

HOME of the BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, JUNE 18, 2018 AT 6:00 PM  
PUBLIC SCHOOL BOARD MEETING  
MILFORD CENTRAL ACADEMY**

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

1. **Call to Order by President**
2. **Roll Call**

_____ Mrs. Dennehy	_____ Mrs. Purcell
_____ Mr. Emory	_____ Mr. Schelhouse
_____ Mr. Evans	_____ Mrs. Wiley
_____ Ms. Kirby	
3. **Adjournment to Executive Session**
  - A. **Personnel Matters – See 29 Del. C § 10004(b)(9)**
    1. **Discussion of the personnel report and the competencies of staff recommended for hire.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for May 21, 2018 Action Item (Attachment 1)**
7. **Changes and Additions to the Agenda (items that arose after posting and cannot be deferred, if any)**
8. **Public Comment**
9. **Recognition and Accomplishments**
  - A. **Sharon Bailey Fund**
  - B. **MHS Odyssey of the Mind Worlds Team**
  - C. **Year of Kindness – MCA**
  - D. **Employees of the Year**

- E. Layton Builders, Inc.
- F. Recognition of Board Members

**10. Superintendent Reports – Dr. Kevin Dickerson**

- A. Reports from School Administrators
  - 1. Evelyn I. Morris Early Childhood Center
  - 2. Benjamin Banneker Elementary School
  - 3. Lulu M. Ross Elementary School
  - 4. Mispillion Elementary School
  - 5. Milford Central Academy
  - 6. Milford High School
  - 7. Athletics
- B. Upcoming Events

**11. Business – Mrs. Sara Croce**

- A. Tax Rate Presentation
- B. Revenue and Expenditure Report as of May 31, 2018 Action Item (Attachment 2)
- C. Fiscal Year 2019 Preliminary Budget Action Item (Attachment 3)
- D. SRO Contract Action Item
- E. Morris Early Childhood Center Security

**12. Personnel – Dr. Jason Peel**

- A. Approval of Board Policy 4309D Approved Limited Contracts for Personal Services  
Action Item (Attachment 4)
- B. Personnel Action Item (Attachment 5)

**13. Instruction and Student Programs**

- A. Director of Student Learning – Dr. Bridget Amory
  - 1. Field Trips Action Item (Attachment 6)
- B. Director of Student Services – Ms. Laura Manges
  - 1. 12 Month Program Update

**14. Administrative Services**

- A. Buildings, Grounds and Operations – Dr. Glen Stevenson
  - 1. Facilities Management Board Policy 3101 Action Item (Attachment 7)

**15. Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING – MAY 21, 2018  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. Wiley – President  
Mrs. Dennehy –V. President  
Mr. Emory – Absent  
Mr. Evans  
Ms. Kirby  
Mrs. Purcell  
Mr. Schelhouse - Absent  
Dr. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Ms. Manges  
Dr. Stevenson  
Mrs. Hallman  
Dr. Carnevale  
Mrs. McKenzie  
Mrs. Wallace  
Ms. Alfaro  
Mr. Snyder

Public

S. Whaley  
K. Stahl  
J. Simpson  
J. Miller  
K. Jefferson  
K. Jefferson  
D. Vezmar  
S. Holloway  
J. Muir  
O. Muir  
M. Forsee  
G. Zoll  
E. Rust

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:08 pm on Monday evening, May 21, 2018 in the Milford Central Academy Cafeteria.

**ROLL CALL**

**ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND STUDENT MATTERS.**

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

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY** to adjourn into Executive Session at 6:10 pm. **Motion carried unanimously.**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MRS. PURCELL** to adjourn Executive Session at 7:15 pm. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MRS. PURCELL** to approve the minutes of the May 7, 2018 Regular Board Meeting. **Motion carried unanimously.**

**PUBLIC COMMENT**

Kerry Stahl expressed appreciation for all the relationships built during her tenure as President of MEA.

## **RECOGNITION AND ACCOMPLISHMENTS**

### ***We The People National Awards***

Dr. Dickerson congratulated the Milford Central Academy team for their outstanding performance and representation of the Milford School District. Unit 4 (How the Values and Principles Embodied in the constitutions and Practices) members were Kayla Jefferson (8<sup>th</sup>), Olivia Muir (8<sup>th</sup>), and Kylie Short (7<sup>th</sup>). Unit 4 was the first Delaware team in thirty-one years to be recognized for winning first place nationally. Second Place winners were members of Unit 6 (Twenty-first Century Challenges to American Constitutional Democracy) consisting of Josh Beckett (6<sup>th</sup>), Liam Dennehy (7<sup>th</sup>), and Jordan Lee (8<sup>th</sup>). Other students participating at the Nationals were Brianna Blocker (7<sup>th</sup>), Nicholas Colona (7<sup>th</sup>), Myah Forsee (7<sup>th</sup>), Ryleigh Harrison (8<sup>th</sup>), Brian Harte (7<sup>th</sup>), Cecelia Kewer (7<sup>th</sup>), Emmerson Lefever (7<sup>th</sup>), Jacob Muir (8<sup>th</sup>), and Leah Tate (8<sup>th</sup>). Milford Central Academy placed in the top 6 overall. Congratulations to Mr. Sam Holloway for his dedication and commitment in working with these students.

### ***National Children's Dental Health Month (NCDHM) Poster Contest Winners***

Anahi Meza, Mispillion 3<sup>rd</sup> grade student, was the Sussex County Winner. Marayah Crippen, Banneker 3<sup>rd</sup> grade student, was the Kent County Winner. Honorable Mentions were 3<sup>rd</sup> grade students Naomy Chavez-Carrilo and Jayden Kellam of Banneker Elementary; Helen Lopez Alfaro, Kelsey Juarez-Sanchez, and Amanda Lee of Mispillion Elementary; and Paul Azzanesi, Cheng Ying Zhang, and Estefania Yanez of Ross Elementary.

### ***FFA Awards***

Congratulations to Noah Garlick for being chosen for one of the 2018 National FFA Scholarships!

### ***Milford Lions Club Grant Winners***

Laurie Moorman was awarded a \$2,500 grant for Banneker Elementary School's Life Skills Program and Lauren Reiley was awarded a \$4,000 grant for Mispillion Elementary School's Special Needs Program from the Lions Club's Eunice S. Reed Fund. Recognitions will be Thursday, May 24<sup>th</sup>, at the Rookery North Golf Club.

### ***Delaware STEM Council Award Winner***

Dr. Amanda Gaglione was awarded \$1,000 from the Delaware STEM Council to contribute to the excellent work Banneker's T.E.A.M. students have done in developing a retention pond called "Project Pond".

### ***Special Olympics Unified Champion Schools***

Banneker and Ross Elementary schools earned an official Special Olympics Delaware Unified Champion School Banner from Special Olympics Delaware. Laurie Moorman is the leader for Banneker and Michele Davis is the leader for Ross.

### ***JDG – Jobs for Delaware Graduates***

Milford Central Academy students were recognized by Milford Mayor Bryan Shupe and the Jefferson Awards Foundation for their community service.

### ***Delaware Forest Service 2018 Arbor Day School Poster Contest Winner***

Congratulations to Yojana Garcia-Lopez, Mispillion Elementary student, for winning the Delaware Forest Service 2018 Arbor Day Poster Contest for first and second grades.

***Touch Down School for Fuel Up to Play 60***

Luke Azzanesi, Ross Elementary 5<sup>th</sup> grade student, was recognized for being chosen as a State Ambassador to go to the National Summit in Atlanta, GA in August.

***Advancement Grant***

Lulu Ross Elementary was one of 11 schools nationwide to be awarded this grant to contribute towards their Safety Paw Patrol activities.

***School Grants for Healthy Kids***

Congratulations to Mispillion Elementary School for receiving \$1,000 from the School Grants for Healthy Kids program.

***MHS – Superstars in Education Award***

The 2018 Superstars in Education Awards Ceremony showcased Milford High School's ***The Will to Skill Program*** on Monday, May 14<sup>th</sup> at Wilmington University's Doberstein Admissions Center Auditorium in New Castle, Delaware. A video was shown highlighting the program.

**SUPERINTENDENT REPORTS**

***Morris Early Childhood Center***

Mrs. Hallman, Principal, reported that Field Day is scheduled for Friday, May 25<sup>th</sup>. Central Academy FFA students will host a petting zoo. Students will be going to Funland on June 6<sup>th</sup>. Classroom celebrations will be held June 11<sup>th</sup> and 12<sup>th</sup> throughout the day. Transition meetings are taking place for students for next year.

***Benjamin Banneker Elementary***

Mrs. Alfaro, Assistant Principal, gave appreciation for the thoughtfulness during Teacher Appreciation Week. Muffins for Mom was a big success with more than 440 in attendance. Mrs. Alfaro thanked Sheri Firch for her work during school testing. The Family Picnic will be held on June 1<sup>st</sup>. The 5<sup>th</sup> grade Band Concert for all elementary schools will be held on June 6<sup>th</sup> at 6:30pm in the Milford High School Auditorium. Promotion ceremonies for 5<sup>th</sup> grade students will be held on June 13<sup>th</sup>.

***Lulu M. Ross Elementary***

Mrs. McKenzie, Principal, reported that the Ross Carnival held on May 5<sup>th</sup> was a fun day for all. The Student Talent Show was recently held and very enjoyable. Mrs. McKenzie expressed thanks to her staff for volunteering for all the recent events held.

***Mispillion Elementary***

Mrs. Wallace, Principal, reported 15 students will be going to the Philadelphia Eagles stadium for a Fuel Up to Play 60 event. Congratulations to Hannah Zimmerman (5<sup>th</sup>) who will attend the Fuel Up to Play 60 Student Ambassador Summit in Atlanta, Georgia, from July 16<sup>th</sup> - July 19<sup>th</sup>. The Honor Society and Student Council held a fundraiser for the Brandywine SPCA. Students are looking forward to the seniors doing their graduation walk on Thursday, May 31<sup>st</sup>. Field Day will be June 11<sup>th</sup> and 5<sup>th</sup> grade promotions will be held on June 13<sup>th</sup>.

***Central Academy***

Dr. Carnevale, Principal, congratulated the FFA group for being recognized as Delaware's Outstanding Secondary/Middle School Agriscience Program under the leadership of Judith Bruns.

The National Junior Honor Society induction was held on May 8<sup>th</sup>. Students performed superbly during the Chorus and Band Concerts. Fifth grade students will be touring the Central Academy on June 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>. The 8<sup>th</sup> grade promotion ceremony will be held on June 12<sup>th</sup>.

### ***Milford High School***

Mr. Snyder, Principal, congratulated Veronica Evans for being chosen as the Milford School District Teacher of the Year. Congratulations to Nicholas Portalatin, Emanuel Ortega, Taniyah Stevens, Christian Fullington, Mark Martin and Katiana Garcon for graduating from the "Now We're Cooking" Program sponsored by First State Community Action. Everyone is welcome to attend the Spring Night of the Arts on May 23<sup>rd</sup> at 5:45pm and Senior Awards on Thursday, May 24<sup>th</sup> at 7pm in the high school auditorium. Mr. Snyder gave thanks to Renae Worley for her diligence working with the high school academic programs. Mike Streck and Carissa Meiklejohn received gift cards from Applebees for being the Teachers of the Month. The Senior Cruise will begin at 11:30am on May 24<sup>th</sup> at the high school and end at the Milford Middle School grounds for the Senior Picnic. MHS is piloting the new state Science test. Seniors will march through the Central Academy and elementary schools on Thursday, March 31<sup>st</sup> in the morning and will graduate that evening at 6:15pm at Briggs Stadium. Congratulations to Robbie Rosser for being selected an All American wrestler.

### ***Upcoming Events***

Dr. Dickerson noted the upcoming events for the rest of May and June.

### ***Agreements Between the Milford School District Board of Education and the Milford Education Association, DSEA/NEA***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY** to approve the Teachers Contract 2018-2020.

<b>Roll Call:</b>	<b>Mrs. Dennehy</b>	<b>yes</b>	<b>Mrs. Purcell</b>	<b>yes</b>
	<b>Mr. Emory</b>	<b>absent</b>	<b>Mr. Schelhouse</b>	<b>absent</b>
	<b>Mr. Evans</b>	<b>abstain</b>	<b>Mrs. Wiley</b>	<b>yes</b>
	<b>Ms. Kirby</b>	<b>yes</b>		
<b>4 yes – 2 absent – 1 abstain</b>		<b>Motion carried.</b>		

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. DENNEHY** to approve the Paraprofessionals Contract 2018-2020. **Motion carried unanimously.**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to approve the Custodial / Maintenance Contract 2018-2020. **Motion carried unanimously.**

**MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS** to approve the Secretarial Contract 2018-2020. **Motion carried unanimously.**

### **PERSONNEL**

Dr. Dickerson introduced Jason Miller and David Vezmar, the new Board Members who will begin in July. He also introduced Mr. Gary Zoll, Milford Central Academy Principal as of July 1, 2018.

***Personnel Reports***

**RESIGNATION**

STURGEON, Robyn  
High School – Math Teacher  
Effective: June 30, 2018  
Years of Service to MSD: 3

GREENLY-TEAT, Stacy  
Central Academy – School Counselor  
Effective: August 18, 2018  
Years of Service to MSD: 18

**RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\***

WEBB, Kim  
Ross – Elementary Teacher  
Effective: August 22, 2018

PASE, Jamie  
Mispillion – Elementary Teacher  
Effective: August 22, 2018

Deinert, Danielle  
Mispillion – Elementary Teacher  
Effective: August 22, 2018

Worley, Keegan  
Milford High School – English Teacher  
Effective: August 22, 2018

HILDEBRANT, Rebecca  
Ross – Autism Teacher  
Effective: August 22, 2018

MONOCELLO, Alexis  
District – Speech Language Pathologist  
Effective: August 22, 2018

**RECOMMEND FOR EMPLOYMENT\***

HITCHENS, Rudy  
District – Maintenance –HVAC  
Effective: June 6, 2018

**TRANSFER**

REYNOLDS, Brian  
Transfer from Morris Night Custodian to District Child Nutrition Custodian  
Effective: July 1, 2018

LOBIONDO, Jon

Transfer from Morris Assistant Principal to Transportation and School Safety Specialist

Effective: July 1, 2018

WALTERS, Harold

Transfer from Transportation Specialist to Secondary School Climate and Truancy Specialist

Effective: July 1, 2018

PARSLEY, Jesse

Transfer from Central Academy Assistant Principal to Supervisor of Secondary Student Learning

Effective: July 1, 2018

FMLA

Board Only

AMEND LEAVE OF ABSENCE

GIBBS, Brandon

Morris – Paraprofessional

Amend End Date: May 16, 2018 (from May 7, 2018)

REDUCTION IN FORCE

Board Only

RECOMMEND FOR EMPLOYMENT – SUMMER SCHOOL

Recommend for employment in summer school, contingent upon funding and enrollment:

Nurses

Smith, Sue

Cole, Kim

Nash, Ann-Marie

White, Yvonne

Simpson, Joan

McKenzie, Morgan

Teachers

DiCostanzo, Kevin

Hamilton, Michelle

Coverdale, Emily

Davis, Courtney

RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Central Academy

Central Academy

Central Academy

Central Academy

High School

High School

High School

Football Coach, Head

Field Hockey Coach, Head

Soccer Coach, Head

Cross Country Coach, Head

Athletic Director

Football Coach, Head

Soccer Coach, Head

McNulty, Ryan

Pepper, Rebecca

Holloway, Sam

McKellop, Holly

Winkleblech, Ryan

Strickland, Shaun

French, Todd



High School  
High School  
High School  
High School

Field Hockey Coach, Head  
Cross Country Coach, Head  
Cheerleading Coach, Football  
Wrestling Coach, Head

McPike, Andrea  
Spath, Robert  
Geesaman, Sherry  
Parsley, Don

\*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

**MOTION MADE BY MRS. PRUCCELL/SECONDED BY MRS. DENNEHY** that the Board approve the Personnel Report as written. **Motion carried unanimously.**

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. DENNEHY** to approve Board Policy 4309D Approved Limited Contracts for Personal Services. **Motion carried unanimously.**

#### **INSTRUCTION AND STUDENT PROGRAMS**

##### ***Director of Student Learning Illuminate***

Dr. Amory provided an overview of Illuminate and answered Board questions.

#### **BUSINESS**

**MOTION MADE BY MR. EVANS/SECONDED BY MRS. PURCELL** to approve the Revenue and Expenditure Reports as of April 30, 2018. **Motion carried unanimously.**

##### ***Preliminary Tax Figures***

Mrs. Croce reviewed preliminary Tax Rate projections.

#### **ADMINISTRATIVE SERVICES**

##### ***Buildings, Grounds and Operations***

Dr. Stevenson stated the Mispillion playground resurfacing has been completed. The building automation work should be completed by the end of summer.

##### ***Facilities Management Board Policy 3101***

Dr. Stevenson reviewed the first read of the Facilities Management Board Policy 3101.

#### **ADJOURNMENT**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MRS. DENNEHY** that the Regular Meeting of the Milford Board of Education held on Monday, May 21, 2018 adjourn at 8:51pm. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

# Thank you Bailey/Nauman Families



As a legacy, family of the late Sharon Bailey, a long-time Milford School District employee, have established the Sharon Bailey fund to assist volunteers with obtaining the proper security clearance to tutor and assist students in our schools.

# Congratulations MHS Odyssey of the Mind Team



Milford High School's Odyssey of the Mind team placed 7th at their World Finals competition, at Iowa State University.

Team members include Caleb Brownstein, Ry'Ana Johnson, Welinton Rosario, Bethany Pasmore, Donald Pasmore, and Delaney Dillon.



# Year of Kindness



# **Milford School District Employee's of the Year**

- **Custodian of the Year – Keith Kendzierski, Ross Elementary**
- **Maintenance Personnel of the Year – Dave Weaver**
- **Child Nutrition Employee of the Year – Wanda Jackson-Sample, Ross Elementary**
- **Technology Employee of the Year – Patrick Seibel**
- **Secretary of the Year – Laurel Pastor, Milford Central Academy**

# **Milford School District Employee's of the Year**

- **Related Services Personnel of the Year – Valerie Carter**
- **School Counselor of the Year – Mike Sharp, Milford High School**
- **School Nurse of the Year – Ann Marie Nash, Banneker Elementary**

# **Milford School District**

## **Building Paraprofessionals of the Year**

- **Morris Early Childhood Center – Diane O'Hara**
- **Banneker Elementary – Duvanel Louis**
- **Mispillion Elementary – Darlene Groce**
- **Milford Central Academy – Kristine Phillips**
- **Milford High School – Valerie Newsome**

**Milford School District  
Employee's of the Year**

**Paraprofessional of the Year  
Lisa McQueen, Ross Elementary**



# **Milford School District**

## **Building Teachers of the Year**

- **Erin Lukas - Morris Early Childhood Center**
- **Devon Burtelle - Benjamin Banneker Elementary**
- **Brittney Campbell - Mispillion Elementary**
- **Brittany Johnson - Lulu M. Ross Elementary**
- **Judith Bruns - Milford Central Academy**

**Milford School District  
Employee's of the Year**

**Teacher of the Year  
Milford School District  
Veronica Evans, Milford High School**

# Thank you Layton Builders, Inc.



Layton Builders, Inc. supported our District Teacher of the Year by donating billboard space on south Route 1

*Congratulations*  
**VERONICA EVANS**

Teacher of the Year  
Milford School District



# Special Thanks to Mr. Hunter Emory and Ms. Sharon Kirby



# Milford School District

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Public Tax Rate Discussion

June 18, 2018



# FY 19 Tax Rate Presentations

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- **Presentation to MSD School Board – Monday, June 18, 2018**
- **Presentation to Community at Ross Gymnasium –  
Tuesday, June 26, 2018 at 6:00 PM**
- **MSD School Board Vote on School Tax Rates – Monday July 9, 2018**

# FY 19 Tax Rate Projections

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As of June 18, 2018

# School Tax Rate

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- Four separate components
  - Current Expense
  - Debt Service
  - Match Tax
  - Tuition Tax



# Current Expense

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- This tax rate provides revenue to cover operating costs, such as teaching materials, textbooks, technology, insurance, athletic and academic programs, and local salary expenditures, etc.
- No changes can occur to the approved rate unless passed through referendum
- Current funding structure requires districts to plan for and save to allow many years with no operational revenue increases
- State requires districts to keep a “reserve” to insure local obligations including payroll can be met in the event of a fiscal downturn

# Current Expense

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- **Current Expense Referendum set rate on October 6, 2015**
  - **Rate will remain unchanged for Fiscal Year 2019**
  - **Rate for Fiscal Year 2019**
    - **Sussex: 3.2188**
    - **Kent: 1.1390**

# Debt Service

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- This tax rate provides revenue to pay principal and interest payment associated with bonds sold for major capital improvements, such as new construction, additions and renovations
- Set by referendum vote for capital projects
- Rate fluctuates annually depending on bond payment schedule



# Debt Service

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- **Continue Aggressive Progression**
  - **Revenue needed for FY 2019 - \$1,270,000.00**
  - **Rate**
    - **0.5022 Sussex County**
    - **0.1777 Kent County**

# Match Tax

- Match Taxes Available to assess
  - **Minor Capital Improvement**
  - Extra Time
  - Technology
  - Reading Specialists
  - Math Specialists
  - Reading Interventionist (FY 19)
- Set by the local board of education and does not require referendum approval
- Milford is currently only assessing the Minor Capital Improvement match tax in order to receive the state funding for building and grounds repairs and maintenance
- Rate
  - 0.0764 Sussex County
  - 0.0270 Kent County

# Tuition Tax

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- This tax rate provides revenue to pay the tuition costs of Milford School District students with special needs who require specialized services within the district or who must attend special schools within and outside of the State of Delaware
- Continue to implement strategies to stabilize Tuition Tax expenses
- Have expanded in-district program offerings
- Maintain contingency to offset sharp increases in any one fiscal year
- Rate
  - 1.1171 Sussex County
  - 0.3953 Kent County

# Capitation Tax

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- Has not been assessed by Milford School District since 2005
- Provides a tax for every resident of the district over the age of 18
- Must go to referendum vote to re-implement
- Levied on property owners



# State Budget

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- **Fiscal Year 2019 state budget will not impact our local tax rates**
- **State budget process provided a level of certainty that we did not have at this time last year**
- **Fiscal Year 2019 budget proposal does not restore loss of State funds from Fiscal Year 2018**
  - **FY 18 Total Loss of State Funds \$728,789.71**
  - **Budget reduction plan will be submitted to the state to offset state loss of funds**



# Equalization

- **Milford School District is split between Kent and Sussex Counties**
- **The Assessment-to-Sales Ratio Study for Division III Equalization Funding report is used as a means of “equalizing” tax rates**
- **Formula is applied so that an identical property in Kent or Sussex County is taxed the same**
- **Assessed values in Kent County are higher than in Sussex County**
  - **Rate is lower, but tax is the same**



# What is Assessed Value?

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- **The value of your home on which your property taxes are calculated**
- **Calculated by respective County tax assessment office**
- **Based on formula from 1974 in Sussex; 1986 Kent County (last property reassessment)**
- **No direct correlation between assessed value and market value**
- **Assessed value can be found by searching for your name on the following county websites:**

**[Sussex County Property Tax Information](#)**

**[Kent County Property Tax Information](#)**

# Fiscal Year 2018 (Current) Tax Rates by County

## Sussex County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1683
DEBT SERVICE	\$ 0.5181
MATCH TAX - MCI	\$ 0.0789
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
<b>TOTAL TAX RATE</b>	<b>\$ 4.9841</b>

## Kent County

CATEGORY	FY 2018
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.4134
DEBT SERVICE	\$ 0.1833
MATCH TAX - MCI	\$ 0.0279
MATCH TAX - EXTRA-TIME	\$ -
MATCH TAX - TECHNOLOGY	\$ -
MATCH TAX - READING SPECIALISTS	\$ -
MATCH TAX - MATH SPECIALISTS	\$ -
<b>TOTAL TAX RATE</b>	<b>\$ 1.7636</b>



# Projected Fiscal Year 2019 Tax Rates by County

*As of 6/18/18*

## Sussex County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 3.2188
TUITION	\$ 1.1171
DEBT SERVICE	\$ 0.5022
MATCH TAX - MCI	\$ 0.0764
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
<b>TOTAL TAX RATE</b>	<b>\$ 4.9145</b>

## Kent County

CATEGORY	FY 2019
CURRENT EXPENSE	\$ 1.1390
TUITION	\$ 0.3953
DEBT SERVICE	\$ 0.1777
MATCH TAX - MCI	\$ 0.0270
MATCH TAX - EXTRA-TIME	
MATCH TAX - TECHNOLOGY	
MATCH TAX - READING SPECIALISTS	
MATCH TAX - MATH SPECIALISTS	
<b>TOTAL TAX RATE</b>	<b>\$ 1.7390</b>

*The purpose of this presentation is to provide information and projections related to the Fiscal Year 2019 tax rates. The figures presented are subject to change.*

# Projected Fiscal Year 2019 Tax Rates by County

*As of 6/18/18*

## Sussex County

CATEGORY	FY 2018	FY 2019	CHANGE	
CURRENT EXPENSE	\$ 3.2188	\$ 3.2188	\$ -	0.0%
TUITION	\$ 1.1683	\$ 1.1171	\$ (0.0512)	-4.6%
DEBT SERVICE	\$ 0.5181	\$ 0.5022	\$ (0.0159)	-3.2%
MATCH TAX - MCI	\$ 0.0789	\$ 0.0764	\$ (0.0025)	-3.3%
MATCH TAX - EXTRA-TIME	\$ -		\$ -	
MATCH TAX - TECHNOLOGY	\$ -		\$ -	
MATCH TAX - READING SPECIALISTS	\$ -		\$ -	
MATCH TAX - MATH SPECIALISTS	\$ -		\$ -	
<b>TOTAL TAX RATE</b>	<b>\$ 4.9841</b>	<b>\$ 4.9145</b>	<b>\$ (0.0696)</b>	<b>-1.3%</b>

# Projected Fiscal Year 2019 Tax Rates by County

*As of 6/18/18*

## Kent County

CATEGORY	FY 2018	FY 2019	CHANGE	
CURRENT EXPENSE	\$ 1.1390	\$ 1.1390	\$ -	0.0%
TUITION	\$ 0.4134	\$ 0.3953	\$ (0.0181)	-4.4%
DEBT SERVICE	\$ 0.1833	\$ 0.1777	\$ (0.0056)	-3.1%
MATCH TAX - MCI	\$ 0.0279	\$ 0.0270	\$ (0.0009)	-3.2%
MATCH TAX - EXTRA-TIME	\$ -		\$ -	
MATCH TAX - TECHNOLOGY	\$ -		\$ -	
MATCH TAX - READING SPECIALISTS	\$ -		\$ -	
MATCH TAX - MATH SPECIALISTS	\$ -		\$ -	
<b>TOTAL TAX RATE</b>	<b>\$ 1.7636</b>	<b>\$ 1.7390</b>	<b>\$ (0.0246)</b>	<b>-1.3%</b>



# Projected FY 2019 Tax Rate

*As of 6/18/18*

## Kent County Assessed Value Examples

Kent Assessed Value Examples	29,250	57,934	86,478	114,456
Kent FY 2018 Tax (current)	\$ 515.85	\$1,021.72	\$1,525.13	\$2,018.55
Kent FY 2019 Projected Tax	\$ 508.66	\$1,007.47	\$1,503.85	\$1,990.39
Difference FY 2018 vs. Projected FY 2019	\$ (7.20)	\$ (14.25)	\$ (21.27)	\$ (28.16)

## Sussex County Assessed Value Examples

Sussex County Assessed Value	10,350	20,500	30,600	40,500
Sussex FY 2018 Tax (current)	\$ 515.85	\$1,021.74	\$1,525.13	\$2,018.56
Sussex FY 2019 Projected Tax	\$ 508.65	\$1,007.47	\$1,503.84	\$1,990.37
Difference FY 2018 vs. Projected FY 2019	\$ (7.20)	\$ (14.27)	\$ (21.30)	\$ (28.19)

# Assessed Value Comparison



House 1

- Located in MSD - Kent County
- Last Property Assessment - 1986
  - Assessed Value \$57,934
- Milford School District FY 19 Tax Bill \$1,007.47



House 2

- Located in MSD - Sussex County
- Last Property Assessment - 1974
  - Assessed Value \$20,500
- Milford School District Tax Bill \$1,007.47



# Questions

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*Thank You for Attending*

**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2018 Monthly Revenue Report**  
**As of May 31, 2018**  
**91.7% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Final FY 2018 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
Formula Salaries	25,175,105	26,531,489	105.39%
Cafeteria Salaries	485,872	485,872	100.00%
Delaware Sustainment Fund	785,596	785,596	100.00%
Academic Excellence Cash Option	-	-	
Related Services Cash Option	141,821	141,821	100.00%
Division II, All Other Costs	851,086	851,086	100.00%
Division II, All Other Costs - VOC	99,443	99,443	100.00%
Division II, Energy	737,822	737,822	100.00%
Division III, Equalization	5,339,016	5,339,016	100.00%
State Transportation	2,739,236	2,739,236	100.00%
Homeless Transportation	447,895	447,895	100.00%
Foster Care Transportation	82,851	94,851	114.48%
Transportation Supply	1,000	1,000	100.00%
Unique Alternatives Transportation	268,930	268,930	100.00%
Drivers' Education	15,545	15,545	100.00%
Professional Development	-	-	
Technology Block Grant	63,068	63,068	100.00%
Educator Accountability (CPR)	1,091	1,091	100.00%
Professional Instruction - State Grant(s)	35,481	35,481	100.00%
World Language Expansion	30,000	49,143	163.81%
Readiness with a Purpose Grant	21,682	21,682	100.00%
Odyssey of the Mind	-	1,467	
Minor Capital Improvements	291,143	291,143	100.00%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>37,613,682</b>	<b>39,002,676</b>	<b>103.69%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,480,925	7,960,494	106.41%
Current Expense (capitations)	500	253	50.58%
Athletics	40,000	44,325	110.81%
Interest	85,000	60,302	70.94%
Building Rental	15,000	16,060	107.07%
Other Local Revenue	18,500	16,154	87.32%
Sol - Systems	1,500	1,029	68.63%
Energy Curtailment	15,000	14,867	99.11%
CSCR	15,000	37,738	251.59%
Indirect Costs	190,000	158,698	83.53%
Cafeteria	2,070,000	1,727,020	83.43%
Net Choice Billings	(117,391)	(117,391)	100.00%
Net Charter Billings	(119,049)	(119,049)	100.00%
Social Studies Coalition/Donations	107,000	95,982	89.70%
Debt Service	1,275,000	1,285,381	100.81%
Debt Service - County Impact Fees	235,241	89,866	38.20%
Tuition	2,875,000	2,889,317	100.50%
Minor Capital Improvements	194,095	195,078	100.51%
E-Rate	26,500	26,493	99.97%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>14,407,820</b>	<b>14,382,617</b>	<b>99.83%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,065,421	1,065,421	100.00%
IDEA - Preschool	45,979	45,979	100.00%
IDEA - Preschool (Morris Grant)	-	-	
Title I	1,665,001	1,665,001	100.00%
Title II	333,718	333,718	100.00%
Title III English Acquisition	48,104	48,104	100.00%
Education for the Homeless	10,000	10,000	100.00%
School Based HIV/STD Prevention	-	10,000	
Perkins	140,022	140,608	100.42%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>3,318,831</b>	<b>100.32%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,329,748</b>	<b>56,704,124</b>	<b>102.48%</b>

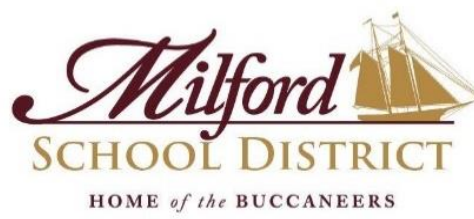
**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended May 31, 2018**

Operating Unit	Budget Line	Final Budget		Expended	Budget Remaining	% Remaining
		Amount	Encumbered			
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	1,326.45	31,874.71	\$ 27,145.84	44.98%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	5,786.43	35,435.34	\$ 4,219.73	9.29%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	14,629.31	47,367.10	\$ 11,398.59	15.53%
9180673A	Misphillion Elementary School	\$ 64,424.50	3,673.43	44,299.32	\$ 16,451.75	25.54%
9180675A	Milford Central Academy	\$ 121,155.00	2,346.20	109,864.88	\$ 8,943.92	7.38%
9180678A	Milford Senior High School	\$ 149,437.50	20,983.86	108,158.75	\$ 20,294.89	13.58%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	2,097.99	\$ (97.99)	-4.90%
	School Resource Officer	\$ 160,000.00	-	161,714.00	\$ (1,714.00)	-1.07%
99900100	Legal Services, Audit and Insurance Premiums	\$ 89,459.00	3,899.04	36,730.55	\$ 48,829.41	54.58%
99900300	District Expenditures	\$ 15,000.00	25,000.83	20,954.53	\$ (30,955.36)	-206.37%
	Public Relations and Communication	\$ 1,000.00	-	727.40	\$ 272.60	27.26%
	Copy Center (District Wide)	\$ 95,000.00	-	90,838.75	\$ 4,161.25	4.38%
	Student Emergency Fund	\$ 4,000.00	-	2,900.00	\$ 1,100.00	27.50%
99910100	Superintendent	\$ 1,500.00	-	1,425.35	\$ 74.65	4.98%
99920000	World Language Immersion (State Grant)	\$ 30,000.00	5,031.29	36,397.25	\$ (11,428.54)	-38.10%
	Readiness with a Purpose (State Grant)	\$ 21,681.67	-	21,681.67	\$ -	0.00%
	Educator Accountability (State Grant)	\$ 1,090.88	86.77	532.13	\$ 471.98	43.27%
	Instructional Advancement (State Grant)	\$ 35,481.00	-	35,481.00	\$ -	0.00%
	Odyssey of the Mind	\$ -	-	1,466.66	\$ (1,466.66)	
	Summer School	\$ 25,000.00	-	11,880.70	\$ 13,119.30	52.48%
	Translators	\$ 20,000.00	-	3,926.37	\$ 16,073.63	80.37%
	Extra Time Programs	\$ 15,000.00	-	16,364.35	\$ (1,364.35)	-9.10%
	Curriculum and Instruction	\$ 168,600.00	6,080.54	91,477.40	\$ 71,042.06	42.14%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 151,050.00	9,005.23	143,921.59	\$ (1,876.82)	-1.24%
	Athletics - Milford Central Academy	\$ 24,500.00	137.18	24,655.65	\$ (292.83)	-1.20%
99920800	Driver's Education	\$ 15,545.00	93.11	13,413.33	\$ 2,038.56	13.11%
99930200	Tuition - Special Services	\$ 2,579,500.00	2,258.00	1,888,282.72	\$ 688,959.28	26.71%
	Tuition - Special Services - ILC	\$ 295,500.00	484.31	112,724.74	\$ 182,290.95	61.69%
	Unique Alternatives (State Funds)	\$ 268,929.50	65,782.50	203,147.00	\$ -	0.00%
99930300	Special Services	\$ 49,000.00	4,344.90	32,930.25	\$ 11,724.85	23.93%
	Special Services - State Related Services	\$ 141,821.42	55,351.42	86,470.00	\$ -	0.00%
99940200	Division I/Formula Salaries	\$ 25,175,105.40	-	25,200,268.83	\$ (25,163.43)	-0.10%
99940300	Division II - Vocational	\$ 99,443.00	11,579.25	69,344.58	\$ 18,519.17	18.62%
99940400	Division III/Local Salaries	\$ 9,983,600.00	-	8,370,904.00	\$ 1,612,696.00	16.15%
	Union agreed Limited Contracts	\$ 340,000.00	-	204,501.77	\$ 135,498.23	39.85%
99940500	Title I	\$ 1,665,001.00	28,041.43	683,609.25	\$ 953,350.32	57.26%
	Title II	\$ 333,718.00	7,125.00	114,928.15	\$ 211,664.85	63.43%
	Title III	\$ 48,104.00	-	5,458.41	\$ 42,645.59	88.65%
	IDEA Part B	\$ 1,065,421.00	26,320.30	233,954.39	\$ 805,146.31	75.57%
	IDEA Preschool	\$ 45,979.00	-	-	\$ 45,979.00	100.00%
	Perkins	\$ 140,022.00	14,425.21	53,822.14	\$ 71,774.65	51.26%
	Homeless	\$ 10,000.00	197.43	402.57	\$ 9,400.00	94.00%
	Other Federal Grants	\$ -	9,452.77	433.65	\$ (9,886.42)	
99940600	Insurance Expense	\$ 83,000.00	-	82,816.00	\$ 184.00	0.22%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	1,401.29	84,773.99	\$ 20,824.72	19.46%
99940810	Technology Equipment & Repair	\$ 270,000.00	30,158.72	236,282.95	\$ 3,558.33	1.32%
	Technology Block Grant	\$ 63,068.00	-	63,068.00	\$ -	0.00%
99940900	Tuition Reimbursement	\$ 60,000.00	-	30,000.03	\$ 29,999.97	50.00%
99950000	Personnel/Human Resources	\$ 6,500.00	-	7,374.79	\$ (874.79)	-13.46%
99960000	Child Nutrition Operations	\$ 2,070,000.00	229,315.24	2,103,717.40	\$ (263,032.64)	-12.71%
	Cafeteria Salaries	\$ 485,872.00	-	423,546.18	\$ 62,325.82	12.83%
99960100	Facilities Maintenance	\$ 90,000.00	19,471.77	57,793.00	\$ 12,735.23	14.15%
	Custodial Services and Supplies	\$ 90,000.00	13,298.97	68,344.13	\$ 8,356.90	9.29%
99960200	Operations and Utilities	\$ 342,340.00	16,653.84	237,810.47	\$ 87,875.69	25.67%
	Energy Division II	\$ 737,822.00	81,040.44	656,781.56	\$ -	0.00%
99960300	State Transportation	\$ 2,739,235.56	269,541.60	2,453,353.29	\$ 16,340.67	0.60%
	State Homeless Transportation	\$ 447,895.00	112,761.90	287,566.20	\$ 47,566.90	10.62%
	State Foster Transportation	\$ 82,851.00	15,192.00	77,580.00	\$ (9,921.00)	-11.97%
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	60.86	21,513.26	\$ 1,425.88	6.20%
	Local Activities Transportation	\$ 3,000.00	-	1,451.45	\$ 1,548.55	51.62%
	Local Homeless Transportation Match	\$ 60,000.00	13,424.10	31,951.80	\$ 14,624.10	24.37%
	Local Transportation Match	\$ 300,000.00	30,099.68	271,106.48	\$ (1,206.16)	-0.40%
<b>Total Operating Budget</b>		<b>\$ 51,693,835.93</b>	<b>\$ 1,155,862.60</b>	<b>\$ 45,554,600.20</b>	<b>\$ 4,983,373.13</b>	<b>9.64%</b>
99970000	Local Debt Service	\$ 1,510,240.78	-	1,510,240.78	\$ -	0.00%
99970200	Minor Capital Improvements	\$ 485,238.00	163,083.20	140,721.37	\$ 181,433.43	37.39%
<b>Total Capital Budget</b>		<b>\$ 1,995,478.78</b>	<b>\$ 163,083.20</b>	<b>\$ 1,650,962.15</b>	<b>\$ 181,433.43</b>	<b>9.09%</b>
<b>Grand Total</b>		<b>\$ 53,689,314.71</b>	<b>\$ 1,318,945.80</b>	<b>\$ 47,205,562.35</b>	<b>\$ 5,164,806.56</b>	<b>9.62%</b>

*Note: Budgets are based on final budget allocations as voted by the MSD Board of Education*

*Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*





**Preliminary Fiscal Year 2019 Revenue Budget**

<b>REVENUE SOURCE</b>	<b>Final FY 2018 Budget</b>	<b>Preliminary FY 2019 Budget</b>
<b>STATE FUNDS</b>		
Formula Salaries	25,175,105	26,147,462
Cafeteria Salaries	485,872	485,872
Delaware Sustainment Fund	785,596	785,596
Academic Excellence Cash Option	-	-
Related Services Cash Option	141,821	55,000
Division II, All Other Costs	851,086	851,086
Division II, All Other Costs - VOC	99,443	99,443
Division II, Energy	737,822	737,822
Division III, Equalization	5,339,016	5,339,016
State Transportation	2,739,236	2,739,236
Homeless Transportation	447,895	447,895
Foster Transportation	82,851	82,851
Transportation Supply	1,000	1,000
Unique Alternatives	268,930	268,930
Drivers' Education	15,545	15,545
Professional Development	-	-
Technology Block Grant	63,068	63,068
State Dual Enrollment	-	-
Educator Accountability	1,091	1,091
Readiness with a Purpose Grant	21,682	-
College Access Grant	-	-
World Language Expansion	30,000	30,000
Instructional Advancement Grant	35,481	-
Minor Capital Improvements	291,143	289,957
Major Capital Improvements	-	-
<b>TOTAL STATE FUNDS</b>	<b>37,613,682</b>	<b>38,440,869</b>
<b>LOCAL FUNDS</b>		
Current Expense (tax rate)	7,480,925	7,892,376
Current Expense (capitations)	500	250
Athletics	40,000	40,000
Interest	85,000	85,000
Building Rental	15,000	15,000
Other Local Revenue	18,500	18,500
Sol - Systems	1,500	1,500
Energy Curtailment	15,000	15,000
E-Rate	26,500	25,000
CSCR	15,000	20,000
Indirect Costs	190,000	175,000
Cafeteria	2,070,000	2,070,000
Net Choice Billings	(117,391)	(117,391)
Charter Billings	(119,049)	(119,049)
Tuition Billings	-	(1,955,000)
Tuition	2,875,000	2,825,000
Donations	107,000	107,000
Debt Service	1,275,000	1,270,000
Debt Service - County	235,241	194,041
Match Tax - Minor Capital Improvements	194,095	193,305
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
<b>TOTAL LOCAL FUNDS</b>	<b>14,407,820</b>	<b>12,755,531</b>
<b>FEDERAL FUNDS</b>		
IDEA	1,065,421	1,065,421
IDEA - Preschool	45,979	45,979
IDEA Preschool - Morris Grant	-	-
TITLE I	1,665,001	1,665,001
STD/HIV Prevention Grant	-	-
TITLE II	333,718	333,718
TITLE III	48,104	48,104
Education for the Homeless	10,000	10,000
PERKINS	140,022	140,022
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,308,245</b>	<b>3,308,245</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,329,748</b>	<b>54,504,645</b>

**Milford School District**  
**Preliminary Expenditure Budget**  
**Fiscal Year 2019**

Operating Unit	Operating Unit Description	FY 2018 Final Budget	FY 2019 Preliminary Budget	Difference between FY 18 and FY 19	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 60,347.00	\$ 60,347.00	\$ -	0%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,441.50	\$ 45,441.50	\$ -	0%
9180672A	Lulu M. Ross Elementary School	\$ 73,395.00	\$ 73,395.00	\$ -	0%
9180673A	Mispillion Elementary School	\$ 64,424.50	\$ 64,424.50	\$ -	0%
9180675A	Milford Central Academy	\$ 121,155.00	\$ 121,155.00	\$ -	0%
9180678A	Milford Senior High School	\$ 149,437.50	\$ 149,437.50	\$ -	0%
99900000	Board of Education - School Resource Officer	\$ 160,000.00	\$ 165,000.00	\$ 5,000.00	3%
99900000	Board of Education	\$ 2,000.00	\$ 2,000.00	\$ -	0%
99900100	Legal Services and Audit	\$ 89,459.00	\$ 89,459.00	\$ -	0%
99900300	District Expenditures	\$ 15,000.00	\$ 20,000.00	\$ 5,000.00	33%
99900300	Public Relations and Communication	\$ 1,000.00	\$ 1,000.00	\$ -	0%
99900300	Uniform Assistance	\$ 4,000.00	\$ 4,000.00	\$ -	0%
99900300	Copy Center (District wide)	\$ 95,000.00	\$ 95,000.00	\$ -	0%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion <i>(State Grant)</i>	\$ 30,000.00	\$ 30,000.00	\$ -	0%
99920000	College Access - Readiness with a Purpose	\$ 21,681.67	\$ -	\$ (21,681.67)	-100%
99920000	Educator Accountability <i>(State Grant)</i>	\$ 1,090.88	\$ 1,090.88	\$ -	0%
99920000	Instructional Advancement <i>(State Grant)</i>	\$ 35,481.00	\$ -	\$ (35,481.00)	-100%
99920000	Summer School	\$ 25,000.00	\$ 25,000.00	\$ -	0%
99920000	Translators	\$ 20,000.00	\$ 20,000.00	\$ -	0%
99920000	Extra Time Programs	\$ 15,000.00	\$ 20,000.00	\$ 5,000.00	33%
99920000	Curriculum/Instructional	\$ 168,600.00	\$ 200,600.00	\$ 32,000.00	19%
99920500	State Professional Development	\$ -	\$ -	\$ -	
99920700	Athletics - Middle School	\$ 24,500.00	\$ 26,500.00	\$ 2,000.00	8%
99920700	Athletics - High School	\$ 151,050.00	\$ 156,500.00	\$ 5,450.00	4%
99920800	Driver's Education	\$ 15,545.00	\$ 15,545.00	\$ -	0%
99930200	Special School - Tuition ILC	\$ 295,500.00	\$ 295,500.00	\$ -	0%
99930200	Special School - Tuition	\$ 2,579,500.00	\$ 574,500.00	\$ (2,005,000.00)	-78%
99930200	Special School - Unique Alternatives <i>(State)</i>	\$ 268,929.50	\$ 268,929.50	\$ -	0%
99930300	Special Services	\$ 49,000.00	\$ 49,000.00	\$ -	0%
99930300	Special Services - State Related Services	\$ 141,821.42	\$ 55,000.00	\$ (86,821.42)	-61%
99940100	Contingencies and One-Time Items	\$ -	\$ 200,000.00	\$ 200,000.00	
99940100	Milford Middle School Evaluation	\$ -	\$ 50,000.00	\$ 50,000.00	
99940200	Division I Sal/Other State Prg	\$ 25,175,105.40	\$ 26,147,461.67	\$ 972,356.27	4%
99940300	Division Ii Vocational	\$ 99,443.00	\$ 99,443.00	\$ -	0%
99940400	Local Limited Contracts	\$ 340,000.00	\$ 340,000.00	\$ -	0%
99940400	Division Iii/Local Salaries	\$ 9,983,600.00	\$ 10,300,000.00	\$ 316,400.00	3%
99940500	Title I	\$ 1,665,001.00	\$ 1,665,001.00	\$ -	0%
99940500	Title II	\$ 333,718.00	\$ 333,718.00	\$ -	0%
99940500	Title III	\$ 48,104.00	\$ 48,104.00	\$ -	0%
99940500	IDEA Part B	\$ 1,065,421.00	\$ 1,065,421.00	\$ -	0%
99940500	IDEA Preschool	\$ 45,979.00	\$ 45,979.00	\$ -	0%
99940500	Perkins	\$ 140,022.00	\$ 140,022.00	\$ -	0%
99940500	Homeless	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99940600	Insurance	\$ 83,000.00	\$ 83,000.00	\$ -	0%
99940700	Private Grants/Donations	\$ 107,000.00	\$ 107,000.00	\$ -	0%
99940810	Technology Equipment & Repair	\$ 270,000.00	\$ 270,000.00	\$ -	0%
99940810	Technology Block Grant	\$ 63,068.00	\$ 63,068.00	\$ -	0%
99940900	Tuition Reimbursement	\$ 60,000.00	\$ 60,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 6,500.00	\$ 8,000.00	\$ 1,500.00	23%
99960000	Child Nutrition Operations	\$ 2,555,872.00	\$ 2,555,872.00	\$ -	0%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960200	Energy - Division II	\$ 737,822.00	\$ 737,822.00	\$ -	0%
99960200	Local Energy/Utilities	\$ 115,000.00	\$ 100,000.00	\$ (15,000.00)	-13%
99960200	Custodial Substitutes	\$ 8,240.00	\$ 8,240.00	\$ -	0%
99960200	Operations/Utilities	\$ 219,100.00	\$ 219,100.00	\$ -	0%
99960300	State Transportation	\$ 3,270,981.56	\$ 3,270,981.56	\$ -	0%
99960400	Local Transportation	\$ 386,000.00	\$ 401,000.00	\$ 15,000.00	4%
<b>Total Operating Budget</b>		<b>\$ 51,693,835.93</b>	<b>\$ 51,139,558.11</b>	<b>\$ (554,277.82)</b>	<b>-1%</b>
99970000	Local Debt Service	\$ 1,510,240.78	\$ 1,464,041.07	\$ (46,199.71)	-3%
99970200	Minor Capital Improvements	\$ 485,238.00	\$ 483,262.00	\$ (1,976.00)	0%
<b>Total Capital Budget</b>		<b>\$ 1,995,478.78</b>	<b>\$ 1,947,303.07</b>	<b>\$ (48,175.71)</b>	<b>-2%</b>
<b>TOTAL</b>		<b>\$ 53,689,314.71</b>	<b>\$ 53,086,861.18</b>	<b>\$ (602,453.53)</b>	<b>-1.1%</b>
<i>Reserve Allocation</i>		<i>\$ 1,640,432.87</i>	<i>\$ 1,417,783.75</i>	<i>\$ (222,649.12)</i>	<i>-13.6%</i>
<b>GRAND TOTAL</b>		<b>\$ 55,329,747.58</b>	<b>\$ 54,504,644.93</b>	<b>\$ (825,102.65)</b>	<b>-1.5%</b>

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY 4309D

**APPROVED LIMITED CONTRACTS FOR PERSONAL SERVICES**

School	Position	Category
District	Athletic Director	A
High	Cheerleading Coach – Football	C
High	Cheerleading Coach – Basketball	E
High	Field Hockey Coach, Head	B
High	Field Hockey Coach, Asst.	D
High	Football Coach, Head	A
High	Football Coach, Asst. (Defensive Coor.)	B
High	Football Coach, Asst. (Offensive Coor.)	B
High	Football Coach, Asst.	C
High	Football Coach, Asst.	C
High	Football Coach, Asst.	C
High	Soccer Boys Coach, Head	B
High	Soccer Boys Coach, Asst.	D
High	Cross Country Coach, Head	B
High	Cross Country Coach, Asst.	D
High	Basketball Boys Coach, Head	B
High	Basketball Boys Coach, Asst.	D
High	Basketball Girls Coach, Head	B
High	Basketball Girls Coach, Asst.	D
High	Wrestling Coach, Head	B
High	Wrestling Coach, Asst.	D
High	Swim Coach, Head	B
High	Swim Coach, Asst.	D
High	Baseball Coach, Head	B
High	Baseball Coach, Asst.	D
High	Baseball Coach, Asst.	D
High	Softball Girls Coach, Head	B
High	Softball Girls Coach, Asst.	D
High	Softball Girls Coach, Asst.	D
High	Track Coach, Head	B
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Track Coach, Asst.	D
High	Tennis Boys Coach, Head	C
High	Tennis Girls Coach, Head	C
High	Golf Coach, Head	C
High	Soccer Girls Coach, Head	B
High	Soccer Girls Coach, Asst.	D
High	Lacrosse Boys Coach, Head	B
High	Lacrosse Boys Coach, Asst.	D

High	Lacrosse Girls Coach, Head JV	C
High	Lacrosse Girls Coach, Asst. JV	D
High	Volleyball Girls Coach, Head	B
High	Volleyball Girls Coach, Asst.	D
High	Theatrical Drama/Musical Director	1
High	Theatrical Choreography	3
High	Theatrical Stage/Set	3
High	Theatrical Pit Conductor	3
High	Theatrical Producer, Fall & Spring	3
High	Instructional Coach, Business/CTE	3
High	Instructional Coach, Visual & Performing Arts	3
High	Instructional Coach, English	3
High	Instructional Coach, Math	3
High	Instructional Coach, Technology Ed./Ag/CTE	3
High	Instructional Coach, Physical & Drivers Ed	3
High	Instructional Coach, Science	3
High	Instructional Coach, Social Studies	3
High	Instructional Coach, Special Education	3
High	Instructional Coach, World Language	3
High	Band Director	1
High	Asst. Band Director	3
High	Advisor, Health Occupations Student Association (HOSA)	4
High	Advisor, Educator's Rising	4
High	Advisor, Business Professional of America (BPA)	4
High	Advisor, DECA	4
High	Advisor, Varsity Club	4
High	Advisor, National Honor Society	4
High	Advisor, Technology Student Association (TSA)	4
High	Advisor, Freshman Class	4
High	Advisor, Sophomore Class	4
High	Advisor, Junior Class/Prom	3
High	Advisor, Senior Class	4
High	Advisor, FFA	4
High	Advisor, Student Government Association (SGA)	3
High	Coordinator, Band Front (Color Guard)	5
High	Weight Room Coordinator- Fall/Winter	5
High	Weight Room Coordinator- Winter/Spring	5
Central	Advisor, FFA	4
Central	Advisor, Student Council	4
Central	Advisor, Yearbook	4
Central	Advisory, Technology Student Association (TSA)	4
Central	Advisor, National Junior Honor Society	4
Central	Coordinator, Science Olympiad	5
Central	Instructional Coach, English	3
Central	Instructional Coach, Mathematics	3
Central	Instructional Coach, Social Studies	3

Central	Instructional Coach, Science	3
Central	Instructional Coach, Special Education	3
Central	Instructional Coach, Expressives	3
Central	Band Director	2
Central	Chorus Director	3
Central	Cheerleading Coach – Football	E
Central	Cheerleading Coach – Basketball	E
Central	Field Hockey Coach, Head	C
Central	Field Hockey Coach, Asst.	E
Central	Soccer Boys Coach, Head	C
Central	Soccer Boys Coach, Asst.	E
Central	Football Coach, Head	B
Central	Football Coach, Asst.	D
Central	Football Coach, Asst.	D
Central	Volleyball Girls Coach, Head	C
Central	Volleyball Girls Coach, Asst.	E
Central	Basketball Boys Coach, Head	C
Central	Basketball Boys Coach, Asst.	E
Central	Basketball Girls Coach, Head	C
Central	Basketball Girls Coach, Asst.	E
Central	Wrestling Coach, Head	C
Central	Wrestling Coach, Asst.	E
Central	Cross Country Coach, Head	C
Central	Baseball Coach, Head	C
Central	Baseball Coach, Asst.	E
Central	Softball Coach, Head	C
Central	Softball Coach, Asst.	E
Central	Soccer, Girls Coach, Head	C
Central	Soccer, Girls Coach, Asst.	E
Central	Track Coach, Head	C
Central	Track Coach, Asst.	E
Banneker	Girls on the Run	5
Banneker	Advisor, Honor Society	4
Banneker	Advisor, Student Council	4
Banneker	Instructional Coach, Expressives	3
Banneker	Instructional Coach, Grade 1	3
Banneker	Instructional Coach, Grade 2	3
Banneker	Instructional Coach, Grade 3	3
Banneker	Instructional Coach, Grade 4	3
Banneker	Instructional Coach, Grade 5	3
Ross	Girls on the Run	5
Ross	Advisor, Honor Society	4
Ross	Advisor, Student Council	4
Ross	Instructional Coach, Expressives	3
Ross	Instructional Coach, Grade 1	3
Ross	Instructional Coach, Grade 2	3



Ross	Instructional Coach, Grade 3	3
Ross	Instructional Coach, Grade 4	3
Ross	Instructional Coach, Grade 5	3
Mispillion	Girls on the Run	5
Mispillion	Advisor, Honor Society	4
Mispillion	Advisor, Student Council	4
Mispillion	Instructional Coach, Expressives	3
Mispillion	Instructional Coach, Grade 1	3
Mispillion	Instructional Coach, Grade 2	3
Mispillion	Instructional Coach, Grade 3	3
Mispillion	Instructional Coach, Grade 4	3
Mispillion	Instructional Coach, Grade 5	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Kindergarten	3
Morris	Instructional Coach, Pre-K	3
District	Coordinator, Odyssey of the Mind Elementary	5
District	Coordinator, Odyssey of the Mind Secondary	5
District	Mentor Site Coordinator	5
District	Lead School Nurse	3
District	Lead School Counselor	3

APPROVED: 6/18/18

REVISED: 8/23/10; 10/25/10; 11/22/10; 12/13/10; 8/22/11; 9/24/12; 12/10/12; 6/24/13; 8/18/14;  
9/22/14; 5/16/16

## **PERSONNEL REPORT – *Action Item***

### **RESIGNATION**

REECE, Christine

High School – School Counselor

Effective: August 31, 2018

Years of Service to MSD: 4

GIBBS, Brandon

Morris – P/T Paraprofessional

Effective: June 30, 2018

Years of Service to MSD: 3

MORITZ, Shelbi

Central Academy – ESL Teacher

Effective: June 30, 2018

Years of Service to MSD: 1

MCGINLEY, Michael

High School – Science Teacher

Effective: June 30, 2018

Years of Service to MSD: 2

GERKEN, Kristin

Mispyllion – Elementary Teacher

Effective: June 30, 2018

Years of Service to MSD: 7

### **RECOMMEND FOR EMPLOYMENT – PROFESSIONAL CONTRACT\***

WELDON, Latosha

Morris – Kindergarten Teacher

Effective: August 22, 2018

CHRISTIE, Lauren

Morris - Kindergarten Teacher

Effective: August 22, 2018

BROWNSTEIN, Molly

Banneker – Elementary Teacher

Effective: August 22, 2018

KREMPASKY, Melissa

District – Speech Language Pathologist

Effective: August 22, 2018

SHOCKLEY, Peyton

High School – Math Teacher

Effective: August 22, 2018

DEAN, Colleen  
Morris – School Nurse  
Effective: August 22, 2018

RAINS, Tangela  
Morris – Pre-K Teacher  
Effective: August 22, 2018

RECOMMEND FOR EMPLOYMENT – ADMINISTRATIVE CONTRACT

MESSICK, Jodi  
Morris – Assistant Principal with one-year contract ending June 30, 2019  
Effective: July 1, 2018

BRUNS, Judith  
Central Academy – Assistant Principal with one-year contract ending June 30, 2019  
Effective: July 1, 2018

RECOMMEND FOR EMPLOYMENT

SCARBOROUGH, Kelly  
High School - Secretary  
Effective: June 25, 2018

TRANSFER

MCPIKE, Andrea  
Transfer from Morris Kindergarten Teacher to High School Special Education Teacher  
Effective: August 27, 2018

KENDZIERSKI, Keith  
Transfer from Ross Night Custodian to Morris Night Custodian  
Effective: July 1, 2018

SMITH, Craig  
Transfer from Central Academy Night Custodian to Central Academy Night Lead Custodian  
Effective: July 1, 2018

RECOMMEND FOR EMPLOYMENT – SUMMER SCHOOL

Recommend for employment in summer school, contingent upon funding and enrollment:

Teacher

Strickland, Shaun  
Parsley, Don  
Vezmar, Heather  
Duffy, Tenesha

Paraprofessional

Timm, Christopher  
Duffy, Tyniece

Substitute

Phillips, Kristine

McPike, Andrea  
 Baylis, Bryce  
 O'Bier, Louise

RECOMMEND EMPLOYMENT – 2017-2018 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Advisor, Educators Rising	Chorman, Molly
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RECOMMEND EMPLOYMENT – 2018-2019 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

Banneker	Advisor, Honor Society	French, Nathan/Baylis, Brice
Banneker	Advisor, Student Council	Mauull, Karlin/Sapp, Susan
Banneker	Instructional Coach, Expressives	Branner, Mariana
Banneker	Instructional Coach, Grade 1	Walters, Kristin
Banneker	Instructional Coach, Grade 2	Burtelle, Devon
Banneker	Instructional Coach, Grade 3	Smith, Heather
Banneker	Instructional Coach, Grade 4	French, Nathan
Banneker	Instructional Coach, Grade 5	Mauull, Karlin
Banneker	Girls on the Run	Norman, Jen
Mispillion	Advisor, Honor Society	Warnock, Shannon
Mispillion	Advisor, Student Council	Hickman, Julie
Mispillion	Instructional Coach, Expressives	Luff, Liz
Mispillion	Instructional Coach, Grade 1	Lau, Debbie
Mispillion	Instructional Coach, Grade 2	Zeveney, Toni
Mispillion	Instructional Coach, Grade 3	Nichols, Jen
Mispillion	Instructional Coach, Grade 4	Sharp, Kelly
Mispillion	Instructional Coach, Grade 5	McKee, Deanna
Morris	Instructional Coach, Kindergarten	Allen, Erika
Morris	Instructional Coach, Kindergarten	Layton, Janelle
Morris	Instructional Coach, Kindergarten	Meszaros, Christina
Morris	Instructional Coach, Pre-K	Lukas, Erin
Ross	Advisor, Honor Society	Lingo, Jay
Ross	Advisor, Student Council	Baird, JoAnn
Ross	Instructional Coach, Expressives	Fitzpatrick, Karen
Ross	Instructional Coach, Grade 1	Plummer, Starla
Ross	Instructional Coach, Grade 2	Muir, Kelley
Ross	Instructional Coach, Grade 3	Davis, Sara
Ross	Instructional Coach, Grade 4	Potter, Jodi
Ross	Instructional Coach, Grade 5	Davis, Michele
Central	Volleyball Girls Coach, Head	Howard, Donovan
Central	Field Hockey Coach, Asst.	McKee, Marcy
Central	Soccer Coach, Asst.	Kemmerlin, Prince (21B)
High	Cross Country Coach, Asst.	Skinner, Lance (21B)
High	Soccer Coach, Asst.	Evans, Ed
High	Volleyball, Girls Coach, Head	Motter, Heather
High	Volleyball, Girls Coach, Asst.	Rieley, Lauren
High	Basketball, Boys Coach, Head	Shorts, Lamarr
High	Advisor, Business Professional of America	Parker, Rose
High	Advisor, Dist. Educ. Clubs of America	Emory, Judy
High	Advisor, FFA	Rill, Aaron/Walton, Caitlin/ Stahl, Christopher
High	Advisor, Honor Society	Delaney, Amy
High	Advisor, Junior Class/Prom	Kimmel, Dawn (21B)
High	Advisor, Senior Class	Lynch, Kate
High	Advisor, Sophomore Class	Harrington, Tina (21B)
High	Advisor, Technology Student Association (TSA)	Streck, Michael
High	Advisor, Varsity Club	Freketic, James
High	Asst. Band Director	Thompson, Jeff
High	Band Director	Smith, Christine
High	Instructional Coach, Business/CTE	Parker, Rose
High	Instructional Coach, English	Buford, Seth

High	Instructional Coach, Foreign Language	Morgan, Cameron
High	Instructional Coach, Math	Nauman, Maire
High	Instructional Coach, Physical & Drivers Ed	Frampton, Amanda
High	Instructional Coach, Social Studies	Evans, Veronica
High	Instructional Coach, Technology Ed./Ag/CTE	Stahl, Christopher
High	Instructional Coach, Visual & Performing Arts	Smith, Christine
High	Advisor, Student Government Association (SGA)	Lynch, Kate
High	Coordinator, Band Front (Color Guard)	Gott, Angela
High	Theatrical Choreography	Gott, Angela
High	Theatrical Drama/Musical Director	Meiklejohn, Carissa
High	Theatrical Pit Conductor	Smith, Christine
High	Theatrical Producer, Fall & Spring	Snyder, Erica
High	Theatrical Stage/Set	Evans, Ed
High	Advisor, Health Occupations Student Association (HOSA)	McMillan, Leslie
High	Advisor, Educators Rising	Molly Chorman

\*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

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

Morris ☐

Banneker ☐

Central Academy ☐

High School ☐

Misphillion ☒

Ross ☐

In-State ☐

Out-of-State ☐

Overnight ☐

<b>DATE(S) OF TRIP:</b> # of School Days missed: 0	<b>TRIP DESTINATION:</b> Atlanta, Georgia	<b>TEACHER(S):</b> Vicki Campbell
<b>NUMBER OF STUDENTS:</b> 1	<b>CONTENT AREA/COURSE:</b> FUTP60 program (Leadership & Health)	<b>GRADE(S):</b> 5th
1. Instructional Unit Title: Fuel Up To Play 60 Ambassador Summit  2. Dates of Instructional Unit: From: 07/16/18 To: 07/19/18  3. Will technology be used in preparation for this trip? (Check One) <input checked="" type="checkbox"/> Internet    Virtual Tour    Research    Video    Software    Other (specify)  4. Relationship of trip to instructional objective(s) (purpose of trip):  The purpose of the trip is to build leadership skills particularly in establishing, maintaining and promoting a healthy lifestyle. Enhancing the Fuel Up To Play 60 program within the school and community is also a focus of the Fuel Up To Play 60 Ambassador Summit.		<b>Field Trip Cost</b>  Transportation: 0  Meals: 0  Other expenses (explain): 0  Funding Used: 0  Individual student expense: 0   <div style="text-align: right;">Total Cost </div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Southside Medical Center 1046 Ridge Ave SW Atlanta, GA 30315 404-688-1350  <b>Nurse Initials:</b> SS		
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:		
<b>PRINCIPAL'S SIGNATURE:</b> <b>DIRECTOR'S SIGNATURE:</b> <b>SUPT'S SIGNATURE:</b> <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small>		
12/19/16		



# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

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

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

<b>DATE(S) OF TRIP:</b> 7/16/18 - 7/19/18 <b># of School Days missed:</b> 0	<b>TRIP DESTINATION:</b> Atlanta Georgia	<b>TEACHER(S):</b> Michele Davis
<b>NUMBER OF STUDENTS:</b> 1	<b>CONTENT AREAS:</b> Leadership/Health - FUTP60	<b>GRADE(S):</b> 5th
1. Instructional Unit Title: <b>Fuel Up to Play 60 Ambassador Summit</b>  2. Dates of Instructional Unit: From:                      To: <b>Ongoing</b>  3. Will technology be used in preparation for this trip? (Check One) <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px;">Internet</div> Virtual Tour    Research    Video    Software    Other (specify)  4. Relationship of trip to instructional objective(s) (purpose of the trip):  <p>The purpose of the trip is to build leadership skills particularly in establishing, maintaining and promoting a healthy lifestyle. Enhancing the Fuel Up to Play 60 program within the school, district and community is also a focus of the Fuel Up to Play 60 Ambassador Summit.</p>		<u>Field Trip Cost</u>  Transportation:                      0  Meals:                                      0  Other expenses (explain): <div style="text-align: center; margin: 10px 0;">0</div> Funding Used:                      0  Individual student expense:                      0  <div style="text-align: right;">Total Cost</div>
<b>Closest Medical Facility (with address &amp; phone #):</b> Southside Medical Center 1046 Ridge Ave. SW Atlanta, GA 30315 404 688-1350  <b>Nurse Initials:</b> <u>Jan</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).  Comments: The expense is covered by the Dairy Council in conjunction with the Fuel Up to Play 60 program. They pay all expenses for one student ambassador and one chaperone per school.		
<div style="display: flex; justify-content: space-between;"> <div> <b>PRINCIPAL'S SIGNATURE:</b> <u>Cynthia M. Keizer</u>  <small>For all Out-of-State or overnight field trips, except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.</small> </div> <div> <b>DIRECTOR'S SIGNATURE:</b> <u>[Signature]</u> </div> <div> <b>SUPT'S SIGNATURE:</b> <u>[Signature]</u> </div> </div>		
12/19/16		