

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963

Phone: (302) 422-1600

**AGENDA FOR MONDAY, JANUARY 22, 2018 AT 6:30 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

_____ Mr. Emory

_____ Mr. Evans

_____ Ms. Kirby

_____ Mrs. Purcell

_____ Mr. Schelhouse

_____ Mrs. Wiley

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 December 18, 2017 **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

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
- C. Buccaneer Logo (Attachment 2)

12. Personnel – Dr. Jason Peel

- A. Personnel Action Item (Attachment 3)
- B. First Read of Board Policy 4101A Title IX Rights and Responsibilities (Attachment 4)

13. Instruction and Student Programs

- A. **Director of Student Learning – Dr. Bridget Amory**
 - 1. 21st Century Grant Proposal
 - 2. Board Policy 6303 Diploma Requirements Action Item (Attachment 5)
 - 3. Request Field Trip Approvals Action Item (Attachment 6)
 - 4. First Read of 2018-2019 Calendar Draft (Attachment 7)
- B. **Supervisor of Technology – Mr. Scott Whaley**
 - 1. Server/Storage Refresh Action Item (Attachment 8)
 - 2. E-Rate Updates
- C. **Director of Student Services – Ms. Laura Manges**
 - 1. First Read of New Board Policy 4101B Section 504 Student and Parents Rights (Attachment 9)

14. Business – Mrs. Sara Croce

- A. Revenue and Expenditure Report as of December 31, 2017 Action Item (Attachment 10)
- B. Financial Position Report Action Item (Attachment 11)
- C. Fiscal year 2016 School District Expenditures Inspection Report
- D. Final FY 2018 Budget Action Item (Attachment 12)
- E. Operations Purchasing Thresholds Action Item

15. Administrative Services

- A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
 - 1. Building Automation Action Item (Attachment 13)

16. Adjournment

MILFORD SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – DECEMBER 18, 2017
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members Present

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

Admin. Present

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

Public

G. Mason
C. Mason
K. Stahl
S. Whaley
J. Simpson
R. Winkleblech
V. Catania
M. Catania
A. Gaglione
M. Gaglione
S. Gaglione
E. Rust

The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:03 PM on Monday evening, December 18, 2017 in the Milford Central Academy Cafeteria.

ROLL CALL – Mr. Emory and Ms. Kirby were absent.

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 6:04 PM. **Motion carried unanimously.**

MOTION MADE BY MRS. PURCELL/SECONDED BY MR. EVANS to adjourn Executive Session at 7:02 PM. **Motion carried unanimously.**

INTRODUCTION OF VISITORS

PLEDGE OF ALLEGIANCE

Mrs. Wiley expressed get-well wishes to Ms. Kirby from the Board.

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. SCHELHOUSE to approve the minutes of the November 20, 2017 Regular Board Meeting. **Motion carried unanimously.**

CHANGES AND ADDITIONS TO THE AGENDA

Presentation of award to MHS at the beginning of the Recognition and Accomplishments.

RECOGNITION AND ACCOMPLISHMENTS

Louis Brian Piccolo Award

Mr. and Mrs. Vince Catania presented a \$1,000 check to Shane Gaglione, who was the recipient of the Brian Piccolo Award for the Milford High School Athletic Department.

Delta Kappa Gamma Society International Society

Congratulations to Ms. Rebecca Pepper, MCA teacher, for being selected to the Delta Kappa Gamma Society International Society.

Marking Period 1 Honor Roll

Congratulations to all the students making honor roll for the first marking period! The names are attached to the minutes.

Fire Prevention Winners

The following Ross Elementary students won Fire Prevention Awards through Carlisle Fire Hall: Lucy Chorman (4th), Lilyana Cote (3rd), Sigrid Evers (5th), Carly Favoroso (5th), Paige Giuttari (4th), Jackson Gooden (4th), Logan Huey (4th), Thomas Rodriguez (2nd), and Cheng Zhang (3rd). Lilyana Cote, Paige Giuttari and Carly Favoroso were chosen as one of the top three winners for the Kent County Fire Prevention Poster or Essay Contest for their grade level.

MHS Honor Society Inductees

Milford High School inducted 32 new members to the MHS Honor Society: Julia Adams, Keegan Andersen, Laura Becton, Sage Culver, Ryan Frost, Jessica Gabriel-Perez, Jonathan Gaglione, Bryce Greenly, Brock Hilligoss, Taylor Hogan, Bridget Hufnagel, Hailey Judson, Amber Landon, Ethan Lang, Christopher Lankford, Harley Lardner, Ryan Mackesey, Trevor Mitchell, Cole Neibert, Morgan Petty, Samuel Rauch, Brianna Reynolds, Jayla Russell, Brian Saxon, Cassandra Schreiber, Cindy Sebastian-Sandoval, Grace Sekscinski, Luke Shields, Daniel Shockley, Benjamin Sobota, Emily Sylvester and Taylor Wessel.

Choral Breakfast

Milford High School Chorus and Central Academy Chorus performed at the 18th Annual Choral Breakfast.

MCA Bible Club and Gospel Choir Thanksgiving

Thank you to all the students and staff for their participation in the Thanksgiving Dinner. The students serving and/or performing were: Aaliyah Tilghman, Janiyah Dukes, Karma Smith, Aniya Hinmon, Jamiah Dukes, Enyja McGlotten, Tawanda Hickman, Kaitlyn Sivals, Regina Gomez, Edwine Mondelus, Fenessa Jean, Sabta Mele, Shachou Pierre, Jasmine Neal, Casandra Debrosse, Mitchelcie Legros, Tyquan Daniel, Inai Sterile, Hunter Williamson, Rikiya Dukes, Laneja Robinson, Laniya Robertson, Ariana Hinmon, Kashimer Wise, Yairely Pinto, Saraiah Ayres, Richelle Corvil, Olivia Benton, Mariah Clark, Vincent Jenkins, Payton McKellop, Dakota McKellop, Landon McKellop and Addisyn McKellop.

Dr. Dickerson recognized Dr. Nancy Carnevale for earning her Doctorate degree. The Art Department and MHS Band had an auditorium full for their presentation at the Night of the Arts. The showing and performance were phenomenal! Pastor Andy Stevens, Dr. Bridget Amory and volunteers were recognized for filling Empty Stockings for MSD students in the elementary schools.

Thank you to Marvin and Tina Hill of Hill's Bus Service, for providing a bus to transport the stockings.

SUPERINTENDENT REPORTS

Morris Early Childhood Center

Mrs. Hallman, Principal, reported Morris students held a family movie night that was enjoyed by all attending. Their holiday luncheons were a big success with many families joining their children for lunch. The MHS Jazz Band will be performing at Morris and the students are very excited for Santa's Workshop on Thursday, December 21.

Benjamin Banneker Elementary

Ms. Alfaro, Assistant Principal, was excited to note the Rotary Club donated dictionaries to all their 3rd grade students. Banneker earned \$500 from the Exxon Grant. The Honor Society enjoyed working at the Food Bank. A Holiday Shop will be open on December 19 and 20 for students to purchase items and the MHS Jazz Band will be performing on Thursday for the students.

Lulu M. Ross Elementary

Mrs. McKenzie, Principal, informed everyone that for the month of December 88.7 The Bridge radio station did an on air fundraiser to earn money to purchase meals for families in need. Four Ross families received complete meal tickets from Chick-Fil-A from this fundraiser. M&T Bank will present a \$500 donation to Ross Elementary on Thursday, December 21, 2017. Ross Elementary received 26 stockings from the Empty Stocking organization for their students. The Ross Elementary Honor Society were bell ringers for the Salvation Army on a very cold day! Dictionaries were presented to 125 3rd grade students from the Rotary Club. The Delaware Veterans Home sent a thank you to the school for all their cards for Veterans Day. Special Olympic Basketball participants included 49 Ross students. Ross is very proud of all the students participating in this event.

Mispillion Elementary

Mrs. Wallace, Principal, stated the Spelling Bee winners were Austin Webb (5th) and Maureen O'Neill (4th). Thank you to the Empty Stocking program for providing 60 stockings to Mispillion students. The Rotary Club presented dictionaries to all the 3rd grade students. Students will be participating in an Ugly Sweater Day on Thursday, December 21. The PTP organization put up a Giving Tree and decorated it with hats and gloves for needy students. A Holiday Shop will be open for students to purchase gifts for themselves or family members. Third and fourth grade students are learning nutritional values from the DSU SNAP-Ed Program, a Cooperative Extension Nutrition Program.

Central Academy

Dr. Carnevale was pleased to announce Ryan McNulty was selected as the VFW Social Studies Citizenship Teacher of the Year! She reminded everyone the Chorus Concert is Tuesday, December 19 at 6:30 pm and the Band Concert is Wednesday, December 20 at 6:00 pm in the High School Auditorium. The Blanket Brigade will be visiting the nursing homes to deliver handmade blankets. Students will be listening to the Milford Community Band on Wednesday during lunch. Central Academy will be hosting the Math League in January.

Milford High School

Mr. Snyder, Principal, introduced Jonah Simpson as the Student Representative for the Board. He also announced that the Night of the Arts was a huge success! Mrs. Reece and Mr. Snyder will be meeting with the students of the junior class to discuss plans for their future. MHS received \$500 from the Exxon Grant for graphing calculators. Students are preparing for Santa's Workshop.

Shane Gaglione signed with Chatham University for lacrosse and Melina Hudson signed with University of Pittsburg for music during a recent Student Signing Day.

Athletics

Congratulations to the football team for making it to the state championship! MHS was well represented by our band, cheerleaders and football team.

Sincere apologies to Kaylee Groce for her name not being included in the fall academic all-conference list.

All-State Fall 2017 recipients: **Football** – Jordan Waters, 3rd Team Defensive End; Ritchy Corvil, 2nd Team Offensive Guard; David Bowman, 1st Team Running Back, 1st Team Defensive Back and Defensive Player of the Year. **Field Hockey** – Darby Brennan, 1st Team. **Soccer** – Jaxson Turner, 3rd Team and Khi Hovington, 2nd Team.

Milford Invitational

The top finishers were: Robbie Rosser – 120 lb., 1st place; Jacob Crenshaw – 132 lb. 2nd place; Oscar Rosario – 145 lb., 2nd place and Anthony Diaz – 285 lb., 1st place. Robbie Rosser finished 8th at the Beast of the East wrestling tournament at the University of Delaware.

Mr. Winkleblech expressed thanks to Ross, Banneker and Mispillion for the use of their facilities.

Upcoming Events

Dr. Dickerson noted the upcoming events for the rest of December and January.

Request to move January 16, 2018 Board Meeting to January 22, 2018

MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MR. EVANS to move the January 16, 2018 Board Meeting to January 22, 2018. **Motion passed unanimously.**

Buccaneer Logo

This discussion was tabled until the January meeting.

PERSONNEL

Personnel Reports

ADMINISTRATOR CONTRACTS

Recommend renewal of administrator contracts beginning July 1, 2018.

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

ZOBEL, Angela

Morris – Special Education/Autism Teacher

Effective: December 18, 2017 and ending June 30, 2018

BEKKA, Megan
High School – English Teacher
Effective: January 1, 2018 and ending June 30, 2018

RETIREMENT

CARNEVALE, Nancy
Central Academy – Principal
Effective: June 30, 2018
Years of Service to MSD: 16

REID, Emanuel
District – Child Nutrition Custodian
Effective: June 30, 2018
Years of Service to MSD: 24

RECOMMEND FOR EMPLOYMENT*

TIMMONS, Chelsea
Morris – Part-Time Paraprofessional (27.5 hrs.)
Effective: January 2, 2018

LANDEAN, Karen
Central Academy – Part-Time Paraprofessional (27.5 hrs.)
Effective: December 11, 2017

LEAVE OF ABSENCE

GIBBS, Brandon
Morris – Part-Time Paraprofessional (27.5 hrs.)
Effective: January 2, 2018 and ending May 7, 2018

RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES*

High	Basketball Volunteer	Masten, Arthur (21B)
High	Wrestling, Volunteer	Ruiz, Phil (21B)
High	Wrestling, Volunteer	Hall, Atticus (21B)
High	Baseball, Volunteer	Kimmel, Daniel (21B)

*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. DENNEHY/SECONDED BY MRS. PURCELL that the Board approve the Personnel Report as written.

Roll Call Vote:	Mrs. Dennehy – yes	Mrs. Purcell – yes
	Mr. Emory - absent	Mr. Schelhouse – yes
	Mr. Evans – abstain	Mrs. Wiley – yes
	Ms. Kirby – absent	

Motion passed: 4 yes, 1 abstain, 2 absent

INSTRUCTION AND STUDENT PROGRAMS

Director of Student Learning

Request approval for Field Trip

MOTION MADE BY MRS. DENNEHY/SECONDED BY MR. EVANS to approve the Field Trip to Perdue Stadium for Ross Elementary 5th grade students. **Motion passed unanimously.**

Board Policy 6303 Diploma Requirements – First Read

Dr. Amory discussed the changes to Board Policy 6303 Diploma Requirements.

Director of Student Services

Disproportionality Findings

Ms. Manges reported an in-district review of student records and policies and practices regarding eligibility and classification of students with disabilities was conducted and no compliance issues were identified.

Parent Clinics

ABC Consultants are providing a parent-training series to assist with a range of challenges faced in the homes of students with special needs.

BUSINESS

MOTION MADE BY MR. SCHELHOUSE/SECONDED BY MRS. DENNEHY to approve the Revenue and Expenditure Reports as of November 30, 2017. **Motion carried unanimously.**

Fiscal Year 2016 School District Expenditures Inspection Report

Tabled until the January meeting.

Discussion on Final FY 2018 Budget Preparation

A first read will be done at the January meeting.

ADMINISTRATIVE SERVICES

BUILDING, GROUNDS, OPERATIONS

Building Automation

Dr. Stevenson has reached out to three companies on state contract for pricing. All the buildings will be included within the pricing.

ADJOURNMENT



MOTION MADE BY MRS. DENNEHY/SECONDED BY MRS. PURCELL that the Regular Meeting of the Milford Board of Education held on Monday, December 18, 2017 adjourn at 8:05PM. **Motion carried unanimously.**

Mispillion Elementary named 2017 Recognition School




Thank you to Alpha Kappa Alpha Sorority, Inc. Epsilon Iota Omega Chapter



 **Alpha Kappa Alpha Sorority, Inc.®** 
Epsilon Iota Omega Chapter
Serving Delaware's Kent & Sussex Counties
Pretty Girls Packing with Purpose
Stuff the Bus Event!





Martin Luther King Jr. Day of Service
When: January 15, 2018
Time: 10am to 12pm
Where: Milford Shopping Plaza
Donations Needed: New Coats, Hats, Scarves and Gloves
And
Also collecting donations of
Backpacks, School Supplies &
Non Perishable Food Items.
Every donation qualifies you for entry into a raffle for a brand new flat screen television!
There will be face painting, music and food!
This event is open to public.
All donated items will go to those in need in Kent & Sussex Counties!



MILFORD SCHOOL DISTRICT
School Logo Policy 1014

The official Milford School District logo may appear on all Web pages, publications, presentations, clothing, and other material viewed by external audiences. The schools' logo is intended to be a representation of school spirit. It may not be altered in any way. The Buccaneer logo should not be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the Milford School District's anti-discrimination policy.

General Rules

- Do not alter the logo in any way, other than proportional enlargement or reduction.
- Do not add elements to the logo. This includes but is not restricted to surrounded boxes, shadows, outlines or embellishments.



Adopted: 11/24/14

Milford

SCHOOL DISTRICT

HOME *of the* BUCCANEERS

ADMINISTRATION

Kevin A. Dickerson, Ed.D.
Superintendent

Bridget R. Amory, Ed.D.
Director of Student Learning

Sara E. Croce, MBA
Chief Financial Officer

Laura L. Manges, M.Ed.
Director of Student Services

J. Jason Peel, Ed.D.
Director of Human Resources
and School Climate

Glen E. Stevenson, Ed.D.
Supervisor of Buildings/Grounds

BOARD OF EDUCATION

Rebecca L. Wiley
President

K. Yvette Dennehy
Vice President

Hunter J. Emory

Ronald T. Evans

Sharon A. Kirby

Judith C. Purcell

Marvin P. Schelhouse

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906 Lakeview Avenue
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(302) 422-1600

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www.milfordschooldistrict.org



PERSONNEL REPORT – Action Item

RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT*

JEFFERSON, Nicholas

High School – Science Teacher

Effective: January 23, 2018 and ending June 30, 2018

RESIGNATION

BREWER, Ronald

Banneker – P/T Paraprofessional (27.5 hrs.)

Effective: January 28, 2018

Years of Service to MSD: 3 mos.

BROWN, Carole

Banneker – Child Nutrition General Worker

Effective: January 19, 2018

Years of Service to MSD: 5

TRIPP, Shawniece

High School – Child Nutrition General Worker

Effective: December 21, 2017

Years of Service to MSD: 1 mo.

RETIREMENT

SOUCEK, Sandra

Banneker – Grade 2 Teacher

Effective: June 30, 2018

Years of Service to MSD: 25

STUBBOLO, Garth

High School – Science Teacher

Effective: January 19, 2018

Years of Service to MSD: 1

TRANSFER

RIDDICK, Sherry

Transfer from Mispillion Child Nutrition (3 hrs.) to Banneker Child Nutrition (3 hrs.)

Effective: February 5, 2018

RECOMMEND FOR EMPLOYMENT*

O'HEA, Rebecca

District – School Psychologist Intern

Effective: 2018-2019 School Year

FMLA

Board Only

RESCIND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES

High Track Coach, Head

Helmick, Patrick (21B)

RECOMMEND EMPLOYMENT – LIMITED CONTRACTS FOR PERSONAL SERVICES*

Central	Softball Coach, Asst.	McKee, Jerry (21B)
Central	Baseball Coach, Asst.	Rodgers, John

*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.

**TITLE IX RIGHTS AND RESPONSIBILITIES
AND SECTION 504 GRIEVANCE PROCEDURE
AND GRIEVANCE FORM**

~~The procedure below can be used by any school within the Milford School District for the processing of both student and employee complaints of discrimination on the basis of sex or handicap. This procedure provides for the processing of a grievance at three levels of progressive decision making. At Level I, a grievance is heard by an authority at the level most immediate to many grievance occurrences. Level II decision making is at the central administrative level of the agency of institution. Level III is with the Superintendent of the Milford School District and Level IV calls for final grievance resolution by the governing body of the agency/institution, such as the Board of Education.~~

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public schools, like Milford School District, that receive any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Milford has a responsibility to respond promptly and effectively. If Milford knows or reasonably should know about sex discrimination, sexual harassment or sexual violence that creates a hostile environment, Milford will take immediate action to eliminate the sex discrimination, sexual harassment or sexual violence, prevent its recurrence, and address its effects.

Even the complainant does not want to file a complaint or does not request that Milford take any action, if Milford knows or reasonably should know about possible sex discrimination, sexual harassment or sexual violence, it will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve Milford of its duty under Title IX to resolve complaints promptly and equitably.

Milford does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities.

Inquiries concerning potential discrimination on the basis of sex can be directed to the District's Title IX coordinator or to the Office of Civil Rights.

The District's Title IX coordinator is:
Director of Human Resources
Milford School District
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

The Office of Civil Rights is located:

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

The Title IX coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Milford School District strives to provide an environment free from sex discrimination. The District encourages students, parents and staff to identify barriers to a discrimination-free 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 sex by students, employees or third parties. All grievances will be received and investigated in a fair and expeditious manner.

Violation of the prohibition against sex discrimination will result in formal action taken by Milford.

Steps to Resolution

Step 1: The best solutions to parent/student 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. Mediation is also encouraged, though not required.

Step 2: If the issue is not resolved at the school level, a formal written grievance form filed by the complainant or respondent shall be submitted to the District Title IX Coordinator (Director of Human Resources), within 10 business days of the alleged 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 investigate the circumstances of the concern, hear evidence and statements from witnesses, and then transmit a report of his or her findings of fact and conclusions within 30 business days using a preponderance of the evidence standard. The complaint should be sent to:

Milford School District
Attention: Director of Human Resources
Milford School District
906 Lakeview Avenue
Milford, DE 19963
302-422-1600

The letter should contain:

- the complainant's name, date of birth, address and the relevant school or building;
- your name, address and phone number;
- your relationship to the complainant (parent, guardian, etc. if applicable);
- 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; and
- your signature.

Similar relevant information shall be provided by the accused if the accused is the one making the request.

Step 3: The complainant or respondent may appeal the decision of the District Title IX Coordinator to the Superintendent (or designee) within 10 days of receiving the Title IX 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. Milford must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to a student victim.

Step 4: The complainant or respondent may appeal the decision of the Superintendent to the President of the Board of Education within 10 days of receiving the Superintendent's (or designee) decision. The complainant or respondent may request a meeting with the Board of Education. The Board of Education has the option of meeting with the complainant or respondent to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The complainant or respondent 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.

Any party aggrieved shall have the right to file a formal complaint after the Board of Education's 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>

**PROCEDURE FOR TITLE IX
OF THE EDUCATION AMENDMENTS OF 1972
AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

I. Filing of Grievances

- A. Eligibility for Filing: Any student or employee, or any individual or group acting on behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee, or any individual or group acting in behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.

Title IX Coordinator	504 Coordinator
Dr. Sylvia Henderson	Mrs. Laura Manges
906 Lakeview Avenue	906 Lakeview Avenue
Milford, DE 19963	Milford, DE 19963
(302) 422-1639	(302) 422-1600

- B. Level I: Prior to the submission of a written grievance at the Director's level, the grievant(s) may request an informal meeting with the parties and the building administrator with the purpose of resolving the matter promptly and informally. If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance, on a Compliance Violation Form, with the Title IX and/or Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and/or 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and/or 504 Coordinator shall investigate the complaint and attempt to solve it.
- C. Level 2: If the complainant is not satisfied with the disposition of his/her grievance at Level 1, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Title IX and/or 504 Coordinator within five (5) days. The Coordinator shall represent the administration at Level 2 of the grievance procedure. Within five (5) days after receipt of the written appeal for a hearing by the Coordinator, the Coordinator shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Coordinator. The Coordinator shall within five (5) days of the hearing render the decision and the reasons therefore in writing to the complainant.
- D. Level 3: If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days

~~_____ after receiving the written appeal.~~

- E. ~~_____ Level 4: If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action. The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for _____ mediation or rectification of rights grievances, or to seek private counsel for complaints _____ alleging discrimination.~~

Grievance Form

~~A grievance form (see next page) shall be prepared by the grievant and the Title IX or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX and/or 504 Coordinator, upon request. The grievant shall have the right to request assistance from the Title IX or Section 504 coordinator or any other individual, group, or organization to assist in the preparation of the form or in the filing of the grievance.~~

~~_____~~

~~ADOPTED: 9/27/10~~

~~REVISED: 11/28/11~~

~~(Milford School District)~~
Title IX and Section 504 Grievance Form

Today's Date _____

Complainant's Name(s) _____
_____ Last Name _____ First Name _____ Initial _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Circle One: _____ Student _____ Employee _____ Parent in behalf of student _____ Other in behalf
_____ student/employee

Circle One: _____ Title IX grievance _____ Section 504 grievance

~~Specifics of Complaint (describe below, including any dates of alleged discrimination). Attach an extra page if necessary.~~

~~If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. Attach an extra page if necessary.~~

Signature of Complainant

Name of Grievant _____

Name of Title IX/Section 504 Coordinator _____

~~This section is for the use by the Title IX or Section 504 coordinator. Check below the course of action to be taken prior to submitting a copy of the grievance form and a copy of this form to be the identified respondent or to the respective hearing officer.~~

() Level I: Date Submitted _____

Principal hearing grievance

Due Date for response from person named above

() Level II: Date Submitted _____ Due Date of Hearing _____

Name of Title IX and/or 504 Coordinator _____ Position Title _____

Date of Hearing and Due Date for response from person(s) named above

() Level III: Date Submitted _____ Due Date for Hearing _____

Superintendent _____ Position Title _____

Date of Hearing and Due Date for response from person(s) named above

() Level IV: Date Submitted _____ Due Date for Hearing _____

Board Member(s) _____

Date of Hearing and Due Date for response from person(s) named above

~~This section is for use by the Principal or hearing officer(s). Prior to returning this form to the Title IX or Section 504 coordinator, circle your decision regarding the grievance: **denied** or **granted**~~

~~If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant: **agree** or **disagree**~~

Signature of Principal

Date

DIPLOMA REQUIREMENTS

Graduates are required to have:

1. Minimum graduation credit requirements for all students – 25 credits
2. English - 4 credits of required courses
3. Social Studies – 3 or 4 credits of required courses (students may choose as a 4th credit instead of a science 4th credit)
4. Mathematics – 4 credits of required courses. One of four credits must be in the twelfth grade (12th grade). At a minimum, all students must pass an Algebra II or integrated math III as one of their math credits.
5. Science – 3 or 4 credits of required courses 3 credits including Integrated Science 9, (Physical Science) Biology, and a science elective (students may choose as a 4th credit instead of a social studies 4th credit)
6. Physical Education - 1 credit of required courses
7. Health Education - 1/2 credit of required courses
8. World Language – 2 credits
9. Career Pathway - 3 credits
10. Electives - 3.5 credits

Computer Literacy Skills (Central Academy Only)

All 8th grade students must complete the computer literacy skills course.

Minimum Enrollment

Students must attend high school, grades 9-12, at least four years.

A student who transfers must be enrolled his/her entire last semester and earn his/her last 4 credits at Milford High School to be eligible for a high school diploma or certificate of performance in May of the transfer year. Any exceptions must be approved by the Milford School Board.

Students are required to select a Career Pathway by the end of their freshman year. ~~If a student selects a state Career Technical Education program of study, the Agri-science, Business, Health Sciences or Technology pathway is selected, a minimum of 3 credits of pathway~~ courses are required to be taken in sequence.

Course / Schedule changes: Students are required to take a challenging academic load for four years. Consequently, schedule changes may only be requested for academic and career choice reasons. In addition, students may not request a schedule or course change for personal reasons such as to be with friends.

Senior Options: Seniors may be released for senior options, provided they have:

- a minimum of 4 classes (2 per semester),
- completed at least 20 credits by the end of their junior year,
- prior administrative approval.

Senior options may include completing college courses, employment, and volunteer work. Students must submit the approved written application for a Senior Option by the deadline established by the school administration.

Transfer Students:

Students transferring to Milford High School from out of state or a private school, before the second semester of their junior year are required to choose a career pathway and complete a strand (an approved three-course sequence). If a student enters Milford High School from another Delaware High School and already has approved Delaware career and technical education courses on his/her transcript, those courses will count toward completion of a pathway. Students transferring to Milford High School during the second semester of their junior year are required to choose a career pathway and complete at least two of three courses in a pathway. Students transferring to Milford High School after the first quarter of their senior year are required to choose a career pathway and complete at least one course in a pathway.

A listing and requirements of Career Pathways and the Advanced Honors /AP program are on the following two pages.

ADOPTED: 4/26/76; 2/21/77; 12/12/77; 4/16/79; 5/21/79; 8/18/80; 5/17/82; 6/21/82; 2/21/83; 2/20/84;
10/15/84; 7/21/86; 5/18/87; 7/11/88; 6/26/89; 2/26/96; 3/18/97; 6/24/97; 1/26/98; 11/23/98;
8/23/99; 4/17/00; 11/27/00; 11/26/01; 8/25/03; 11/24/03; 9/27/04; 12/13/04; 3/27/06; 12/18/06;
10/15/07; 12/17/07; 9/28/09; 4/26/10; 2/27/12; 1/28/13; 5/20/13; 3/24/14; 3/21/16; **1/17/16**

Career pathways listed below will remain in effect for graduating seniors through school year 2018.

College of Humanities	College of Business	S.T.E.M. College
Performing Arts (3 credits)	Accounting (3 credits)	Environmental Science (3 credits)
2 Semesters Of Music Ensemble; includes Band Front & Dance Team Music Literacy I Music Literacy II or Music Theory	Business, Finance, Marketing Core Accounting II Accounting III	Environmental Science I Environmental Science II Environmental Science III
Visual Arts (3 credits)	Administrative Services (3 credits)	Horticulture/Greenhouse Management (3 credits)
Introduction to Visual Arts <i>Plus any two of the following:</i> Drawing & Painting Advanced Drawing & Painting Ceramics & Sculpture Advanced Ceramics & Sculpture	Business, Finance, Marketing Core Administrative Services II Administrative Services III	Plants/Horticulture Mgt. I Horticulture/Greenhouse Mgt. II Horticulture/Greenhouse Mgt. III
Journalism (3 credits)	Marketing Management (3 credits)	Animal Science (3 credits)
Journalism I (0.5cr) Journalism II (0.5cr) Comm Tech I Comm Tech II	Business, Finance, Marketing Core Marketing Management II Marketing Management III	Animal Science I Animal Science II Animal Science III
Theater Management (3 credits)	Jobs for Delaware Graduates (4 credits)	Structural Systems (3 credits)
Drama (0.5cr) Advanced Drama (0.5cr) Business, Finance, Marketing Core <i>Plus one of the following:</i> Accounting II Marketing II Administrative Services II	JDG 9 JDG 10* JDG 11* JDG 12 <i>* Optional CTE Elective can replace one of these credits</i>	Structures I Structures II Structures III
Music Management (4 credits)	S.T.E.M. College	Mechanical and Power Systems (3 credits)
Music Literacy I Music Literacy II or Music Theory Business, Finance, Marketing Core Accounting II or Marketing II	Computer Science (3 credits) <i>Exploring Computer Science (ECS) AP Computer Science Principles (CSP) AP Computer Science A (CSA)</i>	Mechanical and Power Systems I Mechanical and Power Systems II Mechanical and Power Systems III
Art Management (4 credits)	Allied Health (3 credits) <i>Fundamentals of Health Sciences Essentials of Health Careers Human Structure and Function</i>	Food Science Technology (3 credits)
Introduction to Visual Art Drawing & Painting or Ceramics & Sculptures Business, Finance, Marketing Core Accounting II or Marketing II		Food Science I Food Science II Food Science III
World Language (3 credits)		Communication Technology (3 credits)
Spanish III Spanish IV Spanish V (AP)		Communication Technology I Communication Technology II Communication Technology III
Arts and Sciences (20 Credits)		Pre-Engineering (3-5 credits)
4 Science Courses 4 Social Studies Courses 4 World Language Courses 4 English Courses 4 Math Courses		Physics* Chemistry* Calculus* Ag Mechanics I & II or Ag Structures I & II <i>* Two of these may also satisfy science graduation requirement</i>
		Integrated Math & Science (3 credits) <i>Choose three of the below in addition to the core graduation requirements:</i> Calculus or AP Calculus Statistics or AP Statistics or MAT 153 Marine Biology Physics Environmental Science I Anatomy Chemistry or AP Chemistry

Career pathways listed below will begin during the 2017-18 school year and are available for graduating seniors 2019 and beyond.

SCHOOLS AND MAJORS



School of Agriscience

Animal Science

Animal Science I
Animal Science II
Animal Science III

Greenhouse & Horticulture Science

Greenhouse & Horticulture Science I
Greenhouse & Horticulture Science II
Greenhouse & Horticulture Science III

Food Science

Food Science I
Food Science II
Food Science III

Structure & Systems Technology

Structure & Systems Technology I
Structure & Systems Technology II
Structure & Systems Technology III



School of Business & Finance

Academy of Finance

Fundamentals of Finance
Principals of Accounting
Financial Services

Marketing

Business, Finance, Marketing
Marketing II
Marketing III

Business Management

Business, Finance, Marketing
Business Management II
Business Management III



School of Education & Career Studies

College Scholars

A combination of three AP or Dual Enrollment courses above the requirements for graduation.

K-12 Teacher Academy

Human Growth and Development
Teaching as a Profession
Foundations of Curriculum and Instruction

Jobs for Delaware Graduates

JDG 9
JDG 10
JDG 11
JDG 12

School of Health Sciences



Allied Health

Fundamentals of Health Science
Essentials of Health Careers
Human Structure and Function

Sports & Health Sciences

A combination of three of the following courses:

Fundamentals of Health Science
Essentials of Health Careers
Advanced PE
Strength Training
Anatomy & Physiology

School of Modern Studies



Humanities

A combination of three English or Social Studies courses above the requirements for graduation.

Spanish

Spanish III
Spanish IV
AP Spanish

School of Art & Design



Digital Design Technology

Communication Technology I
Communication Technology II
Communication Technology III

Performing Arts

A combination of three performing arts courses including band, choir, drama.

Visual Arts

A combination of three visual arts courses including art, digital design technology, and yearbook.

School of Science, Technology, Engineering, & Math



Computer Science

Exploring Computer Science
AP Principles of Computer Science
AP Computer Science

Energy Management

OAT 152: Excel Level I
SOC 103: Sustainability and Society
NRG 101: Introduction to Energy Management

Pre-Engineering

A combination of three math or science courses above the requirement for graduation.

The ~~Advanced~~/Honors/AP/~~Dual Enrollment~~ Program Milford School District Board Policy

The ~~Advanced~~/Honors/AP Program is the highest academic challenge available in the Milford School District. The purpose of the program is to provide the highest level of academic preparation for successful academic pursuits at highly selective four-year colleges and universities.

Course Offerings:

<u>English</u> Advanced Honors ELA 6 Advanced Honors ELA 7 Honors English 8 Honors English 9 Honors English 10 AP English Language and Composition 11 or 12 AP English Literature and Composition 12	<u>Mathematics</u> Advanced Honors Math 6 Advanced Honors Math 7 Honors Algebra with Intro to Geometry 8 Honors Geometry with Intro to Probability and Statistics 9 Honors Algebra 2 with Trigonometry 10 Honors Pre-Calculus 11 AP Calculus 12 + seminar in block ————scheduling AP Statistics 12
<u>Science</u> Advanced Honors Science 8 Honors Integrated Science 9 Honors Biology 10 Honors Chemistry 11 or 12 Honors Physics 11 or 12 AP Chemistry 11 or 12 AP Physics 11 or 12 AP Biology 11 or 12	<u>Social Studies</u> Advanced Honors Social Studies (US History) 8 Honors World History 9 Honors Civics/Economics 10 or 11 AP US History 11 or 12 + seminar in block ————scheduling AP Psychology 11 or 12 AP US Government and Politics 11 or 12 AP European History 10, 11 or 12 AP Human Geography
<u>Elective and Career Areas</u> AP Computer Science AP Principles of Computer Science AP Spanish	

Selection: Qualified students need to meet all established requirements for acceptance into one or more of the ~~Advanced~~/Honors/AP/~~Dual Enrollment~~ courses. Academic Challenge (AC) students may qualify for Honors content area(s) in which they are not enrolled in at Delaware Tech. Criteria for acceptance into an ~~Advanced~~/Honors/AP/~~Dual Enrollment~~ course includes, but is not limited to, state assessments results, district assessments scores, GPA (grades) and content specific placement test scores.

Program Requirements: ~~Students must maintain a 70% (C) or higher in Advanced/Honors/AP courses to continue in the program.~~ Students who earn course grades of 69% or below will be evaluated for continuance in the course/program. Students enrolled in AP courses are required to complete the coursework and any designated seminars. Students must also take the corresponding AP exams to ~~remain in the program and~~ receive a weighted grade. Students who meet the district's requirements for financial aid may be eligible for assistance with the cost of the AP exam(s). All Honors, ~~and~~ AP, and ~~Dual Enrollment~~ courses at the High School level will be weighted for their G.P.A.

MILFORD SCHOOL DISTRICT

FIELD TRIP APPROVAL FORM

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

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

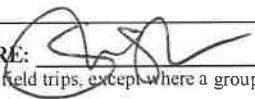
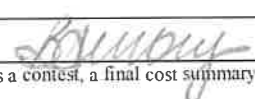
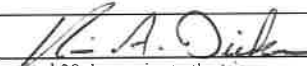
DATE(S) OF TRIP: <u>May 3, 2018</u> # of School Days missed: _____	TRIP DESTINATION: <u>Shorebirds game Perdue Stadium</u>	TEACHER(S): <u>5th grade</u>
NUMBER OF STUDENTS: <u>100</u>	CONTENT AREA/COURSE: <u>PBS end of year trip</u>	GRADE(S): <u>5th</u>
1. Instructional Unit Title: <u>PBS</u> 2. Dates of Instructional Unit: From: _____ To: _____ 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of trip): <div style="font-size: 1.2em; margin-top: 10px;"> This is a PBS end of year trip for students who have earned it and showed their PRIDE all year long. </div>		Field Trip Cost <u>AVG</u> Transportation: <u>\$580</u> Meals: <u>included</u> Other expenses (explain): <u>PBS/ student pay</u> Funding Used: <u>\$8.00</u> Individual student expense: <u>includes, ticket BUS, lunch</u> <div style="text-align: right;">Total Cost</div> <div style="text-align: right; font-size: 1.2em;">Avg \$1,200</div>
Closest Medical Facility (with address & phone #): <u>Peninsula Regional Medical Center</u> Nurse Initials: <u>bb</u> <u>100 E Carroll St. Salisbury MD 21801 410-546-6400</u>		
APPROVAL SEQUENCE (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: _____		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: _____ SUPT'S SIGNATURE: _____ <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 10th for School Board approval for the following school year)

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

DATE(S) OF TRIP: January 26-28, 2018 # of School Days missed: .5	TRIP DESTINATION: LEAD Conference, Washington DC	TEACHER(S): Kate Lynch
NUMBER OF STUDENTS: 6	CONTENT AREAS: Student Government Association	GRADE(S): 9-12
1. Instructional Unit Title: Student Leadership 2. Dates of Instructional Unit: From: To: 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software Other (specify) 4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will participate in leadership building workshops as well as have opportunities to collaborate with students from across the US to address the role that students can play as school leaders.		<u>Field Trip Cost</u> Transportation: Meals: \$20/dinner/student x2 nights Other expenses (explain): Hotel Accommodations/Transportation Funding Used: Student Council Funds Individual student expense: \$400.56 <div style="text-align: right;">\$2803.92 Total Cost</div>
Closest Medical Facility (with address & phone #): George Washington University Hospital: 900 23rd St NW, Washington DC, 20037 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:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> PRINCIPAL'S SIGNATURE:  1/9/18 </div> <div style="width: 30%;"> DIRECTOR'S SIGNATURE:  </div> <div style="width: 30%;"> SUPT'S SIGNATURE:  </div> </div> <p style="font-size: 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.</p>		
12/19/16		

MILFORD SCHOOL DISTRICT

FIELD TRIP APPROVAL FORM

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

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

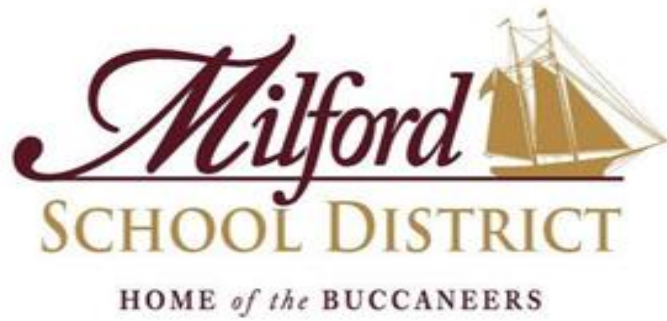
DATE(S) OF TRIP: April 20th, 2018 # of School Days missed: 1	TRIP DESTINATION: Philadelphia, PA	TEACHER(S): Samuel Holloway
NUMBER OF STUDENTS: 30	CONTENT AREA/COURSE: Civics and Government	GRADE(S): 6th, 7th, 8th
1. Instructional Unit Title: We The People- RTI 2. Dates of Instructional Unit: From: August 2017 To: April 2018 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software <input checked="" type="checkbox"/> Other (specify) Schoolology Lessons 4. Relationship of trip to instructional objective(s) (purpose of trip): We The People trip to the Museum of the American Revolution and Philadelphia Philosophical Society. (This is replacing the previously approved trip to Washington D.C. on this date)		Field Trip Cost Transportation: Meals: Student Purchase Other expenses (explain): Funding Used: Student Payment Individual student expense: \$30.00 <div style="text-align: right;">\$770.00 Total Cost</div>
Closest Medical Facility (with address & phone #): Thomas Jefferson Hospital 132 S 10th St, Philadelphia, PA 19107, (800) 533-3669 Nurse Initials: <u>KLC</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: This trip is replacing the class trip to Washington, D.C. that was previously approved for this date.		
PRINCIPAL'S SIGNATURE: <u>[Signature]</u> DIRECTOR'S SIGNATURE: _____ SUPT'S SIGNATURE: <u>[Signature]</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>		
12/19/16		

MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

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

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

DATE(S) OF TRIP: May 4th through May 8th, 2018 # of School Days missed: 3	TRIP DESTINATION: Washington, D.C.	TEACHER(S): Samuel Holloway
NUMBER OF STUDENTS: 12	CONTENT AREA/COURSE: We The People	GRADE(S): 6th, 7th, 8th
1. Instructional Unit Title: We The People Competition National Invitational 2. Dates of Instructional Unit: From: September To: June 3. Will technology be used in preparation for this trip? (Check One) Internet Virtual Tour Research Video Software <input checked="" type="checkbox"/> Other (specify) _____ 4. Relationship of trip to instructional objective(s) (purpose of trip): This is the National Competition for the middle school programs in the We The People Civic education Program		Field Trip Cost Transportation: Paid by World Strides Meals: Paid By World Strides Other expenses (explain): <small>Lodging Paid by</small> World Strides Funding Used: Center For Civic Education, State, Activities Fund Individual student expense: 00.00 <div style="text-align: right;">\$14,000.00 (No cost to MSD) Total Cost</div>
Closest Medical Facility (with address & phone #): Inova Loudoun Hospital 44045 Riverside Pkwy, Leesburg, VA 20176 (703) 858-6000 Nurse Initials: <u>KL</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:		
<div style="display: flex; justify-content: space-between;"> <div> PRINCIPAL'S SIGNATURE: <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> DIRECTOR'S SIGNATURE: _____ </div> <div> SUPT'S SIGNATURE: </div> </div>		
12/19/16		



Milford School District Calendar 2018 - 2019 DRAFTforboardapproval

August - 2018

			Su	M	Tu	W	Th	F	Sa	
						1	2	3	4	
			5	6	7	8	9	10	11	
			12	13	14	15	16	17	18	
Stdnt	FdSvs	Tchr	19	20	21	22	23	24	25	22 - 23 New Staff Orientation
1	1	4	26	27	28	29	30	31		27-29 Staff PD
										Student day for K, 1, 6, 9

September 2018

			Su	M	Tu	W	Th	F	Sa	
									1	
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	
Stdnt	FdSvs	Tchr	16	17	18	19	20	21	22	3-Labor Day
18	18	19	23/30	24	25	26	27	28	29	4 - K-12 student day
19	19	23								6 - Staff PD

October 2018

			Su	M	Tu	W	Th	1	Sa	
				1	2	3	4	5	6	
			7	8	9	10	11	12	13	
			14	15	16	17	18	19	20	
Stdnt	FdSvs	Tchr	21	22	23	24	25	26	27	3 - mid marking
22	22	23	28	29	30	31				22-Staff PD
41	41	46								

November 2018

			Su	M	Tu	W	Th	F	Sa	
							1	2	3	
			4	5	6	7	8	9	10	
			11	12	13	14	15	16	17	
Stdnt	FdSvs	Tchr	18	19	20	21	22	23	24	5 - end of mp1
16	16	17	25	26	27	28	29	30		6 - Election Day
57	57	63								8 - 1/2 Staff PD AM
										8 - 1/2 PM closed
										12-Veterans Day recognized
										21/23 Thanksgiving

December 2018

			Su	M	Tu	W	Th	F	Sa	13 - mid-marking
									1	
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	
Stdnt	FdSvs	Tchr	16	17	18	19	20	21	22	21-31 Winter Break
15	15	15	23	24	25	26	27	28	29	
72	72	78	30	31						

January 2019

			Su	M	Tu	W	Th	F	Sa	
					1	2	3	4	5	
			6	7	8	9	10	11	12	
			13	14	15	16	17	18	19	
Stdnt	FdSvs	Tchr	20	21	22	23	24	25	26	1-New Year
20	20	21	27	28	29	30	31			21 - MLKing
92	92	99								24 - end of mp2
										25 - Staff PD

February 2019

			Su	M	Tu	W	Th	F	Sa	
								1	2	
			3	4	5	6	7	8	9	
			10	11	12	13	14	15	16	
Stdnt	FdSvs	Tchr	17	18	19	20	21	22	23	18-Presidents' Day
19	19	19	24	25	26	27	28			28 - mid-marking
111	111	118								

March 2019

			Su	M	Tu	W	Th	F	Sa	
								1	2	
			3	4	5	6	7	8	9	
			10	11	12	13	14	15	16	
Stdnt	FdSvs	Tchr	17	18	19	20	21	22	23	8 Staff PD - weather contingent
20	20	21	24/31	25	26	27	28	29	30	
131	131	139								

April 2019

			Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	6	
			7	8	9	10	11	12	13	
			14	15	16	17	18	19	20	
Stdnt	FdSvs	Tchr	21	22	23	24	25	26	27	1 - end of mp3
15	15	16	28	29	30					5 - staff pd weather contingent
146	146	155								19 - 26 Spring Break

May 2019

			Su	M	Tu	W	Th	F	Sa	
						1	2	3	4	
			5	6	7	8	9	10	11	
			12	13	14	15	16	17	18	
Stdnt	FdSvs	Tchr	19	20	21	22	23	24	25	13 - mid-marking
22	22	22	26	27	28	29	30	31		23 - last Senior day
168	168	177								27-MemorialDay
										30 - Graduation

June 2019

			Su	M	Tu	W	Th	F	Sa	
									1	
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	
Stdnt	FdSvs	Tchr	16	17	18	19	20	21	22	13 - last student day 1/2
9	9	11	23/30	24	25	26	27	28	29	13-end of mp4
177	177	188								14-17 Staff PD

177 Student days / 185 ParaProfessional days / 188 Teacher days

185 Para days: Non work days for Para's - 9/11/2018, 11/8/18, 3/11/19

Professional Development / Inclement weather days will be adjusted as necessary

SHI International Corp



Milford School District

Data Center & Networking Dell Quotes

SHI Rep:

Erin Manning
Inside Account Executive
(732) 652-3087
Erin_Manning@shi.com



Pricing Proposal
Quotation #: 13675225
Created On: 6/21/2017
Valid Until: 1/31/2018

Milford School District Dell PowerEdge R630 Servers Quote

Scott Whaley

906 Lakeview Avenue
Milford, DE 19963
United States
Phone: (302) 424-5469
Fax:
Email: swhaley@msd.k12.de.us

Inside Account Executive

Erin Manning

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-3087
Fax:
Email: Erin_Manning@shi.com

All Prices are in US Dollar (USD)
Product

	Qty	Your Price	Total
1 Dell CTO PowerEdge R630 Server Dell - Part#: 210-ACXS	3	\$5,513.63	\$16,540.89
2 PowerEdge R630 Motherboard MLK Dell - Part#: 329-BCZI	3	\$0.00	\$0.00
3 QLogic 57800 2x10Gb DA/SFP+ + 2x1Gb BT Network Daughter Card Dell - Part#: 540-BBXY	3	\$0.00	\$0.00
4 No Trusted Platform Module Dell - Part#: 461-AADZ	3	\$0.00	\$0.00
5 Chassis with up to 8, 2.5" Hard Drives, Software RAID, 3 PCIe Slots Dell - Part#: 321-BBKK	3	\$0.00	\$0.00
6 PowerEdge R630 Shipping- 8 Drive Chassis Dell - Part#: 340-AKPS	3	\$0.00	\$0.00
7 Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz Dell - Part#: 338-BFFU	3	\$0.00	\$0.00
8 Intel Xeon E5-2630 v3 2.4GHz,20M Cache,8.00GT/s QPI,Turbo,HT,8C/16T (85W) Max Mem 1866MHz Dell - Part#: 374-BBHD	3	\$0.00	\$0.00
9 DIMM Blanks for System with 2 Processors Dell - Part#: 370-ABWE	3	\$0.00	\$0.00
10 120W Heatsink for PowerEdge R630 Dell - Part#: 412-AAEE	3	\$0.00	\$0.00

11	120W Heatsink for PowerEdge R630 Dell - Part#: 412-AAEE	3	\$0.00	\$0.00
12	2400MT/s RDIMMs Dell - Part#: 370-ACPH	3	\$0.00	\$0.00
13	Performance Optimized Dell - Part#: 370-AAIP	3	\$0.00	\$0.00
14	Diskless Configuration (No RAID, No Controller) Dell - Part#: 780-BBJB	3	\$0.00	\$0.00
15	No Controller Dell - Part#: 405-AACD	3	\$0.00	\$0.00
16	No Hard Drive Dell - Part#: 400-ABHL	3	\$0.00	\$0.00
17	iDRAC8 Enterprise, integrated Dell Remote Access Controller, Enterprise Dell - Part#: 385-BBHO	3	\$0.00	\$0.00
18	OpenManage Essentials, Server Configuration Management Dell - Part#: 634-BBWU	3	\$0.00	\$0.00
19	Internal Dual SD Module Dell - Part#: 330-BBCL	3	\$0.00	\$0.00
20	Redundant SD Cards Enabled Dell - Part#: 385-BBCF	3	\$0.00	\$0.00
21	8GB SD Card for RIPS Dell - Part#: 385-BBJM	3	\$0.00	\$0.00
22	8GB SD Card for RIPS Dell - Part#: 385-BBJM	3	\$0.00	\$0.00
23	DVD+-RW SATA Internal Dell - Part#: 429-AAQL	3	\$0.00	\$0.00
24	ReadyRails Sliding Rails With Cable Management Arm Dell - Part#: 770-BBBL	3	\$0.00	\$0.00
25	Dell EMC 1U Standard Bezel Dell - Part#: 325-BCJU	3	\$0.00	\$0.00
26	Performance BIOS Settings Dell - Part#: 384-BBBL	3	\$0.00	\$0.00
27	Dual, Hot-plug, Redundant Power Supply (1+1), 750W Dell - Part#: 450-ADWS	3	\$0.00	\$0.00
28	Electronic System Documentation and OpenManage DVD Kit, PowerEdge R630 Dell - Part#: 343-BBDK	3	\$0.00	\$0.00

29	No Operating System, No Utility Partition Dell - Part#: 611-BBBG	3	\$0.00	\$0.00
30	No Media Required Dell - Part#: 421-5736	3	\$0.00	\$0.00
31	US Order Dell - Part#: 332-1286	3	\$0.00	\$0.00
32	Basic Hardware Services: Business Hours (5X10) Next Business Day On Site Hardware Warranty Repair 3 Year Dell - Part#: 976-7671	3	\$0.00	\$0.00
33	Dell Hardware Limited Warranty Plus On Site Service Dell - Part#: 976-7728	3	\$0.00	\$0.00
34	16GB RDIMM, 2400MT/s, Dual Rank, x8 Data Width Dell - Part#: 370-ACNX	24	\$0.00	\$0.00
35	QLogic 57810 Dual Port 10Gb Direct Attach/SFP+ Low Profile Network Adapter Dell - Part#: 540-BBBJ	3	\$0.00	\$0.00
36	NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America Dell - Part#: 450-AALV	6	\$0.00	\$0.00
			Total	\$16,540.89



Pricing Proposal
Quotation #: 14705043
Created On: Jan-16-2018
Valid Until: Mar-31-2018

Milford School District
Dell S4128F Switches Quote

**Inside Account
Executive**

Scott Whaley

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Fax:

Email: swhaley@msd.k12.de.us

Erin Manning

290 Davidson Ave

Somerset, NJ 08873

Phone: 732-652-3087

Fax:

Email: Erin.Manning@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell EMC Switch S4128F-ON, 1U, PHY-less, 28 x 10GbE SFP+, 2 x QSFP28, IO to PSU, 2 PSU, OS10 Dell - Part#: 210-ALSY	2	\$6,159.49	\$12,318.98
2 OS10 Enterprise S4128F-ON Dell - Part#: 619-AMIZ	2	\$0.00	\$0.00
3 Dell Hardware Limited Warranty 1 Year Dell - Part#: 814-1417	2	\$0.00	\$0.00
4 ProSupport:Next Business Day Onsite Service After Problem Diagnosis, 1 Year Dell - Part#: 814-1428	2	\$0.00	\$0.00
5 ProSupport:Next Business Day Onsite Service After Problem Diagnosis, 2 Years Extended Dell - Part#: 814-1432	2	\$0.00	\$0.00
6 ProSupport:7x24 HW/SW Technical Support and Assistance, 3 Years Dell - Part#: 814-1433	2	\$0.00	\$0.00
7 Dell Limited Hardware Warranty Extended Year(s) Dell - Part#: 975-3461	2	\$0.00	\$0.00
8 Info 3rd Party Software Warranty provided by Vendor Dell - Part#: 997-6306	2	\$0.00	\$0.00
9 On-Site Installation Declined Dell - Part#: 900-9997	2	\$0.00	\$0.00
10 US Order Dell - Part#: 332-1286	2	\$0.00	\$0.00

11	Dell EMC Networking S4100-ON Americas User Guide Dell - Part#: 343-BBGC	2	\$0.00	\$0.00
12	Dell Networking, Jumper Cord, 250V, 12A, 2 Meters, C13/C14, US Dell - Part#: 450-AASX	2	\$0.00	\$0.00
13	Dell Networking, Jumper Cord, 250V, 12A, 2 Meters, C13/C14, US Dell - Part#: 450-AASX	2	\$0.00	\$0.00
14	SFP+ TO SFP+ 10GBE COPPER TWINAX DIRECT ATTACH CABLE 3.28FT Dell - Part#: 470-AAVH	8	\$57.51	\$460.08
15	SFP+ TO SFP+ DIRECT ATTACH CABLE 9.84FT DAC Dell - Part#: 470-AAVJ	8	\$61.93	\$495.44
			Total	\$13,274.50



Pricing Proposal
Quotation #: 14473146
Created On: 11/21/2017
Valid Until: 1/31/2018

Milford School District
Dell SCv3020 Compellent Storage Quote

**Inside Account
Executive**

Scott Whaley
906 Lakeview Avenue
Milford, DE 19963
United States
Phone: (302) 424-5469
Fax:
Email: swhaley@msd.k12.de.us

Erin Manning
290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-3087
Fax:
Email: Erin.Manning@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 SCv3020 3Ux30 Drive Storage Array Dell - Part#: 210-ALVZ	1	\$32,818.00	\$32,818.00
2 SCv30X0 Dual Controller Components EMC - Part#: 449-BBLE	1	\$0.00	\$0.00
3 No Mezzanine Card EMC - Part#: 403-BBPD	1	\$0.00	\$0.00
4 No Mezzanine Card EMC - Part#: 403-BBPD	1	\$0.00	\$0.00
5 IO, 10Gb iSCSI, 4 port, PCI-E, Optical, Full height EMC - Part#: 406-BBLZ	1	\$0.00	\$0.00
6 IO, 10Gb iSCSI, 4 port, PCI-E, Optical, Full height EMC - Part#: 406-BBLZ	1	\$0.00	\$0.00
7 SHIP,SCV3020,DAO EMC - Part#: 340-BSDI	1	\$0.00	\$0.00
8 Dell SC Storage Reg Label EMC - Part#: 389-BJUC	1	\$0.00	\$0.00
9 Storage Center Core Software Bundle, Base License EMC - Part#: 634-BJUI	1	\$0.00	\$0.00
10 SSN License EMC - Part#: 634-BKCL	1	\$0.00	\$0.00

11	Redundant Power Supply, 1485W, C14 EMC - Part#: 450-AFMD	1	\$0.00	\$0.00
12	Rack rail, 2Us, Static EMC - Part#: 770-BBUJ	1	\$0.00	\$0.00
13	SC Bezel EMC - Part#: 350-BBKJ	1	\$0.00	\$0.00
14	Dell Hardware Limited Warranty EMC - Part#: 814-3780	1	\$0.00	\$0.00
15	ProSupport: Mission Critical: 4-Hour 7x24 Onsite Service with Emergency Dispatch, 3 Years EMC - Part#: 814-3784	1	\$0.00	\$0.00
16	ProSupport: Mission Critical: 7x24 HW/SW Technical Support and Assistance, 5 Years EMC - Part#: 814-3787	1	\$0.00	\$0.00
17	ProSupport Mission Critical: 4-Hour 7x24 Onsite Service with Emergency Dispatch, 2 Years Extended EMC - Part#: 814-3788	1	\$0.00	\$0.00
18	Dell Limited Hardware Warranty Extended Year(s) EMC - Part#: 975-3461	1	\$0.00	\$0.00
19	Thank you choosing Dell ProSupport. For tech support, visit http://www.dell.com/support or call 1-800- 945-3355 Dell - Part#: 989-3439	1	\$0.00	\$0.00
20	On-Site Installation Declined Dell - Part#: 900-9997	1	\$0.00	\$0.00
21	US Order Dell - Part#: 332-1286	1	\$0.00	\$0.00
22	SC, 1.92TB, SAS, 12Gb 2.5" RI SSD EMC - Part#: 400-AICQ	9	\$0.00	\$0.00
23	Hard Drive Filler 2.5in, single blank Dell - Part#: 400-AEPR	21	\$0.00	\$0.00
24	C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America EMC - Part#: 492-BBDI	2	\$0.00	\$0.00
			Total	\$32,818.00

Solution Overview:

	QTY	Subtotal	Extended Total
Dell Compellent SC3020	1	\$32,818.00	\$32,818.00
Dell PowerEdge R630	3	\$5,513.63	\$16,540.89
Dell Switches S4128F	2	\$6,637.25	\$13,274.50

Grand Total: \$62,633.39

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
Fiscal Year 2018 Monthly Revenue Report
As of December 31, 2017
50.0% of the Fiscal Year completed

REVENUE SOURCE	Preliminary FY 2018 Budget	Actual to date	% received
STATE FUNDS			
Formula Salaries	\$25,384,566	24,098,053	94.93%
Cafeteria Salaries	460,980	485,872	105.40%
Delaware Sustainment Fund	575,455	785,596	136.52%
Academic Excellence Cash Option	-	-	
Related Services Cash Option	119,331	116,160	97.34%
Division II, All Other Costs	823,752	910,713	110.56%
Division II, All Other Costs - VOC	94,632	70,974	75.00%
Division II, Energy	721,636	737,822	102.24%
Division III, Equalization	5,155,072	5,276,625	102.36%
State Transportation	2,600,000	2,739,236	105.36%
Homeless Transportation	375,000	447,895	119.44%
Foster Care Transportation	-	82,851	
Transportation Supply	1,000	1,000	100.00%
Unique Alternatives Transportation	279,468	268,930	96.23%
Drivers' Education	16,958	15,545	91.67%
Professional Development	-	-	
Technology Block Grant	62,912	63,068	100.25%
Educator Accountability (CPR)	-	1,091	
Professional Instruction - State Grant(s)	-	35,481	
World Language Expansion	10,000	30,000	300.00%
Readiness with a Purpose Grant	21,682	21,682	100.00%
Minor Capital Improvements	291,143	247,471	85.00%
Major Capital Improvements	-	-	
TOTAL STATE FUNDS	\$36,993,587	36,436,064	98.49%
LOCAL FUNDS			
Current Expense (tax rate)	\$7,480,925	7,094,781	94.84%
Current Expense (capitations)	500	177	35.46%
Athletics	40,000	31,443	78.61%
Interest	85,000	36,531	42.98%
Building Rental	15,000	10,928	72.85%
Other Local Revenue	18,500	14,841	80.22%
Sol - Systems	1,500	1,029	68.63%
Energy Curtailment	15,000	0	0.00%
CSCR	15,000	0	0.00%
Indirect Costs	190,000	37,053	19.50%
Cafeteria	2,070,000	715,398	34.56%
Net Choice Billings	(128,399)	0	0.00%
Net Charter Billings	(132,547)	(40,612)	30.64%
Social Studies Coalition/Donations	107,000	69,807	65.24%
Debt Service	1,275,000	1,144,532	89.77%
Debt Service - County Impact Fees	235,241	38,903	16.54%
Tuition	2,875,000	2,575,101	89.57%
Minor Capital Improvements	194,095	173,863	89.58%
E-Rate	25,000	26,493	105.97%
Extra Time Local Match	-	-	
Reading and Match Specialist Match Tax	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
TOTAL LOCAL FUNDS	14,381,814	11,930,266	82.95%
FEDERAL FUNDS			
IDEA Part B	\$1,065,421	1,065,421	100.00%
IDEA - Preschool	45,979	45,979	100.00%
IDEA - Preschool (Morris Grant)	30,000		0.00%
Title I	1,665,027	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	-		
Perkins	115,022	140,022	121.73%
TOTAL FEDERAL/OTHER FUNDS	\$3,313,271	3,308,245	99.85%
GRAND TOTAL ALL FUNDS	\$54,688,672	51,674,575	94.49%

Milford School District
Monthly Report of Expenditures
For the month ended December 31, 2017

Operating Unit	Budget Line	Preliminary				
		Budget Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 60,463.70	7,821.64	10,162.74	\$ 42,479.32	70.26%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 45,466.55	2,808.16	11,058.30	\$ 31,600.09	69.50%
9180672A	Lulu M. Ross Elementary School	\$ 73,568.00	1,790.46	15,592.23	\$ 56,185.31	76.37%
9180673A	Mispillion Elementary School	\$ 64,257.05	435.81	13,887.07	\$ 49,934.17	77.71%
9180675A	Milford Central Academy	\$ 120,661.20	4,600.03	57,161.85	\$ 58,899.32	48.81%
9180678A	Milford Senior High School	\$ 143,164.33	6,702.28	63,473.17	\$ 72,988.88	50.98%
99900000	Board Of Ed/District Expenses	\$ 2,000.00	-	1,350.99	\$ 649.01	32.45%
	School Resource Officer	\$ 160,000.00	4,562.50	155,437.50	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 50,959.00	13,744.33	26,885.26	\$ 10,329.41	20.27%
99900300	District Expenditures	\$ 25,000.00	59.99	1,057.83	\$ 23,882.18	95.53%
	Public Relations and Communication	\$ 1,000.00	-	727.40	\$ 272.60	27.26%
	Copy Center (District Wide)	\$ 95,000.00	38,544.79	55,735.05	\$ 720.16	0.76%
	Student Emergency Fund	\$ 4,000.00	500.00	2,900.00	\$ 600.00	15.00%
99910100	Superintendent	\$ 1,500.00	-	820.85	\$ 679.15	45.28%
99920000	World Language Immersion (State Grant)	\$ 10,000.00	-	18,628.36	\$ (8,628.36)	-86.28%
	Readiness with a Purpose (State Grant)	\$ 21,681.67	-	21,681.67	\$ -	0.00%
	Instructional Advancement (State Grant)	\$ -	-	34,740.00	\$ (34,740.00)	
	Summer School	\$ 25,000.00	-	11,880.70	\$ 13,119.30	52.48%
	Translators	\$ 20,000.00	-	1,095.62	\$ 18,904.38	94.52%
	Extra Time Programs	\$ 12,000.00	-	8,693.23	\$ 3,306.77	27.56%
	Curriculum and Instruction	\$ 168,600.00	-	64,338.91	\$ 104,261.09	61.84%
99920500	State Professional Development	\$ -	-	-	\$ -	
99920700	Athletics - High School	\$ 151,050.00	22,612.05	66,562.17	\$ 61,875.78	40.96%
	Athletics - Milford Central Academy	\$ 24,500.00	143.80	13,824.20	\$ 10,532.00	42.99%
99920800	Driver's Education	\$ 16,958.00	553.12	12,879.54	\$ 3,525.34	20.79%
99930200	Tuition - Special Services	\$ 2,579,500.00	31,235.90	92,828.87	\$ 2,455,435.23	95.19%
	Tuition - Special Services - ILC	\$ 295,500.00	2,875.54	20,610.18	\$ 272,014.28	92.05%
	Unique Alternatives (State Funds)	\$ 279,468.00	133,397.60	90,327.30	\$ 55,743.10	18.86%
99930300	Special Services	\$ 48,000.00	17,074.47	12,400.09	\$ 18,525.44	38.59%
	Special Services - State Related Services	\$ 119,331.00	62,430.00	32,327.50	\$ 24,573.50	20.59%
99940200	Division I/Formula Salaries	\$ 25,384,566.00	-	13,606,298.39	\$ 11,778,267.61	46.40%
99940300	Division II - Vocational	\$ 94,632.00	4,947.72	10,264.14	\$ 79,420.14	83.93%
99940400	Division III/Local Salaries	\$ 9,983,600.00	-	4,542,774.52	\$ 5,440,825.48	54.50%
	Union agreed Limited Contracts	\$ 363,000.00	-	137,500.45	\$ 225,499.55	62.12%
99940500	Title I	\$ 1,665,027.00	3,382.08	225,339.77	\$ 1,436,305.15	86.26%
	Title II	\$ 333,718.00	-	44,831.93	\$ 288,886.07	86.57%
	Title III	\$ 48,104.00	-	-	\$ 48,104.00	100.00%
	IDEA Part B	\$ 1,065,421.00	87,594.20	78,002.61	\$ 899,824.19	84.46%
	IDEA Preschool	\$ 75,979.00	-	-	\$ 75,979.00	100.00%
	Perkins	\$ 115,022.00	7,355.00	37,980.11	\$ 69,686.89	60.59%
	Homeless	\$ 10,000.00	300.00	-	\$ 9,700.00	97.00%
	Other Federal Grants	\$ -			\$ -	
99940600	Insurance Expense	\$ 82,000.00	-	13,931.00	\$ 68,069.00	83.01%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	-	42,650.99	\$ 64,349.01	60.14%
99940810	Technology Equipment & Repair	\$ 264,050.00	5,894.69	127,217.35	\$ 130,937.96	49.59%
	Technology Block Grant	\$ 62,912.00	-	-	\$ 62,912.00	100.00%
99940900	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 6,500.00	-	2,064.84	\$ 4,435.16	68.23%
99960000	Child Nutrition Operations	\$ 2,100,980.00	344,647.56	1,056,464.07	\$ 699,868.37	33.31%
	Cafeteria Salaries	\$ 430,000.00	-	198,504.28	\$ 231,495.72	53.84%
99960100	Facilities Maintenance	\$ 90,000.00	22,470.76	26,930.44	\$ 40,598.80	45.11%
	Custodial Services and Supplies	\$ 90,000.00	30,152.67	42,165.68	\$ 17,681.65	19.65%
99960200	Operations and Utilities	\$ 345,703.90	73,324.05	115,755.44	\$ 156,624.41	45.31%
	Energy Division II	\$ 721,636.10	102,322.81	302,477.19	\$ 316,836.10	43.91%
99960300	State Transportation	\$ 2,600,000.00	1,068,487.19	1,084,352.33	\$ 447,160.48	17.20%
	State Homeless Transportation	\$ 375,000.00	41,431.50	101,222.10	\$ 232,346.40	61.96%
	State Foster Transportation	\$ -	16,296.00	21,171.00	\$ (37,467.00)	
	Transportation Supplies	\$ 1,000.00	-	1,000.00	\$ -	0.00%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	1,048.09	18,779.33	\$ 3,172.58	13.79%
	Local Activities Transportation	\$ 3,000.00	-	195.07	\$ 2,804.93	93.50%
	Local Homeless Transportation Match	\$ 60,000.00	4,603.50	11,246.90	\$ 44,149.60	73.58%
	Local Transportation Match	\$ 300,000.00	130,298.59	118,995.33	\$ 50,706.08	16.90%
Total Operating Budget		\$ 51,480,479.50	\$ 2,296,448.88	\$ 22,887,183.84	\$ 26,296,846.78	51.08%
99970000	Local Debt Service	\$ 1,510,240.78	-	733,222.05	\$ 777,018.73	51.45%
99970200	Minor Capital Improvements	\$ 485,238.00	73,114.00	473.72	\$ 411,650.28	84.83%
Total Capital Budget		\$ 1,995,478.78	\$ 73,114.00	\$ 733,695.77	\$ 1,188,669.01	59.57%
Grand Total		\$ 53,475,958.28	\$ 2,369,562.88	\$ 23,620,879.61	\$ 27,485,515.79	51.40%

Note: Budgets are based on preliminary 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.

Financial Position Report

as of 31-December-2017

Forecast Period: Q3-2018

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31		Projected Salary 1/1 to 3/31	Projected Non- Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31		Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$12,760,837.37	\$265,785.26	\$194,000.00	\$13,220,622.63		\$1,176,938.49	\$340,785.26	\$1,517,723.75	\$11,702,898.88		\$415,000.00	\$2,198,160.72	\$789,184.40	\$9,130,553.76	\$780,000.00
Div II	\$801,293.76	\$225,931.57	\$0.00	\$1,027,225.33		\$0.00	\$240,858.32	\$240,858.32	\$786,367.01		\$0.00	\$0.00	\$761,367.01	\$25,000.00	
Div III	\$601,986.00	\$0.00	\$0.00	\$601,986.00		\$601,986.00	\$0.00	\$601,986.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Tax Relief	\$785,596.35	\$0.00	\$0.00	\$785,596.35		\$785,596.35	\$0.00	\$785,596.35	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Total Discretionary Fund Revenue	\$14,949,713.48	\$491,716.83	\$194,000.00	\$15,635,430.31		\$2,564,520.84	\$581,643.58	\$3,146,164.42	\$12,489,265.89		\$415,000.00	\$2,198,160.72	\$1,550,551.41	\$9,155,553.76	

Approved by Superintendent: _____

Approved by Board President: _____

Preparer: _____

MILFORD SCHOOL DISTRICT
Final Fiscal Year 2018 Revenue Budget

REVENUE SOURCE	Final FY 2017 Budget	Final FY 2018 Budget
STATE FUNDS		
Formula Salaries	\$25,857,000	\$25,175,105
Cafeteria Salaries	430,000	485,872
Delaware Sustainment Fund	787,122	785,596
Academic Excellence Cash Option	-	-
Related Services Cash Option	132,590	141,821
Division II, All Other Costs	823,752	851,086
Division II, All Other Costs - VOC	94,632	99,443
Division II, Energy	734,786	737,822
Division III, Equalization	5,155,072	5,339,016
State Transportation	2,400,000	2,739,236
Homeless Transportation	405,000	447,895
Foster Transportation	-	82,851
Transportation Supply	1,000	1,000
Unique Alternatives	279,468	268,930
Drivers' Education	16,958	15,545
Professional Development	43,597	-
Technology Block Grant	62,912	63,068
State Dual Enrollment	-	-
Educator Accountability	-	1,091
Readiness with a Purpose Grant	-	21,682
College Access Grant	16,066	-
World Language Expansion	35,000	30,000
Instructional Advancement Grant		35,481
Minor Capital Improvements	296,321	291,143
Major Capital Improvements	-	-
TOTAL STATE FUNDS	\$37,571,276	\$37,613,682
LOCAL FUNDS		
Current Expense (tax rate)	\$7,480,925	\$7,480,925
Current Expense (capitations)	500	500
Athletics	40,000	40,000
Interest	50,000	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	15,000	26,500
CSCR	17,500	15,000
Indirect Costs	80,000	190,000
Cafeteria	2,070,000	2,070,000
Net Choice Billings	(128,399)	(117,391)
Charter Billings	(132,547)	(119,049)
Donations	250,000	107,000
Debt Service	1,548,674	1,275,000
Debt Service - County	50,000	235,241
Tuition	3,500,000	2,875,000
Match Tax - Minor Capital Improvements	203,768	194,095
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
TOTAL LOCAL FUNDS	\$15,095,420	\$14,407,820
FEDERAL FUNDS		
IDEA	\$ 1,028,932	\$ 1,065,421
IDEA - Preschool	45,978	45,979
IDEA Preschool - Morris Grant	-	-
TITLE I	1,411,881	1,665,001
STD/HIV Prevention Grant	4,500	-
TITLE II	311,478	333,718
TITLE III	46,897	48,104
Education for the Homeless	10,000	10,000
PERKINS	136,326	140,022
TOTAL FEDERAL/OTHER FUNDS	\$ 2,995,992	\$ 3,308,245
GRAND TOTAL ALL FUNDS	\$55,662,689	\$55,329,748

Projected Expenditure Budget
Projected Current Year Surplus/(Deficit)

55,329,748
-

**Milford School District
Final Expenditure Budget
Fiscal Year 2018**

Operating Unit	Operating Unit Description	FY 2017 Final Budget	FY 2018 Final Budget	Difference between FY 17 and FY 18	% Difference
9180668A	Benjamin Banneker Es	\$ 62,331	\$ 60,347	\$ (1,984)	-3%
9180670A	Evelyn I. Morris Ecc	\$ 46,874	\$ 45,442	\$ (1,432)	-3%
9180672A	Lulu M. Ross Elementary School	\$ 75,840	\$ 73,395	\$ (2,445)	-3%
9180673A	Misphillion Elementary School	\$ 66,242	\$ 64,425	\$ (1,817)	-3%
9180675A	Milford Central Academy	\$ 124,388	\$ 121,155	\$ (3,233)	-3%
9180678A	Milford Senior High School	\$ 147,505	\$ 149,438	\$ 1,933	1%
99900000	Board of Education - School Resource Officer	\$ 160,000	\$ 160,000	\$ -	0%
99900000	Board of Education	\$ 2,000	\$ 2,000	\$ -	0%
99900100	Legal Services and Audit	\$ 50,959	\$ 89,459	\$ 38,500	76%
99900300	District Expenditures	\$ 25,000	\$ 15,000	\$ (10,000)	-40%
99900300	Public Relations and Communication	\$ 3,500	\$ 1,000	\$ (2,500)	-71%
99900300	Uniform Assistance	\$ 4,000	\$ 4,000	\$ -	0%
99900300	Copy Center (District wide)	\$ 95,000	\$ 95,000	\$ -	0%
99910100	Superintendent	\$ 2,500	\$ 1,500	\$ (1,000)	-40%
99920000	World Language Immersion <i>(State Grant)</i>	\$ 35,000	\$ 30,000	\$ (5,000)	-14%
99920000	College Access - Readiness with a Purpose	\$ 16,066	\$ 21,682	\$ 5,615	35%
99920000	Educator Accountability <i>(State Grant)</i>	\$ -	\$ 1,091	\$ 1,091	
99920000	Instructional Advancement <i>(State Grant)</i>	\$ -	\$ 35,481	\$ 35,481	
99920000	Summer School	\$ 25,000	\$ 25,000	\$ -	0%
99920000	Translators	\$ 20,000	\$ 20,000	\$ -	0%
99920000	Extra Time Programs	\$ 12,000	\$ 15,000	\$ 3,000	25%
99920000	Curriculum/Instructional	\$ 210,600	\$ 168,600	\$ (42,000)	-20%
99920500	State Professional Development	\$ 43,597	\$ -	\$ (43,597)	-100%
99920700	Athletics - Middle School	\$ 25,000	\$ 24,500	\$ (500)	-2%
99920700	Athletics - High School	\$ 154,550	\$ 151,050	\$ (3,500)	-2%
99920800	Driver's Education	\$ 16,958	\$ 15,545	\$ (1,413)	-8%
99930200	Special School - Tuition ILC	\$ 385,000	\$ 295,500	\$ (89,500)	-23%
99930200	Special School - Tuition	\$ 3,115,000	\$ 2,579,500	\$ (535,500)	-17%
99930200	Special School - Unique Alternatives <i>(State)</i>	\$ 279,468	\$ 268,930	\$ (10,539)	-4%
99930300	Special Services	\$ 50,000	\$ 49,000	\$ (1,000)	-2%
99930300	Special Services - State Related Services	\$ 132,590	\$ 141,821	\$ 9,231	7%
99940200	Division I Sal/Other State Prg	\$ 25,857,000	\$ 25,175,105	\$ (681,895)	-3%
99940300	Division Ii Vocational	\$ 94,632	\$ 99,443	\$ 4,811	5%
99940400	Local Limited Contracts	\$ 375,000	\$ 340,000	\$ (35,000)	-9%
99940400	Division Iii/Local Salaries	\$ 9,780,000	\$ 9,983,600	\$ 203,600	2%
99940500	Title I	\$ 1,411,881	\$ 1,665,001	\$ 253,120	18%
99940500	Title II	\$ 311,478	\$ 333,718	\$ 22,240	7%
99940500	Title III	\$ 46,897	\$ 48,104	\$ 1,207	3%
99940500	IDEA Part B	\$ 1,028,932	\$ 1,065,421	\$ 36,489	4%
99940500	IDEA Preschool	\$ 45,978	\$ 45,979	\$ 1	0%
99940500	Perkins	\$ 136,326	\$ 140,022	\$ 3,696	3%
99940500	Homeless	\$ 10,000	\$ 10,000	\$ -	0%
99940500	Other Federal Grants	\$ 4,500	\$ -	\$ (4,500)	-100%
99940600	Insurance	\$ 82,000	\$ 83,000	\$ 1,000	1%
99940700	Private Grants/Donations	\$ 250,000	\$ 107,000	\$ (143,000)	-57%
99940810	Technology Equipment & Repair	\$ 301,500	\$ 270,000	\$ (31,500)	-10%
99940810	Technology Block Grant	\$ 62,912	\$ 63,068	\$ 156	0%
99940900	Tuition Reimbursement	\$ 60,000	\$ 60,000	\$ -	0%
99950000	Personnel/Hr	\$ 12,000	\$ 6,500	\$ (5,500)	-46%
99960000	Child Nutrition Operations	\$ 2,500,000	\$ 2,555,872	\$ 55,872	2%
99960100	Facilities Maintenance	\$ 90,000	\$ 90,000	\$ -	0%
99960100	Custodial Services	\$ 90,000	\$ 90,000	\$ -	0%
99960200	Energy - Division II	\$ 721,636	\$ 737,822	\$ 16,186	2%
99960200	Local Energy/Utilities	\$ 138,364	\$ 115,000	\$ (23,364)	-17%
99960200	Custodial Substitutes	\$ 8,240	\$ 8,240	\$ -	0%
99960200	Operations/Utilities	\$ 240,000	\$ 219,100	\$ (20,900)	-9%
99960300	State Transportation	\$ 2,806,000	\$ 3,270,982	\$ 464,982	17%
99960400	Local Transportation	\$ 351,000	\$ 386,000	\$ 35,000	10%
Total Operating Budget		\$ 52,203,243	\$ 51,693,836	\$ (509,407)	-1%
99970000	Local Debt Service	\$ 1,556,440	\$ 1,510,241	\$ (46,200)	-3%
99970200	Minor Capital Improvements	\$ 493,868	\$ 485,238	\$ (8,630)	-2%
Total Capital Budget		\$ 2,050,308	\$ 1,995,479	\$ (54,830)	-3%
TOTAL		\$ 54,253,551	\$ 53,689,315	\$ (564,237)	-1.0%
<i>Reserve Allocation</i>		<i>\$ 1,409,138</i>	<i>\$ 1,640,433</i>	<i>\$ 231,295</i>	
GRAND TOTAL		\$ 55,662,689	\$ 55,329,748	\$ (332,942)	



January 17, 2018

Proposal #A17236

To: Glen Stevenson

Re: Building Automation Supervisor Upgrades

Glen,

We are pleased to provide a proposal to upgrade the existing Building Automation Systems for the schools listed below. Our scope of work is as follows.

Milford School District - Building Automation Systems – Tridium Niagara 4 Upgrade

District Office - Niagara 4 Web Supervisor:

- Provide and install (Qty. 1) Niagara 4 web supervisor License for centralized access to all District schools listed below.
- Provide new system graphics based on customer preferences.
Note: a graphic review will be held to establish District preferences and standards.
- Provide and coordinate system alarms and trends for each school, as well as preferred method(s) of receiving.
- Provide system training at the Operator Workstation.
- Provide a 1-year software maintenance agreement.

District Office A/C units (Qty.2):

- Furnish and install a JCI Thermostat controller for each of the 2 A/C units.
- Furnish and install a BACnet MS/TP to BACnet IP Router in an enclosure. **LAN drop provided by the Owner.**
- Furnish and install wire from the Thermostat controllers to the Router to integrate to the BAS.
- Develop graphics based on the District Standards for consistency.
- Provide a 1-year software maintenance agreement.

Note: The Milford School District shall provide a server and an operating system that shall reside on the Milford School District BAS network in conjunction with the existing Schneider R2 server until the project completion.

Alternate Software Maintenance Options:

- **Provide 5 years of Initial Software Maintenance. Add \$1,499.00**

Benjamin Banneker Elementary School:

- Demo two existing Schneider Jace R2 Supervisory Controllers.
- Provide and install (Qty. 1) Tridium Jace-8000 N4 Supervisory Controller to accommodate the total capacity of the two old supervisory controllers.
- Provide Two (2) Lon cards allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.



January 17, 2018

Proposal #A17236

Note: Connection of the Jace-8000 Supervisory Controller to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$1,243.00

Lulu Ross Elementary School:

- Demo one existing Schneider Jace R2 Supervisory Controller.
- Provide and install (Qty. 1) Tridium Jace-8000 N4 Supervisory Controller.
- Provide a Lon card allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.

Note: Connection of the Jace-8000 Supervisory Controller to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$1,211.00

Milford Central Academy:

- Demo two existing Schneider Jace R2 Supervisory Controllers.
- Provide and install (Qty. 2) Tridium Jace-8000 N4 Supervisory Controllers.
- Provide Two (2) Lon cards allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.

Note: Connection of the Jace-8000 Supervisory Controller to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$2,446.00

Milford High School:

- Demo two existing Schneider Jace R2 Supervisory Controllers.
- Provide and install (Qty. 2) Tridium Jace-8000 N4 Supervisory Controllers.
- Provide Two (2) Lon cards allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.



January 17, 2018

Proposal #A17236

Note: Connection of the Jace-8000 Supervisory Controllers to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$2,446.00

Mispillion Elementary School:

- Demo two existing Schneider Jace R2 Supervisory Controllers.
- Provide and install (Qty. 1) Tridium Jace-8000 N4 Supervisory Controller to accommodate the total capacity of the two old supervisory controllers.
- Provide Two (2) Lon cards allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.

Note: Connection of the Jace-8000 Supervisory Controller to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$1,235.00

Morris Early Childhood Center:

- Demo two existing Schneider Jace R2 Supervisory Controllers.
- Provide and install (Qty. 1) Tridium Jace-8000 N4 Supervisory Controller to accommodate the total capacity of the two old supervisory controllers.
- Provide Two (2) Lon cards allowing connectivity to the existing Lon bus.
- Duplicate all existing Schneider R2 database programming in the new Niagara 4 environment.
- Develop graphics and establish a District Standard for consistency.
- Provide a 1-year software maintenance agreement.

Note: Connection of the Jace-8000 Supervisory Controller to the Milford School District BAS network shall be provided by Milford School District when available (a dedicated IP address is required). Once connected the Jace-8000 shall communicate to the Niagara 4 Server provided.

Alternate Software Maintenance Options:

Provide 5 years of Initial Software Maintenance. Add \$1,235.00



January 17, 2018

Proposal #A17236

Clarifications/Exceptions:

1. IP addresses for the Niagara 4 Supervisory Controllers and Niagara 4 Server shall be assigned under the Milford School District BAS network.
2. Proposal does NOT include after-hours or weekend work.

DISTRICT PRICING – 1 Year Software Maintenance:

District Niagara 4 Web Supervisor Quoted Price.....	\$16,500.00
Benjamin Banneker Elementary School Quoted Price.....	\$16,500.00
Lulu Ross Elementary School Quoted Price.....	\$11,200.00
Milford Central Academy Quoted Price.....	\$21,200.00
Milford High School Quoted Price.....	\$21,200.00
Misphillion Elementary School Quoted Price.....	\$11,500.00
Morris Early Childhood Center Quoted Price.....	\$11,500.00

Total Project Price w/ 1 year Software Maintenance \$109,600.00

Total Project Price w/ 5 year Software Maintenance \$119,498.00



January 17, 2018

Proposal #A17236

ALTERNATE - MODULAR BUILDING CONTROLS:

Modular Buildings – (Qty.2) A/C units/building:

- Furnish and install a JCI Thermostat controller for each of the 2 A/C units.
- Furnish and install a BACnet MS/TP to BACnet IP Router in an enclosure. **LAN drop provided by the Owner.**
- Furnish and install wire from the Thermostat controllers to the Router to integrate to the BAS.
- Develop graphics based on the District Standards for consistency.
- Provide a 1-year software maintenance agreement.

Alternate - Quoted Price PER Building..... \$3,000.00/each

Should you have any questions, please do not hesitate to call.

Sincerely,

Bryan Smallwood
Building Automation Systems Consultant

I accept this above contract:

Authorized Signature