Christopher Wilhelm
 Pole Building Outfitters
 (443) 375-0497
 Chrisboutfitters@gmail.com
 22849 Peaviner Rd, Ridgely, MD 21660, USA

PREPARED FOR

Dean Johnson
 Milford Middle School
 (302) 670-7475
 djryj@yahoo.com
 612 Lake Milford Ave Milford DE

PROPOSAL DETAILS

Milford middle school
 612 Lake Milford Ave Milford DE
 40x60x12 stroage building

DESCRIPTION

QTY

Project Development	
Project Management	
insurance/bonding	
Warranties/service	
Trash/Dumpster Includes dump fees	
Lift Fees	
Crane Rental/Boom Set Boom set trusses	
Nails	
Material Package Building package with G100 28 ga metal, tyvek wrap, R foil, lumber , post ect.	
Package Freight Package Freight for jobsite delivery	
Exterior Framing Exterior Framing & Sheathing Labor (scale wage for carpenters included)	
Garage Doors Hass 712 series steel back insulated doors- no glass	2
Garage Door Openers Wall Mount Liftmaster 8900 series Electric overhead door openers (supplied and installed)	2
Gutter Labor 6" White K style gutters and downspouts (scale wage rate included)	204 Linear Feet
Gutter Materials 6" White K style gutters and downspouts	204 Linear Feet
Poured Footings 3500 psi poured footing base and post backfilled to sub grade	12 Cubic Yards
Building Pad Labor and materials	1

- o Limited to removal of up to 6" of topsoil and organics from site
 - o All topsoil stripped from building pad area will be stockpiled on site
 - o Building pad to be a minimum of 2' wider in all directions to allow proper drainage/taper around perimeter of pad
 - o Base materials for pad to be select fill/bank run (limited to to 3 loads of fill)
- (scale wage for equipment op and laborer included)

#57 stone for under concrete slab
60 ton of #57 stone for 4" of stone under building slab

Concrete Prep 1
Prep slab per county inspection requirements (scale wage for equipment op and laborer's included)

Building Slab 1
Main Building (2400 sf): 4" 4000 psi fiber reinforced slab on 10 mil vapor barrier. (scale wages for laborer and finishers included)

Aprons
Aprons (320 sf): 4" 4000 psi fiber reinforced concrete. 4' apron across garage door side of building to around each corner at each entrance door, 4'x4' pad at back door. (Scale labor rate included)

Engineering Fees 1
Fees for stamped sealed prints

Grading/seeding
Final grade disturbed area from construction of building. seed and straw disturbed area. (scale rate included for equipment op and laborer)

TOTAL \$113,289.33

THIS DOES NOT INCLUDE ANY SITE WORK OR UTILITY SERVICES AT THIS TIME.

IF LOCAL COUNTY OR TOWN PERMITTING/ZONING OFFICES DO NOT APPROVE THE PERMIT FOR THE ABOVE MENTIONED PROJECT, PBO RESERVES THE RIGHT TO CHARGE FOR OUT OF POCKET EXPENSES TO DATE - TO INCLUDE: ENGINEERED PRINTS REQUIRED FOR PERMIT, ANY PERMIT CONSULTING, PERMIT FEES, DESIGN FEES

Options/Add to price above:

- County fees for permits to be billed directly to customers when permit is filed for in local jurisdiction/county (customer to supply site plan and additional trips to county will be charged separately if needed)
- Any additional time spent consulting between town/county permitting, inspectors, engineers, architects, etc. is subject to additional charges

The above specifications and agreement, and the terms above are satisfactory and are hereby accepted. Pole Building Outfitters is authorized to furnish the materials as specified. Payments will be made as specified above under Payment Schedule. By signing this, I also verify that I am an Owner of the property on which this building is to be constructed. Price is good for 7 days from proposal date due to unprecedented Material cost fluctuations Pole Building Outfitters can not hold or guarantee cost of materials beyond 7 days. Pole building Outfitters is not responsible for grading or supplying fill or stone if needed or hauling extra dirt or fill away from property, final grading, seeding, silt fence, straw or curlex. All can be done if requested and billed separately. Pole building outfitters is not responsible for damage to existing driveways or parking lots from trucks or equipment that is needed in the building process. Pole Building Outfitters does not warranty concrete slabs from hair line cracks or conditions created by customers pad conditions from settling or environment.

MATERIAL PRICE ESCALATION CLAUSES:

COST-BASED ESCALATION CLAUSE

Trigger For Escalation; In the event that the cost of materials used to complete your project increases by more than 5% above the price quoted at the time of contract execution/signing, the Contractor shall be entitled to an equitable adjustment in the contract price for such materials.

Materials Covered; This clause applies to lumber, specialty lumber products and EWP, sheet metal, aluminum (gutters), overhead doors, steel, concrete, sheetrock, windows, doors, etc.

Method of Adjustment:



Selections 206-2
 Issue Date October 30, 2025
 Expires November 29, 2025
DECLINED

PREPARED BY

Christopher Wilhelm
 Pole Building Outfitters
 (443) 375-0497
 Chrisboutfitters@gmail.com
 22849 Peaviner Rd, Ridgely, MD 21660, USA

PREPARED FOR

Dean Johnson
 Milford Middle School
 (302) 670-7475
 djryj@yahoo.com
 612 Lake Milford Ave Milford DE

SELECTIONS DETAILS

Milford middle school
 612 Lake Milford Ave Milford DE
 40x60x12 stroage building

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Customer options			\$0.00
Please select any options			
<input checked="" type="checkbox"/> Ceiling Liner Bright White Ceiling Liner (scale wage included) Includes scissor lifts for install	2,400 Square Feet	\$3.21	\$7,701.49
<input checked="" type="checkbox"/> Wall Liner 2x4 spf wall girts and bright white liner panel floor to ceiling (scale wage included)	2,400 Square Feet	\$3.20	\$7,680.00
<input checked="" type="checkbox"/> building insulation R21 batt insulation in walls, R38 blown insulation in attic. (scale wage included)			\$9,216.00
TOTAL			\$0.00

The above specifications, costs, and terms are hereby accepted.

total 141,886

DEAN JOHNSON

DATE



Remit To:
Sportsfield Specialties
PO Box 231
Delhi, NY 13753

Quote Number: 118830

QUOTE

Page: 1 of 3

Quote To: Estimator US	Ship To: Milford Middle School General Delivery Milford, DE 19963	Date: 4/16/2026 Expires: 5/16/2026 PO Num: Milford Field Goal Post Sales Person: Jake Newkerk Cell: 607-437-3594 Email: jnewkerk@sportsfield.com
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USD

Line	Part	Description	Qty /	Sales UoM	Unit Price	Line Total
1	GPHC20HSGB-W	H-Style High School Combination Football/Soccer Goal System. System Includes 20' Powder Coated White Football Uprights made with 4" O.D. Aluminum, Soccer Net with Two (2) 4'L Net Stays and Ground Bar to Raise the Net, Directional Wind Flags and Hardware Kit. Two (2) GS448NB 48" Ground Sleeves and GSC4P Ground Sleeve Caps Sold Separately.	2.00	EA	\$6,715.00	\$13,430.00
12	GS448NB	Aluminum Ground Sleeve for 4" Post - 4.300"OD (4.100"ID) x 48" Long	4.00	EA	\$160.00	\$640.00
13	GSC4P	Black Plastic Cap for 4.3" OD Ground Sleeves	4.00	EA	\$6.20	\$24.80
14	PESGP	Stamped and sealed drawings and calculations by a licensed professional engineer for Goal Post Foundation with Ground Sleeve Insert *Includes design and analysis of drilled shaft foundation for dead and wind loads based on local building codes and soil conditions. *Spread footing foundation substitution available at additional charge. *Customer is to provide soils report information for the foundation design, otherwise typical soil parameters for the area of the project per the USDA's web soil survey will be used. It is the customer's responsibility to verify that site conditions meet or exceed the assumed parameters used by the professional engineer. *Unless requested otherwise, winds loads are calculated using ASCE-7 risk category I basic windspeeds (dependent on location) and exposure category determined by site topography, vegetation, and constructed facilities found on satellite imagery. *Stamp revisions due to changes in project scope, or conditions differing from submitted documents may be provided at an additional fee.	1.00	EA	\$2,165.00	\$2,165.00

QUOTE - Miscellaneous Charge -	
Description	Ext. Price
1.) Freight-NY1-Ingroud	\$80.00
2.) Freight-NY1-HGoals	\$1,850.00



Remit To:
Sportsfield Specialties
PO Box 231
Delhi, NY 13753

Quote Number: 118830

QUOTE

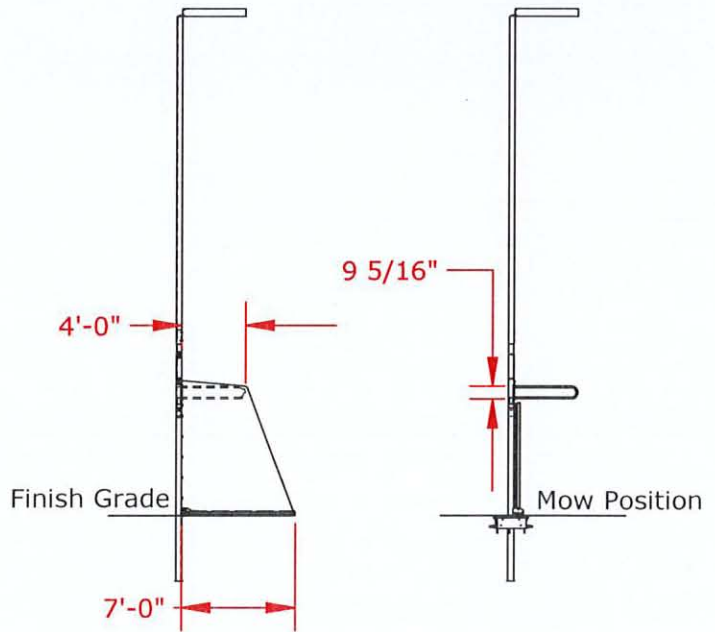
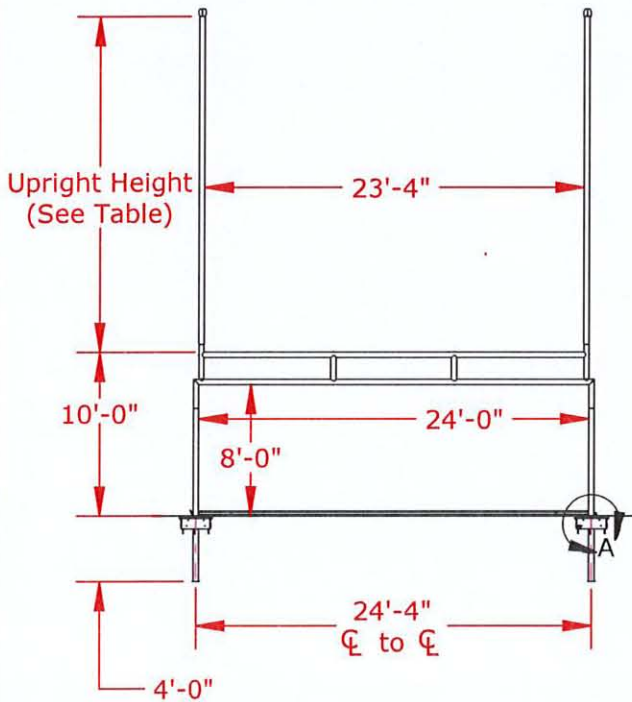
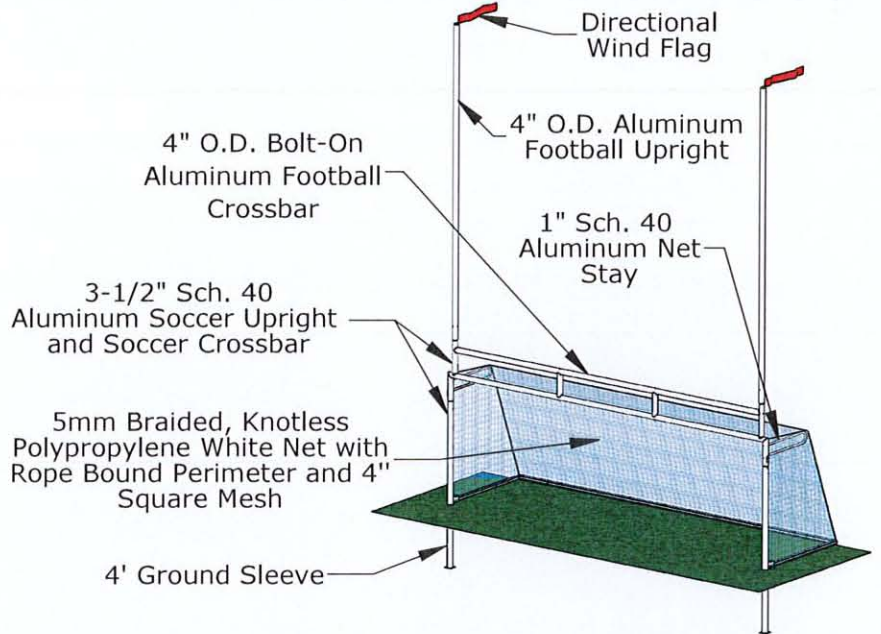
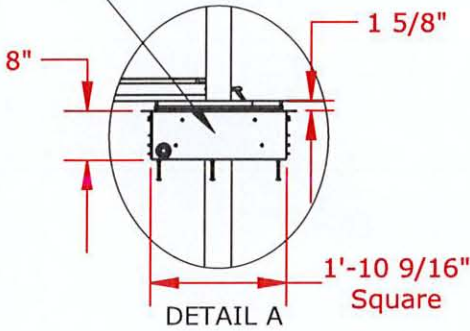
Page: 2 of 3

Lines Total	\$16,259.80
Total Taxes	\$0.00
Line Miscellaneous	\$0.00
Quote Miscellaneous	\$1,930.00
Quote Total	\$18,189.80

- Customer is responsible for material take-off, quantities and specification compliance and/or equivalency of quoted products.
- All prices listed are in US Dollars
- Lead times vary by product and begin after receipt of purchase order, credit approval, and acceptance of color, material(s) and design. Please reach out to your team at Sportsfield Specialties for specific product lead times.
- All freight is FOB Origin. **Freight rates are estimates provided at the time of quotation. Actual freight rates, include shipping & handling, will be billed at the time of shipment. The customer is responsible for any difference between the quoted freight rate and the actual freight rate at the time of shipment.** The actual freight rates may differ from the estimates as a result of variable factors, such as the change in product quantity and/or material order, state of national economy, fuel costs, capacity and/or rate levels at the time of shipment. Split orders will require additional freight charges. Freight quoted does not include additional equipment to unload or unloading services, assembly or installation.
- Applicable State and Local Sales Tax will be added to the final invoice unless a tax exempt or Resale Certificate is provided prior to order shipment.
- Wire transfers, by check and established credit terms are accepted payment methods. Accepted credit cards are VISA, Mastercard and American Express.
- Pricing assumes any electrical connections and wiring are supplied by others unless otherwise indicated.
- Customer is responsible for approval and associated cost of any applicable local and state codes.
- Due to the increase of steel and aluminum raw material pricing caused by increased demand, coupled with market instability and uncertainty due to the implementation of international trade tariffs, Sportsfield Specialties, Inc. will no longer be able to guarantee current product pricing after this quotation has expired in thirty (30) days. To avoid a potential product price increase, customers will need to provide Sportsfield Specialties, Inc. with a fully executed purchase order or letter of intent before this quotation expires to guarantee this product pricing. Sportsfield Specialties, Inc reserves the right to requote product pricing as necessary based on current steel and aluminum raw material pricing once this quotation has expired in thirty (30) days.
- If your quote includes custom and/or make-to-order item(s), the item(s) will not be fully released into production until all order information is verified. This information includes color choices, bench configurations, field dimensions and any necessary engineering. Custom items and items with digital graphics require a signed rendering prior to release into production. Once color selections are made and material has been ordered for custom or make-to-order items, the order cannot be canceled. Custom and make-to-order items cannot be returned.
- Shipments outside of the US- Import Duties, Taxes, and Customs Clearance:
The buyer is solely responsible for all applicable import duties, tariffs, customs fees, taxes, and any other related charges upon entry into the destination country. Seller assumes no responsibility for these costs.
It is the buyer's responsibility to ensure compliance with all import regulations and to provide a licensed customs broker to facilitate clearance of the goods. The seller will not be held liable for delays, additional charges, or penalties resulting from the buyer's failure to arrange proper customs brokerage services

Powder Coated White Finish
 (Yellow Powder Coated Finish
 Option Available for
 Football Uprights)

Optional AFIT4/AFNG4
 Access Frame Kit
 (AFIT4 Shown)



Part No.	Model	Overall Height	Upright Height
GPHC30HSGB	High School	40'	30'
GPHC20HSGB	High School	30'	20'

PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SPORTSFIELD SPECIALTIES INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SPORTSFIELD SPECIALTIES INC. IS PROHIBITED.

GPHCHSGB H-Style High School Combination Football/Soccer Goal with Ground Bar

Not To Scale

Sportsfield Specialties Inc 0202026

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK-IN FREEZER Kolpak Model No. CUSTOM Custom outdoor walk-in freezer with structural floor with diamond tread finish, outdoor membrane roof, and refrigeration.	\$69,420.82	\$69,420.82
2	1 ea	INSTALLATION Custom Model No. CUSTOM Install walk-in freezer with refrigeration. Final electrical connections by others. Concrete pad provided by others.	\$20,500.00	\$20,500.00
3	1 ea	PROJECT MANAGEMENT Custom Model No. PM TIME Project management time and coordination for submittals, field measurements, oversight and startup. \$100/hr x 16hr = \$1,600	\$1,600.00	\$1,600.00
			Merchandise	\$91,520.82
			15% O+P	\$10,413.12
			7.5% O+P Sub Work	\$1,537.50
			Subtotal	\$103,471.44
			Total	\$103,471.44

Acceptance: _____ Date: _____

Printed Name: _____

Initial: _____



Quotation #: A285556 Rev. 1

Date: 11/17/2025

Project: Milford School District
outdoor Frz

A Division of Manitowoc FSG Operations, LLC

For:
All Bidding Dealers
Moccia
528 Main St.
Riverton, NJ 08077

From:
Andrea Johnson
2915 Tennessee Ave. North
Parsons, TN 38363

Ship to:

Store #(ADP)
MILFORD, DE 19963,
USA

Install Address:

MILFORD, DE 19963,
USA

Rep:
MOCCIA ENTERPRISES, INC.

Quoter:
LaDonna Haggard

**PRICE PROTECTION FOR PURCHASE ORDERS AND APPROVED SUBMITTAL DRAWING WITHIN 60 DAYS
OF QUOTE DATE**

Item	Qty	Item Description	Price
1	1	FREEZER (NSF)	\$ 53,832.92
		Overall Dimensions: 19'-3" x 19'-3" x 8'-4 1/4" (Hold-To)	
		Refrigeration	
		FREEZER	\$ 11,386.23
		Net Product Total:	\$ 65,219.15
	1	5 HP 2 - 5 YR Extended Compressor Warranty	\$ 654.00
3		Freight Estimate (budget price only) - valid for 30 days	\$ 3,547.67
		Total Package Price (Taxes not included)	\$ 69,420.82



Quotation #: A285556 Rev. 1

Date: 11/17/2025

Project: Milford School District
outdoor Frz

A Division of Manitowoc FSG Operations, LLC

****Services are not subject to additional discounting**

FOB: Origin

Quoted freight is an estimate only and subject to change at time of shipment based on customer instruction. Webilt will invoice actual freight at the time of shipment, including any additional surcharges. Freight exceeding 1000 ft2 will become dedicated truck and the freight charge will be for the entire trailer.

KOLPAK IS NOT A PARTY TO, AND THEREFORE EXPRESSLY DISCLAIMS ANY LIABILITY OR OBLIGATIONS ARISING UNDER ANY AGREEMENTS BETWEEN BUYER AND ANY THIRD PARTY, INCLUDING BUT NOT LIMITED TO ANY GENERAL CONTRACTORS OR END USER CUSTOMERS. KOLPAK SHALL NOT BE LIABLE FOR ANY PENALTIES OR LIQUIDATED DAMAGES ARISING OUT OF MISSED DELIVERY DATES AND ANY PROVISIONS IN ANY DOCUMENTS PURPORTING TO IMPOSE SUCH OBLIGATIONS UPON KOLPAK ARE EXPRESSLY DISCLAIMED.

REPAIRS AND/OR REPLACEMENTS CAUSED BY INSTALLER PROCEEDING WITH DEFECTIVE PARTS WILL BE EXCLUDED FROM WARRANTY COVERAGE.

All quotations and orders shall be subject to Walk-ins standard terms and conditions notwithstanding any additional or contrary terms and conditions of Buyer. Such additional or contrary terms shall not bind unless accepted in writing even though such terms do not materially alter the terms hereof. No oral statements, warranties, stipulations, representations or terms shall have binding effect or be any part of the contract whatsoever. All orders must be in writing and will be binding when our order acknowledgement is mailed, faxed or emailed. If customer does not have a copy of these terms and conditions, please contact the customer service department.

Terms: subject to credit approval.

Quoted price DOES NOT include any applicable sales tax. If item is resale, a copy of your resale exemption certificate must be on file with prior to shipping, otherwise sales tax may be charged.

All quotes are in US dollars unless otherwise noted.

*For panel only orders, use the following link to calculate the BTUs required to properly refrigerate the walk-in.
<http://www.kolpak.com/asset/?id=gmbhbj®ions=us&prefLang=en>*

THANK YOU FOR THIS OPPORTUNITY TO QUOTE.



Quotation #: A285556 Rev. 1

Date: 11/17/2025

Project: Milford School District outdoor Frz

A Division of Manitowoc FSG Operations, LLC

Item Qty Item Description

1 1 FREEZER

Compartments:

FREEZER (Outdoor)

Interior Dimensions: 18'-7" x 18'-7" x 7'-8 5/8"

Walls: 4" Class 1 - Foamed in place Urethane

Exterior: Galvalume - Embossed 26 Ga

Interior: Galvalume - Embossed 26 Ga

Ceiling: 4" Class 1 - Foamed in place Urethane

Type: ERA Clear Span Ceiling (C-Studs)

Attachment: Lock Down

Exterior: Galvanized - Smooth 20Ga.

Interior: Galvanized - Smooth 20Ga.

Floor Application: 4" Class 1 - Foamed in place Urethane

Type: Structural 5000# ERA

Finish: Aluminum - Smooth Aluminum .100

Overlay: Floor Overlay - Full Compartment, 3/16" Aluminum – Diamond Tread

Compartment Accessories:

<u>Qty</u>	<u>UoM</u>	<u>Description</u>
69	lf	Cove Base, Galvalume Embossed 26 ga 1.25 x 4.25
4	ea	Light Fixture - Kason 1809 LED 115V/220V
28	EA	Racking Clip
1	sf	Roof Cap - Flat Membrane Free Standing
160	ea	Tapcon Fasteners
10	ea	Tie Down Angle - 1-1/2" x 1-1/2" x 96" (Int Wall to CL incl Partitions)

Refrigeration:

<u>Qty</u>	<u>UoM</u>	<u>Description</u>
1	ea	KPC500ALZOP-2S PC500ALZOP-2S, 208-230/60/1, 5HP, R454A, Pre-Charged, Air-Cooled, Scroll Low Temp Standard Compressor Unit, Amps: 28.6, Ambient Temperature: 95 Includes Fan Cycle Controls, Amps: 28.6, Ambient Temperature: 95
1	ea	KEL36-148-2EC-PR-A EL36-148-2EC-PR-A, 208-230/60/1, R454A, Low Temp, Electric Defrost, Low Profile Unit Cooler, Amps: 20.6

One year parts and labor included

Refrigeration Accessories:

<u>Qty</u>	<u>UoM</u>	<u>Description</u>
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A Division of Manitowoc FSG Operations, LLC

Quotation #: A285556 Rev. 1

Date: 11/17/2025

Project: Milford School District
outdoor Frz

Doors/Opening:

Door: 60" x 78" Right Swing Out
Recessed 0" with 0" Leveling Sand and 0" Tile & Grout.

Frame: **Exterior:** Galvalume - Embossed 26 Ga Kickplate, Alum .063 Diamond Tread 36" High
Interior: Galvalume - Embossed 26 Ga Kickplate, Alum .063 Diamond Tread 36" High

Plug: **Exterior:** Galvalume - Embossed 26 Ga Kickplate, Alum .063 Diamond Tread 36" High
Interior: Galvalume - Embossed 26 Ga Kickplate, Alum .063 Diamond Tread 36" High

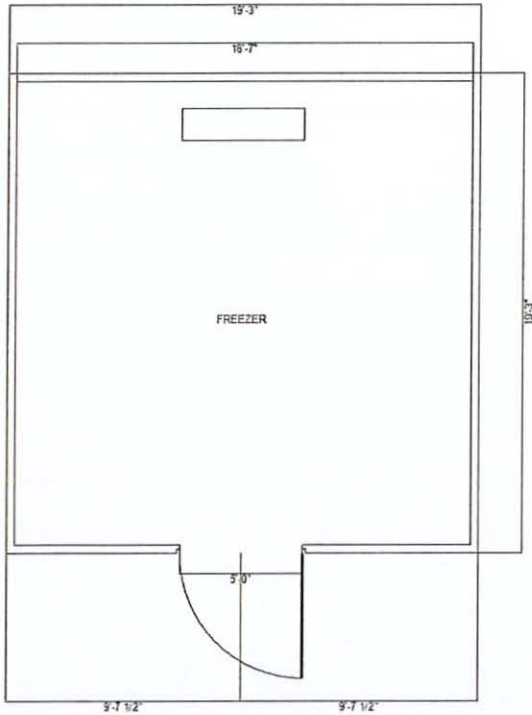
Door/Opening Accessories:

<u>Qty</u>	<u>UoM</u>	<u>Description</u>
1	ea	Caster for 60" Door
1	ea	Door Closer - Kason 1094 (STD)
1	ea	Handle - Kason 28 with Locking Assembly (STD)
1	ea	Heater Wire, 5 Watt / FT
4	ea	Hinge, Kason 1278 Steel Powder Coated / Spring Assisted
1	ea	Light Fixture - Kason 1803 LED w/Bulb, Globe & Nightlight 120V 50/60Hz (STD)
1	ea	Rainhood
1	ea	Switch - Weatherproof Press 120/230V 50/60Hz
1	ea	Thermometer - 2 inch Dial Weatherproof
5	lf	Threshold, Stainless Steel 10 ga
1	ea	Vent - Pressure Relief, Heated 120V 50/60Hz 4/5/6" Thick (STD)



Quotation #: A285556 Rev. 1
Date: 11/17/2025
Project: Milford School District
outdoor Frz

A Division of Manitowoc FSG Operations, LLC



Approximate Walk-In Panel SqFt = 1355 and Weight = 9302 lbs.

Please complete and sign to schedule this order!

Accepted by (print): _____ Date: _____

Desired Installation Date: _____

Purchase Order #: _____ Signature: _____



Richard Y. Johnson & Son, Inc.
 General Contractors & Construction Managers
 Serving Delaware Since 1946
 www.ryjson.com

18404 Johnson Rd
 PO Box 105
 Lincoln, DE 19960
 Phone 302-422-3732
 Fax 302-422-4696

Proposal

TO: Milford School District

Misc work at Sports Fields

Job Phone	Date April 16, 2026
Job Location:	
Milford Middle School	
612 Lakeview Ave	
Milford, De 19963	
Job Number:	Architect:

We hereby submit specifications and estimates for:

Softball & Baseball Backstops \$45,000
Electric for Pole Building \$35,000
Labor for Field Goal Post Install and Demo 21,810.2
Base for Freezer and Power \$50,000
Demo Scoreboard \$10,000
Demo Bleachers & Concrete \$45,000
RYJ Labor OH & P \$22,000

For the Sum of: _____ **\$228,810**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard industry practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdraw by us if not accepted within Thirty (30) days.

Accepted By: _____

Date: _____

Dean Y. Johnson- CEO

April 20, 2026

Contract Vendor	Change Order Number	Description	Change Order Amount
Richard Y. Johnson & Son, Inc.	7	works at sports fields, pole building, track, fence, and other items	1,430,028.00
TOTAL COST ADJUSTMENT \$ 1,430,028.00			

Financial Position Report

as of March 31, 2026

Forecast Period: Q4-2026

District: Milford

Local Current Expenses

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 3/31	Encumbered as of 3/31	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30
98000	2026	LOCAL FUNDS	\$16,936,652.32	\$259,144.76	\$800,000.00	\$17,995,797.08	\$3,850,000.00	\$550,000.00	\$4,400,000.00	\$13,595,797.08
98000	2025	LOCAL FUNDS	\$0.00	\$13.48	\$0.00	\$13.48	\$0.00	\$13.48	\$13.48	\$0.00
91560	2026	Athletics	\$204,250.26	\$0.00	\$0.00	\$204,250.26	\$0.00	\$0.00	\$0.00	\$204,250.26
91301	2026	Building Rental	\$96,913.71	\$0.00	\$0.00	\$96,913.71	\$2,000.00	\$0.00	\$2,000.00	\$94,913.71
91691	2026	Indirect Costs	\$81,478.00	\$0.00	\$0.00	\$81,478.00	\$0.00	\$0.00	\$0.00	\$81,478.00
98036	2026	Reserve Account	\$12,907,237.07	\$0.00	\$0.00	\$12,907,237.07	\$0.00	\$0.00	\$0.00	\$12,907,237.07
91603	2026	CSCRCP	\$421,380.57	\$0.00	\$0.00	\$421,380.57	\$0.00	\$0.00	\$0.00	\$421,380.57
91350	2026	Library	\$15,311.06	\$0.00	\$0.00	\$15,311.06	\$0.00	\$0.00	\$0.00	\$15,311.06
91305	2026	Donations	\$130,297.04	\$9,296.71	\$0.00	\$139,593.75	\$0.00	\$5,000.00	\$5,000.00	\$134,593.75
			\$30,793,520.03	\$268,454.95	\$800,000.00	\$31,861,974.98	\$3,852,000.00	\$555,013.48	\$4,407,013.48	\$27,454,961.50
Projected 1 month Local Payroll										\$1,100,000.00

Division II

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 3/31	Encumbered as of 3/31	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30
00159	2026	ENERGY	\$77,274.87	\$360,845.48	\$0.00	\$438,120.35	\$0.00	\$225,000.00	\$225,000.00	\$213,120.35
00159	2025	ENERGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05165	2026	ALL OTHER C	\$459,860.76	\$116,952.15	\$0.00	\$576,812.91	\$0.00	\$350,000.00	\$350,000.00	\$226,812.91
05165	2025	ALL OTHER C	\$10,396.92	\$1,023.90	\$0.00	\$11,420.82	\$0.00	\$11,420.82	\$11,420.82	\$0.00
			\$547,532.55	\$478,821.53	\$0.00	\$1,026,354.08	\$0.00	\$586,420.82	\$586,420.82	\$439,933.26

Division III

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

Cash Option

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 3/31	Encumbered as of 3/31	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30
05190	2026	RELATED SERVICES OPTIO	\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$2,176.00	\$0.00
05190	2025	RELATED SERVICES OPTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$2,176.00	\$0.00

Other

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 3/31	Encumbered as of 3/31	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30
05289	2026	ED SUSTAINMENT FUND	\$266,448.52	\$0.00	\$0.00	\$266,448.52	\$266,448.52	\$0.00	\$266,448.52	\$0.00
05289	2025	ED SUSTAINMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$266,448.52	\$0.00	\$0.00	\$266,448.52	\$266,448.52	\$0.00	\$266,448.52	\$0.00

Appropriation Code	Fiscal Year	Description	Actual Unencumbered as of 3/31	Encumbered as of 3/31	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30
Total Discretionary Fund Revenue			\$31,607,501.10	\$749,452.48	\$800,000.00	\$33,156,953.58	\$4,118,448.52	\$1,143,610.30	\$5,262,058.82	\$27,894,894.76

Financial Position Report

as of March 31, 2026

Forecast Period: Q4-2026

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 4/1 to 6/30	Projected Available Income for Quarter 4	Projected Salary 4/1 to 6/30	Projected Non-Salary 4/1 to 6/30	Total Projected Expenditures for Quarter 4	Projected Available Balance 6/30	Projected 1 month Local Payroll
Local Expenses	\$30,793,520.03	\$268,454.95	\$800,000.00	\$31,861,974.98	\$3,852,000.00	\$555,013.48	\$4,407,013.48	\$27,454,961.50	\$1,100,000.00
Div II	\$547,532.55	\$478,821.53	\$0.00	\$1,026,354.08	\$0.00	\$586,420.82	\$586,420.82	\$439,933.26	
Div III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$0.00	\$2,176.00	\$2,176.00	\$0.00	
Other	\$266,448.52	\$0.00	\$0.00	\$266,448.52	\$266,448.52	\$0.00	\$266,448.52	\$0.00	
Total Discretionary Fund Revenue	\$31,607,501.10	\$749,452.48	\$800,000.00	\$33,156,953.58	\$4,118,448.52	\$1,143,610.30	\$5,262,058.82	\$27,894,894.76	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____



HOME of the BUCCANEERS

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

MEMORANDUM

TO: Milford School District Board of Education
FROM: Michael Sharp, Supervisor of Buildings and Grounds
SUBJECT: Facilities Assessment Plan 2026

Senate Bill 270 passed in June 2022, establishing an evaluation and assessment system to determine whether a school facility is in a state of good repair. The purpose of the assessment is to assure that school facilities are clean, safe, and functional for staff and students. This new annual requirement must identify deficiencies in all school buildings according to the state required good repair matrix and include a plan to remedy identified deficiencies. The Milford Board of Education is required to review this plan and approve submission to the Department of Education by May 1 each year. Outlined in this memo is the Milford School Districts Facility Assessment Plan for 2026 for approval.

Using a combination of funds over the past several years, the district has worked diligently to take a proactive approach to self-identify concerns and improve our buildings with multiple initiatives. The district has been able to make significant renovations to Milford High School including the Heating, Ventilation, and Air Conditioning system, gymnasium, and turf fields. Additionally, to address moisture and humidity concerns, most of the carpet in the district has been replaced with tile, and the windows and chiller at Banneker Elementary are slated to be replaced this summer.

This assessment confirms that our buildings are in great shape due to our preventative maintenance efforts, thanks to our dedicated team of maintenance staff, custodians, and contractors. Our work order system is utilized to track and resolve maintenance issues as they arise. The district utilizes external contracts for preventative maintenance on our playgrounds, building automation systems, fire system and new video security system. The plan below addresses the state's requirement for good repair assessment only.



HOME of the BUCCANEERS

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

LuLu Ross Elementary	
Identified Good Repair Deficiency	Remedy Plan
Roof leaks identified after multiple snowstorms during this school year.	Any leaks discovered will be addressed immediately by maintenance and building chief. If needed a contractor will be called to remedy the leaks.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.
Some Classroom built-in countertops are in fair shape	Will repair as needed with maintenance or contractor.

Banneker Elementary	
Identified Good Repair Deficiency	Remedy Plan
Small roof leaks identified after last heavy snowstorm.	Leaks were addressed and if additional found maintenance and building chief will address immediately. If needed a contractor will be called to remedy leaks.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.



HOME of the BUCCANEERS

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Phone: (302) 422-1600

Mispillion Elementary	
Identified Good Repair Deficiency	Remedy Plan
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.

Morris Elementary	
Identified Good Repair Deficiency	Remedy Plan
Roof leaks identified after multiple snowstorms during this school year.	Leaks were addressed and if additional found maintenance and building chief will address immediately. If needed a contractor will be called to remedy leaks.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.

Milford Central Academy	
Identified Good Repair Deficiency	Remedy Plan
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.



HOME of the BUCCANEERS

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

Milford High School	
Identified Good Repair Deficiency	Remedy Plan
Small roof leaks when it rains heavily.	Working with contractor to identify any leaks and have them fixed. We call as soon as a leak is identified. Significant replacement of the roof over the past two years with HVAC and Gym renovation projects.
Fixtures at consumption points are greater than 10 years old.	All consumption points were tested in spring 2023 and passed. Long term project funding depended, will replace consumption points over time as needed.
Water filters not present at all consumption points	This is not a requirement however we will strive to install filters as consumption points are replaced.
Identified some countertop and case work that are in fair condition.	Will address as part of future projects.

Milford Middle School	
Identified Good Repair Deficiency	Remedy Plan
Milford Middle School is a new building an no deficiencies were found.	If any deficiencies are found, we will work with our construction manager to have issues addressed with the buildings warranty.

Upon approval from the school board this plan will be sent to the state to satisfy the annual requirement.



HOME of the BUCCANEERS

SY 2026-2027 SCHEDULE OF BOARD MEETINGS

Meeting Date	EXECUTIVE SESSION	PUBLIC SESSION		LOCATION
July 6, 2026	6:00 pm	7:00 pm	Reorganization Meeting/ Regular Meeting	MMS
July 20, 2026	7:30 am	8:00 am	Regular Meeting	DISTRICT OFFICE
August 3, 2026	7:30 am	8:00 am	Regular Meeting	DISTRICT OFFICE
August 17, 2026	5:30 pm	7:00 pm	Regular Meeting	MMS
September 21, 2026	5:30 pm	7:00 pm	Regular Meeting	MMS
October 19, 2026	5:30 pm	7:00 pm	Regular Meeting	MMS
November 16, 2026	5:30 pm	7:00 pm	Regular Meeting	MORRIS
December 21, 2026	5:30 pm	7:00 pm	Regular Meeting	MISPILLION
January 25, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
February 22, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
March 15, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
April 19, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
May 10, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
June 21, 2027	5:30 pm	7:00 pm	Regular Meeting	MMS
July 12, 2027	5:30 pm	7:00 pm	Reorganization Meeting/ Regular Meeting	MMS

Proposed options to schedule two additional meetings for School Board Workshops

- October 5, 2026
- November 9, 2026
- January 11, 2027
- May 24, 2027

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

1008

**REQUIRED COMPLIANCE OF LAWS GOVERNING THE USE OF SEATBELTS AND
CELL PHONE DEVICES WHILE DRIVING**

~~Occupants of automobiles are required to wear seat belts while riding on the school campuses of this district.~~

~~All laws regarding the use of Cell Phone Devices must be complied with while on school campuses of the district. This includes but is not limited to the illegality of using a handheld device and texting while driving.~~

~~ADOPTED: 8/20/84; 2/25/13~~

~~Deleted: 4/20/26~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3201

~~Financial Accountability~~ **FINANCIAL ACCOUNTABILITY**

The Milford School District prioritizes fiscal responsibility and transparent financial management. The Chief Financial ~~Operating~~ Officer and Superintendent shall ~~be~~ are responsible for the preparation of ~~an~~ annual revenue and expenditure budgets, collectively referred to as the annual budget to be submitted to the Board of Education for review and approval. The preliminary annual budget shall ~~be~~ must be submitted for approval to ~~approved by the~~ Milford School District Board of Education prior to July 1st of each fiscal year. Subsequent to the Delaware Department of Education (DOE) certifying the district's September 30th unit count for that year, but no later than February 28th of that fiscal year, the Board of Education shall ~~approve~~ will review for approval a revised revenue and expenditure budgets. This ~~These~~ These revised budgets shall ~~will~~ will serve as the final budget for that fiscal year unless significant, unforeseen circumstances require an additional budget revision.

The annual revenue and expenditure budgets shall ~~will~~ will be inclusive of all funds (federal, state, and local). Funds shall be further subdivided to differentiate between restricted funding sources that can only be used for specifically defined purposes and those funding sources that may be used at the discretion of the Board of Education.

Each approved annual budget shall ~~must~~ must reflect a balanced budget, meaning that budgeted revenues must equal budgeted expenditures. If the budget is balanced through the use of prior year or carryover funding, such use of funds shall be clearly identified and ~~explained in the narrative portion of~~ in the approved budget.

Monthly revenue and expenditure reports shall ~~will~~ will be prepared and submitted to the Board of Education for review and approval. All financial reports shall ~~will~~ will be a part of each month's official Board of Education minutes and shall ~~be provided to any member of the public upon request.~~ will be posted on the district website.

All district audit reports shall ~~will~~ will be shared and reviewed with the Board of Education and shall ~~be~~ will be posted on the district website made available to any member of the public upon request.

The district shall ~~strives to~~ strives to maintain a local discretionary balance equal to at least five percent (5%) of total budgeted expenditures from all funding sources (excluding only debt service and major capital improvement expenditures). The local discretionary balance amount shall ~~exclude~~ s any payroll obligations earned as of June 30th but not paid until July/August (i.e. 10-month deferred summer pay.) While not required, the district shall ~~seek~~ s to attain a local discretionary balance of ten percent (10%) when

economic conditions allow. Should the five percent (5%) local discretionary balance requirement not be met at the end of any given fiscal year, a detailed financial recovery plan shall ~~will~~ be submitted by the Chief Financial ~~Operating~~ Officer and Superintendent to the Board of Education.

In an effort to promote fiscal transparency and community involvement, the Milford School District shall establish ~~maintains~~ a Citizen Budget Oversight Committee (~~CBOC~~), ~~which is~~. This committee shall be developed and operated in accordance with all relevant provisions of the Delaware Code ~~and~~ as well as all relevant Department of Education ~~DOE~~ regulations.

The committee shall be composed of the following members:

District Superintendent
One Board Member Representative
District Chief Financial ~~Operating~~ Officer
One Elementary Building Principal Representative
One Secondary Building Principal Representative
One Milford Education Association Representative
At least ~~f~~Five (5) Citizens ~~citizens~~ of the Milford School District

The five ~~or more~~ citizens of the Milford School District shall ~~will~~ be selected in accordance with the following process:

- ~~A public notice to seek volunteers shall will be provided in the newspaper for posted for two consecutive weeks~~
- ~~A public notice to seek volunteers shall be posted on the district website and on all district building main entrance doors for at least fifteen (15) working days.~~
- ~~Those requesting to serve as volunteers on the committee CBOC shall will be required to submit a brief application which shall will at a minimum include the following: (1) Reason reason for wanting to serve on the committee CBOC; and (2) Relevant relevant experience, knowledge, and/or training that would qualify the volunteer for the committee CBOC; 3) References to attest to the volunteer's qualifications to serve on the committee.~~
- The Superintendent and the Chief Operating Officer will select new citizen CBOC members. Depending on if the number of volunteers requesting to serve citizen member vacancies exceeds the number of applicants, The the Board District may elect to either accept all interested volunteers, or the Board may review the submitted applications and score them based upon the three criteria listed previously above. If there are more applicants than vacancies, Board does not accept all volunteers, the applicants with the highest total score shall will be approved to serve on the committee CBOC for

the initial two-year term.

The purpose of the ~~committee~~ CBOC is to ~~insure~~ ensure that a broad cross section of stakeholders have input into major budgetary issues faced by the ~~district~~ District. The ~~committee~~ CBOC also ~~insures~~ ensures that the district's finances are transparent to the public. The ~~committee~~ CBOC is advisory in nature and as such has no formal authority to take action. All ~~recommendations will be provided to the Board of Education for the Board's consideration.~~ Committee CBOC recommendations must be approved by a majority vote of the full ~~committee~~ CBOC membership in order to will be forwarded provided to the Board for consideration.

The ~~committee~~ CBOC chairperson shall will be selected with a majority vote of the full ~~committee~~ CBOC membership. Meetings will be held, at a minimum, on a quarterly basis. ~~Member~~ Initial member terms are for a period of two (2) years, unless a member elects to terminate his or her position upon written notice to the ~~Board~~ Chief Operating Officer. ~~Meetings shall be held, at a minimum, on a quarterly basis.~~ At the conclusion of the initial two-year term, the ~~Board shall determine at that time~~ Superintendent and the Chief Operating Officer will determine the method for selecting new members and/or extending the terms of existing members in accordance with DOE regulations. ~~Citizen~~ committee CBOC members shall be responsible for successfully must completing complete any required training provided by the ~~Department of Education~~ DOE. The Board shall have complete and sole discretion over committee membership and shall retain the right to revoke the membership of any committee member at any time.

~~ADOPTED: 8/17/70; 7/19/82; 9/20/82; 10/23/06; 11/23/09; 1/25/10~~

~~REVISED: 4/26/10~~

ADOPTED: 08/17/1970

AMENDED: 07/19/1982; 09/20/1982; 10/23/2006; 11/23/2009; 01/25/2010; 04/26/2010; XX/XX/2026

NEXT REVIEW DUE: March 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3401

AWARDING AND MAINTAINING BUS CONTRACTS

The Milford School District's process for awarding and maintaining bus contract is as follows:

- A. New, Expired, or Canceled Bus Contracts (Reference ~~14 Delaware~~ Del. Code, §2901)
- The term "new bus route" is to be defined as an additional run or series of runs that cannot be accomplished by buses currently under contract to the School-District.
 - Award to any contractor whose bus contract was canceled under Board Policy No. 3403 Cancellation Procedure of Contracted School Bus Due to Decrease in Number of Students Being Transported.
1. Information concerning available bus routes:
 - (a) When a new, expired, or canceled bus route becomes available, all contractors currently providing bus service to ~~Milford School~~ the District ~~shall~~ will be notified.
 - (b) All potential contractors who have previously submitted letters of application expressing a desire to affiliate with the ~~Milford School~~ District as a bus contractor ~~shall~~ will be notified of the available new bus route(s).
 - (c) The new route ~~shall~~ will be advertised by notice published in at least two Delaware newspapers of general circulation.
 2. Application Process:
 - (a) Any current or potential bus contractor interested in applying for a new bus route must complete and forward to the ~~Secretary, Milford Board of Education~~ District Supervisor of Transportation, an application form which will require the following information:
 - (1) Proof of financial ability to acquire necessary equipment.
 - (2) Assurance that a fully licensed school bus driver is available at all times.
 - (3) Proof of insurability.
 - (4) Current Contractors, both under contract or providing independent services to children of the ~~Milford School~~ District -- Any contractors with two or more letters of warning or reprimand in the past five years, issued by the ~~superintendent~~ District are not eligible for consideration.
 - (5) Potential Contractors - The names, addresses, and phone numbers of four business and personal references.
 3. Procedure for Awarding Contracts:

- (a) All applications received from current or potential bus contractors will be reviewed by the ~~administrative~~ District transportation staff.
- (b) Staff shall review each application, giving consideration to the following criteria:
 - (1) ~~Criteria found in Section A No. 2~~ listed in the Application Process section above.
 - (2) Age of proposed replacement equipment and assurances that the equipment meets Delaware standards.
 - (3) Consideration of financial ability of the proposed contractor.
 - (4) Knowledge of ~~district~~ District geography.
- (c) Following staff review, each application will be categorized as "qualified" or "unqualified."
- (d) Each applicant will receive written notice of the status of his/her application.
- (e) Any application categorized as "unqualified" ~~shall~~ will receive written notice of the rejection and ~~shall be provided~~ with reasons why ~~they are not acceptable to the District~~ the application was rejected.
- (f) Consideration will first be given to residents of ~~Milford School~~ the District.
- (g) If more than one application is categorized as "qualified," the contract will be awarded by lottery with all interested parties invited to be present.

B. Transfer of Transportation Contracts (~~Reference 14 Delaware~~ Del. Code §2908)

- 1. Transfers of public school transportation contracts shall comply with 14 ~~Delaware Del.~~ Code, §Section 2908, and procedures outlined by the State Board of Education. No contract ~~shall~~ will be deemed effectively transferred until said transfer is approved by the Milford Board of Education and the State Board of Education.
- 2. Requirements and Procedures
 - (a) Transfer of school bus contracts from one contractor to another party is permitted under the following conditions.
 - (1) Proof of financial ability to acquire necessary equipment.
 - (2) Proof of insurability.
 - (3) Current Contractors, both under contract or providing independent services to children of the ~~Milford School District~~ -- Any contractors with two or more letters of warning or reprimand in the past five years, issued by the ~~superintendent or assistant superintendent~~ District, are not eligible for consideration.
 - (4) Potential Contractors - The names, addresses, and phone numbers of four business and personal references.

C. Contractor Expectations and Responsibilities:

- 1. Compliance with the District ~~Discipline Code~~ of Conduct for Bus Transportation
- 2. Compliance with Delaware Code and Delaware Department of Education Transportation Regulations
- 3. Drivers may be excluded from driving a school bus in the district for failing to comply with requirements and policies of the Milford School District, DDOE

regulations, and/or Delaware Code.

Reference: 14 Delaware Code §2908

~~ADOPTED: 3/16/70; 5/17/71; 10/19/81; 9/26/88; 8/26/91; 6/26/95; 10/24/11~~

ADOPTED: 03/16/1970

AMENDED: 05/17/1971; 10/19/1981; 09/26/1988; 08/26/1991; 06/26/1995; 10/24/2011; XX/XX/2026

NEXT REVIEW DUE: March 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3403

**CANCELLATION PROCEDURES OF CONTRACTED SCHOOL BUSES DUE TO
DECREASE IN NUMBER OF STUDENTS BEING TRANSPORTED**

PREFACE

Nothing contained in this policy shall reduce or change the rights and obligations of the The Milford School District Board of Education rights and obligations and the school bus contractors' obligations as defined and described in each transportation contract, the State of Delaware laws, and the regulations of the Delaware Department of Public Instruction of the State of Delaware Education will not be reduced or changed based on the provisions of this policy.

GENERAL POLICY STATEMENTS

1. A school bus contractor holding only one school bus contract ~~SHALL~~ will be exempt ~~BE EXEMPT~~ from cancellations under the terms of this policy.
2. School bus contractors holding more than one school bus contract ~~shall~~ will be subject to the cancellation procedures under this policy. ~~When a husband and wife~~ two spouses each hold a school bus contract, for the purpose of this policy, they are considered as a family school bus contractor and are subject to cancellation procedures under this policy.
3. For the purpose of this policy, school bus contractors holding more than one school bus contract ~~shall~~ will not have more than one (1) cancellation in any one school year.

CANCELLATION PROCESS

1. ~~There shall be a~~ An annual review of the students currently eligible for school transportation will be conducted to determine the estimated number of students eligible for transportation for the next school year.
2. Giving primary consideration to service, safety, and economy, any necessary revisions of the bus routes for the next school year ~~shall~~ will be made based on the estimated number of students eligible for transportation. ~~Administrative decisions shall~~ will be made on the total number of routes and buses needed for the next school year and the number of cancellations required.
3. This information ~~shall~~ will be made available to the bus contractors prior to the ending of the current school year and prior to the identification of the school bus routes to be canceled. ~~Upon receiving this information, the existing school bus contractors may voluntarily cancel a combined total up to or equal to the number of~~

pending school bus cancellations. shall will decrease the number of pending cancellations by the same number. In the event there are more volunteers for cancellation than needed, the school bus contracts needed for cancellation shall will be chosen by lottery from those volunteered by contractors. This lottery shall be conducted by the ~~Superintendent of the Milford School District~~ Supervisor of Transportation.

4. The following step procedures shall will be used in identifying the contracted school buses which shall will be canceled. They are designed to function at the lowest level possible. When a "tie" exists between two or more bus contractors, the next step procedure shall will be used with those identified "tied" bus contractors. A total of five (5) steps are available, if needed, in resolving this cancellation process.

Step One - Identify for canceling school bus contract(s) with the least seniority. Seniority of school bus contracts shall will be determined by counting the number of years from the original date of award to an existing school bus contractor to the current date. — This count shall will be made from the records of the ~~Milford School District~~ and the State of Delaware.

Step Two - Identify for canceling the school bus contractor(s) with least seniority.

a. Seniority of the bus contractors shall will be determined by counting the number of years from the earliest date a school bus contractor entered into a school bus contract with the ~~Milford School District~~ to the current date. These years of contractor seniority shall will also include, when applicable, school bus contracts held prior to consolidation with any school district that was later consolidated with the Milford School District in the State of Delaware School Consolidation Law of 1969. This count shall will be made from the records of the ~~Milford School District~~ and the State of Delaware.

~~b. In the event a husband and wife have both held school bus contracts, for the purpose of this policy they shall be considered as a family contractor. The earliest date either held a school bus contract shall be counted in determining their seniority.~~

~~c.~~ b. Seniority for corporation contractors shall will be determined by the above process and, when applicable, counting from the date the corporate officer originally held a school bus contract prior to incorporation.

~~d.~~ c. Proceed to cancel the school bus contract(s) held by the contractor(s) with the least seniority. If a tie occurs, proceed to Step Three.

Step Three - Identify for canceling the school bus contractor(s) holding the more or most school bus contracts and proceed to cancel. If a tie occurs, proceed to Step Four.

Step Four - Identify for canceling the school bus contractor(s) with the older or oldest bus(es) and proceed to cancel. If a tie occurs, proceed to Step Five.

Step Five - Lottery conducted by the ~~Superintendent of the Milford School District~~ Supervisor of Transportation.

REINSTATEMENT OF CANCELED SCHOOL BUS CONTRACT(S)

Should the estimated number of students eligible for transportation be inaccurate, causing reinstatement(s) of canceled school bus contract(s), these reinstatement(s) ~~shall~~ will be offered in reverse order of cancellation(s) to the contractor(s) canceled under this policy.

Should a contractor(s) refuse an offer or reinstatement of a school bus contract, ~~he~~ the contractor will receive no further offer of same.

~~ADOPTED: 4/24/78~~

ADOPTED: 04/24/1978

AMENDED: XX/XX/2026

NEXT REVIEW DUE: March 2031

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

3406

**DISTRICT OWNED VEHICLE ASSIGNMENT AND USAGE, AND MILEAGE
RATE FOR PRIVATELY OWNED VEHICLES**

I. PURPOSE:

The Milford School District will administer To provide for the uniform administration of District owned vehicle assignments and usage, and mileage reimbursement rates for privately owned vehicles as outlined below and in compliance with. This Board Policy is intended to supercede previous policies written and unwritten, and effect compliance with Title 29, Chapter 71, Delaware Code 29 Del. C. Ch. 71 and Internal Revenue Service (IRS) Regulations.

II. EXCLUSIONS:

~~Vehicles owned and operated by the Milford School District which are conspicuously marked as School school Buses buses are expressly excluded from this policy. Conspicuously marked as school buses means the vehicles are painted chrome yellow and are equipped with safety equipment as required by the Delaware Department of Education School Bus Specifications.~~

III. DEFINITIONS:

District Owned Vehicles

~~The term~~ A District Owned Vehicle is defined as a vehicle owned by or operated on behalf of the Milford School District and includes all vehicle types ~~to include~~ including but not limited to: passenger vehicles, sport utility vehicles, pickup trucks, vans, and other trucks.

Commuter Use

~~The term~~ Commuter Use is defined by the Internal Revenue Service (IRS) as using an ~~employer~~ employer-provided vehicle to travel from home to work and/or from work to home. Such commuting is ~~subject to~~ Section IV and VI of this policy.

Routinely driving a District Owned Vehicle vehicle, which is parked at a facility near an employee's home, to the employee's assigned work location is also defined as Commuter Use for the purpose of taxation in accordance with Section VI of this policy.

Normal Business Hours

Normal Business Hours shall be defined as the standard hours of work as identified by District regulations, union agreements, and documented flexible schedules.

IV. ~~DISTRICT OWNED VEHICLE ASSIGNMENT:~~

~~District Owned Vehicles~~ vehicles are to be assigned and operated in accordance with Title 29, Chapter 71, Section 7106, Delaware Code 29 Del. Code §7106. When District Owned Vehicles vehicles are not in use, they are ~~to~~ will be parked at Milford School District facilities or approved State facilities unless specifically exempted by the Secretary of Administrative Services in accordance with Title 29, Chapter 71, Section 7106(c). through the approval process promulgated by the State of Delaware, Office of Management and Budget, Office of Fleet Services (Fleet Services).

Commuter Use Value

~~The value of Commuter Use is taxable in accordance with Internal Revenue Service (IRS) Publication 535. The term commuter use also applies to commuter riders/passengers in an employer provided vehicle. Section VI of this policy provides for the taxation of commuter use.~~

Commuter Use Eligibility

~~The following positions are eligible to be approved for Commuter Use of the assigned~~ a District Owned Vehicle vehicle as warranted:

- District Superintendent
- District Director of Operations Supervisor of Buildings and Grounds —at times of the year when students are in session
- District Maintenance personnel with emergency response responsibilities

~~The term~~ Eligible to be approved should not be construed to mean guaranteed authorization.

Emergency Response Reimbursement:

~~Employees not eligible or authorized commuter use “take home” vehicles shall be reimbursed for personal vehicle mileage in accordance with Section VII of this policy.~~

~~Specifically, Chief Custodians will be reimbursed mileage expense for their personal vehicles when they are called to respond to a building emergency outside of normal business hours as defined in Section III of this policy.~~

Commuter Use Authorization

~~The Milford School District shall~~ will use the Department of Administrative Services “take home” vehicle request form (attachment 1) Fleet Services Vehicle Housed at Employee Residence or Alternate Location form to document ~~seek~~ authorization for commuter use for those eligible employees from whom they ~~seek~~ commuter use authorization taking a District vehicle home. Take-home

vehicle request, accompanied by any supplemental operational justification, shall be submitted to the Director of Operations for approval. The Director of Operations Supervisor of Buildings and Grounds, in conjunction with the Chief Operating Officer, will review and, as warranted, approve commuter use requests, using consider the following criteria prior to completing the Fleet Services form and seeking approval from the Superintendent:

1. The operational necessity and seasonal need
2. Nature of usage, frequency of usage, and response urgency
3. Benefit to the District
4. Adequacy of supporting justification
5. The clerical accuracy and completeness of the request

The District will resubmit the form when necessary due to changes in operational needs or employee responsibilities.

The Director of Operations will forward approved commuter use requests to the Secretary of the Department of Administrative Services for ultimate approval in accordance with Title 29, Chapter 71, Section 7106(c). The final approval for "take home" vehicle use is the authority of the Department of Administrative Services. "Take home" vehicle requests approved by the Milford School District in accordance with this policy *do not* prevail over the authority of the Department of Administrative Services.

The Director of Operations Supervisor of Buildings and Grounds is responsible to may authorize employees to take District Owned Vehicles home occasionally and infrequently as operationally warranted. Operational and/or logistical relevance will guide the approval of such occasional and infrequent approval to take a District Owned Vehicle home. For example, an a maintenance employee who is scheduled for a business trip may be authorized to take the vehicle home for logistical efficiencies when an inclement weather event is predicted.

Renewal of Authorization

As operational needs change, or through employee attrition, the commuter use authorization must be renewed. Commuter Use Authorizations are to be re-authorized in accordance with **Section IV** of this policy using the Department of Administrative Services "take home" vehicle request form (attachment 1).

Unauthorized Commuter Use

The Director of Operations Supervisor of Buildings and Grounds is authorized and responsible for will monitoring vehicle usage and reporting any unauthorized commuter use to the District Superintendent Chief Operating Officer. In the event unauthorized commuter use of a District Owned Vehicle vehicle is detected, the District Superintendent Chief Operating Officer and the Director of Operations Supervisor of Buildings and Grounds will take appropriate action to resolve the situation.

V. USE OF DISTRICT OWNED VEHICLES:

This section applies to the use of District Owned vehicles.

a. Employees operating a District Owned Vehicle ~~vehicle~~ must have a valid driver's license or permit in accordance with Title 21, Chapters 26 and 27, Delaware Code. In the event the employee is not a Delaware resident, the employee must have a valid driver's license as issued by the state of residency. The driver's license or permit must be of the appropriate class for the vehicle being operated. must be eligible and approved through Fleet Services.

In the event that an employee's driver's license is suspended or revoked, for any reason, the employee Employees approved to drive District vehicles through Fleet Services must notify his/her supervisor immediately of the driving privilege suspension or revocation if the employee's duties typically include driving a vehicle. any changes in driver status, including license expiration, suspension, or revocation. Employees in positions which require a valid driver's license as a condition of employment may be dismissed for failure to maintain a valid driver's license.

b. ~~District Owned Vehicle use shall be restricted to official Milford School District business, and shall be restricted to the Normal Business Hours as defined in Section III above. Personnel in positions authorized for commuter usage of the District owned vehicle in accordance with Section IV and VI of this policy have no restrictions on the hours of usage; however, the vehicle use remains restricted to official Milford School District business.~~

c.

d. ~~The term "official Milford School District business" is narrowly construed. No diversion from District use to serve a personal purpose is permitted. A District Owned vehicle may not be used by an employee for personal use and/or private financial benefit.~~

~~It is understood that official District business may coincide with personal purpose. For example, stopping for meals or minor personal errands in route is acceptable and shall not be considered a restricted action in and of itself; however, personal use of District vehicles is prohibited.~~

District vehicle use is restricted to official District business and to normal business hours. A District vehicle may not be used by an employee for regular personal use and/or private financial benefit. Some personal, but limited, use, defined as "de minimus," is allowable. For example, stopping for a meal while enroute to a meeting in another district that spans the employee's lunch time is acceptable and is not considered a restricted action in and of itself. Employees should use discretion when such de minimus personal use is needed.

e. ~~Transporting non-employee personnel is restricted to official District business. Any non-employee personnel must also have an official District business purpose for travelling in the a District Owned Vehicle~~ vehicle.

- f. ~~Under no circumstances may an employee operate a District Owned Vehicle~~ vehicle while under the influence of intoxicating drugs, substances, or alcohol.

It is the responsibility of the individual driver to Drivers of District vehicles must observe and obey all state motor vehicle laws and ordinances. All violations and fines shall will be the responsibility of the driver; however, —Exceptions may be considered for fines resulting from vehicle deficiencies (example —i.e. a broken headlight).

g. ~~District Owned Vehicles~~ vehicles are to must be operated safely and courteously. Seat belts are to must be worn by the driver and all authorized passengers. Smoking is not permitted in District Owned Vehicles vehicles.

- a) ~~Drivers are responsible for violations and fines. Exceptions may be considered for fines resulting from vehicle deficiencies (example —broken headlight).~~

b)

h. Any collision that involves vehicles or property, regardless of the amount of damage, requires an accident report, which may include a police report. The employee may be held responsible for collision damage to a District vehicle that is not supported by an accident report.

~~Usage of a District Owned Vehicle in violation of the above will~~ Violations of this policy may result in disciplinary action, in accordance with Milford School Board Policy 4215, ~~with disciplinary action up to and possibly including dismissal.~~

~~VI. TAXATION OF EMPLOYER PROVIDED VEHICLE FOR COMMUTER USE:~~

The IRS requires taxation of the value of commuting to and from work in an employer provided vehicle ~~—reference 1997 (IRS Publication~~ 15-B, Employer's Tax Guide to Fringe Benefits 535 (IRC § 61). As such, employees and the District are responsible for reporting imputed income associated with commuter use of District vehicles in accordance with the State Division of Accounting's Payroll Compliance Group Vehicle Usage rules and to properly record such imputed income for the purpose of capturing accurate taxable wages and withholding information through the State's payroll system. Employees subject to commuter use reporting must submit the required forms to District payroll on a quarterly basis.

~~This policy empowers the Director of Operations and the Payroll Office to jointly administer the taxation of "commuter use" vehicles in accordance with Federal and State taxation laws.~~

~~Reporting of information regarding the numbers of trips or miles commuted in a District Owned Vehicle is required to administer and implement the applicable Federal and State withholding taxes. Employees subject to commuter use reporting must submit quarterly (or when requested by the~~

~~Payroll Section) such information necessary to administer the taxation of the commuting value of the District Owned vehicle.~~

VII. MILEAGE RATES AND REIMBURSEMENT CLAIMS FOR PRIVATELY OWNED VEHICLES:

~~Employees whose typical job duties do not include travelling between buildings are required to receive advance approval from their supervisor for the use of a Privately privately Owned owned Vehicle vehicle for official District business, if the employee will be claiming reimbursement for mileage. The supervisor must determine whether funding is available for such reimbursements. The District reserves the right to determine whether an employee must use a District vehicle instead of receiving mileage reimbursement for use of a privately owned vehicle.~~

~~Employees whose typical job duties does include travel between buildings, are authorized to use a Privately Owned Vehicle for official District business and are further authorized to claim reimbursement for mileage expense.~~

Emergency Response Reimbursement

Employees responding to an emergency situation outside of normal business hours will be reimbursed for personal vehicle mileage. Specifically, Chief Custodians and District Maintenance personnel will be reimbursed for mileage for their personal vehicles when responding to a building emergency or completing building checks outside of normal business hours.

~~Building Chiefs are approved to respond to building emergencies in their Privately Owned Vehicle, as well as claim and be paid mileage for such travel, in accordance with this policy, without prior notification and approval from their supervisor.~~

~~The following sections of Title 29, Chapter 71, Delaware Code (as amended) provide legal guidance regarding mileage rates and reimbursement claims for privately owned vehicle usage for State business:~~

~~Section 7102 — establishes the allowable mileage reimbursement rate~~

~~Section 7103 establishes claim requirements and limitations~~

~~Section 7104 establishes legal penalties for violations~~

All mileage reimbursement claims are to be presented in accordance with the 29 Del. Code §§7102-7104, above referenced Delaware Code sections and in accordance with Milford School District Board Policies Policy, and internal accounting procedures governing employee expense reimbursement.

~~ADOPTED: 8/20/01; EFFECTIVE 11/1/01~~

~~ADOPTED: 08/20/2001~~

~~AMENDED: 11/01/2001; XX/XX/2026~~

~~NEXT REVIEW DUE: March 2031~~

SECTION 504 PARENT AND STUDENT RIGHTS

(Section 504 of the Rehabilitation Act of 1973)

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds from the US Department of Education. It applies to ensure that eligible students are provided with educational benefits and opportunities equal to those provided to non-disabled students. The purpose of this notice is to inform parents and students of the rights granted them under the law and to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Under Section 504 you have the right to:

1. Have your child reasonably take part in and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law upon request;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with other students without disabilities to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities whenever reasonable;
6. Have your child be given a reasonable equal opportunity to participate in non-academic and extracurricular activities offered by the school district;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, by a group of persons who know the student, the evaluation data, and placement options;

8. Have your child receive reasonable accommodations and related services if they are needed in order for the child to receive a free appropriate public education;
9. Examine all relevant Education Records relating to decisions regarding your child's identification, evaluation, educational program, and placement; and
10. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's record.

Disabled parents/guardians will be afforded reasonable accommodation if required to allow participation in their child's education.

The person in the Milford School District who is responsible for assuring that the District complies with Section 504 is the Director of Student Services:

Section 504 Coordinator
Milford School District
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

Grievance Policy to Address Disability-Based Discrimination

The Milford School District strives to provide an environment free from discrimination. The District encourages students, parents and staff to identify barriers to a discrimination-free and appropriate learning environment in all schools. Any employee, parent/guardian of a student enrolled in the Milford School District, or student eighteen years of age or older may file a grievance if he/she believes they or their child has been subjected to discrimination on the basis of disability by students, employees or third parties. All grievances will be received and investigated in a fair and expeditious manner.

Steps to Resolution

Step 1: The best solutions to parent concerns often occur at the school level. Therefore, the District encourages parents to attempt to resolve concerns by working with the building principal or other appropriate building staff to reach a joint resolution of the issue. Contact the building principal to arrange a meeting or to discuss the complaint.

Step 2: If the issue is not resolved at the school level, a formal written grievance form shall be submitted to the District Section 504 Coordinator, within 30 calendar days of the alleged 504 violation to request a hearing. The Coordinator will be independent and impartial. If he or she has prior knowledge of the situation, an independent and impartial designee shall be appointed. He or she will thoroughly and diligently investigate the circumstances of the concern, obtain information as to relevant witnesses and evidence, obtain all relevant evidence, hear equally from the grievant's witnesses, accused(s)'s witnesses and other witnesses, equally review all evidence from the grievant and accused and interview and obtain statements from all relevant witnesses, and then present a report of his or her findings of fact and conclusions within 30 business days. The investigation will be adequate and reliable. The report of his or her findings shall be sent to the parties upon completion. The complaint should be sent to:

Milford School District
Attention- Section 504 Coordinator
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

Your letter should contain:

- the child's name, date of birth, address and the school he or she attends;
- your name, address and phone number;
- your relationship to the child (parent, guardian, surrogate);
- name, address and phone number of the person representing you (if you have someone);
- decision of the school with which you disagree and the reason;
- date you received this decision;
- your signature; and
- the following form, completed.

Step 3: The person filing the grievance may appeal the decision of the District Section 504 Coordinator to the Superintendent (or designee) within 10 days of receiving the Section 504 Coordinator's decision. The Superintendent (or designee) shall review all statements and evidence as well as the Coordinator's (or his or her designee's) report, gather such additional evidence as deemed necessary, and then issue a written decision in response to the appeal no later than 30 days after its filing.

Step 4: The person filing the grievance may appeal the decision of the Superintendent to the President of the Board of Education within 10 days of receiving the Superintendent's decision. The person filing the grievance may request a meeting with the Board of Education. The Board of Education has the option of meeting with the person filing the grievance to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The person filing the grievance will be notified in writing of the decision within 10 working days after the Board of Education action.

In the event there is a finding of discrimination, the District shall take remedial efforts and efforts to prevent recurrence and shall make all reasonable efforts to correct the discriminatory effects of a prohibited action.

Any party aggrieved shall have the right to file a formal complaint after the Superintendent's (or designee) decision with the U.S. Department of Education, Office of Civil Rights.

Office for Civil Rights, Philadelphia

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107

Tel: (215) 656-8541

Fax: (215) 656-8605

E-mail: ocr@ed.gov

OCR Electronic Complaint Form:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Milford School District
Section 504 Grievance Form

Date: _____ School: _____
Child's Name: _____ Child's D.O.B.: _____
Complainant's Name: _____
Address: _____

Please describe your concerns and why you believe they raise an issue under Section 504. Include a description of what happened, when and where it happened, and who was involved. (Feel free to attach additional pages if necessary.)

Explain the steps you have already taken to resolve the issue, if any.

Describe what resolution to your concerns you would like to see.

Please attach any documents or other information you think will help with the investigation of your complaint.

Signature: _____ Date: _____

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4221

COPYRIGHT COMPLIANCE POLICY

~~The Milford School District will comply with the U.S. Copyright Law (Title 17, U.S. Code, Section 101). Employees are prohibited from copying all copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the fair use guidelines, or (c) licenses or written permission from the copyright owner. Employees who disregard this copyright policy assume all liability including possible disciplinary action by the school district.~~

~~When employees are uncertain about particular copyright circumstances, they should refer to relevant publications on file in each school library.~~

~~All original computer software licenses will be kept on file by the Technology Specialist of the Milford School District. A copy of these documents should also be filed in each school office.~~

~~Software usage shall be restricted to licenses purchased by the Milford School District, or where original ownership has been passed on to the Milford School District.~~

~~All other original copies of licenses and written permission for usage shall be kept on file in the office of the Assistant Superintendent of Finance of the Milford School District. A copy of these legal documents should be filed in each school office.~~

~~This policy refers to all other printed material, source codes, computer programs, computer software, video, film, audio recordings, performances for money, visual images, data bases and items covered by copyright law.~~

~~Complaints or related issues not specifically covered by this policy should be reported to the Superintendent or his/her designee.~~

Recommended for deletion - Rationale: This is an outdated policy that is the law. It is not needed as a personnel policy .

~~ADOPTED: 4/27/95~~

~~AMENDED: 3/23/98; 4/18/11~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4337

PROCEDURE FOR IMPLEMENTATION ~~THE ADMINISTRATION~~ OF THE STATE OF
DELAWARE'S SHORT-TERM AND LONG-TERM DISABILITY INSURANCE
PLAN ~~PROGRAM~~

A. ~~PURPOSE:~~ To provide a written procedure for ~~The Milford School District~~ administering ~~administers~~ the State of Delaware's Short-Term and Long-Term Disability Plan ~~Insurance Program (DIP)~~ pursuant to Title 29, ~~Del. Code §~~ Section 5253 of the Delaware Code.

B. ~~DEFINITION:~~ The Short-Term Disability Plan allows eligible ~~Participants in the Delaware State Employees' Pension Plan~~ are eligible for the State's DIP. Eligible employees ~~to take up to 6 months of short-term income protection if the employee~~ who cannot perform ~~one or more of the essential duties of their occupation due to~~ ~~accident,~~ injury, ~~sickness~~ ~~illness~~, pregnancy, or other medical condition covered by the Plan, ~~are entitled to short term or long term disability benefits through the State's DIP.~~ ~~Short term disability benefits are limited to 182 calendar days. Upon expiration of that 182-calendar day period, long term disability may commence for eligible employees.~~

This policy limits sick leave use to a ~~less than 12 month~~ employee's contract period and will follow the State of Delaware's short-term ~~DIP~~ disability ~~guidelines.~~

~~For more information on the State of Delaware's DIP, employees may reference 29 Del. Code §5253, or visit dhr.delaware.gov/benefits.~~

C. ~~PROCEDURE:~~

1. ~~Eligibility:~~

a. ~~School District employees enrolled in the State of Delaware's Short-Term and Long-Term Disability Insurance Plan.~~

2. ~~Guidelines:~~

a. ~~The Milford School District will provide connections to the State of Delaware services for Short-Term Disability and Long-Term Disability through the statewide benefits website www.ben.omb.delaware.gov.~~

b. ~~The district~~ ~~District~~ will provide the appropriate documentation and procedures to follow through ~~the State of Delaware~~ statewide ~~Statewide~~ benefits ~~Benefits Office~~.

D. ~~INSURANCE FRAUD:~~ Insurance fraud occurs when any employee, with the intent to injure, defraud, or deceive the School District and/or the State of Delaware and their Plan Administrator, provides false information or files a claim for benefits that contains any false, incomplete, or misleading information. It is a crime for an employee to commit ~~insurance~~ ~~insurance~~ Fraud ~~fraud~~. Insurance Fraud ~~fraud~~ is grounds for

immediate termination and the District, State of Delaware, and/or their Plan Administrator will also pursue all available legal remedies if an employee perpetrates Insurance ~~insurance~~ Fraud ~~fraud~~.

~~For more information on the State of Delaware's Disability Insurance Program, employee's may reference Title 29, Section 5253 of the Delaware Code, or visit www.ben.omb.delaware.gov Section "Disability Insurance Program".~~

~~REVISED: 6/30/08; 8/24/09, 11/24/14~~

~~ADOPTED: 06/30/2008;~~

~~AMENDED: 08/24/2009; 11/24/2014; XX/XX/2026~~

~~NEXT REVIEW DUE: March 2031~~

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5105

STUDENT DRIVING

Student activity sponsors should attempt to secure volunteer parent drivers approved by the administration when contracted bus services are not used or if the sponsor is not driving.

Students are not to be used as drivers on student activity trips.

When no advisor or parent is available for transportation to approved school activities, students may obtain parental and administrative approval to drive him/herself to and from the event. However, individual students are not to drive other students to and from school events. The individual's own automobile insurance is in effect. This policy refers ~~mainly~~ to school activities occurring during the school day, and specifically does not refer to daily transportation or transportation to athletic events and dances, where students have always provided their own transportation.

ADOPTED: 12/13/76
AMENDED: 3/21/77; 7/21/80,
NEXT REVIEW DUE:

Recommend for deletion – provisions of this policy are already covered in Board Policy #4338

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

5106

PLAYGROUND SAFETY
GRADES K-8

I. **SAFETY PROGRAM**

A safety program should be planned and continually executed throughout the school year. Within the first five days of each school year, a planned lesson on playground safety, bus safety, walking safety, bicycle safety, and general safety shall be taught to all students.

The principal should be constantly on the alert for situations in his/her school that present a safety or health hazard.

II. **PLAYGROUND SAFETY**

In its responsibility for safe playgrounds, the District considers:

- (1) Where feasible, it is effective to designate play areas for the younger and older children.
- (2) Supervision is a prime factor in controlling and reducing the risk of injury. It is imperative for children to be made aware of attitudes of control and good judgment in the use of equipment.
- (3) Each principal shall develop written safety guidelines appropriate for his school and include such guidelines in the teachers' handbooks.

III. **Safety Inspections are to be conducted each month,** using a standard checklist (attached). The inspection checklist will be submitted to the District Office by the fifth working day of each month.

ADOPTED: 11/21/83

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6105

EMERGENCIES

The Milford School District recognizes the Milford School District Emergency Procedures **Operations** Guide, as adapted from the Delaware Department of Education and Title 29 § 8237. **Omnibus School Safety Act**, as operable policy and regulation to be used in case of any emergencies. The Milford School District Emergency Procedures **Operations** Guide will be reviewed annually and is subject to Milford Board of Education amendments as may be required.

ADOPTED: 7/20/70; 7/19/82; 5/23/05; **4/15/2026**

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

6109

SCHOOL DAY

The superintendent shall ~~fix~~ **set** the **school** hours ~~during which the schools shall be in session,~~ **provided they comply** ~~subject to their conformity with the Agreement between the Milford School District Board of Education, Milford School District, and the Milford Education Association, Delaware Law Code,~~ State Board regulations, and **are approved** ~~by the approval of the school board~~ **Board**.

ADOPTED:11/18/74
AMENDED REVISED: 7/19/82
NEXT REVIEW DUE:

LIBRARY RESOURCES: SELECTION AND COMPLAINT PROCEDURES

Selection of Resources

The Milford School District will maintain a library in each school that contains a broad range of media including educational, informational, and recreational resources. The principal School Administrator in each building has the responsibility of coordinating and supervising the librarian in the selection and purchase of resources for the library. The selection process may involve the input of many people, including teachers, students, support staff, administrators, and community members, all of whom are encouraged to submit recommendations. The librarian will consult professionally recognized selection sources in order to evaluate resources and make final selection.

The following criteria are to be used in selection of library resources in our schools:

~~A. For Resources Presenting Information~~

~~Nonfiction resources play an important role in supporting the curriculum and providing an avenue for further exploration and research. Accuracy and appeal are vital aspects of these items:~~

- ~~1. Authoritativeness/reputation of author/publisher.~~
- ~~2. Timeliness/permanence/relevance to curriculum.~~
- ~~3. Accurate content.~~
- ~~4. Logical organization and presentation of information.~~
- ~~5. Readability and popular appeal.~~
- ~~6. Freedom from bias/presentation of various points of view.~~
- ~~7. Reflection of various physical and emotional development experiences.~~
- ~~8. Value commensurate with cost and/or need.~~
- ~~9. Appropriate format.~~
- ~~10. Appropriateness for the cognitive and emotional development of the children of a particular age.~~

11. Multi-cultural representativeness.

B. For Fictional Resources

Fiction has an important role as an educational medium. It supports the curriculum and encourages the reading interests of students. The treatment of historical, social, and personal issues in fiction can contribute to the understanding of human problems and relations.

1. Readability/effectiveness in sustaining reader's interest.

2. Plot believable within its own framework.

3. Convincing characterization.

4. Effective use of language.

5. Presentation of human emotions, values, and ideas.

6. Originality, literary merit, and aesthetic values.

7. Appropriateness for the cognitive and emotional development of the children of a particular age.

8. Multi-cultural representativeness.

C. Controversial Subject Areas Issues

Resources on controversial issues ~~should~~ **shall** represent various points of view, and a sincere effort ~~shall~~ **should** be made to select ~~equally representative~~ resources **that represent the entire school population**. Resources on controversial topics may be included if ~~they meet the above criteria, if they are relevant to the curriculum, stimulate learning, and encourage exploration of new fields of interest.~~ **and if they are consistent with the philosophy of the school system.** The resources, including controversial language and/or illustrations, must be judged as a whole according to their intended purposes. However, in the final analysis, resources judged by a parent to be offensive may be made unavailable to his/her child but will remain in the school's collection.

**~~D. Access to Resources and Services in the School Library Media
Program: An Interpretation of the LIBRARY BILL OF RIGHTS~~**

~~The school library plays a unique role in promoting, protecting, and educating about intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shape the resources and services of a school library, the principles of the American Library Association's Library Bill of Rights apply equally to all libraries, including school libraries. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.~~

~~School librarians assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry. School librarians work closely with teachers to integrate instructional activities in classroom units designed to equip students to locate, evaluate, and use a broad range of ideas effectively. Intellectual freedom is fostered by educating students in the use of critical thinking skills to empower them to pursue free inquiry responsibly and independently. Through resources, programming, and educational processes, students and teachers experience the free and robust debate characteristic of a democratic society.~~

~~School librarians cooperate with other individuals in building collections of resources that meet the needs as well as the developmental and maturity levels of students. These collections provide resources that support the mission of the school district and are consistent with its philosophy, goals, and objectives. Resources in school library collections are an integral component of the curriculum and represent diverse points of view on both current and historical issues. These resources include materials that support the intellectual growth, personal development, individual interests, and recreational needs of students.~~

~~While English is, by history and tradition, the customary language of the United States, the languages in use in any given community may vary. Schools serving communities in which other languages are used make efforts to accommodate the needs of students for whom English is a second language. To support these efforts, and to ensure equitable access to resources and services, the school library provides resources that reflect the linguistic pluralism of the community.~~

~~Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students and educators served by the school library have access to resources and services free of constraints resulting from personal, partisan, or doctrinal~~

~~disapproval. School librarians resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, hear, or access regardless of technology, formats or method of delivery.~~

~~Major barriers between students and resources include but are not limited: to imposing age, grade level, or reading level restrictions on the use of resources; limiting the use of interlibrary loan and access to electronic information; charging fees for information in specific formats; requiring permission from parents or teachers; establishing restricted shelves or closed collections; and labeling. Policies, procedures, and rules related to the use of resources and services support free and open access to information.~~

~~It is the responsibility of the governing board to adopt policies that guarantee students access to a broad range of ideas. These include policies on collection development and procedures for the review of resources about which concerns have been raised. Such policies, developed by persons in the school community, provide for a timely and fair hearing and assure that procedures are applied equitably to all expressions of concern. It is the responsibility of school librarians to implement district policies and procedures in the school to ensure equitable access to resources and services for all students.~~

~~*Adopted July 2, 1986, by the ALA Council; amended January 10, 1990; July 12, 2000; January 19, 2005; July 2, 2008; and July 1, 2014.*~~

~~*[ISBN 8389-7053-2]*~~

Challenged Resources-6112B

The **Milford** Board of Education recognizes the rights of individuals ~~and groups~~ within the **school** community to challenge resources included in the library. In the interest of handling all complaints **in an impartial and factual manner** ~~fairly and expeditiously~~, the following procedures will be used:

- Informal Challenge

Most difficulties can and should be resolved informally at the building level by the **School Administrator** ~~librarian and the principal~~. The resources **shall** ~~should~~ be read/viewed/listened to by all parties. Every effort **shall** ~~should~~ be made to resolve the matter amicably and expeditiously. ~~If an agreement cannot be made, the complainant will be offered a copy of Milford School District's Selection Policy #6112-A.~~

- Formal Challenge

If all parties cannot reach agreement, the **requestor shall** ~~complainant should~~ complete the "Request for Reconsideration Form" (see Appendix A) and submit it to the **School Administrator** ~~building principal~~ within five **school work** days. Access to challenged resources ~~may~~ **will not** be restricted during the reconsideration process.

Upon the receipt of the written **request** ~~complaint~~, the **School Administrator** ~~building principal~~ shall inform the ~~librarian, the superintendent, and appropriate~~ **District Administrators** ~~members of the administrative staff~~. The librarian will be responsible for submitting the "Value of Challenged Library Resource Form" (Appendix B) to the ~~principal~~ within five school days.

- Reconsideration Committee

Within five **work school** days of receipt of the formal **request** ~~complaint~~, the **District Administrator will chair and appoint a committee of school personnel to reevaluate the materials being questioned and to make recommendations.** ~~an ad hoc committee will be appointed and chaired by the principal to evaluate the resources. The committee will consist of:~~

- **The questioned materials will be read and reevaluated by the committee of three certified personnel and may include a citizen of the school district. The members will be selected by the District Administrator and consist of a certified media specialist, and two teachers, one of whom must be a teacher in the subject area. The report of this committee will be completed within twenty work days.** ~~two teachers from the building of the appropriate subject and/or grade level.~~
- ~~two non-complainant parent representatives.~~

- ~~○ one member of the community~~
- ~~○ if challenged at high school level, two members of student body~~
- ~~○ complainant(s) as non-voting member(s)~~
- ~~○ principal and certified librarian as non-voting members.~~
- The District Administrator's decision concerning the committee's recommendation will be sent in writing to the requestor. Copies of the decision will be sent to the Superintendent, committee members, and School Administrator.

● Reconsideration Process

- ~~Prior to the first committee meeting individual members shall:~~
 - ~~Read/view/listen to the challenged resource in its entirety~~
 - ~~Read reviews of the resource~~
 - ~~Examine Selection Policy 6112A~~
- ~~The committee should meet within ten school days of its appointment to reconsider the resource. Discuss the challenged resource in the context of the educational program and intended audience for which it was selected (refer to Appendices A & B). Use discussion guide questions included in the "Committee Report Form..." (Appendix C).~~

● Resolution

- ~~At the Reconsideration meeting, the committee members will be given the opportunity to share their views and discuss the information included on the reconsideration form. If a consensus is not reached at this meeting, the committee will be granted two additional school days to form a decision based on simple majority. This decision shall be one of the following:~~
 - *~~The resource is compatible with the philosophy and criteria of policy 6112A and should be retained.~~
 - *~~The resource is not compatible with the philosophy and criteria of policy 6112A and should be removed.~~
 - *~~The resource should be restricted as specified by the committee.~~
- ~~The principal shall complete the "Committee Report on the Reconsideration of Library Resources Form" (Appendix C) and forward the form to the superintendent and all committee members within five school days.~~
- If any person is not satisfied with this **the** decision, that person may appeal the decision **in writing** to the superintendent within five **work school** days. After reviewing the reconsideration documentation, the superintendent will render a decision within ten **school work** days.
- If an additional appeal is made to the **Board school board**, the written request must be received by the superintendent within five **work school** days of his/her decision. The board will hold a **hearing conference** within fifteen **work school** days. **The Board shall issue its decision in writing within ten work days.** ~~and render its final decision within ten school days after that. The board secretary will inform the~~

~~complainant of the board's decision in writing within the ten school days. The~~
~~Board's~~ board's decision is final.

- All documents used within the ~~reconsideration-complaint~~ procedure will be ~~kept-housed~~ kept within the superintendent's office.
- ~~A resources which has undergone a challenge may not be rechallenged within three school years.~~

Rationale: This policy is out of date. Changes align to the requirements outlined in HB 119. In addition, not all MSD schools have librarians which require several updates to procedures.

ADOPTED: 3/25/91

AMENDED ~~REVISED~~: 6/22/15

NEXT REVIEW DUE:

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.~~

C. Friend Requests

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

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

Personal Connections on Social Media

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

- ~~Supervisory Boundaries: Staff Members and Volunteers in supervisory roles may not initiate personal social media connection requests with subordinates. Supervisors may accept a request from a subordinate but should consider whether doing so is appropriate.~~
- ~~Student Boundaries: Staff Members and Volunteers may not initiate or accept personal social media connection requests, follows, or similar online connections with students, unless the interaction occurs solely in the role of a Parent(s)/Guardian(s).~~

IV. Prohibited Conduct

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

A. Prohibited Social Media Conduct and Use

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

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

Prohibited Conduct

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

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

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

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

- ~~● Promoting or endorsing illegal activity, including illegal drug use or underage alcohol consumption.~~
- ~~● Promoting or endorsing violence.~~
- ~~● Promoting or endorsing discrimination or harassment based on legally protected characteristics.~~
- ~~● Disclosing confidential information.~~
- ~~● Making or accepting social media or electronic connection requests with students, except when acting as a Parent(s)/Guardian(s).~~
- ~~● Engaging in online conduct that undermines the ability to perform official duties,~~

~~negatively affects professional credibility, or diminishes public trust.~~

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

~~B. Prohibited Electronic Communications~~

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

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

~~Circumstances~~

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

~~Required Conditions~~

~~● In Circumstance # 1 the staff member must provide to the Building Administrator and District a written consent signed by the Student's Parent before engaging in the communication.~~

~~● In Circumstance #2, the Staff Member must abide by Delaware Annotated Code, Title 16, sections 903, 904, 905 and 914. (Summary of applicable codes are outlined below).~~

~~§ 903. Reports required.~~

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

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

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

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

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

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

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

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

~~§ 914. Penalty for violation.~~

~~(a) Whoever violates § 903 of this title shall be liable for a civil penalty not to exceed~~

~~\$10,000 for the first violation, and not to exceed \$50,000 for any subsequent violation.~~

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

Permitted Electronic Communication With Students

Electronic communication with a student is 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;

6/7/10; 1/25/13; 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 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 be listed via student information system as -an emergency contact on the "pink card" that is completed by the parent or guardian at the beginning of each school year. The school may contact the parent(s)/guardian(s) to confirm the parent's request and to get additional information.

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

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

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

Independent 18 Yr. Old

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

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

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

POLICY

5205

SCHOOL CHOICE PROGRAM

I. Establishment and Statement of Purpose

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

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

II. Definitions

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

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

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

~~III.~~ Application Procedure

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

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

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

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

IV. WITHDRAWAL OF APPLICATION

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

V. Procedures for Processing an Application

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

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

~~3.2.~~ For an application filed in accordance with III.~~C.B.~~ 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 ~~student~~students who continue to meet the requirements for the program or school, including ~~student~~students moving/graduating from one school to another within a single program.

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

~~—Siblings of students already enrolled in the school who will be returning to the school for the following academic year, providing the sibling seeking priority meet the requirements for the school program. Siblings of 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" shallwill be considered in the order set forth in paragraph VI.A-C. III.B. above.~~

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

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

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

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

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

- A pupil graduates from the school or completes the program or grade configuration within their school;
- The pupil's parent(s)/guardian(s) or parent(s)/guardian(s)s cease to be residents of the pupil's original District of residence;
- At the conclusion of any academic year during such 2-year period, the pupil ceases to meet the academic requirements for such school configuration or program;
 - a. Failure to comply with the District's requirements for attendance or,
 - b. Violations of one or more of District's C or D Code offenses listed in the District's student code of conduct or,
 - c. Failure to meeting promotion criteria set forth by District's Board Policy.
- If a student's application for school choice identified daycare as a reason for the request, or if daycare was used as a factor in granting the child priority or approval for school choice, the student's continued enrollment is contingent upon the continued availability and reasonable proximity of that daycare.
 - a. If the daycare provider closes, relocates, or otherwise becomes so distant from the school that the combination of daycare and the approved school placement is no longer reasonably practicable for the child or the child's parent(s)/guardian(s), the District may review, modify, or revoke the child's school choice placement.——14 Delaware Code §407.
- Unless accepted for enrollment in a school or program in another district pursuant to this chapter, ~~A~~ a child whose enrollment in ~~thea~~ receiving ~~district~~District concludes or terminates pursuant to this section ~~shall~~will automatically be re-enrolled in the parent(s)/guardian(s) 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 district enrolled in a Milford School is responsible for transporting the studentchild to their choice school without reimbursement. The 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 bus approved stop when school is delayed or dismissed early, or if the opening of school is delayed.~~

~~XII. INTERSCHOLASTIC SPORTS~~

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

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

~~XIII. CREDITS/GRADUATION~~

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

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

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

NEXT REVIEW DATE: 1/2031

MILFORD SCHOOL DISTRICT

Milford, Delaware 19963

POLICY

5307

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

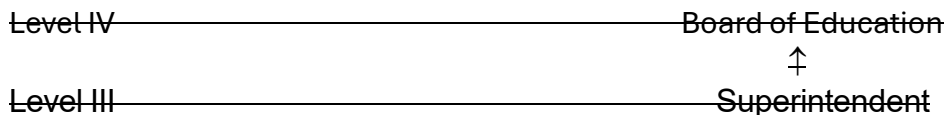
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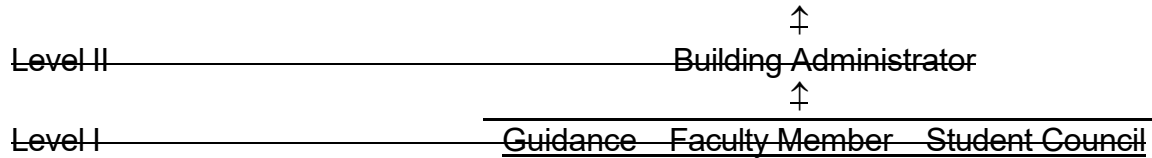
Rationale: covered in 5404 as well as a moot point in today's climate where families and students can directly contact the board and higher level leadership when they have complaints via phone, email, and other forms - due to its origination being 1977 – it is outdated and doesn't apply to today's society 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.
- Whenever possible, field trip experiences should remain in state.
- 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. Out of state field trips shall spend a minimum of four hours at the location.
- The Milford Board of Education does not organize, sponsor, or accept liability for student travel outside of the United States.
- c. A detailed itinerary shall be submitted to the principal or School Board with the field trip approval form.
- Once field trips have been approved, schools will submit them to All transportation contracts are to be arranged by the principal through the district Transportation Department
- d. Board or District Administrator principal approval and confirmation that transportation has been secured is required prior to making any reservations, collecting any money, or discussing the trip with students.
- e. After principal approval; document will be submitted to building nurse to document the closest medical facility and initial.
- f. No money is to be paid by students or parents directly to a vendor. All money is to be deposited to the Student Activity Fund. Bills are to be paid from the Activities Fund or other district accounts.
- g. The principal is responsible for quality control of field trips. Each principal shall establish detailed building procedures for field trip approval. The procedures shall be located in the faculty handbook.
- .j. Field trips are not permitted if it will disrupt during state student testing.
- The sponsoring teacher will notify the cafeteria manager within 10 working days of the trip

informing them that students will not be in the cafeteria that day and if bag lunches will be needed.

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

3. PARENT PERMISSION

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

4. SUPERVISION

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

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

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

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

- d.—The district discipline code is in effect during all school sponsored activities including all field trips. Encouraging students to "dress up" for field trips will

positively influence their behavior.

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

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

- Field trips are not permitted if it will disrupt student testing.
- Field trip approval forms shall be submitted to the Board of Education for approval at least three (3) months prior to the field trip.
- A detailed itinerary shall be submitted to the Board with the field trip approval form.
- Field trip must be related to a specific instructional objective(s), focusing on an instructional unit in progress.
- Field trips that extend more than one school day should be scheduled on non-school days (i.e., weekends, holidays, etc.).
- Field trips must be available for all qualified students. Equity concerns may mean providing assistance to students who cannot afford the trip.
- 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.
- 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.
- 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):		
<input type="checkbox"/> Comments: <input type="checkbox"/> Field trips not approved at one level will not advance to the next level (no appeals):		
PRINCIPAL'S SIGNATURE: _____ DIRECTOR'S SIGNATURE: _____ SUPT'S SIGNATURE: _____		
For all out-of-state or overnight field trips, except where a group of students advances in a sequential activity such as a contest. A final cost summary and a detailed itinerary must be submitted 30 days before the trip.		
12/19/16		

MILFORD SCHOOL DISTRICT
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