



EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT 202 | 1600 DODGE AVENUE, EVANSTON, ILLINOIS 60201 | www.eths.k12.il.us

BOARD OF EDUCATION REGULAR MEETING

June 8, 2020
STREAMED LIVE*
7:30 PM - Evanston Township High School

AGENDA

1. Roll Call - **7:00 p.m.**
2. Closed Session to Discuss 2C(1) Appointment, Employment, Compensation and Performance of specific employees
3. Open Session - Roll Call - **7:30 p.m.**
4. Written Communication
5. Comments from the Public - ***Public comments may be submitted in writing prior to the meeting by sending an email to publiccomments@eths.k12.il.us. The deadline for submission is 5:30 p.m. on Monday, June 8.***
6. FOIA
 - Varghese 6-1-20

Information

7. ASBO International's Certificate of Excellence in Financial Reporting (based on FY19 CAFR)
8. Discussion on Covid-19 Impact on ETHS
9. First Reading: PRESS Policy Issue #103

Finance Committee

10. Tentative FY 2020-21 Budget

Action

11. Approval of Tentative FY 2020-21 Budget
12. Approval of IASB Membership
13. Approval of Policy #4:180 - Pandemic Preparedness and #4:180 AP3 - Grant Flexibility, Payment of Employee Salaries During a Pandemic
14. Consent Agenda
15. Approval of Agreement to Furnish Food Service to District 65
16. Approval of Theater Lighting Fixtures and Electrical Work
17. Approval of Athletic and Field Trip Student Transportation Contract
18. Approval of Minutes
 - May 11, 2020 Closed Session Meeting
 - May 11, 2020 Regular Meeting
19. Treasurer's Report - April 2020
20. Approval of Bills
21. Personnel Agenda
22. Appointments to Staff
 - Administrator
 - Certified
 - Support Staff
 - Summer School
 - Interns
23. Change in Status
 - Request for Full-Time
 - Certified
 - Leave of Absence - Maternity
 - Administrator
 - Certified
24. Resignation
 - Exempt

25. Release

- Support Staff

26. Salary Approvals

- Administrator
- Exempt

27. Old and New Business

28. Old Business

29. New Business

30. Closing

31. Polling of the Board

32. Motion to Adjourn

May 28, 2020

Dear ETHS Family,

Thank you for doing what has been necessary to respond urgently and professionally to this pandemic crisis. Thank you for identifying solutions that have kept ETHS going this spring quarter. Through our collective spirit of problem solving and cooperation, we have continued classes and education for our students. We have looked out for the wellbeing of our ETHS family. We have pushed forward under difficult circumstances. This crisis has posed unprecedented challenges we will never forget, and collectively we have been figuring this out and meeting those challenges.

I wish I could tell you that the conclusion of this school year also marks the end of COVID-19 and that ETHS will return to the way we were before March 13th when we closed ETHS for public health reasons. However, we all know better than that. We respect science, medical research, and health professionals, so we know this pandemic is not over. We recognize that we are still in the depths of the pandemic. What comes next is uncertain.

Brené Brown, author of five New York Times best-sellers, is a noted researcher who has spent her career studying courage, vulnerability, and empathy. She has visited ETHS and some of you have read her books or heard her FAN presentation in our auditorium. Dr. Brown has written:

“I spent a lot of years trying to outrun or outsmart vulnerability by making things certain and definite, black and white, good and bad. My inability to lean into the discomfort of vulnerability limited the fullness of those important experiences that are wrought with uncertainty: Love, belonging, trust, joy, and creativity to name a few.”

Today, life as we have known it is wrought with uncertainty, and our lives and ETHS will never be the same. We just don't know how things will be forever different going forward. We are going to have to adapt. The pathways in front of us will be unclear, uncertain. This uncertainty will bring us discomfort and more challenges, but also new opportunities. We have opportunities to create the new normal, to create improvements to the “old” normal. Frankly, the old normal wasn't perfect anyway. Remember the words often attributed to Mahatma Gandhi because it was his sentiment: “Be the change that you wish to see in the world.” In an era of uncertainty, here's our chance!

So much of what lies ahead for us is uncertain. We will, together, be required to respond to directives from Governor Pritzker, the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC).

We have no choice now. We must accept uncertainty. Let's use this as an opportunity to create the best future for ETHS.

With that said, one of my colleagues, Dr. Prentiss Lea, has succinctly identified five possible scenarios for schools in 2020-21, scenarios that educators around the country have been considering, scenarios that our ETHS leadership team has been exploring:

1. Normal In-Person Opening (back-to-normal with no adaptations)
2. Adapted In-Person Opening (back-to-normal with adaptations, such as temperature checks, masks, social distancing, eye coverings, etc.)

3. Hybrid Opening (combination of in-person and remote)
4. Varied In-Person Opening (alternating days, split shifts, etc. with adaptations such as temperature checks, masks, social distancing)
5. Remote Opening/Virtual e-learning (improved and enhanced ETHS remote learning)

And if that's not enough to think about, those five identified scenarios do not even address delayed openings (e.g. after Labor Day? October? January? 2021?) Fortunately, any of those five scenarios could be adapted to a future starting date.

There are infinite unknowns right now as this school year is nearing a close. One thing is certain: a great deal of new information will be forthcoming in the coming summer months. Because we do not know what that new information will be, everything else is pretty much *uncertain*. The course of COVID-19 and America's response this summer as a state and a nation will ultimately establish parameters we cannot yet know.

If the Governor and ISBE keep Illinois schools closed in the fall, which seems like the safest action from what we know right now, we will implement improved and enhanced remote learning. [Please see the Planning for 2020-21 document](#) describing the improvements we are anticipating.

However, if the Governor and ISBE reopen all schools or provide regional flexibility for reopening, we will work closely with IDPH, the Cook County Department of Public Health (CCDPH), and local health care resources to identify the conditions regarding whether to reopen and, if so, what is the safest scenario of those outlined above. Please know that the guiding principle driving any decisions we are empowered to make locally will be for the safety of our students and adults at ETHS as well as for the safety of our community.

Even with all this uncertainty in our lives, we can anticipate with certainty that wearing masks, social distancing, regular and repeated hand washing, sanitizing and daily deep cleaning of virtually everything will be part of our regular lives and necessary for conducting in-person school at ETHS for the foreseeable future.

I look forward to "seeing" you in the fall, adapting to whatever might be necessary at that time. Please keep yourselves safe this summer. Take every precaution. Practice [Acknowledge, Care, Tell](#). Together, we will get through this crisis and create a better ETHS.

Be safe. Take care of yourselves. Practice being mindful. Ask for help when you need it. Be well.

Eric Witherspoon

Good afternoon,

Our goal is to reopen successfully in the fall; whether that opening is remote, hybrid, or fully in person.

ETHS is currently preparing for e-learning at the beginning of the 2020-2021 school year. While we don't know how long e-learning will last, we want to plan for different e-learning scenarios, since we already know how to teach if we are fully in person. Potential scenarios are full remote learning or some hybrid. We are beginning the process of developing schedules aligned to different scenarios.

ETHS can turn this continuing challenge into an opportunity for making some needed change, for demonstrating creativity, agility, and adaptiveness, and for providing students a safe, nurturing, and inspiring place for learning and discovery in fall.

If we are e-learning in the fall, the experience will be different than it is now. For example, we will follow our traditional grading system of A-F.

To help you prepare to deliver instruction and services that best meet the needs of our students, the ETHS EdTech team is developing essential modules on Planning, Content Delivery, Assessment, Feedback, Discussion, and Climate. Modules will also be developed for licensed staff who provide services.

The content of these modules is based on feedback from teachers and non-instructional licensed staff. We are aiming for these to be available at the end of June and through the summer.

Required Professional Development

Licensed staff will be compensated for 7 hours of work at the curriculum rate for completing these required modules and the follow-up activities. These modules are designed to best prepare faculty for e-learning in the fall semester, and separate learning opportunities will be provided for service providers.

As we plan for e-learning during the Fall Semester 2020, we will be looking to build a structure based on best practices for online learning and remote service provision.

- 1. Revise and Communicate Expectations**
 - a. Begin to think about content coverage and adjustments that will be made to your course expectations and how you will communicate this to your students in an informative and supportive way at the beginning of the year. We will provide updated ETHS guidelines for Course Expectations for the e-learning environment.
- 2. Routine is Important**

. We know we will need more instructional time with our students than we do now and we will follow a published daily schedule. We hope to have a model available by July 1st. Most early models include some form of block schedule.

3. Uniform Platform via Google Classroom

. To help students navigate a single platform throughout the day, be prepared to utilize Google Classroom as your primary platform.

4. Live Interaction via Zoom

. We all know that students need to see and interact with their teachers and their classmates regularly. Make each connection count. Plan on Zooming with students during class regularly (to be determined) to provide structure, set expectations, check-in with students, answer questions, and facilitate live discussion.

5. Create a Weekly Schedule

. This quarter we have noticed that many students have struggled with their time management and executive functioning. Please address this in the fall by establishing and publishing a regular flow and rhythm for due dates.

a. Keep it consistent week to week — for example, initial online discussion posts are due Wednesdays, quizzes on Thursdays.

b. Students will appreciate the predictability, especially at a time when so much is uncertain. With regular deadlines, they will know when tasks are due and can plan their week accordingly.

c. Post asynchronous materials (daily agenda, handouts, directions, written or video) prior to the start of class.

6. Build Community

. Community building is important for our students. Plan to make frequent, strategic, and highly visible appearances online - in addition to the Zoom sessions. Post low-tech communications that everyone can read, watch, or both. Your class announcements, your replies in discussion forums, and your summaries of course material — all of those can be typed up and posted for all students' benefit.

7. Provide Feedback

. Focus on learning and feedback vs assessments and grades

a. Students also crave regular feedback on their performance--not just grades. Plan to provide feedback--written or audio/video to students.

WHAT NEXT? When should teachers expect to know about the fall?

We know this doesn't answer each of your questions at this time as we are in the beginning stages of our planning. Over the next few months, we will be looking for teachers and department chairs to work collaboratively to best support each course. Additionally, we will continue to monitor the ever-changing scenarios and guidelines from the state as we prepare for the fall and make adjustments as needed.

Looking forward,

Pete Bavis, Ph.D.

Assistant Superintendent for Curriculum/Instruction

Evanston Township High School
|P|: 847-424-7710

Currently reading *Culturally Responsive Teaching and the Brain* by Zaretta Hammond

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Translator and interpreter service for parents and guardians who speak a language other than English will be provided, as requested. Any parent or guardian who needs translation and interpreting services in any language should contact the ETHS Latino Liaison Coordinator at 847-424-7166.

Tenemos servicios de traductores e intérpretes gratuitos para ayudar a los padres o tutores a asegurar su acceso a programas de la escuela, información académica y servicios sociales. Padres o tutores que necesiten servicios de traducción o interpretación en cualquier idioma, deben llamar por teléfono al Coordinador del Enlace Latino de ETHS al 847-424-7166.



Coronavirus Disease 2019 (COVID-19)

Considerations for Schools

Updated May 19, 2020

As some communities in the United States open K-12 schools, CDC offers the following considerations for ways in which schools can help protect students, teachers, administrators, and staff and slow the spread of COVID-19. Schools can determine, in collaboration with [state and local health officials](#) to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. School-based health facilities may refer to CDC's [Guidance for U.S. Healthcare Facilities](#) and may find it helpful to reference the [Ten Ways Healthcare Systems Can Operate Effectively During the COVID-19 Pandemic](#). These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply.

Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
- Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.
 - Actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
 - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
 - Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)

- **Hand Hygiene and Respiratory Etiquette**
 - Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
 - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- **Cloth Face Coverings**
 - Teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).
 - Note: [Cloth face coverings](#) should **not** be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
- **Adequate Supplies**
 - Support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- **Signs and Messages**
 - Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
 - Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.
 - Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
 - Find free CDC print and digital resources on CDC's [communications resources](#) main page.

Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
 - [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
 - If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit operators](#).
 - Develop a schedule for increased, routine cleaning and disinfection.
 - Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) , including storing products securely away from children. Use products that meet [EPA disinfection criteria](#) .
 - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes

when using these products to prevent children or themselves from inhaling toxic fumes.

- **Shared Objects**
 - Discourage sharing of items that are difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- **Ventilation**
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- **Water Systems**
 - To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- **Modified Layouts**
 - Space seating/desks at least 6 feet apart when feasible.
 - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
 - Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.
- **Physical Barriers and Guides**
 - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).
- **Communal Spaces**
 - Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and [clean and disinfect](#) between use.
 - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.
- **Food Service**
 - Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the [safety of children with food allergies](#). 🚫
 - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the [safety of children with food allergies](#). 🚫

Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**
 - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).

- Offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
 - Consistent with applicable law, put in place policies to protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- **Regulatory Awareness**
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Gatherings, Visitors, and Field Trips**
 - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
 - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
 - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
 - Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- **Identifying Small Groups and Keeping Them Together (Cohorting)**
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Limit mixing between groups if possible.
- **Staggered Scheduling**
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.
- **Designated COVID-19 Point of Contact**
 - Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.
- **Participation in Community Response Efforts**
 - Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).
- **Communication Systems**
 - Put systems in place for:
 - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) [↗](#) (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
 - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- **Leave (Time Off) Policies and Excused Absence Policies**
 - Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
 - Examine and revise policies for leave, telework, and employee compensation.
 - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.

- Develop policies for return-to-school after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- **Back-Up Staffing Plan**
 - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- **Staff Training**
 - Train staff on all safety protocols.
 - Conduct training virtually or ensure that [social distancing](#) is maintained during training.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
 - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.
- **Sharing Facilities**
 - Encourage any organizations that share or use the school facilities to also follow these considerations.
- **Support Coping and Resilience**
 - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
 - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
 - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

Preparing for When Someone Gets Sick

Schools may consider implementing several strategies to prepare for when someone gets sick.

- **Advise Staff and Families of Sick Students of Home Isolation Criteria**
 - Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
 - Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
 - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#)
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) , including storing products securely

away from children.

- **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#) [↗](#).
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

Other Resources

[Latest COVID-19 Information](#)

[COVID-19 Frequently Asked Questions](#)

[Cleaning and Disinfection](#)

[People at Higher Risk](#)

[Guidance for Businesses and Employers](#)

[Managing Stress and Coping](#)

[Guidance for Schools and Childcare Centers](#)

[HIPAA and COVID-19](#) [↗](#)

[COVID-19 Prevention](#)

[CDC Communication Resources](#)

[Handwashing Information](#)

[Community Mitigation](#)

[Face Coverings](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#) [↗](#)

[Social Distancing](#)

Page last reviewed: May 19, 2020

UPDATED SUMMER SCHOOL AND OTHER ALLOWABLE ACTIVITIES

JUNE 4, 2020

PART 2 - TRANSITION JOINT GUIDANCE



Table of Contents

<u>Executive Summary</u>	2
<u>Acknowledgments</u>	3
<u>Introduction</u>	5
<u>Phase 3 Updated Allowable Activities in Schools</u>	6
<u>Health and Safety Protocols</u>	7
<u>Preparing for When a Student or Staff Member Becomes Sick</u>	7
<u>Hand Hygiene</u>	8
<u>Face Coverings</u>	9
<u>Social Distancing</u>	10
<u>Symptoms Screening</u>	11
<u>Personal Protective Equipment</u>	11
<u>Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection</u>	11
<u>Infection Control Procedures for Specific Areas and Activities</u>	12
<u>Classrooms</u>	12
<u>Shared Objects</u>	13
<u>Summer Camps and Other Programs</u>	13
<u>Driver’s Education Behind-the-Wheel Instruction</u>	14
<u>Music-Related Courses</u>	14
<u>Traffic Flow, Hallways, and Lockers</u>	15
<u>Restrooms</u>	16
<u>Water Fountains</u>	16
<u>Cafeterias/Food Service</u>	17
<u>Administrative Offices and Staff Workspaces/Lounges</u>	18
<u>Student Transportation</u>	18
<u>Physical Education, Gymnasiums, and Locker Rooms</u>	19
<u>Playgrounds</u>	20
<u>Auditorium/Multi-Purpose Rooms</u>	20
<u>General Liability</u>	20
<u>References</u>	21
<u>Appendix A: Personal Protective Equipment Chart</u>	27

Executive Summary

The Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) are releasing this Part Two of the Transition Plan Advisory Workgroup’s recommendations for transitioning to in-person instruction. This document focuses on Phase 3 allowable activities, including summer school.

Governor JB Pritzker announced on May 5, 2020, the Restore Illinois plan detailing a public health approach to safely reopen our state. Executive Order 2020-40, enacted on June 4, 2020, allows all schools to open for limited in-person educational purposes, such as summer school, following the completion of the regular 2019-20 school year. Different regions around the state may reach a new phase or return to an earlier phase at different times.

ISBE would like to make clear that while Phase 3 allows for the resumption of face-to-face instruction, this is not the same as a return to pre-pandemic operations. Extensive social distancing measures, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families.

ISBE, in partnership with the Transition Advisory Workgroup and IDPH, will provide further considerations to help you navigate this transition as you begin to make plans for the beginning of the 2020-21 school year. As regions enter Phase 3, all schools must follow IDPH requirements, which:

- Prohibit more than 10 individuals from gathering in one space;
- Require social distancing policies; and,
- Require use of appropriate personal protective equipment (PPE).

Decisions around whether to conduct allowable activities during Phase 3 will remain at the discretion of local school boards and superintendents, in consultation with local public health departments. This document outlines health and safety protocols to ensure students, staff, and visitors can remain safe in school buildings.

Schools should ensure individuals wear face coverings and other PPE appropriate to their duties and risk of exposure, wash hands frequently, conduct symptom and temperature checks before entering the school building, regularly clean and sanitize buildings and equipment, restrict the borrowing or sharing of items, and limit capacity in any space to 10 or fewer people. Individuals who show *any signs or symptoms of illness* should stay home.

This document outlines what to do if someone appears ill at school and further considerations for specific areas of the school, such as restrooms, classrooms, water fountains, playgrounds, hallways, administrative offices, and cafeterias. This document also contains considerations for specific activities, such as physical education, behind-the-wheel driver’s education, transportation, and music courses. Schools should clearly communicate safety protocols and expectations to students, staff, and families in advance, in the family’s native language, and via multiple modes including signage around the school.

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The crafting of this document is the result of a collaborative effort with our partners across Illinois who worked tirelessly in these unprecedented times to develop recommendations for the transition back to in-person instruction. We are truly grateful that you gave your time and effort toward this project. Working with this phenomenal team was an absolute pleasure. Every contributor engaged in thoughtful and respectful dialogue about how to best serve the needs of students in Illinois upon their return to school. Thanks to the generous commitment of each advisory group member, we produced a document that reflects and accounts for the incredible diversity of our state. Again, we extend our sincerest gratitude to this exemplary team. We recognize that your input was invaluable. We appreciate that you brought not only your talent and ability to this project, but also your grace and respect for others under these extraordinary circumstances.

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Introduction

This joint guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) regarding the reopening of schools is based on *Restore Illinois: A Public Health Approach to Safely Reopen Our State*, which was released by Gov. JB Pritzker on May 5. This document, which supersedes earlier guidance put out by ISBE on the subject of summer school, provides an overview of the requirements and recommended practices for schools in Phase 3. This document is not intended to provide one-size-fits-all guidance regarding equipment, products, and processes; guidance on these aspects of reopening must be addressed based on job responsibilities and duties and fact-specific scenarios. ISBE and IDPH also recommend strong partnership and consultation with local public health officials.

Schools have proven from the beginning of the pandemic what an integral part of their communities they truly are, providing tens of thousands of meals to students and ensuring continuity of learning. As the state continues to make its way out of this crisis, schools and districts may begin to restore a sense of normalcy to the lives of their students by expanding the services they provide each and every day.

As educators, our priority remains students' well-being. Resuming the activities as laid out in this document will ensure schools are able to fully serve as agents of empowerment in their communities. Beginning in Phase 3, schools will be able to serve as hosts of summer camps and ensure the needs of special populations are fully being met by providing in-person screenings. Importantly, schools can begin to convene staff, so they can prepare for the fall and plan how to address potential learning losses and academic achievement gaps created by the suspension of in-person instruction.

Districts should plan so that all students who need to can participate in summer school. ISBE encourages districts to provide special populations, which may include students with Individualized Education Programs (IEPs), English Learners, and those who received incompletes during remote instruction, with priority consideration for services. School districts should consider utilizing federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support equitable access to summer school opportunities. Summer programming may not fully compensate for learning losses students have experienced; however, high and consistent student attendance and engagement, intensive planning, both academic and enrichment programming, and staff support will bolster the positive impact of summer programs on student achievement. (See https://www.rand.org/pubs/research_reports/RR366-1.html)

ISBE and IDPH support schools in maintaining safe and healthy learning environments. Strong infection control policies are not new to schools, but the current pandemic requires many new procedures and policies to protect the health of children, staff, and their families. Limiting the spread of COVID-19 requires continued social distancing, which means that children and staff need to be in stable groups that are smaller than those normally permitted.

Phase 3 Updated Allowable Activities in Schools

Decisions around whether or not to conduct allowable activities during Phase 3 will remain at the discretion of local school boards, administrators, and superintendents, in consultation with local public health departments. Stated another way, the decision on whether to allow in-person summer school is a local decision. The Governor will declare when a region progresses to a new phase, based on public health indicators, and different regions of the state may enter different phases at different times.

As regions transition to Phase 3, in-person instruction may resume. Districts must follow IDPH guidelines, which provide the following:

- Prohibits more than 10 individuals from gathering in one space;
- Requires social distancing policies; and,
- Requires use of appropriate personal protective equipment (PPE).

Phase 3 updated allowable activities include:

- **Behind-the-Wheel Instruction.** Students may participate in behind-the-wheel instruction. Vehicles must be cleaned and sanitized between each use and only two students and one instructor may be in a vehicle at a time.
- **Child Find.** Districts may conduct child find activities.
- **Early Childhood, Special Education, and English Learner Screenings.** Schools and districts may conduct in person early childhood, special education, and English learner screenings.
- **Extended School Year.** Districts may offer extended school year services, as appropriate, to students whose IEPs require the service.
- **Host Summer Camps and Other Programs.** Schools and districts may allow buildings to be used for summer camps and other programs sponsored by third parties. Playgrounds may not be used.
- **Individualized Education Program Meetings.** Districts may conduct IEP meetings for families who have been unable to engage in virtual IEP meetings. These meetings should still be held virtually to the greatest extent possible.
- **Mediation and Due Process Hearings.** Mediations and Due Process hearings are able to take place in person. If agreed to by all parties, it is recommended that mediation and due process hearings are still conducted virtually.
- **School Registration.** Staff may provide in-person registration for students and families when necessary. Schools and districts should also provide remote registration opportunities.
- **Special Education Evaluations.** Districts may conduct evaluations that were unable to be completed virtually. Evaluations should still be held virtually to the greatest extent possible.
- **Staff meetings and professional development.** Districts may convene staff members for any appropriate training, planning and professional development purposes.
- **Summer Meals Distribution.** ISBE highly encourages school districts to evaluate the needs of their students and community as they transition into the different phases of

opening the state and continue to provide meals through the summer to meet the needs of their community. The U.S. Department of Agriculture recently [extended several key flexibilities](#) through Aug. 31, 2020, to allow school districts to continue to provide non-congregate meals to meet the needs of their communities. Further, [Public Act 096-0734](#) requires every public school in which at least 50 percent of the students were eligible for free and reduced-price lunches and has a summer school program must provide a summer breakfast and/or lunch to the students in the summer school and children in that community.

- **Summer School.** Schools and districts may conduct in-person summer school. Special populations, which may include students with IEPs, English Learners and those who received incompletes during remote instruction, should receive priority consideration for services.
- **Testing Centers.** Schools may serve as testing sites for students.

Health and Safety Protocols

For schools and districts that resume allowable activities during Phase 3, they should proactively prepare staff and students to prevent the spread of COVID-19 or any other infectious disease. All employees should be trained on health and safety protocols related to COVID-19 prior to resuming in-person instruction.

Preparing for When a Student or Staff Member Becomes Sick

School districts need to be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member participating in Phase 3 allowable activities. Schools and districts should communicate with families and staff that any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home.

Symptoms of COVID-19 vary widely. Recognizable symptoms of COVID-19 include a new onset or worsening cough or shortness of breath or at least two of the following symptoms: fever of 100.4 F, chills, muscle aches, headaches, sore throat, loss of taste or smell, or diarrhea. Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet.

Attendance personnel should request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Information should be documented and shared with the health staff or other appropriate personnel.

In accordance with State and federal guidance, school community members who are sick should not return to school until they have met criteria to return. Schools may wish to consider a symptom checklist for families and staff to use to determine if they are well enough to attend that day. For students who were suspected of COVID-19 but not tested, the CDC and IDPH guidelines state that 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must have passed since symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Students or staff returning from COVID-19 related illness should check in with the building administrator following quarantine.

Within the school environment, any individual who shows symptoms should be immediately separated from the rest of the school population. Individuals who are sick should be sent home. If emergency services are necessary, call 911. When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission-based precautions.

Schools hosting Phase 3 allowable activities should designate a safe area to quarantine any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation. Students should never be left alone and must always be supervised while maintaining necessary precautions.

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as is possible. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. Vacuum the space if needed with a high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night and temporarily turn off room fans and central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. Once the area has been appropriately disinfected it can be opened for use. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals without close contact with the person who is sick can return to work immediately after disinfection. Those with close contact with someone with symptoms or within 48 hours of symptoms should isolate at home and monitor for symptoms. If more than 7 days have elapsed since the person who is sick visited or used the school, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

Hand Hygiene

Districts should encourage frequent and proper handwashing. Ensure availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc., for all grade levels and in all common areas of the building. Cloth towels should not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60 percent alcohol may be used. Districts should be cognizant of any students or staff members with sensitivities or allergies to hand sanitizer or soap and ensure access to alternative handwashing stations are easily accessible.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before

eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the physical education; and following glove removal. Districts should determine any “hot spots” where germ transmission may easily occur and ensure hand sanitation/handwashing supplies are readily available and frequent disinfection of high touch surfaces.

Additionally, districts should adhere to recommendations for safe hand sanitizer use, including:

- Alcohol-based hand sanitizers should be used under adult supervision with proper child safety precautions and stored out of reach of young children to reduce unintended, adverse consequences. It will be necessary to ensure that students do not ingest hand sanitizer or use it to injure another person.
- Alcohol-based hand sanitizers must be properly stored – which includes away from high temperatures or flames – in accordance with National Fire Protection Agency recommendations.
- Hand sanitizers are not effective when hands are visibly dirty, soap and water should be used in place.
- Staff preparing food in the cafeteria/kitchen should *always* wash their hands with soap and water. The IDPH Food Service Sanitation Code does not allow persons who work in school cafeteria programs to use hand sanitizers as a substitute for handwashing.

Educate staff and students on healthy hygiene and handwashing to prevent the spread of infection. Schools may wish to post handwashing posters in the bathrooms, hallways, classrooms, and other areas, as appropriate. See [Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives](#) for free resources. Ensure availability of resources for teachers, nurses, and other staff members, so they can appropriately train students or review handwashing procedures. Various [classroom lesson, activities, and resources](#) are available. Districts should also consider additional signage to display on the correct methods for sneezing and coughing.

Staff and students should be directed and encouraged to avoid touching the face (eye, nose, mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Face Coverings

Schools and districts must follow the guidance of the CDC and IDPH on the usage of face coverings for staff, students, and visitors. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Ensure that the face covering fully covers the mouth and nose, and that the covering fits snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. Districts may wish to maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. For additional information, visit [CDC: Coronavirus Disease 2019 \(COVID-19\)-Cloth Face Covers](#). Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing the face covering. See <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf> <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.



Districts should consider how to meet the needs of students for whom wearing a face covering may cause harm or impediment (e.g., students with hearing impairments, asthma, anxiety). Districts should consult families and medical professionals, as appropriate. Consideration of these situations must be addressed so that students/staff members understand/normalize that some persons may not be wearing a face covering and these situations do not need any intervention from others (e.g., reminders).

Social Distancing

Districts should develop procedures to ensure 6-foot physical distance from other persons at all times. The expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Districts may wish to post visual reminders throughout school buildings and lay down tape or other indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).

The expectation should be explicitly taught to students and reinforced, as needed. Students and staff may break social distance if face coverings and other appropriate PPE is utilized; however, prolonged contact should be minimized.

Districts may wish to consider “staggering” schedules for arrivals/dismissals, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Six-foot physical distancing should continue until indicated otherwise by public health entities. This includes instructional times, specialized classes, mealtimes, recess, and extracurricular activities, transportation, etc.

Staff break areas should be arranged to facilitate social distancing. Break times should be staggered to minimize eating with mask off near others.



Symptom Screenings

Schools and districts should conduct temperature and symptom screenings for all staff, students, and visitors daily. Individuals who have a temperature greater than 100.4 degrees Fahrenheit / 38 degrees Celsius or symptoms of COVID-19 may not enter buildings.

Personal Protective Equipment

Ensure that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, based on exposure risk. Provide training to staff prior to the start of student attendance on the proper use of PPE, including donning (putting on) and doffing (removing) PPE. In addition, training should also include directions on the proper disposal of PPE since inappropriate application or removal of PPE can increase the transmission. As required, employers should comply with Occupational Safety and Health Administration ([OSHA](#)) [standards](#) on bloodborne pathogens, including the [proper disposal of PPE and regulated waste](#). See Appendix A for examples and uses of PPE.

Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection

Districts should develop sanitation procedures per recommendations of the CDC, IDPH, and local health departments. More frequent cleaning and disinfection is necessary to reduce exposure. Visibly dirty areas should be scrubbed to remove visible dirt/soilage and then an approved disinfectant should be used to *kill* germs.

Clean frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets, buses/vans) on a daily basis. Cloth toys or other cloth material items that cannot be disinfected should not be used.

Determine means to sanitize soft surfaces, such as carpeted areas, rugs and curtains. Clean with an approved soap/disinfectant for the surface area. Launder at high temperatures, if possible, and dry. If cleaning with soap and water is not feasible, disinfect with a household disinfectant that has been registered with the Environmental Protection Agency (EPA) and follow contact times on the label. Districts may wish to revisit and revise any green cleaning policies. Vacuum as usual.

Districts may wish to consider posting scheduled cleaning times and maintain appropriate documentation upon the completion of cleaning.

Ensure that [EPA-approved disinfectants](#) for use against COVID-19 are available to staff responsible for cleaning. If not available, consult your local health department for guidance on alternative disinfectants.

- Gloves and other appropriate [Personal Protective Equipment](#) must be used during cleaning and disinfection. Ensure that appropriate PPE is made available to and used by staff, as appropriate, based on job-specific duties and risk of exposure.
- Always follow label directions.
- Allow the required wet contact time.
- Keep all disinfectants out of the reach of children.
- Do not mix bleach or other cleaning products and disinfectants together.
- Prohibit students and staff from bringing in any personal cleaning supplies; cleaning supplies used at school should only be those provided by the school/district.

Infection Control Procedures for Specific Areas and Activities

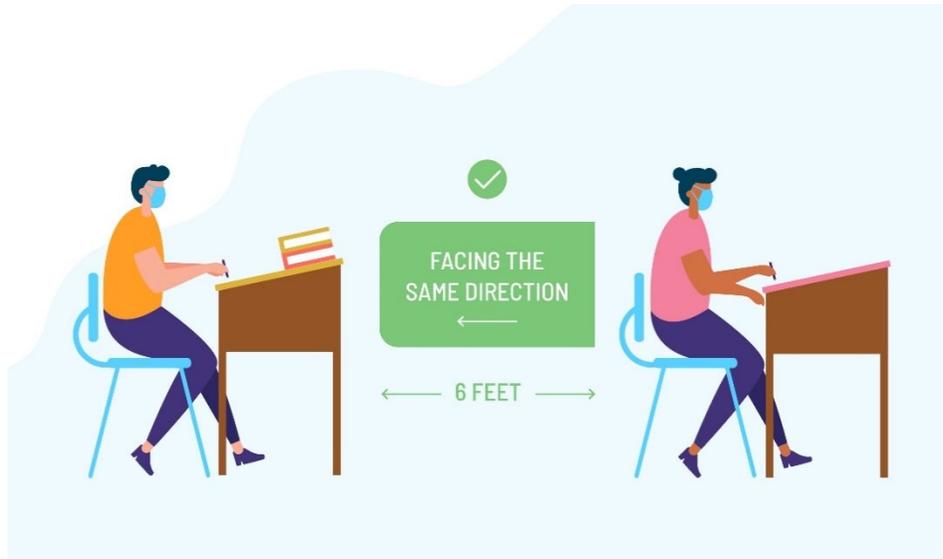
Classrooms

Provide assigned seating for students and require students to remain in these seats to the greatest extent possible. Develop a marked path of travel inside the classroom to maintain social distancing from the entry point of the classroom to the student's assigned seat. Rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction. Open windows, if possible, for increased ventilation.

Only allow supervisors and staff who are required for instruction to be in the classrooms. Build in time for hand hygiene and/or schedule hand hygiene breaks, including before/after eating snacks/meals and upon exiting and returning to the classroom. Ensure adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings (if required), handwashing supplies if sinks are present, soap, paper towels, and gloves for staff, are present in the classroom.

Consider assigning classroom computers to minimize disease transmission. Computer keyboards and/or touchscreens can be difficult to clean, so consider utilizing keyboard covers to facilitate cleaning. Shared computers should have signs posted instructing proper hand hygiene before and after computer use, with handwashing facilities or hand sanitizers readily accessible.

Communicate with parents of younger students to discourage their children from bringing any toys from home to school. Consider labeling students' personal items and keeping them in a separate bag to ensure they remain separate from the belongings of other students.



Shared Objects

Restrict or discourage the borrowing or sharing of any items. The [CDC](#) recommends that electronic devices, toys, books, and other games or learning aids not be shared.

Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Consider using a wipeable cover on electronics and clean per the manufacturer's instructions or use wipes or sprays of at least 70 percent alcohol and dry completely.

For items that must be shared or communally used, it is recommended that at a minimum the item be cleaned after use and that the individuals perform hand hygiene between use.

Note that the use of liquid disinfectants is harmful to library and archives materials and is not recommended. UV ray exposure as a means of sterilization is also not recommended. Utilizing hand sanitizer before and after use of books or library material is recommended.

Be mindful of items like play food, dishes, and utensils that are more likely to be placed in a younger child's mouth. Use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Summer Camps and Other Programs

Many schools host summer programs administered by external entities. Districts should seek current guidance from IDPH and their local health departments regarding summer camps and child care offerings. Upon determination of requirements, child care programs will be required to follow all infection control measures that are used during the school day (e.g., social distancing,

face covering, cleaning, and sanitation). Schools should contact the Illinois Department of Children and Family Services to determine requirements and follow all State and federal guidelines for child care programs.

Once requirements are determined, organizations and groups that wish to access a school's facilities should submit a plan that addresses procedures for program implementation during the public health emergency. Such plans should be reviewed by the school district and school nurse and/or other health-related officials to ensure conformance with school district procedures. School districts may consider limiting or suspending non-critical in-person before- or after-school programs (e.g., leisure-based programs, social clubs, etc.) and offer remote opportunities for engagement.

Driver's Education Behind-the-Wheel Instruction

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

Music-Related Courses

There is [documented evidence](#) of substantial spreading of COVID-19 during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Indoor rehearsals are discouraged. Consider moving music and band-related courses outside. It is recommended that music and band classes be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. Where possible, use separate partitions in open spaces; utilize markings on classroom floor/wall/practice field.

Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove mask during play time needed, but only if necessary. Students should provide their own equipment for class and sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Students should disinfect

musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, National Association for Music Education [instrument cleaning](#)). Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or install a plexiglass shield.

Consider blended/flipped classrooms, as well as individualized self-management programs, to reduce the risk of exposure and allow for personal choice/director choice with recording or practice performance.

Provide virtual learning opportunities or record class rehearsals and share recordings with students who are unable to attend school in-person.

Traffic Flow, Hallways, and Lockers

To adhere to social distancing requirements and IDPH limitations on gathering sizes, consider the following hallway procedures:

- Limit number of persons within hallways at any given time.
- Limit required movement of students between classes. (Consider having staff rotate through classes rather than requiring movement/mixing of student groups.)
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Hallways could have marked one-way paths and certain staircases could be designated one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Place visual reminders within hallways depicting 6-foot distancing, such as markings on wall to delineate 6-foot distance.
- Remove furniture or other items that may encourage congregating in certain areas.
- Limit number of riders in elevators to one or two students with an additional adult (when student needs continuous support or supervision). Both should wear face coverings.
- Suspend the use of lockers, if possible. Sharing lockers should be prohibited and enforced. If lockers must be used, consider staggering locker assignments and locker access to allow for 6-foot distancing between students. For example, students could be assigned to every other or every third locker depending on their width.



Restrooms

Districts should consider means to maintain social distancing in restroom areas. Schools may wish to consider scheduling restroom breaks and escorting individual classrooms to the restroom area to monitor social distancing, as appropriate. Districts may wish to add physical barriers, such as plastic flexible screens, between bathroom sinks and urinals. Appropriate sanitation of restrooms should be completed as scheduled. Post signs encouraging hand hygiene procedures in the bathrooms, hallways, classrooms, and other areas, as appropriate. See [Centers for Disease Control and Prevention: Handwashing: Clean Hands Save Lives](#) for free resources. Encourage students to properly wash hands following restroom use, as age appropriate. Ensure availability of supplies, such as soap and paper towels.

Water Fountains

Promote the use of reusable water bottles and train students and staff on appropriate use of water fountains:

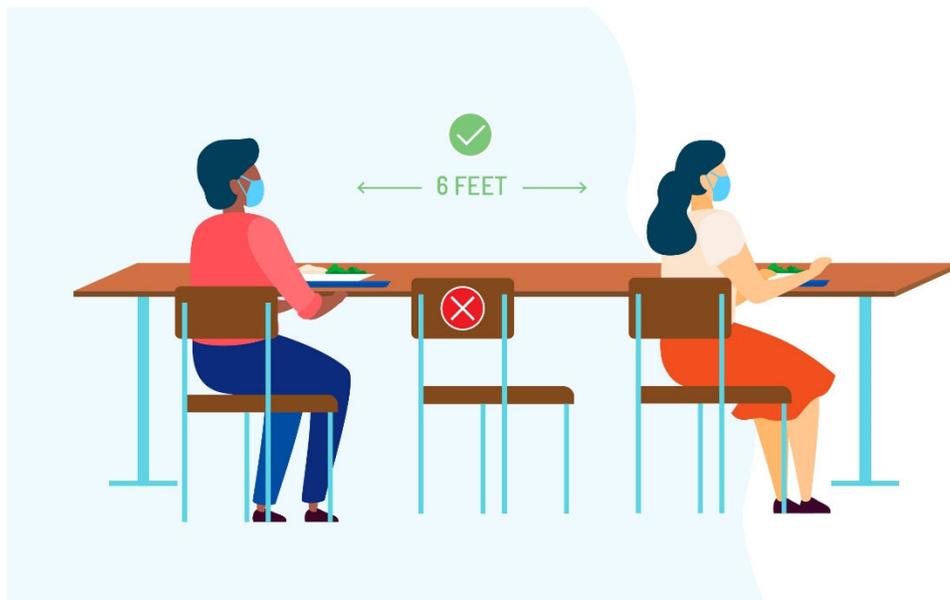
- Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling
- Ensure the appropriate water flow height to discourage students placing the mouths on the spout.
- Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
- If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow.
- Clean your hands afterwards with an alcohol-based rub or wash them with soap and water.

Develop procedures to maintain social distancing during water fountain use by placing floor markers and signage around fountains. Take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged

facility shutdown. Drinking fountains should be cleaned and sanitized and districts should determine how to maintain infection control between student use.

Cafeterias/Food Service

Schools should consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that during Phase 3 no more than 10 individuals are in a space at one time. Alternate scheduling or add meal service times to adhere to capacity limits. Stagger the release of classrooms to the cafeteria to help ensure social distancing while students wait in line. If possible, consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented. If students eat in the classroom the room should be disinfected after eating prior to resuming class room activities.



Meals should be individually plated. Buffets, salad bars, and the sharing of food and utensils should be prohibited. Consider using disposable food service items (e.g., utensils, dishes). Ensure regular precautions are taken regarding [food allergies](#) and dietary needs. If disposable items are not available, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

Areas where students consume meals should be thoroughly cleaned and disinfected between groups and after meals. Food service personnel should wear appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene should be required. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.

Hand hygiene must be performed prior to eating a meal or consuming any food items. As face coverings must be removed during eating, ensure 6-foot distance between individuals. Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.

Communicate clear mealtime expectations with students and staff.

Administrative Offices and Staff Workspaces/Lounges

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations, as possible. Restrict any visitors (if allowed) to the main office area, when possible. Hand hygiene facilities or hand sanitizer should be readily available for visitors to use upon entry.

Keep accurate records of visitors, including the individual's reason for visit, contact information, and all locations visited, in case contact tracing is needed.

Consider an outdoor drop box for material drop-off. Encourage electronic submission of documents and electronic payment of any fees. Any discipline meetings, IEP and 504 meetings, and other meetings between staff and visitors/families should be held remotely, to the greatest extent possible. However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings may be held.

Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another. Consider installing physical barriers within main offices, as needed. Consider using plastic rather than glass as COVID-19 virus has been shown to survive on glass for 96 hours and for 72 hours on plastic (CCDPH Partner Call 5/14/2020).

Provide readily accessible cleaning and disinfecting supplies, access to handwashing facilities or hand sanitizer, and gloves for employees, as appropriate. Maintain a regular cleaning and disinfection schedule of frequently touched items, which may include phones, desktops, fax machines or copiers, door handles, etc.

Where possible, provide each employee with a personal supply of office supplies, such as staplers, tape dispensers, pens, and pencils, to eliminate transmission through shared items. Any shared office supplies should be disinfected after each use. Staff workrooms and lounges also must adhere to 6-foot distancing. Consider capacity limitations depending on the size of the space and availability of seating. Make cleaning supplies available and establish protocols for cleaning frequently touched items, such as copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc. Consider removing any items that cannot be properly cleaned and disinfected for reuse. Consider providing disposable plastic utensils. Post signs regarding proper hand hygiene, capacity limits, and other protocols.

Student Transportation

Schools and districts should create procedures to assure compliance with all applicable expectations under State and federal guidelines. These procedures may need to be updated regularly. Students and families should be aware of procedures and expectations regarding transportation.

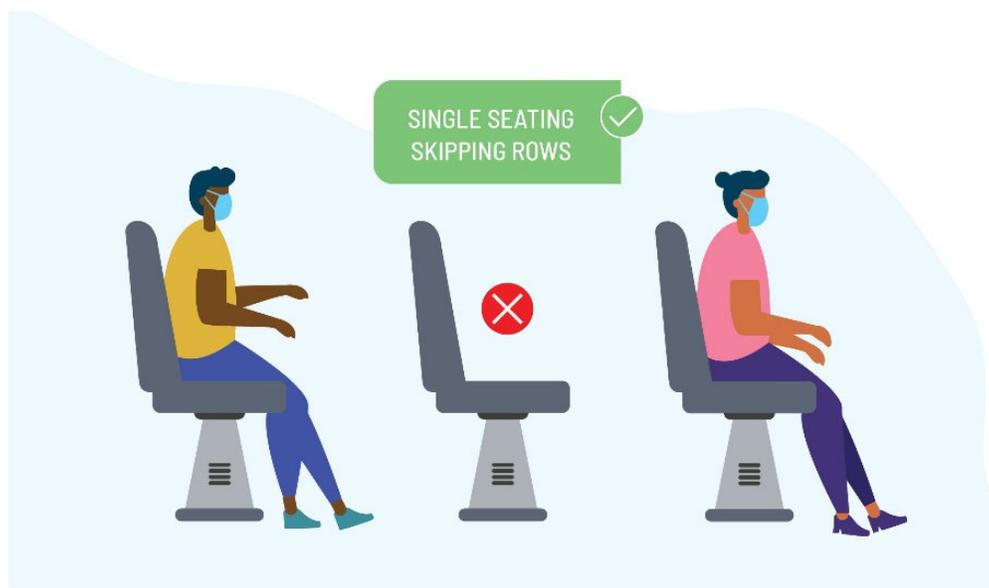
Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. See Appendix A for information regarding PPE. Drivers and monitors must undergo symptom and temperature checks before the start of each workday. Drivers and monitors who

have a temperature greater than 100.4 degrees Fahrenheit / 38 degrees Celsius or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately.

Student transportation should apply the most feasible social distancing guidelines. The [CDC recommends](#) that entities should “create distance between children on school buses (e.g., seat children one child per row, skip rows) when possible.” During Phase 3 no more than 10 individuals may be on a vehicle at any one time. All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations.

Districts are encouraged to provide visual guides to ensure that students comply with expectations set forth by the IDPH (e.g. floor decals, colored tape, or signs to indicate where students should not sit or stand may be used to assist in compliance).

Seating charts are also recommended. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Schools and districts are encouraged to monitor students at school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations.



All required IDOT inspections should occur. In addition, sanitization should be completed daily or between use on all vehicles used for student transportation. Individuals should disinfect vehicles using only products that meet the EPA criteria and manufacturers’ guidelines.

Physical Education, Gymnasiums, and Locker Rooms

Physical activity can support students’ overall health and wellbeing and help reduce stress and anxiety. Class sizes must follow the 10-person capacity limit. Activities must allow for 6-foot distance between students. Games and sport activities that require close guarding and any

potential physical contact with another player must be avoided in order to comply with IDPH requirements for Phase 3. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing.

If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that educators have access to technology to broadcast instruction to maximize social distancing (ex. megaphone or microphone).

Districts should consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing. Shoe changes can be done in the classroom prior to arrival in PE. If used, lockers should not be shared, and showers should not be required for activities.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each student use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, ellipticals, stationary bicycles, weights, etc., should be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Maintaining 6-foot distance between participants may include using only every other treadmill/bicycle or installing dividers between each machine or equipment piece.

Students and staff should wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students should perform hand hygiene after the use of each piece of equipment.

Playgrounds

Playground equipment should be made unavailable for use.

Auditorium/Multi-Purpose Rooms

Schools must limit the number of individuals in one space to 10 or fewer in Phase 3. Consider using auditoriums/multi-purpose rooms as regular classroom spaces to reduce the number of students in regular classrooms and maximize social distancing. Ensure auditoriums and multi-purpose rooms are cleaned and sanitized daily and in between groups as much as possible.

General Liability

Schools should consider contacting their general liability carriers concerning their summer school plans, including a review of the physical spaces, staff and student needs.

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Personal Protective Equipment

Ensure that appropriate PPE is made available to and used by staff, based on job-specific duties and risk of exposure.

Item	Examples
<p>Face Coverings</p> 	<p>Types: https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html</p> <ol style="list-style-type: none"> 1. N95 masks 2. Surgical masks 3. Homemade masks/face coverings. The Illinois Department of Public Health has provided guidance on when to where a mask, how to construct a mask and how to care for masks. https://www.dph.illinois.gov/covid19/community-guidance/mask-use The U.S. Centers for Disease Control and Prevention (CDC) now recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
<p>Eye and Face Protective Tools</p>	<p>Types: https://www.cdc.gov/niosh/topics/eye/eye-infectious.html</p> <ol style="list-style-type: none"> 1. Face Shields 2. Safety Goggles 3. Safety Glasses
<p>Gloves</p>	<p>Types:</p> <ol style="list-style-type: none"> 1. Surgical gloves 2. Nitrile gloves 3. Food service gloves 4. Plastic gloves
<p>Isolation Gown</p>	<p>Guidance for Schools https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance</p>
<p>Cleaning Supplies/Disinfectant</p>	<p>Normal janitorial cleaning and disinfectant supplies probably are sufficient, but preference should be given to items on USEPA's List N: Disinfectants for use against SARS CoV 2. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</p>
<p>Soap</p>	<p>Regular soap is sufficient provided individuals washes their hands for twenty seconds using soap and warm water.</p>
<p>Thermometers</p>	<p>Non-contact thermometers preferred.</p>
<p>Hand Sanitizer</p>	<p>Hand sanitizer should contain at least 60 to 95% alcohol</p>



**Illinois
State Board of
Education**





EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT 202 | 1600 DODGE AVENUE, EVANSTON, ILLINOIS 60201 | www.eths.k12.il.us

To: Board of Education
 From: Pat Savage-Williams, President
 Pete Bavis, Board Secretary
 Date: 6/4/2020
 Re: First Reading
 Policy Committee Recommendations
 Pandemic Preparedness, Press Policy Issue #103, Five Year Review

BACKGROUND

The Policy Committee of the Board met on June 1, 2020 to review the most recent policy update from the IASB service—Press Plus Policy Issue #103 and five-year review. This is the first reading of this Policy Update.

The Policy Committee is also recommending immediate adoption of Policy 4:180 Pandemic Preparedness and 4:180 AP3 Grant Flexibility, Payment of Employee Salaries During a Pandemic.

RECOMMENDATION

Pandemic Preparedness Policy and AP 3.

Policy Code	Policy Title	Policy Committee Recommendation on Adoption
4:180	Pandemic Preparedness	Yes
4:180 AP 3	Grant Flexibility; Payment of Employee Salaries During a Pandemic	Yes

PRESS 103

Policy Code	Policy Title	Policy Committee Recommendation on Adoption
7:90	Release During School Hours	Yes
2:125	Board Member Compensation Expenses	Yes
2:160	Board Attorney	Yes
5:150	Personnel Records	Yes
5:280	Duties and Qualifications	Yes

5:285	Drug and Testing for School Bus and Commercial Drivers	Yes
5:60	Expenses	Yes
6:135	Accelerated Placement Programs	Yes
7:70	Attendance and Truancy	Yes
8:10	Connection with the Community	Yes
8:110	Public Suggestions and Concerns	Yes
8:30	Visitor and Conduct on School Property	Table for review.

Five Year Review

Policy Code	Policy Title	Policy Committee Recommendation on Adoption
4:50	Payment Procedures	Yes
6:280	Grading and Promotion	Yes
7:130	Student Rights and Responsibilities	Yes
7:325	Student Fundraising Activities	Yes
8:80	Gifts to the District	Yes

Operational Services

Pandemic Preparedness ¹

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety if an influenza pandemic occurs.² Pandemic influenza is a worldwide outbreak of a virus for which there is little or no natural immunity and no vaccine; it spreads quickly to people who have not been previously exposed to the new virus.³

To prepare the School District community for a pandemic, the Superintendent or designee shall:⁴ (1) learn and understand the roles that the federal, State, and local government would play in an epidemic; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic influenza school action plan; and (3) build awareness of the final plan among staff, students, and community.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This policy is optional. Its purpose is to establish board direction about pandemic preparedness issues and provide information to the community about the board's role during an influenza pandemic. Information similar to this policy's content may also be a part of a district's safety plans, which the superintendent uses to implement the board's direction in this policy.

A pandemic is a worldwide outbreak of a disease for which there is little or no natural immunity. During an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. Seasonal influenza viruses are similar to those already circulating among people. See **School Guidance During an Influenza Pandemic**, December 2006; Illinois State Board of Education opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter may be found at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

According to the Centers for Disease Control guidance, schools serve as an "amplification point" of flu epidemics. **School Superintendent's Insider**, April 2007. School officials should be preparing for the flu pandemic as a U.S. Health and Human Services Pandemic Influenza Plan estimates that about 30 percent of the general population would become ill in a pandemic. The agency estimates among school-aged children the figure would be higher, about 40 percent. Sources: **NSBA and School Board News**, 3/14/2006.

Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board's sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.

² Multiple stakeholders have important roles in pandemic influenza preparedness and response. Stakeholders include federal departments and agencies, public health organizations, State and local health departments and laboratories, private health care organizations, influenza vaccine and antiviral manufacturers, and vaccine distributors and vaccinators. Effective response to an influenza pandemic requires planning, infrastructure, and action at many levels and by many groups. **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 2.05, October 10, 2006, page 38, which is located at: www.idph.state.il.us/pandemic_flu/planning.htm.

³ See www.dhs.gov/sites/default/files/publications/cikrpandemicinfluenzaguide.pdf.

⁴ 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

Emergency School Closing⁵

In the case of a pandemic, any decision for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the District's local health department, emergency management agencies, and Regional Office of Education.⁶

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-20.5.
Ill. Dept. of Public Health Act (Part 1), 20 ILCS 2305/2(b).
Ill. Emergency Management Agency Act, 20 ILCS 3305.
Ill. Educational Labor Relations Act, 115 ILCS 5/.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 4:170 (Safety), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Local health departments, emergency medical agencies, and the Regional Office of Education may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006; Illinois State Board of Education opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf. Since this letter was written, several Illinois schools faced an H1N1 outbreak in 2009. During that outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of pandemic influenza may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." See www.isbe.net/Documents/SP42-2009_school_dismissals.pdf.

The Ill. Dept. of Public Health is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

⁶ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

Operational Services

Administrative Procedure – Grant Flexibility; Payment of Employee Salaries During a Pandemic ¹

The Superintendent may implement this procedure, after consultation with the Board², when it is determined it would be in the best interests of the District to utilize federal or State agency grant flexibilities that allow continued payment of employee salaries and benefits from grant funds during a pandemic. This procedure shall be implemented consistent with District practices required by Board policies 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*. ³

During a pandemic, federal and/or State agencies may take official action to temporarily allow the District (as a grant recipient) to continue to charge employee salaries and benefits to grant funds while the activities of a grant are closed in whole or in part because of a pandemic, when those payments are made consistent with the District's local practices⁴ for the payment of salaries and benefits to *similarly situated* employees paid from *other* funding sources (i.e., not tied to grant-funds) during a pandemic. The Districts will use this procedure to address the payment of salaries and benefits to grant-funded employees and similarly situated non-grant funded employees during a pandemic. ⁵

The footnotes should be removed before the material is used.

¹ Depending upon the specific terms of government orders and/or guidance issued during a pandemic, this procedure may be required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure. See f/n 3 below for further discussion. **Note:** Apart from this potential requirement tied to grant funding, there is no other federal or State law that requires a district to have a procedure that specifically addresses the payment of employee salaries during a pandemic.

² The Superintendent needs to document his or her consultation with the Board under this procedure. This procedure does not require formal board action; however, documentation could be accomplished through board meeting minutes if discussed at a meeting or through correspondence from the Superintendent to Board members. See policy 2:140, *Communications To and From the Board*, and 2:140-E, *Guidance for Board Member Communications, Including Email Use* for guidance regarding compliance with the Open Meetings Act as it pertains to board member communications outside of a public meeting.

³ See policies 5:200, *Terms and Conditions of Employment and Dismissal*, at f/n7 and 5:270, *Employment At-Will, Compensation, and Assignment*, for information about general sources of board authority for the payment of professional and educational support personnel.

⁴ The memorandum issued by the federal Office of Management and Budget (OMB) referenced in f/n 4 below refers to grant recipients having a "policy," which is used in the generic sense and does not mean a formally adopted board policy. To avoid confusion regarding the federal government's use of the word "policy" in this context and the PRESS PRM's use of policy, this procedure uses the term "practices."

⁵ During the COVID-19 pandemic, the federal Office of Management and Budget (OMB) issued a memorandum on 3-19-20, that permitted federal agencies to allow grant recipients to continue to pay employee salaries and benefits from federal grant funds for a 90-day period, if such payments were made "consistent with the recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources." See www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf. Specifically, the memorandum permitted relief from certain provisions of the federal uniform guidance for grants at 2 C.F.R. Part 200 that require grant expenditures to be directly tied to the activities of the grant. The Grant Accountability and Transparency Unit of the Illinois Governor's office, which administers the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/), confirmed that the OMB flexibility memo also applied to State grants through GATA. See *Guidance for Short-Term Relief of 2 CFR 200*, at www2.illinois.gov/sites/GATA/Pages/default.aspx.

When school buildings are closed due to a pandemic, the Superintendent shall:

1. Consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees,⁶ pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal* and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with the following:⁷
 - a. Laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives;⁸
 - b. Collective bargaining agreements and any bargaining obligations; and
 - c. The terms of any grant under which an employee is being paid.
2. When permitted by the terms of any grant or related regulatory flexibility, and in consultation with the Board, ensure that the District continues to charge to the respective grants payment of the salaries and benefits to grant-funded employees when payment of salary and benefits is also being made to similarly situated non-grant funded employees.
3. Consult with the Board Attorney for guidance on the continued payment of salaries and benefits for grant-funded employees and similarly situated non-grant funded employees and any related legal obligations, such as collective bargaining.⁹

The footnotes should be removed before the material is used.

Following the OMB memorandum, the U.S. Dept. of Education (DOE) issued its own guidance to grant recipients, stating that recipients could continue to pay employees with DOE grant funds when closed due to COVID-19, as long as the recipient paid "consistent with its policies and procedures, similarly situated employees whose compensation is paid with non-federal funds during an extended closure." See www2.ed.gov/documents/coronavirus/factsheet-fiscal-questions.pdf. Neither the OMB nor DOE define *similarly situated* in their guidance; consult the board attorney for advice on this issue. Other agencies administering grant flexibilities during a pandemic such as COVID-19 may issue their own guidance regarding whether a grant recipient's local employee payment practices during extraordinary circumstances must address all employees, only similarly situated employees, or other subsets of employees. This procedure includes the *similarly situated* standard because districts receive much of their federal funding through DOE. Consult the board attorney if the district wants to modify this procedure based on agency guidance from agencies other than DOE.

⁶ 105 ILCS 5/10-23.8 and 5/10-23.8a (superintendent and other administrators salary and benefits); 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 101-443, beginning with the 2020-2021 school year, (teacher minimum salary); and 105 ILCS 5/10-22.34, 5/10-23.5 (educational support personnel); 29 U.S.C. §201 *et seq.* (payment of *exempt* employees as defined in the Fair Labor Standards Act (FLSA)); and 820 ILCS 115/3 (payment of non-exempt educational support personnel).

⁷ 105 ILCS 5/10-20.5 and 115 ILCS 5/1 *et seq.* See paragraph four of f/n 1 in policy 4:180, *Pandemic Preparedness*.

⁸ The Fair Labor Standards Act (FLSA) (29 U.S.C. §201 *et seq.*) generally requires employers to pay *exempt employees* their full salary for any week in which the employee performs work, regardless of the number of days or hours worked in that week; however, the FLSA does not require employers to pay them for any workweek in which they perform no work. 29 C.F.R. §541.602. The FLSA has no such payment requirement for *non-exempt* employees who are generally paid on an hourly basis.

During the 2020 COVID-19 pandemic, the Governor and the Ill. State Board of Education (ISBE) issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The Joint Statement cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

⁹ Staffing and payment of employees during a pandemic presents a number of complex and potentially fluid legal issues; regular consultation with the board attorney is critical under such circumstances to limit the district's liability.

4. Make recommendation(s) to the Board about the continued payment of grant-funded and similarly situated non-grant funded employees' salary and benefits during the emergency closure.
5. Regularly report to the Board regarding the payment of grant-funded and similarly situated non-grant funded employees and the work being performed by those employees during the period of the emergency closure.

DRAFT

Document Status: Draft Update

7:90 Release During School Hours

New/Unpublished Section

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian. [PRESSPlus1](#)

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting^{Q1}

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

Questions and Answers:

***Required Question 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. Districts may specify the hours during which eligible students may be absent from their schools. See the footnotes of sample policy 7:90, available at **PRESS** Online by logging in at www.iasb.com, for more information.

Including this subhead aligns with best practice and serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information. However, including this information in policy is not required.

Has the Board adopted the Voting subhead?

- Yes (default)
 No (IASB will remove the Voting subhead and the Legal Reference to it from this policy, and the references to it from policy 7:70)

PRESSPlus Comments

PRESSPlus 1. This sample policy and its contents are discretionary with each school board. Sample PRESS policy 4:170, *Safety*, authorizes the Superintendent to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Planning for unforeseen early dismissals furthers a positive parent-school relationship and reduces the possibility of unsupervised children. According to this sample policy's introductory section, the school does not need prior parental consent before releasing students for an early dismissal even when it is unforeseen. The second section, however, requires the superintendent or designee to use *reasonable efforts* to announce an early dismissal. The *reasonable efforts* could be satisfied, for example, by a website posting, telephone chain notification, or recorded message on the school's telephone.

Document Status: Draft Update

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. When presenting the proposed budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in

its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District will be reimbursed for meal costs up to \$50 per day, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/. Government Accountability and Transparency Act.

Local Government Travel Expense Control Act, 50 ILCS 150/. Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: February 13, 2017

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
 - No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
-

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

2:160 Board Attorney

The Board of Education may ~~enter into agreements for~~ **retain** legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services **or as memorialized by an engagement letter**. The District will only pay for legal services that are provided in accordance with the agreement for legal services, **as memorialized by an engagement letter**, or **that** are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may **also** authorize a specific **Board** member to confer with **the Board Attorney** ~~legal counsel~~ on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to **be informed of and/or** consider the matter. The Board of Education retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

The Board may consider using the attached procedure 216-P.

LEGAL REF.:

[Rule 1.7](#) (Conflict of Interest: Current Clients) and [Rule 1.13](#) (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: October 26, 2015~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: Draft Update

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District will be reimbursed for meal costs up to \$50 per day. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is

approved. The Board does not reimburse employees for collision damage waiver or theft insurance.

9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130, Grant Accountability and Transparency Act.](#)

[150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
 No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")
-

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

5:150 Personnel Records

Please refer to the following current Agreements:

- Agreement between District 202 Board of Education and Teachers' Council (Certificated Personnel).
- Agreement between Evanston Township H.S. Support Systems Association - IEA/NEA and Board of Education of School District #202, Evanston, Cook County, Illinois.
- Agreement between the Evanston Township High School Student Welfare Officers and Student Management Personnel Association - IEA/NEA and District 202 Board of Education.
- Agreement between District 202 Board of Education and Service International Union Local #73, Custodian and Maintenance.
- Agreement between District 202 Board of Education and International Union of Operating Engineers Local 399.
- Agreement between Evanston Township High School Board of Education and Evanston Township High School Food Services Department, Service Employees International Union #73.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

For those employees not covered by these Agreements:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent or designee, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's Human Resources department.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District Public Records), 5:130 (Responsibilities Concerning Internal Information), 7:340 (Student Records)

ADOPTED: October 24, 2016

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

When appropriate, the Superintendent may seek approval from the responsible regional superintendent for a noncertificated individual to provide specialized instruction that is not otherwise readily available in the school environment in the field that the individual is particularly qualified by reason of specialized knowledge or skill.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: February 13, 2017

PRESSPlus 1. The Legal References are updated in response to amended III. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

[PRESSPlus1](#)

LEGAL REF.:

[625 ILCS 5/6-106.1 and 5/6-106.1c.](#)

[49 U.S.C. §31306](#), Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).

[49 C.F.R. Parts 40](#) (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), [382](#) (Controlled Substance and Alcohol Use and Testing), and [395](#) (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED: May 1, 2017

PRESSPlus Comments

PRESSPlus 1. Updated to reflect that the district does not employ any CDL drivers. August 2019

Document Status: Draft Update

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227, Gifted Education.](#) [PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in the Credit Recovery program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), PRESSPlus1 other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, PRESSPlus2 or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 105 ILCS 5/26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
8. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
9. A protocol for cooperating with non-District agencies including County or municipal authorities, the appropriate Intermediate Service Center, truant officers, the Regional Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
11. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

12. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), [7:90 \(Release During School Hours\)](#), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. See policy 7:90 for more information. If the Board does not adopt the Voting subheading in policy 7:90 (see the Questions Window in the Draft Update for policy 7:90), IASB will remove this phrase and the Cross Reference to policy 7:90. **Issue 103, March 2020**

PRESSPlus 2. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the Director of Safety to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, PRESSPlus1 e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public's involvement.
2. The Superintendent or designee will:
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
 - b. The Superintendent will: (1) a) At least annually, prepare a report for the of each community engagement initiative, and/or (2)
 - c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Security Office or Building Safety Station and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal or designee of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Superintendent, or Superintendent's designee. If permission is granted, the Superintendent shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing. The Superintendent or designee may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

For employees whose collective bargaining agreement(s) does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. [PRESSPlus1](#)

Please refer to the following current Agreements:

- Agreement between District 202 Board of Education and Teachers' Council (Certificated Personnel).
- Agreement between Evanston Township H.S. Support Systems Association – IEA/NEA and Board of Education of School District #202, Evanston, Cook County, Illinois.
- Agreement between the Evanston Township High School Student Welfare Officers and Student Management Personnel Association – IEA/NEA and District 202 Board of Education.
- Agreement between Evanston Township High School and Service Employees International Union Local No. 73.
- Collective Bargaining Agreement between Evanston Township High School Board of Education and Evanston Township High School Food Services Department, Service Employees International Union Local #73.
- Agreement between Evanston Township High School District 202 and International Union of Operating Engineers Local 399.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7181](#) et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[720 LCS 5/11-9.3.](#)

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities),

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

Document Status: Draft Update

8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. [PRESSPlus1](#) All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

Please also refer to the current Agreement between District 202 Board of Education and Teachers' Council (Certificated Personnel).

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Complaint Policy), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education at a Board's regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the Board of Education, after which they may be approved for payment. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board of Education.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.](#)

[23 Ill.Admin.Code §100.70.](#)

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

~~ADOPTED: October 26, 2015~~

Document Status: 5-Year-Review - Needs Review

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, or other criteria approved by the Board of Education. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall provide academic assistance for a student who is not promoted.

The Superintendent or designee, shall develop written procedures for determining student promotion, for reporting to students and their parents/guardians, and for review of a final grade.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade,
- An inappropriate grade based on an appropriate grading system,
- The absence or inability of a teacher to compute/substantiate a final grade,
- The student experiencing extenuating circumstances (e.g., serious health problem, death in the family, a hospitalization; or
- Failure of the teacher to notify the parent/guardian of a possible failing grade and failure to provide academic support to the student.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: April 20, 2015

Document Status: 5-Year-Review - Needs Review

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.

Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: January 11, 2016

Document Status: 5-Year-Review - Needs Review

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount, and door-to-door solicitations are discouraged.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: October 26, 2015

Document Status: 5-Year-Review - Needs Review

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and attached policy.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: October 26, 2015

GIFT RECOGNITION AND NAMING

I. Overview

The Evanston Township High School (ETHS) Board is committed to and responsible for the recognition of all philanthropic gifts to the institution. Inclusive recognition of all gifts, regardless of size or type, is desired for donors who support ETHS's programs and plans for renovation through its capital campaign. The comprehensive campaign will include major facility improvements that are beyond the scope of the District's tax cap, special events such as a speakers series and corporate sponsorships to support extra curricular activities, facilities and programs.

The following Gift Recognition and Naming Policy is set forth to acknowledge gifts in a consistent and appropriate manner. High level stewardship is critical to success. Capital Campaigns, in particular are highly dependent upon major gifts. The policy sets forth the parameters for recognition of gifts of various levels with special focus upon major gifts.

Identification, cultivation and recognition are the hallmarks of major gift activity. Policy outlined in this document is primarily regarding visible permanent opportunities. Additionally, the recognition of historical relationships that have enriched Evanston Township High School since its founding in 1883 is both appropriate and desired.

Broad and inclusive recognition methods will be explored and presented for approval. Should donors prefer to remain anonymous, ETHS will respect and abide by their wishes. The Development Director at ETHS is responsible for the implementation of this policy.

Gift recognition and naming policy should be reviewed in its entirety, at least every five years. Revisions to policy must be approved by the Board.

The gift recognition and naming policy will be used by staff and volunteer solicitors for discussions with prospective donors. Used in this way it should ensure consistent, equitable, and appropriate recognition for all gifts to ETHS.

Unforeseen circumstances may call for exceptions to stated policy.

II. General

- A. Gift recognition and naming policy applies to gifts / pledges received from all sources.
- B. An Alumni Class may be recognized for the combined total gifts from individual alumni. If this type of recognition is chosen, the individual alumnus would not then also receive individual recognition for his or her gift.
- C. If requested, individuals may be recognized for "matching gifts" which often come from corporations or foundations and match, at a pre-stated ratio, the individual's contributions.
- D. In instances where support is received from a legally incorporated organization comprised of various individuals, recognition will be given to the organization rather than the individuals within the organization. (i.e., Boosters Club or ETHS Alumni Association).
- E. Gift agreements stating pledge and payment arrangements as well as methods of recognition will be prepared for all contributions.
- F. Only gifts accepted in accordance with recognition policy will qualify for such recognition.
- G. Where appropriate, selected events or activities may be recognized for their collective support, i.e., Booster's Spring Gala.

III. Forms of Recognition

A. Gift Recognition Wall and Plaque Displays for Comprehensive Campaign

- i. Reasonably priced gift recognition displays may be created as appropriate. A display might acknowledge a specific campaign.
- ii. These displays would be centralized to maximize impact and effectiveness and to facilitate implementation and maintenance.
- iii. The minimum gift amount for inclusion in such displays will be \$10,000 cumulative.
- iv. At least 60% of the pledge commitment must be fulfilled prior to displaying the donor recognition.

B. Facilities Naming

- i. The naming of ETHS facilities (i.e., building or wing) requires approval by the District 202 Board upon recommendation by the Superintendent.
- ii. Such recognition and naming shall continue as long as the named space exists, unless otherwise stated in the Gift Acceptance or Recognition Agreement.

C. Naming of Areas within a Facility or Program

- i. Interior spaces such as theatres, class rooms, lecture halls, waiting areas, and administrative offices can be named.
- ii. The minimum amount for such recognition is \$250,000 or half the cost of the project whichever is higher.
- iii. Naming recognition of an interior space will be considered site specific and recognition will remain in place as long as the particular space and its related function remain in the location originally named. If the function of a space is relocated, the following examples may be considered by ETHS:
 - a. The donor may be offered the opportunity to make a new, additional gift commensurate with the naming opportunity value of the new space (Construction or renovation costs, location and size will influence the new naming opportunity value).
 - b. If the new location's layout is such that a portion of the new space could be named for the donor of the original space, this could be done without an additional gift.
 - c. The donor may choose to name another interior space at ETHS.
- iv. Procedures, which will ensure recognition plaques are equitable for gifts of the same level or range, will be developed by ETHS staff in consultation with the Director of Development. These procedures will detail the sizes of recognition plaques given in response to which level of gift. In addition, these procedures will detail the style of plaque and the font to ensure a consistent look.
- v. Plaque wording will be developed collaboratively by ETHS staff in consultation with the Director of Development and

each donor to ensure consistency and appropriateness.

- vi. Procedures which will detail the interior spaces available for naming and the threshold gift necessary for naming recognition will be developed by ETHS.

D. Endowment Gifts

- i. Commitments of \$100,000 or more may qualify for perpetual named opportunities.
- ii. Additional guidelines for recognition opportunities are being formulated.

E. Gifts of Equipment and Gifts in Kind

- i. Contributions of goods and services with a fair-market value will be recognized as outlined in previous sections.
- ii. Plaques will not be affixed to small fixtures or equipment.
- iii. Procedures, which will ensure recognition plaques are equitable for gifts of the same level or range, will be developed by ETHS staff in consultation with the Director of Development. These procedures will detail the sizes of recognition plaques given in response to which level of gift. In addition, these procedures will detail the style of plaque and the font to ensure a consistent look.

F. Giving Society Memberships

- i. Donors making qualified gifts will be recognized within membership recognition societies. Such societies create opportunities for more public recognition. In addition, they motivate certain benefactors to increase their giving and institutional allegiance.
- ii. Donors may be members of one or more societies at any given time and may participate in the varied membership benefits each may provide.

G. Publications

- i. ETHS will recognize qualifying gifts in an institutional annual report.
- ii. In addition, recognition may be given to the following groups for their membership and participation:
- iii. All individuals memorialized or honored during the reporting period, regardless of gift amount.
- iv. New members may be highlighted in an additional listing.
- v. Qualifying gift levels and gift dates will be detailed in procedures to be developed and regularly updated by ETHS
- vi. Other ETHS publications and Campaign publications, media, brochures and websites may provide additional opportunities for gift recognition.
- vii. Whenever possible and appropriate, gifts will be recognized in publications that feature information on the Campaign.

H. ETHS District 202 Educational Foundation

- i. Members of the ETHS District 202 Educational Foundation Board are instrumental in soliciting and securing major gifts.
- ii. The gift recognition policy will be used by Foundation staff and volunteer solicitors for discussions with prospective donors.

I. Miscellaneous

- i. Wall of Honor - Comprehensive for all gifts \$10,000 or more.
- ii. Annual Fund minimum for recognition to be displayed is \$1,000.
- iii. A Corporate Sponsorship packet is available for distribution and may be customized to highlight particular athletics or theater event details.
- iv. All perpetually-named opportunities are to be periodically reviewed and determination will be made as to whether continued association with the donor is in the best interest of District 202.
- v. The District reserves the right to remove any disreputable individuals' names from public display.



To: Eric Witherspoon, Superintendent
From: Mary Rodino, Chief Financial Officer
Date: June 4, 2020
Re: FY 2021 Tentative Budget

ISSUE

An electronic copy of the FY 2021 Tentative Budget is enclosed for your review. This year, as in past years, the first two sections of the budget have been provided– the Executive Summary and the Financial Section. The other three sections (Financial Analysis, Organizational, and Statistics and Glossary) will be provided in the final budget submitted to the Board in September and are currently being updated.

This memo explains the budget process for the next few months.

BACKGROUND

The budget situation is more fluid than usual this year due to the effects of the COVID-19 pandemic. Best attempts were made at estimating expected revenues and expenses.

The FY 2021 Tentative Budget represents the next step in the budget process. As is the Board custom, the FY 2021 Tentative Budget will be presented as both an Information and Action item at the Board meeting. By approving the Tentative Budget, the Board will be giving authorization to start the new fiscal year – July 1st – with the basics of a new budget in place. The Board and staff will continue to review and revise the budget over the course of the summer.

The Board will also be authorizing a budget hearing for the Board meeting in September where the proposed final budget changes will be presented. Final approval of the FY 2021 Budget will be at the September 21, 2020 Board meeting. At that time, more should be known about the financial effects of the pandemic.

The reasons for this schedule are twofold. First, under the Appropriation Budget process that Illinois schools must follow, the final budget must be passed by the end of the first quarter of the new fiscal year. In our case this is September 30, 2020.

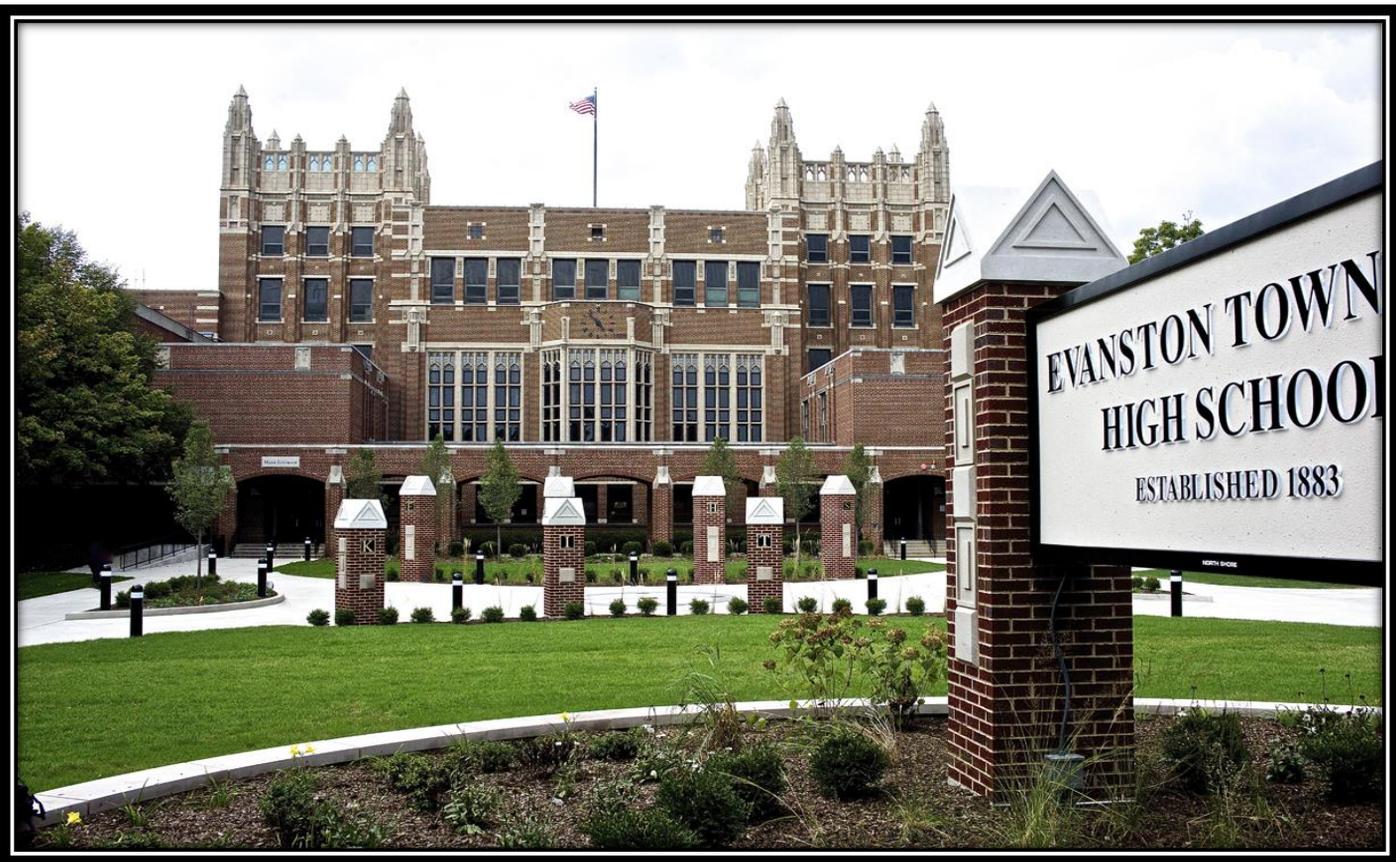
Second, because property taxes are 85% or more of our budgeted revenues, it is important to wait until September to get the final tax extension numbers for the levy from Cook County. The first property tax installments will be received in August. It is expected that some property tax payments will be delayed (Cook County has relaxed late fees in light of the pandemic), but final extensions will be known.

Staff will provide an updated presentation on the budget and take further Board questions or information requests on the budget at the meeting.



Tentative Annual Budget

2020-2021



EVANSTON TOWNSHIP HIGH SCHOOL
DISTRICT 202

83

Evanston, Illinois

**EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT 202
COOK COUNTY**

1600 Dodge Avenue

Evanston, Illinois 60201

Fiscal Year 2021 Tentative Budget

Board of Education

Patricia Savage-Williams	President	04/2021
Monique Parsons	Vice President	04/2023
Jude Laude	Member	04/2021
Gretchen Livingston	Member	04/2021
Patricia Maunsell	Member	04/2021
Elizabeth Rolewicz	Member	04/2023
Stephanie Teterycz	Member	04/2023

District Administration

Eric Witherspoon	Superintendent
Mary Rodino	Chief Financial Officer
Marcus Campbell	Assistant Superintendent/Principal
Toya Campbell	Chief Human Resource Officer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Evanston Township High School District 202
Illinois**

District received this award for nine consecutive years

Executive Director

TABLE OF CONTENTS
FY 2021 TENTATIVE BUDGET

	<u>PAGE</u>
EXECUTIVE SUMMARY	
a. SUPERINTENDENT’S TRANSMITTAL LETTER	1
b. FINANCIAL OUTLOOK	4
c. DISTRICT GOALS	7
FINANCIAL SECTION	
a. REVENUE SUMMARY	12
b. EXPENDITURE SUMMARY	16
c. EDUCATIONAL FUND	20
d. TORT FUND	115
e. OPERATIONS AND MAINTENANCE FUND	118
f. BOND AND INTEREST	130
g. TRANSPORTATION FUND	133
h. IMRF/SOCIAL SECURITY FUND	138
i. CAPITAL IMPROVEMENT FUND	141
j. WORKING CASH FUND	150

ALPHABETICAL INDEX 2020-21 TENTATIVE BUDGET

TITLE	FUNCTION #	PAGE #	FUND
Academic Supports	1011300198	45	EDUCATION
Assessment & Testing	1022300152	83	EDUCATION
Assistant Superintendent/ Curriculum & Instruction	1024100132	107	EDUCATION
Assistant Superintendent/Principal	1024100149	108	EDUCATION
Associate Principal for School Operations & Logistics	1021900153	105	EDUCATION
Associate Principal of Student Services	1024100140	108	EDUCATION
Associate Principal Educational Services	1024100133	107	EDUCATION
Athletics	1015000174	51	EDUCATION
AVID Program	1011300113	57	EDUCATION
Bilingual	1018000194	55	EDUCATION
Board of Education Services - ED Fund	1023100165	104	EDUCATION
Board of Education Services - O & M Fund	2029000165	129	OPER & MAINT
Bond Interest	3051400301	132	BOND & INTEREST
Bond Principal Retirement	3052000302	132	BOND & INTEREST
Book Distribution Services	1022200142	79	EDUCATION
Bravo Arts Program	1021900161	100	EDUCATION
Building Improvement	2025300202	120	OPER & MAINT
Building Insurance Services	2025400210	128	OPER & MAINT
Business Services	1025100162	85	EDUCATION
Capital Improvements Projects	6025300xxx	141	CAPITAL IMPROVEMENTS
Career & Technical Education	1014000116	49	EDUCATION
Carl Perkins Title II	1022100625	104	EDUCATION
College/Career Counseling	1021200145	69	EDUCATION
Communications Department	1026300164	89	EDUCATION
Community Services ETHS	1011300179	58	EDUCATION
Continuing Education	1013000171	62	EDUCATION
Counseling Services	1021200148	71	EDUCATION
Covid Expenses	1011300485	59	EDUCATION
Custodial & Maintenance Services	2025400204	122	OPER & MAINT
Director of Nutrition Services	1025600190	90	EDUCATION
DORS Step Program	1021900620	101	EDUCATION
Drivers Education	1011300110	57	EDUCATION
Duplicating	1025700147	109	EDUCATION
Duplicating-Instructional Supply	1022100147	102	EDUCATION
Engineer Services	2025400206	126	OPER & MAINT
English	1011300101	25	EDUCATION
Fine Arts	1011300114	37	EDUCATION
Fiscal Services	1025200170	85	EDUCATION
Graduation	1021900126	99	EDUCATION
Grounds Services	2025400205	124	OPER & MAINT
Health Center School Based ETHS	1021300169	98	EDUCATION
Health Center School Based Grant	1021300619	98	EDUCATION
Health Education	1011300117	41	EDUCATION
Health Services	1021300160	73	EDUCATION
History & Social Science	1011300106	33	EDUCATION
Human Resources	1026400144	91	EDUCATION
IASA Title II	1022100627	104	EDUCATION
IDEA Grant	1012000603	60	EDUCATION

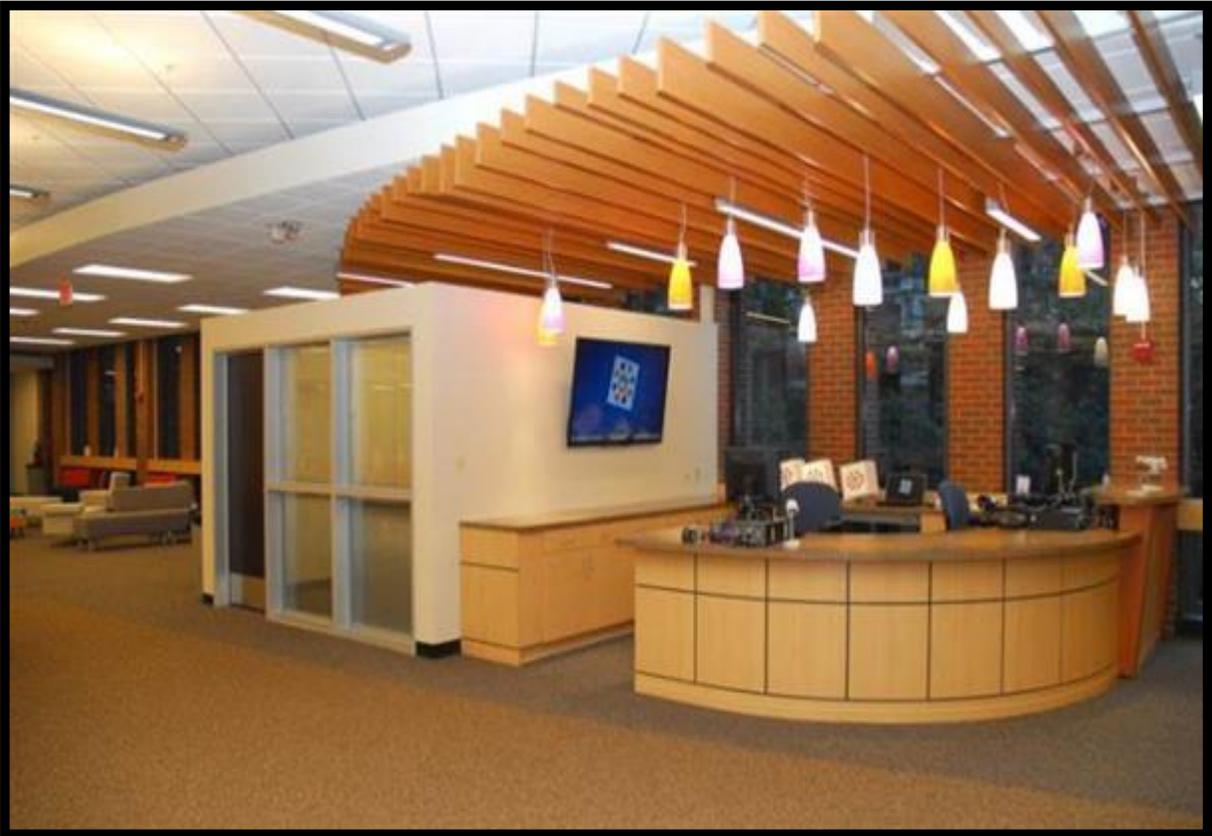
ALPHABETICAL INDEX 2020-21 TENTATIVE BUDGET

TITLE	FUNCTION #	PAGE #	FUND
IMRF Benefits	5011300xxx	138	IMRF & SS
Instruction & Curriculum Development	1022100155	77	EDUCATION
Instructional & Informational Technology	1026600146	95	EDUCATION
Instructional Technology	1011300115	39	EDUCATION
Land Improvement	2025300201	128	OPER & MAINT
Literacy	1011300131	58	EDUCATION
Mathematics	1011300104	29	EDUCATION
Media & Technology Services	1022200143	81	EDUCATION
Minority Student Achievement	1022100130	102	EDUCATION
NCA Evaluation	1026200138	110	EDUCATION
NCLB Title I Grant	1012500642	61	EDUCATION
Network Administration	1026600139	93	EDUCATION
Nutrition Services	1025600173	88	EDUCATION
Operations & Maintenance Admin	1025400192	109	EDUCATION
Outreach Services	1021100189	97	EDUCATION
Payments to other Govt. - Park School	1041100183	113	EDUCATION
Payments to other Governmental Units	1041100611	114	EDUCATION
Perm Tr Int WC	7081200700	151	WORKING CASH FUND
Physical Education	1011300108	35	EDUCATION
Program Evaluation/Research	1026200136	110	EDUCATION
Property Tax	2041900212	129	OPER & MAINT
Psychiatric Services	1021300120	97	EDUCATION
Psychological Services	1021400122	99	EDUCATION
Pupil Transportation Services	4025500xxx	141	TRANSPORTATION
Receiving	1025700176	110	EDUCATION
Recruiting-Title II	1026400627	104	EDUCATION
Rentals	2030000211	129	OPER & MAINT
Safe Schools Program	1011300185	59	EDUCATION
Safety Services	1021900191	75	EDUCATION
Scheduling Services	1024100150	109	EDUCATION
School Improvement	1022100156	103	EDUCATION
Science	1011300105	31	EDUCATION
Security Services	2025400208	128	OPER & MAINT
Service Area Director	1023100178	105	EDUCATION
Service Area Director Fund 12	1223100178	117	TORT
Service Area Director Fund 20	2029000178	129	OPER & MAINT
Social Work Services	1021100123	66	EDUCATION
Special Education	1012000119	48	EDUCATION
Special Ed Administrative Services	1023300151	106	EDUCATION
Special Ed ETHS Day School	1012000109	60	EDUCATION
STAE Program	1011300125	58	EDUCATION
Staff Training Services	1022100129	101	EDUCATION
Student Activities	1021900127	100	EDUCATION
Substance Prevention Services	1021200124	67	EDUCATION
Substitutes	1011300197	59	EDUCATION
Summer Proj/Curr/Schl Imp	1022100186	103	EDUCATION

ALPHABETICAL INDEX 2020-21 TENTATIVE BUDGET

TITLE	FUNCTION #	PAGE #	FUND
Summer School	1016000172	53	EDUCATION
Summer School Driver Ed	1016000110	62	EDUCATION
Sup Svcs Other	1029000199	110	EDUCATION
Superintendent Services	1023200154	106	EDUCATION
TBE/TPI Bilingual Grant	1018000618	63	EDUCATION
Teen Baby Nursery	1021900182	101	EDUCATION
Test Prep Instruction	1011300188	59	EDUCATION
Theater Services	1011300195	43	EDUCATION
Title II Flow Thru	1041100627	114	EDUCATION
TLC	1011300107	57	EDUCATION
TV Production	1011300196	59	EDUCATION
Utilities	2025400209	128	OPER & MAINT
Vehicle Operation & Maintenance	2025400207	128	OPER & MAINT
Vocational Education Improvement Grant	1022100621	103	EDUCATION
Vocational Technical Planning	1022100137	102	EDUCATION
Wellness Services	1026400141	110	EDUCATION
World Languages	1011300103	27	EDUCATION

EXECUTIVE SUMMARY





June, 2020

To the School Board:

In the midst of a pandemic, we are submitting for publication the proposed FY 2021 Tentative Budget to the Board of Education and to the community. We welcome the opportunity to present and discuss instructional and operational plans and related financial impact with our Board and community. Transparency in communicating our budget to our taxpayers in our community consistently leads to operational and educational improvements. This budget is balanced, with operating revenues matching or exceeding expenditures, for the fourteenth consecutive year.

The total FY 2021 budget is \$92.8 million in expenditures which is 2.6% more than the FY 2020 budget. The operating budget is \$81.0 million which is 2.4% more than the FY 2020 operating budget. This budget responds to the COVID-19 pandemic and is the result of conservative budgeting and deliberate containment of personnel costs, most of which are determined by contractual obligations. Typically, the budget is 2-3% more than the previous year. This year's budget includes a \$900,000 planned transfer to the Capital Improvements Fund for infrastructure improvements. We will monitor changing financial conditions and, if necessary, these funds can be retained in the Education Fund.

The 2020-21 year will be the fourth year in which the Illinois State Board of Education has funded schools using the Evidence Based Funding (EBF) program finalized in 2018. Under this new funding model, the District does not expect to see any increases in state revenues. It is expected that state funding will remain flat, and may decrease if District enrollment declines. Many discussions have been held regarding how funding levels will be affected if the State of Illinois fails to make its minimum required EBF funding contribution. The District faces potential loss of revenues should this occur. As of June 2020, the State has pledged level EBF funding. In addition, while a property tax freeze has not materialized, discussions continue as the state looks to assist taxpayers seeking financial assistance due to the COVID-19 pandemic severely affecting the economy. A property tax freeze remains a potential threat to the District.

Another lingering financial threat from the State is the pension reform measure. If it would someday pass, the State Legislature could assess school districts the normal portion cost of the TRS pension which could amount to over \$2 million a year in new expenses to the District shifted from the State of Illinois.

Using Values-Based Budgeting, we will continue to focus our budget decisions to meet the changing needs of our students, strengthen the financial solvency of the district, and continue providing an excellent education for our students during difficult financial times. Students and their learning always remain paramount. Equity is paramount.

We are still under the grip of tax caps that do not keep up with the increased costs of supplies, energy, services, health benefits and employee compensation. This year's budget is subject to the restrictions of the 2018 CPI of 1.9% and a 2019 CPI of 2.3%. CPI has increased slightly over the past few years, but even these higher CPI percentages are less than the District's annual increases in labor costs and health care costs.

In response to the goals adopted by the school board and the COVID-19 pandemic, I am recommending the following strategies reflected in this budget:

- Continue to our equity work and addressing racial disparities in achievement with the staff, students and greater Evanston community and expand initiatives to increase and improve equitable learning opportunities to benefit all students.
- Transform our equity training to a more deliberate antiracist agenda.
- Improve the learning experience by raising the academic expectations to include implementing honors challenge courses in all departments.
- Identify and implement asset-based strategies to address Black male achievement and success.
- Use multiple measures and a new multivariable assessment system aligned to ETHS predictors by more precisely identifying and monitoring each student's career readiness. Use that individualized data to counsel and advise students and their parents for post-secondary planning and transitioning.
- Transition to a Career Pathways Model, understanding that pathways may include college, post-secondary training, advanced certifications, or on-the-job training as examples.
- Define our Portrait of a Graduate to authentically demonstrate the value of an ETHS education and assist our students in making informed decisions about the career pathways they are pursuing.
- Continue our one-to-one technology program by equipping all incoming freshmen with a new Chromebook computer as well as a hotspot for home connectivity when needed.
- Continue our exciting partnership and increasing skill development with Northwestern University involving STEAM and other cutting-edge learning opportunities for our students and staff.
- Continue our numerous partnerships with Northwestern University in the areas of research, cooperative programs, and college scholarship opportunities. And grow our NEERA partnership with NU and D65.
- Continue our Geometry in Construction classes and partnerships with the community, Evanston businesses, the City of Evanston and Community Partners for Affordable Housing who are providing assistance with this program.
- Continue our Algebra in Entrepreneurship class and continue to partner with our business community to expand this exciting learning format.
- Continue our support of the Mayor's Employers' Advisory Committee (MEAC) that is providing career exploration, shadowing opportunities, internships and job placement for our students.

- Continue strengthening our System of Supports for our students, a commitment providing personalized support to raise achievement for all students, including our Academic Intervention Team, Freshman Advisory Study Halls (FASH), Wildkit Academy, Academic Study Centers, Hub Student Center, College and Career Counseling, Y.O.U. and Y.J.C. on-site partnerships, team ASAP, freshman and new student transition program and more.
- Increase interventions that will increase student well-being such as support during hospitalizations, support for transitions, ETHS Transition House, ETHS Day School, grief support, Restorative Justice, alternatives to suspension, conflict resolution, developing soft skills that build confidence and success in life, nutrition and more.
- Expand our Acknowledge, Care, Tell (ACT) initiative to enhance student and staff well-being.
- Continue to participate actively in Evanston Cradle to Career to bring about systemic and equitable change in our community.

In addition to all these important improvements, the district will purchase necessary Personal Protective Equipment (PPE) for students and staff and continue to invest in textbooks and instructional materials, technology, preventive maintenance, our outstanding extracurricular and athletic programs, AVID, STAE, AP classes, chem/phys, the fine and performing arts, career education, counseling, social work, health services, our planetarium, facility upgrades, the fine and performing arts, and so much more that defines an ETHS investment in education.

What continues to be of concern with this budget is again not what is known but what is **not** known. We do not know what legislature will eventually decide about teacher pensions and what District costs might be. We do not know how the current economic downturn will ultimately affect interest rates, and if a property tax freeze will be mandated. But most urgent are all the unknowns caused by the COVID-19 pandemic and the unknown needs and costs looming in the future. Because of these significant unknowns, close monitoring of economic and political events over the next budget year will continue to be critical.

Evanston Township High School is one of the best, most competitive high schools in the nation, ranked in the top 3% of all high schools. This budget reflects the high value we place on educating all students, on raising academic achievement for all students, and on achieving the goals of the district. I am pleased to recommend this values-based budget for your consideration. We are committed to maintaining the strongest financial position at ETHS District 202.

Sincerely,

Eric Witherspoon, Ph.D.
Superintendent

**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
EXECUTIVE SUMMARY**

FINANCIAL OUTLOOK FOR FY 2021

The financial outlook for FY 2021 is that the District will continue to budget within its limited resources, and must also address issues associated with the COVID-19 pandemic. The full economic impact is still unknown, but the CPI for FY 2020 is 1.9% and for FY 2021 will be 2.3%. A property tax freeze is still a very real threat to District revenues, particularly as lawmakers look to give constituents some relief in light of the pandemic.

The total operating expense budget proposed for District 202 is \$81,077,000. This includes all operating funds and represents a 2.4% increase from FY 2020.

EDUCATION FUND: The Education Fund is the general operating fund of the District. It accounts for all financial resources except those required to be accounted for in another fund. This fund is primarily used for most of the instructional and administrative aspects of the District's operations. Budgeted revenues for FY 2021 are \$71,500,000 and expenditures are \$71,500,000. This represents an expenditure increase of 2.4% over the FY 2020 Education Fund budget and will result in a balanced budget for FY 2021.

OPERATIONS AND MAINTENANCE FUND: The Operations and Maintenance Fund provides funding for the operation and maintenance of the Districts buildings and grounds. Budgeted revenues for FY 2021 are \$7,982,000 and expenditures are budgeted at \$7,982,000. This represents an expenditure increase of 2.1% from FY 2020.

TRANSPORTATION FUND: The Transportation Fund is a Special Revenue fund that accounts for expenditures made for student transportation. Budgeted revenues for FY 2021 are \$1,235,000 and expenditures are budgeted at \$1,235,000. This budget is almost identical to the FY 2020 budget.

IMRF/SOCIAL SECURITY FUND: The IMRF Social Security Fund is a Special Revenue fund that accounts for expenditures made for employee retirement expenses. Budgeted revenues for FY 2021 are \$3,375,000 and expenditures are \$3,375,000. This is a decrease of 1.3% from FY 2020 mostly due to stabilized IMRF rates.

BOND AND INTEREST FUND: The Bond and Interest Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs. Budgeted revenues for FY 2021 are \$3,364,000 and expenditures are \$3,364,000. This an increase of 22% from the FY 2020 budget and reflects the issuance of the 2020 debt certificates. These debt certificates have a shorter payback period (10 years vs. 20) than bonds. The increase is funded by a transfer of revenues from the Education Fund (partial proceeds from the Washington National TIF funds).

ETHS DISTRICT 202

FY 2021 TENTATIVE

BUDGET SUMMARY

	Estimated Fund Balance July 1, 2020	Budgeted Revenues FY2020-21	Budgeted Expenditures FY2020-21	Revenues Less Expenditures NET	Estimated Fund Balance June 30, 2021
OPERATING FUNDS					
Education	\$27,400,000	\$71,500,000	\$71,500,000	\$0	\$27,400,000
Operations & Maintenance	\$2,640,000	\$7,982,000	\$7,982,000	\$0	\$2,640,000
Transportation	\$2,300,000	\$1,235,000	\$1,235,000	\$0	\$2,300,000
Working Cash	\$4,130,000	\$0	\$0	\$0	\$4,130,000
Tort Fund	\$7,700	\$360,000	\$360,000	\$0	\$7,700
TOTAL OPERATING FUNDS	\$36,477,700	\$81,077,000	\$81,077,000	\$0	\$36,477,700
OTHER FUNDS					
Bond & Interest	\$750,000	\$3,364,000	\$3,364,000	\$0	\$750,000
IMRF & Social Security	\$52,000	\$3,375,000	\$3,375,000	\$0	\$52,000
Capital Improvements	\$3,300,000	\$1,700,000	\$5,000,000	-\$3,300,000	\$0
TOTAL OTHER FUNDS	\$4,102,000	\$8,439,000	\$11,739,000	-\$3,300,000	\$802,000
GRAND TOTAL	\$40,579,700	\$89,516,000	\$92,816,000	-\$3,300,000	\$37,279,700

**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
EXECUTIVE SUMMARY**

FINANCIAL OUTLOOK FOR FY 2021 (CONTINUED)

WORKING CASH FUND: The Working Cash Fund is a Special Revenue fund that accounts for financial resources held by the District to be used as temporary inter-fund loans for working capital requirements to the Education Fund, the Operations and Maintenance Fund, and the Transportation Fund. Budgeted revenues for FY 2021 are \$0.

CAPITAL IMPROVEMENTS FUND: The Capital Improvements Fund accounts for the capital expenditures financed through various debt issuances. Funds will be spent over two years and details begin on page 141 of this report.

TORT FUND: The Tort Fund will have revenues of \$360,000 and expenditures of \$360,000. This is a fund required by state law.

FINANCIAL STRATEGIES FOR FY 2021:

Several financial strategies will be employed for FY 2021:

Constant Monitoring of State of Illinois issues: The District will continue to monitor the State's issues so reductions can take place as soon as any funding source changes. The COVID-19 pandemic has created serious budget shortfalls for the State of Illinois. In the best case scenario, Evidence Based Funding (EBF) will remain flat. In the worst case scenario, the state could implement a take back of previously allocated EBF dollars. Some legislators have also been supportive of a property tax freeze. Both of these items could seriously affect District funds.

Contractual and Consulting Services Reductions: The District continues to try control these costs.

Energy and Water Conservation: The District is determined to continue to improve the sustainability of its facilities. A key management issue will be to conserve both the use of water and energy. Continuing the four-day summer school and purchasing natural gas futures on the open market will continue to curb increases in the District's energy budget. The District is also replacing most of its exterior lighting with LED energy efficient lighting and securing State grants for much of the retrofit.

Capital Improvements: New capital improvement purchases will assist in providing lower operating costs with new roofs which will reduce increasing maintenance costs.

Wellness Initiative: The wellness initiative will assist the District in starting to control its long-term health insurance costs.



EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT 202 | 1 600 DODGE AVENUE, E VANSTON, ILLINOIS 60201 | www.eths.k12.il.us

District Goals

2017-2022

Goals Approved by the

Board of Education on:

May 23, 2016

Outcomes and Measures for Goals 2, 3, 4

Approved by the Board of Education on:

April 24, 2017

Goal 1: Equitable and Excellent Education

ETHS will increase each student's academic and functional trajectory to realize college/career readiness and independence. Recognizing that racism is the most devastating factor contributing to the diminished achievement of students, ETHS will strive to eliminate the predictability of academic achievement based upon race. ETHS will also strive to eliminate the predictability of academic achievement based upon family income, disabilities and status as English language learners.

Outcomes and Measures*	
100 percent college ready and/or workforce ready, and/or independent.	Multiple Measure Model of College Readiness specific to ETHS students' persistence into a second year of college. This model will be back-mappable.
	Career and Workforce Ready Metric
	Indicator 14 and Annual Follow Up

*Approval of measures for Goal 1 pending further research and analysis with Northwestern University.

Goal 2: Student Well-being

ETHS will connect each student with supports to ensure that each student will experience social-emotional development and enhanced academic growth.

Outcomes and Measures	
100 percent of students are present 95 percent or more per school year.	Student attendance tracking reported by race, IEP, ELL, income.
100 percent of students do not receive a behavioral referral.	Behavioral data reported by race, IEP, ELL, income.
100 percent of students will maintain or increase their GPA.	GPA monitoring reported by race, IEP, ELL, income.
100 percent of students will participate in extra-curricular activities.	Participation reported by race, IEP, ELL, income.
100 percent of students have improved social-emotional wellness including awareness of and access to appropriate social emotional supports.	Develop a set of intervention sensitive well-being outcomes and use appropriate multiple measures including a student survey.

Goal 3: Fiscal Accountability

ETHS will provide prudent financial stewardship.

Outcomes and Measures	
Maintain the district's AAA bond rating.	<ul style="list-style-type: none"> Annual monitoring of the budget to assure budget compliance and budget stays within revenue levels.
Maintain the District's comprehensive Financial Recognition Rating from the State of Illinois. Continue our practice of regular periodic evaluation of cost-effectiveness of expenditures.	<ul style="list-style-type: none"> Submit balanced annual operating budget to the Board of Education. Continue Mid-Year budget analysis of expenditures and annual Capital Improvement Plan review to assure regular evaluation of expenditures and infrastructure.
Maintain the district's transparency of financial reporting to the community and the taxpayers.	<ul style="list-style-type: none"> Annual receipt of the national GFOA Certificate of Excellence in Financial Reporting award and the Nat'l Assoc. of School Business Officials Certificate of Excellence in Financial Reporting award. Annual receipt of the national GFOA Distinguished Budget Presentation award. Annual receipt of the national GFOA Popular Financial Report award. Annual compliance with District adopted financial policies.
Seek stable and adequate annual funding from multiple revenue sources including local, state, and federal sources.	<ul style="list-style-type: none"> Participation in Ed Red, Community Legislative Task Force, state and local grants, and maintain contact with legislators.

Goal 4: Community Engagement and Partnerships

ETHS will strengthen parent/guardian relationships to create an effective continuum of learning and seamless transitions into and out of ETHS.

Outcomes and Measures	
100 percent of partnerships are aligned to and contribute to the attainment of District Goals.	District Goals/Partnerships Matrix
100 percent of parent/guardians demonstrate involvement with ETHS.	Parent Involvement Measure that includes but is not limited to participation in parent groups, school events, utilizing Home Access Center, parent teacher conferences.
100 percent of students meet freshman on track indicator.	ISBE on track indicator.

FINANCIAL SECTION



**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
FINANCIAL SECTION**

REVENUE SUMMARY

The operating revenue budget proposed for District 202 is \$81.0 million. This includes all operating funds – Education, Operations and Maintenance, Transportation and Working Cash Funds. This represents a 2.4% increase from FY 2020. The increase is primarily due to larger property tax revenues from an increase in the Consumer Price Index and new property within the City of Evanston.

For the operating funds, property taxes continue to be the largest source of revenue consisting of 84 % of all revenues (see chart). The next largest revenue category at 5% is other local revenues.

PROPERTY TAXES: Evanston property owners pay property tax to multiple entities including District 202. The District's portion of the total property tax bill is slightly more than 25%. This percentage of the total Evanston tax bill has remained constant but slightly reduced for the last five years.

Property taxes represent 84% of the total operating funds of the District. The operating funds consist of the Education, Operations and Maintenance, Transportation and Working Cash funds. In addition, property taxes are collected to pay for the Bond and Interest Fund which pays for the annual debt service on outstanding bonds and the IMRF fund which pays for retirement benefits for non-certified staff.

District 202 is a non-home rule form of government in Illinois and, as such, is subject to property tax caps. Those caps restrict the growth of the amount of property taxes collected to 5% or the Illinois Consumer Price Index – whichever is lower. The Consumer Price Increase (CPI) that is used under the tax cap formula is 1.9% for the 2019 levy and 2.3% for the 2020 levy. A property tax freeze is currently being considered by Illinois legislators but was not included as part of the recently passed 2019-20 State budget.

Total property taxes to be received this year are estimated to be about \$74.7 million. Property taxes for the operating funds are \$68.6 million for FY 2021.

**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
FINANCIAL SECTION**

REVENUE SUMMARY - CONTINUED

CORPORATE PERSONAL PROPERTY REPLACEMENT TAX (CCPRT): The corporate property replacement (CPRT) tax is part of the state income taxes that are collected and generally reflects the state of the Illinois economy. This tax is allocated to the Education, Operations and Maintenance, IMRF and Transportation Funds. For FY 2021, the tax is estimated revenue is \$1.525 million. This is a 25% expected decline due to the State's financial situation in the wake of the pandemic.

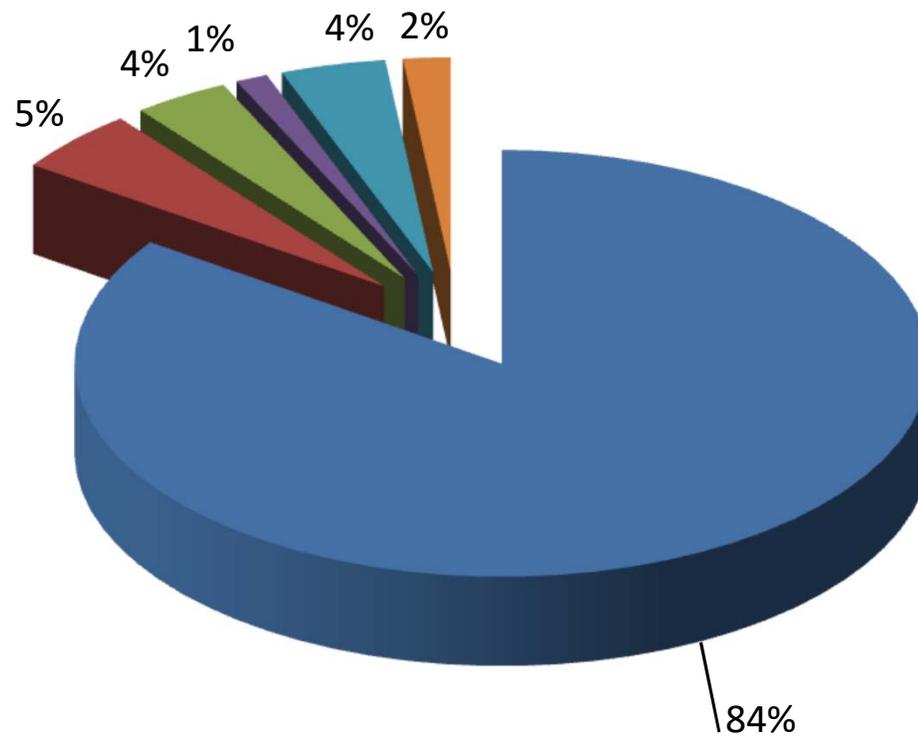
OTHER LOCAL REVENUES: Other Local Revenue is generated from tuition, interest on investments, food service income, student fees, and other local revenues. The total amount of Other Local Revenues is projected to remain relatively flat. The amount budgeted for other local revenues is \$3,869,000.

EVIDENCE BASED FUNDING/GENERAL STATE AID: General State Aid has been changed to the new Evidence Based Funding (EBF) model. This revenue stream includes what was formerly paid as General State Aid, TBE/TPI (Bilingual) grant, Special Ed Personnel and Special Ed Extraordinary grants. Overall. This revenue source should remain flat for FY21, but may be reduced in the future, depending on the State's financial situation.

STATE CATEGORICAL AID: State Categorical Aid consists of monies received from the state that are aimed at specific needs and programs. These include such things as Special Ed Room and Board, Transportation, and some Bilingual Programs. Revenues for FY21 are slightly below FY20 levels. Further reductions are anticipated.

FEDERAL AID: Federal Aid represents the amount received from the federal government such as Title I/II funds as well as food subsidy funds. The District also receives IDEA money and DHS (Department of Human Services) funding. Total funding for FY 2021 is expected to increase slightly, due to federal pandemic assistance.

OPERATING FUNDS REVENUES BY CATEGORY FISCAL YEAR 2020-2021



- Property Taxes
- Other Local Revenues
- General State Aid
- Evidence Based Funding (EBF)
- Federal Aid
- Corporate Property Replacement Tax

**ETHS DISTRICT 202
OPERATING FUNDS FY 2021
REVENUE CATEGORIES**

	FY 2020 Budget	FY 2021 Budget	Percent Change
Local Sources			
Property Tax	\$66,746,000	\$68,605,000	2.79%
Corporate Property Tax	\$1,700,000	\$1,450,000	-14.71%
Other Local Revenues	\$3,724,000	\$3,869,000	3.89%
Total Local Sources	\$72,170,000	\$73,924,000	2.43%
State Sources			
General State Aid/EBF	\$2,946,000	\$2,946,000	0.00%
Categorical State Aid	\$1,028,500	\$986,000	-4.13%
Total State Sources	\$3,974,500	\$3,932,000	-1.07%
Federal Aid	\$3,060,500	\$3,221,000	5.24%
Transfers	<u>\$0</u>	<u>\$0</u>	0.00%
Total Revenue	\$79,205,000	\$81,077,000	2.36%

**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
FINANCIAL SECTION**

EXPENDITURE SUMMARY

The operating expenditure budget proposed for District 202 is \$81.0 million. This includes all the operating funds – Education, Operations and Maintenance, Transportation and Working Cash funds. This represents a 2.4% increase over FY 2020.

For the operating funds, salaries and benefits continue to dominate the costs. Salaries represent 69% (see chart) of the budget and fringe benefits are at 9%. This means 78% of the budget is personnel cost related. The next highest categories are purchased services at 9%, tuition at 5%, and supplies and materials at 4% of costs.

Salaries: Salaries are mainly determined by the labor contracts that are in place at the District. The total salaries are estimated to be \$55.8 million. This represents an overall increase of 3.4% for FY 2021.

Fringe Benefits: The benefits provided to our employees include health insurance, life insurance, optional dental insurance, and Social Security, Medicare, and pension expenses. Health insurance alone, the District's largest benefit expense, is expected to increase moderately for FY 2021. This increase is only calculated for half of the fiscal year because health insurance contracts are based on the calendar year not our fiscal year. This District also continues to subsidize retiree health insurance by allowing IMRF retirees into the District's plan and pays a payment to retirees for a portion of their premium. Total fringe benefit expenses are estimated to be \$7.05 million which is an increase of 3.0% for FY 2020.

Purchased Services: Purchased services expenditures for FY 2021 are estimated to be \$7.02 million, a 1.5% increase from FY 2020

Supplies and Materials: Supplies and materials are estimated to increase by 2.4% for the FY 2021 budget for a total of \$3.72 million. The increase is mainly due to the cost of supplies. The District is trying to keep costs down in this expense category and significant reductions have been made over the years.

**EVANSTON TOWNSHIP HIGH SCHOOL
FY 2020-21 TENTATIVE BUDGET
FINANCIAL SECTION**

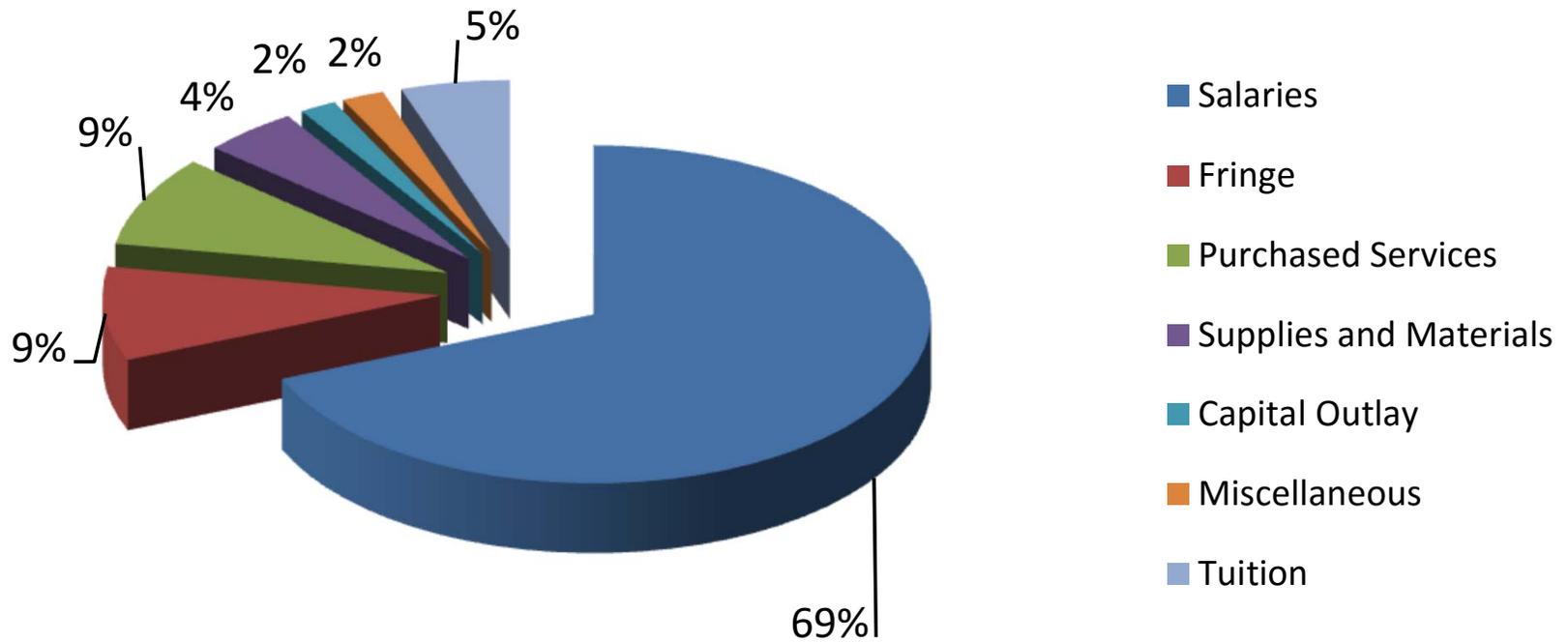
EXPENDITURE SUMMARY - CONTINUED

Capital Outlay: Capital outlay expenditures for FY 2021 (in the Ed and O&M Fund) amount to \$1.42 million which is flat from FY 2020.

Other Objects: Other objects expenditures for FY 2021 are \$1.6 million which represents a 39% decrease from FY 2020.

Tuition: Tuition is expected to remain flat for FY 2021. Significant reductions have taken place in the past few years due to decreased off campus placements. This also reflects the opening of the ETHS Public Day School, which will result in less outside tuition paid.

OPERATING FUNDS EXPENSES BY CATEGORY FISCAL YEAR 2020-2021



**ETHS DISTRICT 202
OPERATING FUNDS FY 2021
EXPENDITURE CATEGORIES**

	FY 2020 Budget	FY 2021 Budget	Percent Change
Salaries	\$53,654,300	\$55,764,200	3.93%
Fringe	\$7,050,900	\$7,263,400	3.01%
Purchased Services	\$6,911,900	\$7,018,400	1.54%
Supplies and Materials	\$3,640,300	\$3,728,100	2.41%
Capital Outlay	\$1,427,800	\$1,425,000	-0.20%
Other Objects	\$2,279,800	\$1,637,900	-28.16%
Tuition	<u>\$4,240,000</u>	<u>\$4,240,000</u>	<u>0.00%</u>
Total Expenditures	\$79,205,000	\$81,077,000	2.36%

EDUCATION FUND

The Education Fund is the general operating fund of the District. It accounts for all financial resources except those required to be accounted for in another fund. This fund is primarily used for most of the instructional and administrative aspects of the District's operations. Budgeted revenues for FY 2021 are \$71.5 million and expenditures are \$71.5 million. This represents an expenditure increase of 2.4% over the FY 2020 Education Fund budget. This increase in budget is due to wage increases.

What follows is a detail of the revenues, expenditures and description of the activities of the major departments. The expenditures are organized by functions which are:

- Instruction 1000
- Support Services 2000
- Community Services 3000
- Non-programmed Charges 4000

**FY 2020-2021 REVENUE BUDGET
FUND 10 - EDUCATION**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11110	LEVY SPRING PMTS	\$ 31,017,000	\$ 31,700,000
R11120	LEVY FALL PMTS	\$ 28,000,000	\$ 28,510,000
R11130	LEVY BACK TAX	\$ (900,000)	\$ (500,000)
R11410	SP ED LEVY CURRENT	\$ 171,000	\$ 175,000
R11420	SP ED LEVY PRIOR	\$ 148,000	\$ 160,000
R11430	SP ED BACK TAX	\$ (10,000)	\$ (10,000)
R12300	CORP REPL TAX	\$ 1,700,000	\$ 1,300,000
R13110	TUITN DAY SCHOOL	\$ 140,000	\$ -
R13140	TUITN DAY CARE	\$ 135,000	\$ 135,000
R13210	TUITN SUMM SCHL	\$ 240,000	\$ 270,000
R13510	TUITN ADULT	\$ 150,000	\$ 160,000
R15100	INT ON INVEST	\$ 300,000	\$ 400,000
R16110	STU A LA CARTE LUNCH	\$ 145,000	\$ 150,000
R16120	STU A LA CARTE BKFST	\$ 11,000	\$ 11,000
R16130	STU ALA CARTE	\$ 360,000	\$ 360,000
R16140	VENDING	\$ 33,000	\$ 33,000
R16200	ADULT SALES	\$ 105,000	\$ 105,000
R16300	GARDEN EDIBLE ACRE REV	\$ 8,000	\$ 8,000
R16900	CATERING	\$ 135,000	\$ 110,000
R17110	ADMISSON ATH	\$ 20,000	\$ 20,000
R17200	FEES/OBLIGATNS	\$ 378,000	\$ 450,000
R17210	TECHNOLOGY FEES	\$ 125,000	\$ 125,000
R17220	GEN ACTIVITY FEES	\$ 25,000	\$ 25,000
R17230	DRIVER ED FEES	\$ 12,000	\$ 12,000
R17240	ACTIVITY FEES	\$ 160,000	\$ 160,000
R19300	CITY OF EVANSTON FOOD	\$ 160,000	\$ 180,000
R19400	DIST 65 TUITION	\$ 35,000	\$ 40,000
R19410	DIST 65 FOOD	\$ 470,000	\$ 470,000
R19985	E-RATE REVENUE	\$ 50,000	\$ 40,000
R19990	MISC REV LOCAL	\$ 50,000	\$ 153,000

TOTAL EDUCATION FUND	\$	63,373,000	\$	64,752,000
LOCAL REVENUES				

**FY 2020-2021 REVENUE BUDGET
FUND 10 - EDUCATION**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R30010	EVIDENCE BASED FUNDING	\$ 2,946,000	\$ 2,946,000
R30990	TRANSITIONAL ASSISTANCE	\$ -	\$ -
R31000	SP ED PRIV FAC	\$ 400,000	\$ 400,000
R31050	SP ED EXTRAORD	\$ -	\$ -
R31100	SP ED PERSNNL	\$ -	\$ -
R31200	SP ED ORPHNGE	\$ 80,000	\$ 50,000
R31300	SP ED ORPHNGE SUMMER	\$ 8,000	\$ -
R31450	SP ED SUM SCHL	\$ -	\$ -
R32200	CTEI GRANT V ED PGM IMP	\$ 102,500	\$ 102,000
R33050	BILINGUAL ED TPI	\$ -	\$ -
R33600	IL FREE LUNCH	\$ 6,000	\$ 6,000
R33610	IL FREE BKFST	\$ -	\$ -
R33650	SCHOOL BREAK INCENTIVES	\$ -	\$ -
R33700	DRIVER EDUCATN	\$ 21,000	\$ 20,000
R36510	NTL BOARD CERT INITIATIVE	\$ -	\$ -
R37750	ADA BLOCK GRANT	\$ -	\$ -
R38000	IL LIBRARY GNT	\$ 3,000	\$ 3,000

TOTAL EDUCATION FUND	\$	3,566,500	\$	3,527,000
REVENUES FROM STATE SOURCES				

**FY 2020-2021 REVENUE BUDGET
FUND 10 - EDUCATION**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R42110	FREE/RED LUNCH	\$ 385,000	\$ 385,000
R42120	NTL FREE/RED AFTER SCHOOL	\$ -	\$ -
R42200	NTL FULL BKFST	\$ -	\$ -
R42210	NTL F/RED BKFST	\$ 70,000	\$ 70,000
R42260	CACFP MEAL REIMBURSEMENT	\$ 60,000	\$ 70,300
R43000	IASA TITLE 1	\$ 330,000	\$ 415,000
R44000	IASA TITLE IV	\$ 20,000	\$ -
R46200	IDEA FLOW THRU	\$ 715,000	\$ 755,000
R46250	IDEA ROOM & BRD	\$ 1,000,000	\$ 800,000
R47450	VOC ED PERK IIC	\$ 54,500	\$ 54,700
R48520	CARES ACT FUNDING	\$ -	\$ 290,000
R49000	MEDICAID MTCH	\$ 50,000	\$ 40,000
R49010	MED FEE FOR SVC	\$ 120,000	\$ 80,000
r19050	TITLE III IEP	\$ 8,000	\$ -
R49090	TITLE III LIPLEP	\$ 16,000	\$ 17,000
R49320	TITLE II - TEACH QUALITY	\$ 64,000	\$ 78,000
R49510	DORS STEP	\$ 45,000	\$ 45,000
R49970	SCH HLTH CTR	\$ 123,000	\$ 121,000
R49990	OTHER FED PROGRAMS	\$ -	\$ -

TOTAL EDUCATION FUND	\$ 3,060,500	\$ 3,221,000
REVENUES FROM FEDERAL SOURCES		

R71200	TRANSFER INT FROM WRK CASH	\$ -	\$ -
	TOTAL TRANSFERS	\$ -	\$ -

GRAND TOTAL	\$ 70,000,000	\$ 71,500,000
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INSTRUCTION

1000 – Function

The teaching of pupils or the interaction between teachers and pupils.

ETHS DISTRICT 202

ENGLISH

1011300101

Description of Major Activities:

The English department is responsible for the teaching of both English and reading. The Freshman Earned Honors Humanities and the Pathway to Honors at the sophomore and Junior levels will continue to be a high priority for the Department.

The categories of classes offered are as follows:

- English: 9th, 10th, 11th, and 12th grades
- English-Humanities offered 9th
- Reading classes in 9th and 10th grades
- Journalism and Media Production
- Senior Studies
- American Studies
- Gender in Literature
- Historical Fiction
- Multimedia and Analysis
- Psychology in Literature
- Science Fiction

Students will read to comprehend a variety of texts using appropriate strategies. Students will read, understand, interpret, and appreciate a variety of contemporary and classic works of literature and non-print texts that represent diverse cultures, eras, and perspectives.

Students will write to communicate for a variety of purposes and audiences. Students will use the language arts for inquiry and research to acquire, organize, analyze, evaluate, and communicate information.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: ENGLISH

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300101	1117	EXEMPT STAFF	\$136,000.00	\$140,000.00
	1121	TEACHERS	\$4,087,300.00	\$4,051,000.00
	1141	PARAPROFESSIONALS	\$0.00	\$42,200.00
	1150	SECRETARIES	\$24,300.00	\$25,000.00
	2001	CERT CASH OPT	\$6,000.00	\$6,000.00
	2002	N/CERT MEDICAL	\$14,000.00	\$14,000.00
	2003	CERT MEDICAL	\$380,000.00	\$370,000.00
	4100	SUPPLY	\$8,000.00	\$8,000.00
	4130	SUPPLY EVANS	\$14,500.00	\$14,500.00
TOTAL:			\$4,670,100.00	\$4,670,700.00

ETHS DISTRICT 202

WORLD LANGUAGES

1011300103

Description of Major Activities:

The World Languages department is responsible for providing instruction in eight (7) world languages to almost 3000 students every year. The department goals are to promote and develop language acquisition and effective communication skills in the languages offered: American Sign Language (1-4 Honors), Chinese (1-4 Honors), French (1-5 Advanced Placement), German (1-4 AP), Japanese (1-4 Honors), Latin (1-4 AP), Spanish (1-5 AP) and Spanish for Heritage Learners (1-4AP). Facilities include a 60-station state-of-the-art language laboratory (2006) in which students practice listening and speaking skills in the world language(s) they are studying. Among the cultural and enrichment activities students can participate in are foreign exchange programs with students of their target language and country, other educational travel, plus field trips and guest speakers locally. Our students also compete in regional and national language examinations and contests, as well as the Advanced Placement examinations in six (6) languages.

Budget Goals:

Improve student achievement and support teachers in their professional growth.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: WORLD LANG

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300103	1117	EXEMPT STAFF	\$143,000.00	\$147,000.00
	1121	TEACHERS	\$2,600,000.00	\$2,654,000.00
	1143	SPECIALISTS	\$0.00	\$33,000.00
	1150	SECRETARIES	\$38,900.00	\$40,000.00
	2001	CERT CASH OPT	\$2,000.00	\$2,000.00
	2002	N/CERT MEDICAL	\$9,000.00	\$28,000.00
	2003	CERT MEDICAL	\$275,000.00	\$280,000.00
	3144	PROF SVCS/INSTR	\$33,000.00	\$28,000.00
	3193	CONTRACT SVCS	\$4,000.00	\$6,000.00
	3230	EQUIP MAINT	\$500.00	\$0.00
	4100	SUPPLY	\$7,000.00	\$7,000.00
TOTAL:			\$3,112,400.00	\$3,225,000.00

ETHS DISTRICT 202

MATHEMATICS

1011300104

Description of Major Activities:

The Mathematics Department offers a comprehensive college preparatory high school mathematics program to meet the academic needs of all students. Course offerings range from Pre-Algebra through Pre-Calculus and beyond, as well as computer science courses. We offer many Advanced Placement courses: AB Calculus, BC Calculus, Multivariable Calculus/Linear Algebra, Statistics, and Computer Science. The mathematics faculty is committed to providing a high quality rigorous mathematics education to all of its students.

The Math Team is a co-curricular activity, which promotes the study of mathematics and involves students in mathematics competitions.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: MATHEMATICS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300104	1117	EXEMPT STAFF	\$139,000.00	\$143,000.00
	1121	TEACHERS	\$3,400,000.00	\$3,472,000.00
	1141	PARAPROFESSIONALS	\$38,300.00	\$41,200.00
	1150	SECRETARIES	\$42,100.00	\$43,300.00
	2001	CERT CASH OPT	\$4,500.00	\$4,500.00
	2002	N/CERT MEDICAL	\$16,000.00	\$18,000.00
	2003	CERT MEDICAL	\$370,000.00	\$375,000.00
	4100	SUPPLY	\$18,000.00	\$18,000.00
	4195	SUPPLY MATHLETES	\$8,000.00	\$8,000.00
	4200	BOOKS/SOFTWARE	\$6,300.00	\$8,000.00
TOTAL:			\$4,042,200.00	\$4,131,000.00

ETHS DISTRICT 202

SCIENCE

1011300105

Description of Major Activities:

The Science department is large, supporting 38 faculty members as well as Special education teachers responsible for science instruction. In 28 classrooms, they are responsible for instruction in core disciplines, Biology, Chemistry and Physics as well as a variety of other science electives. It is a core academic area and the high school requires that every student pass one life science (biology) course and one Physical science course, which is usually chemistry but may include other options like physics, geosciences or astronomy. There are currently 4 levels of science classes (1, 2, honors and AP) as well as a “fast track” Chemistry/Physics program for accelerated science students. All science courses are 1-year courses with a lab component but the period requirement varies. There are 5 period a week classes, 7 period a week classes and 10 period a week classes. In addition to the 28 classrooms, the Science Department is also responsible for the Planetarium, Nature Area, Renewable Energy and Environmental Lab, Wildkit Research Center, Vivarium, and utilizes the greenhouse, edible acres, and eventually the orchard.

A high priority of the department is to address the Next Generation Science Standards and a student centered approach to learning. This requires more lab intense instruction and a purposeful alignment to cross-cutting concepts, science and engineering principles, as well as disciplinary core ideas. The intention is to engage students in the use of scientific language, practices, and collaboration.

A team of faculty members guide student research outside of classroom time during the school year. With the addition of the new Wildkit Research Center in 2018, there are renewed efforts to get students at any level involved in research. There is now a range of research possibilities and competitions available to students. They can present their finding locally in a classroom setting or regional science fair or compete nationally in high school science competitions like Regeneron and the Loyola Symposium. Some students have had the ability to publish their research in major research journals and co-author significant findings with their mentors. Other teachers work with extracurricular science clubs and competitions like TEAMS, Science Olympiad, Bridge Building, Math Modeling, etc.

Science education requires a tremendous amount of equipment, expendable supplies, and facilities maintenance and upkeep. The shift to a digital world required additional equipment and constant repair/replacement to ensure students are ready for 21st century skills. Supporting this type of learning environment in multiple classrooms and other facilities for more than 110 science classes requires large supply budgets to operate effectively.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: SCIENCE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300105	1117	EXEMPT STAFF	\$138,400.00	\$142,000.00
	1121	TEACHERS	\$3,800,000.00	\$3,940,700.00
	1141	PARAPROFESSIONALS	\$54,700.00	\$55,200.00
	1150	SECRETARIES	\$35,500.00	\$36,500.00
	2001	CERT CASH OPT	\$3,000.00	\$2,500.00
	2002	N/CERT MEDICAL	\$15,500.00	\$15,500.00
	2003	CERT MEDICAL	\$410,000.00	\$410,000.00
	3144	PROF SVCS/INSTR	\$2,500.00	\$2,500.00
	4100	SUPPLY	\$60,000.00	\$60,000.00
	4197	SUPPLY CONTESTS	\$4,000.00	\$4,000.00
TOTAL:			\$4,523,600.00	\$4,668,900.00

ETHS DISTRICT 202
HISTORY/SOCIAL SCIENCE

1011300106

Description of Major Activities:

The History/Social Science department offers both graduation requirements and a variety of electives for students. All freshmen take Humanities, which is team taught with an English teacher. All sophomores take a full year of Civics, a state of Illinois graduation requirement. The Civics course employs a variety of resources and experiences to meet Illinois state guidelines, including current periodicals, simulation curriculums, and field trips. All Juniors take a course focused on United States History, where they are challenged to explore and do history. The department fosters a wide variety of partnerships with local organizations, such as archives, museums, libraries, and some non-traditional entities that can help students explore U.S. History topics related to their interests. These partnerships allow students to visit and engage with these organizations. The department offers a variety of electives for students who wish to deepen their understanding of History and the Social Sciences. These include Advanced Placement European History and Psychology, Philosophy, Economics, Sociology of Race, Class, and Gender, Human Behavior, American Legal Systems, African American Studies, Senior Studies, The Chicano Movement, and History of African Americans. The Chicano Movement and History of African Americans are dual credit courses offered in partnership with Northeastern Illinois University. When necessary, the department attempts to help those students who are eligible for free and reduced lunch earn college credit through this program by soliciting funds to pay the tuition.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: HIST/SOC SCI

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300106	1117	EXEMPT STAFF	\$139,000.00	\$143,000.00
	1121	TEACHERS	\$3,000,000.00	\$3,190,000.00
	1150	SECRETARIES	\$22,000.00	\$25,000.00
	2001	CERT CASH OPT	\$4,000.00	\$2,700.00
	2002	N/CERT MEDICAL	\$6,000.00	\$5,500.00
	2003	CERT MEDICAL	\$360,000.00	\$425,000.00
	4100	SUPPLY	\$5,400.00	\$5,400.00
	4200	BOOKS/SOFTWARE	\$1,000.00	\$1,000.00
TOTAL:			\$3,537,400.00	\$3,797,600.00

ETHS DISTRICT 202

PHYSICAL ED

1011300108

Description of Major Activities:

The Evanston Township High School Physical & Wellness Education Department strives to provide an inclusive learning environment that includes physical, mental, and social learning objectives. We offer students 21st century Physical and Wellness Education programming that encompasses contemporary concepts and rich experiences in a collaborative environment. We support students effectively communicating their needs, interests, and opinions, making healthy choices and respecting the needs, interests, and opinions of others. Our course offerings are:

- Freshman P.E.
- Sophomore P.E.
- Sophomore Wellness
- Junior Leadership Training
- Senior Leadership Experience
- Dance (Global Dance, Dance Performance & Dance Choreography/Somatics)
- Competitive Sports and Fitness
- PE Blender Coed/Female
- Fusion Fitness
- Strength and Conditioning
- Sports Specific Training
- Healthy Lifestyles and Fitness
- Advanced Lifeguard Training

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: PHYSICAL ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300108	1117	EXEMPT STAFF	\$232,000.00	\$238,000.00
	1121	TEACHERS	\$2,087,000.00	\$2,183,000.00
	1141	PARAPROFESSIONALS	\$55,000.00	\$67,600.00
	1143	SPECIALISTS	\$33,000.00	\$46,000.00
	1150	SECRETARIES	\$37,700.00	\$38,800.00
	2000	N/CERT CASH OPT	\$900.00	\$1,800.00
	2001	CERT CASH OPT	\$1,800.00	\$900.00
	2002	N/CERT MEDICAL	\$37,000.00	\$36,000.00
	2003	CERT MEDICAL	\$200,000.00	\$210,000.00
	3149	PROF SVCS/ROPES	\$900.00	\$900.00
	3230	EQUIP MAINT	\$1,800.00	\$1,800.00
	3251	TOWELS	\$25,000.00	\$25,000.00
	4100	SUPPLY	\$21,000.00	\$20,000.00
	4117	SUPPLY COMBO LOCKS	\$11,000.00	\$0.00
	5400	EQUIPMENT	\$18,000.00	\$19,000.00
TOTAL:			\$2,762,100.00	\$2,888,800.00

ETHS DISTRICT 202

FINE ARTS

1011300114

Description of Major Activities:

The Fine Arts Department is divided into three curricular elements; Visual Arts, Theatre, and Music.

Visual Arts:

Beginner, Intermediate, and Advanced courses include: painting, drawing, sculpture, cartooning, photo, animation, ceramics, and graphic design. Graphic Design and Graphic Communications are offered for either Fine Art or CTE credit. In addition to AP Art History, students can also access AP Studio Art in Graphic Design/Photography, Drawing/Painting, and/or Ceramics/Sculpture.

Theatre:

ETHS provide students with the opportunity to perform in 5 to 7 plays per year. Theater classes are not required for participation in extracurricular plays but are encouraged. Curricular courses including 1 Theatre, 2 Theatre, and two courses in 3-4 Theatre that alternate annually. Stagecraft is also available for students that focus on technical theatre instruction.

Music:

Ensembles, like band, choir, and orchestra, offers classes for students at various levels of achievement. Many students study within one division for 4 years. Students are also provided many opportunities for extra and co-curricular participation each musical area. Additionally, semester-electives are available for all students regardless of experience. For example, Music Technology, Piano, and Guitar. AP Music Theory is also available for all students

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: FINE ARTS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300114	1117	EXEMPT STAFF	\$137,900.00	\$141,500.00
	1121	TEACHERS	\$1,394,800.00	\$1,366,000.00
	1141	PARAPROFESSIONALS	\$25,000.00	\$0.00
	1143	SPECIALISTS	\$100,000.00	\$155,000.00
	1150	SECRETARIES	\$31,500.00	\$32,500.00
	1322	STAFF	\$58,000.00	\$58,000.00
	2000	N/CERT CASH OPT	\$2,700.00	\$3,200.00
	2001	CERT CASH OPT	\$2,700.00	\$2,000.00
	2002	N/CERT MEDICAL	\$9,000.00	\$9,000.00
	2003	CERT MEDICAL	\$120,000.00	\$150,000.00
	3140	JUDGES	\$10,000.00	\$11,000.00
	3144	PROF SVCS/INSTR	\$19,000.00	\$19,000.00
	3230	EQUIP MAINT	\$18,000.00	\$20,000.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3322	STUDENT TRAVEL	\$2,700.00	\$2,700.00
	3600	PRINTING	\$6,000.00	\$6,000.00
	4100	SUPPLY	\$54,000.00	\$55,000.00
	4185	SUPPLY URBAN DEBATE TEAM	\$6,800.00	\$6,000.00
5400	EQUIPMENT	\$59,000.00	\$59,000.00	
TOTAL:			\$2,060,100.00	\$2,098,900.00

ETHS DISTRICT 202
INSTRUCTIONAL TECHNOLOGY

1011300115

Description of Major Activities:

The Instructional Technology department, which operates as part of the Instructional and Informational Technology (IIT) department, is responsible for supporting instructional and non-instructional technology initiatives that foster communication, collaboration, creativity, and critical thinking. Our initiatives include training and support of instructional hardware, software, and other equipment. This includes the 1:1 Digital Learning Initiative which provides access to a laptop for all students beginning with the class of 2018. In addition, the department administers professional development for faculty and staff in the use of technology to improve student learning.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: INSTRUCTIONAL TECHNOLOGY

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300115	1115	ADMINISTRATORS	\$43,800.00	\$212,000.00
	1117	EXEMPT STAFF	\$200,000.00	\$43,000.00
	1121	TEACHERS	\$443,500.00	\$500,000.00
	1141	PARAPROFESSIONALS	\$182,000.00	\$187,000.00
	1143	SPECIALISTS	\$123,000.00	\$98,000.00
	1144	STAFF OVERTIME	\$5,000.00	\$5,000.00
	1145	OT PARAPRO	\$10,000.00	\$10,000.00
	1150	SECRETARIES	\$10,200.00	\$10,500.00
	2002	N/CERT MEDICAL	\$55,000.00	\$90,000.00
	2003	CERT MEDICAL	\$0.00	\$70,000.00
	3118	ADMIN/INSERVICE	\$11,100.00	\$11,100.00
	3144	PROF SVCS/INSTR	\$20,000.00	\$20,000.00
	3230	EQUIP MAINT	\$7,700.00	\$7,700.00
	3252	SOFTWARE RENTAL	\$77,300.00	\$77,300.00
	3422	TELE INTERNET	\$50,000.00	\$50,000.00
	4100	SUPPLY	\$25,000.00	\$25,000.00
	4122	SUPPLY STUDENT PRINTING	\$2,000.00	\$2,000.00
	4200	BOOKS/SOFTWARE	\$5,000.00	\$5,000.00
	5400	EQUIPMENT	\$300,000.00	\$300,000.00
	5403	EQUIP/COMPUTERS IN CLASS	\$300,000.00	\$300,000.00
TOTAL:			\$1,870,600.00	\$2,023,600.00

ETHS DISTRICT 202

HEALTH ED

1011300117

Description of Major Activities:

This course studies optimum wellness, nutrition essentials, mental health, stress management, drug and alcohol education, communicable and chronic diseases, sex education, human sexuality, consent, safety, and social media.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: HEALTH ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300117	1121	TEACHERS	\$105,900.00	\$119,000.00
	2003	CERT MEDICAL	\$17,000.00	\$17,000.00
	4100	SUPPLY	\$1,700.00	\$3,000.00
TOTAL:			\$124,600.00	\$139,000.00

ETHS DISTRICT 202

THEATER SERVICES

1011300195

Description of Major Activities:

The Theater Services program is responsible for

Theater Facilities Manager:

Provides facility management for the Auditorium, Upstairs Theatre, and Little Theater.

- Lighting
- Sound recordings
- Sound management (mics, mixer board)
- Stage preparation
- Curtain use
- Some maintenance tasks

The Theater Facilities Manager must attend all events in the schools' theaters. It is his job to oversee all technical details involving performance and assembly. (This does not include archiving performances, or large maintenance tasks)

The theater manager also oversees maintenance of theater specific equipment; i.e. curtains, counterweights, prop management, seating, amplifiers, etc.

Ticketing and Box Office

The Ticketing and Box office attendant sells tickets to public events. They operate a computer system for ticketing and a credit card purchasing system.

This person must attend all ticketed events to distribute and sell tickets.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: THEATER SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300195	1143	SPECIALISTS	\$166,000.00	\$171,000.00
	2002	N/CERT MEDICAL	\$16,000.00	\$22,000.00
	3230	EQUIP MAINT	\$2,300.00	\$2,300.00
	4100	SUPPLY	\$9,000.00	\$9,000.00
	5400	EQUIPMENT	\$8,600.00	\$0.00
TOTAL:			\$201,900.00	\$204,300.00

ETHS DISTRICT 202
ACADEMIC SUPPORT PROGRAM

1011300198

Description of Major Activities:

Evanston Township High School’s Multi-Tiered System of Supports (MTSS) was created to allow every student to meet high expectations, with the goal of increasing academic performance for all ETHS students through personalized help from faculty, staff and parents. MTSS provides a structure to assist all students in improving academically and becoming responsible, self-directed learners. This support is intended to be personal, responsive to the individual student’s specific needs, timely, and tenacious. The MTSS model presents tiered supports to address both academic and behavioral needs.

Academic Supports

Tier 1: Classroom-Based or Universal Supports

Tier 1 is the foundation of good teaching for all students at ETHS, aimed at achieving both equity and excellence for all students. That foundation of good teaching is based on the belief that that every student can succeed academically and socially, given the right amount of time and support.

Tier 2: Targeted, Programmatic, or Small-Group Academic Interventions

If Tier 1 supports are not sufficient to serve the needs of a student, then a Tier 2 intervention is considered. Targeted interventions in Tier 2 often – though not always – occur in small group settings that offer support which supplements support already provided to all ETHS students. Staff members are responsible for facilitating discussions and Tier 1 documentation is required for consideration. Parents, teachers or other interested adults may direct questions about Tier 2 to the student’s counselor or social worker.

Tier 3: Intensive Individual Academic Interventions

If Tier 1 and Tier 2 interventions and supports do not sufficiently further academic/social success, individual plans may be created that are particular to the individual student’s needs. Students identified as requiring Tier 3 interventions are referred to the Director of Special Education or the Assistant Superintendent/Principal by the Pupil Personnel Services Team, Student Services Team, Intervention Advisory Team, or Associate Principal for Educational Services.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: ACADEMIC SUPPORTS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300198	1117	EXEMPT STAFF	\$198,500.00	\$125,000.00
	1121	TEACHERS	\$6,000.00	\$20,000.00
	1143	SPECIALISTS	\$35,000.00	\$37,800.00
	2002	N/CERT MEDICAL	\$45,000.00	\$30,000.00
	2003	CERT MEDICAL	\$14,000.00	\$10,000.00
	2112	THIS FUND BD PAID	\$900.00	\$0.00
	3144	PROF SVCS/INSTR	\$30,000.00	\$40,000.00
	3320	STAFF TRAVEL & TRAINING	\$16,000.00	\$11,000.00
	4100	SUPPLY	\$22,000.00	\$32,000.00
	4158	SUPPLIES STUDENT SUMMITS	\$50,000.00	\$50,000.00
	4160	SUPPLIES "ONE BOOK" PROG	\$15,000.00	\$10,000.00
TOTAL:			\$432,400.00	\$365,800.00

ETHS DISTRICT 202

SPECIAL ED

1012000119

Description of Major Activities:

Special education and related services are supports and services provided to students with disabilities. Certain state and federal laws must be followed to determine if a student is eligible to receive special education services. The Individuals with Disabilities Education Act (IDEA) entitles students with disabilities to a free appropriate public education designed to meet their unique needs. These services can begin at the age of 3 and continue up to age 22, and are to be provided in the least restrictive environment.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: SPECIAL ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1012000119	1117	EXEMPT STAFF	\$412,600.00	\$400,000.00
	1121	TEACHERS	\$3,487,700.00	\$3,775,700.00
	1141	PARAPROFESSIONALS	\$475,000.00	\$588,700.00
	1150	SECRETARIES	\$41,000.00	\$42,200.00
	1221	SUBSTITUTES	\$14,000.00	\$14,000.00
	2000	N/CERT CASH OPT	\$3,500.00	\$2,000.00
	2001	CERT CASH OPT	\$8,000.00	\$8,500.00
	2002	N/CERT MEDICAL	\$150,000.00	\$135,000.00
	2003	CERT MEDICAL	\$380,000.00	\$400,000.00
	3144	PROF SVCS/INSTR	\$78,000.00	\$90,000.00
	3146	CONT SVCS/TRANSLATION	\$30,000.00	\$20,000.00
	3155	PROF SVCS HOME HOSPITAL	\$15,000.00	\$30,000.00
	3230	EQUIP MAINT	\$600.00	\$600.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	3321	AUTO MILEAGE	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$20,000.00	\$22,000.00
	4112	SUPPLY INSTR	\$10,000.00	\$10,000.00
	5400	EQUIPMENT	\$5,000.00	\$5,000.00
	8200	TUITION PRIV FACIL	\$1,600,000.00	\$1,600,000.00
	8250	TUITION PUBLIC FACILITIES	\$250,000.00	\$320,000.00
8300	TUITION RM/BRD	\$850,000.00	\$780,000.00	
TOTAL:			\$7,834,400.00	\$8,247,700.00

ETHS DISTRICT 202
CAREER AND TECHNICAL EDUCATION

1014000116

Description of Major Activities:

The Career & Technical Education department is responsible for providing classes that provide students with real-world career and job-related skills so they can successfully pursue post-secondary options upon graduation. Categories of classes offered are:

- Arts & Communications
- Business Management - Information Systems
- Environment/Natural Resources
- Health Services/Human Services
- Industry/Engineering Technology

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: CAREER TECH ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1014000116	1117	EXEMPT STAFF	\$146,700.00	\$151,000.00
	1121	TEACHERS	\$1,590,000.00	\$1,740,000.00
	1143	SPECIALISTS	\$105,000.00	\$116,000.00
	1150	SECRETARIES	\$21,700.00	\$22,300.00
	1294	STUDENTS	\$26,000.00	\$26,000.00
	2001	CERT CASH OPT	\$3,800.00	\$3,800.00
	2002	N/CERT MEDICAL	\$29,000.00	\$30,000.00
	2003	CERT MEDICAL	\$180,000.00	\$185,000.00
	3230	EQUIP MAINT	\$2,800.00	\$2,800.00
	3322	STUDENT TRAVEL	\$25,000.00	\$15,000.00
	4100	SUPPLY	\$36,000.00	\$36,000.00
	4121	CHILDCARE SUPPLIES	\$1,000.00	\$10,000.00
	4200	BOOKS/SOFTWARE	\$4,900.00	\$4,000.00
	5400	EQUIPMENT	\$4,000.00	\$4,000.00
TOTAL:			\$2,175,900.00	\$2,345,900.00

ETHS DISTRICT 202

ATHLETICS

1015000174

Description of Major Activities:

The Athletics department is responsible for coordinating the high school's interscholastic athletic program. Related activities include managing the Athletic Hall of Fame, academic and eligibility support for athletes, off-season conditioning programs, activities in support of the Extra-Curricular Activity Code (respect for rules, healthful living habits, etc.), athletic facility rentals as well as summer sports camps for youth and high school students.

ETHS athletics is under the auspices of the Illinois High School Association (IHSA) and is a member of the Central Suburban League (CSL). In addition to a substantial operating budget, the department is also responsible for numerous Central Treasury accounts for fundraising and for administering conference, state and other tournaments.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: ATHLETICS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1015000174	1115	ADMINISTRATORS	\$166,500.00	\$171,600.00
	1117	EXEMPT STAFF	\$112,700.00	\$116,000.00
	1150	SECRETARIES	\$104,000.00	\$107,200.00
	1321	TEACHERS	\$300,000.00	\$310,000.00
	1322	STAFF	\$750,000.00	\$760,000.00
	1394	ATH OVRTME	\$6,900.00	\$6,900.00
	2002	N/CERT MEDICAL	\$35,000.00	\$36,000.00
	2003	CERT MEDICAL	\$25,000.00	\$29,000.00
	2112	THIS FUND BD PAID	\$2,000.00	\$2,000.00
	3144	PROF SVCS/INSTR	\$1,800.00	\$1,800.00
	3230	EQUIP MAINT	\$15,000.00	\$15,000.00
	3320	STAFF TRAVEL & TRAINING	\$4,500.00	\$4,500.00
	3900	CONTRACT SVCS	\$200,000.00	\$200,000.00
	4100	SUPPLY	\$73,500.00	\$73,500.00
	4113	SUPPLY HELMETS	\$4,500.00	\$4,500.00
	4118	SUP HALL OF FAME	\$4,000.00	\$4,000.00
	4147	UNIFORMS	\$29,000.00	\$29,000.00
	5400	EQUIPMENT	\$12,000.00	\$12,000.00
TOTAL:			\$1,846,400.00	\$1,883,000.00

ETHS DISTRICT 202

SUMMER SCHOOL

1016000172

Description of Major Activities:

The Summer School program is a voluntary educational program of academic learning activities for high school students. Students may use the summer session to select courses to enrich their four-year program, to improve and develop skills, to complete required courses, and/or to make up courses needed for graduation.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: SUMMER SCHOOL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1016000172	1115	ADMINISTRATORS	\$13,000.00	\$0.00
	1143	SPECIALISTS	\$10,000.00	\$10,000.00
	1321	TEACHERS	\$370,000.00	\$413,000.00
	1322	STAFF	\$60,000.00	\$60,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
TOTAL:			\$457,000.00	\$487,000.00

ETHS DISTRICT 202

BILINGUAL

1018000194

Description of Major Activities:

The Bilingual program is designed to meet the needs of English Learners (ELs). These are students who speak a language other than English as their first or home language. Through our program, ELL students learn English as a new language, become familiar with United States culture and receive individual tutoring and academic counseling, so they can succeed in all of their courses. Courses offered in the Bilingual Program include English as a Second Language (ESL 1, 2, 3, 4), Pre-Algebra, Algebra, Geometry, World History, U.S. History, Physical Science, Biology, Chemistry, Tech Apps for Young Adults, ESL Transition Support and Summer ESL Enriched. Spanish Language/Culture for Heritage Learners (SHL 1-AP) is available for students whose first or home language is Spanish.

The Bilingual Coordinator works to encourage and increase parent involvement. Parent outreach meetings and activities are conducted at least quarterly. Students participate in field trips to local museums and other educational enrichment activities that enhance their language acquisition and cultural awareness.

Facilities used by the program include a bilingual laboratory dedicated to use by students in the Bilingual Program. Regular access to the World Languages Laboratory is also provided for ESL and SHL students.

Budget Goals:

Improve student achievement and support teachers in their professional growth.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: BILINGUAL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1018000194	1121	TEACHERS	\$202,200.00	\$209,000.00
	1141	PARAPROFESSIONALS	\$130,000.00	\$131,000.00
	2002	N/CERT MEDICAL	\$4,000.00	\$28,000.00
	2003	CERT MEDICAL	\$21,000.00	\$35,000.00
	3144	PROF SVCS/INSTR	\$1,000.00	\$1,000.00
	3320	STAFF TRAVEL & TRAINING	\$500.00	\$500.00
	3322	STUDENT TRAVEL	\$500.00	\$500.00
	4100	SUPPLY	\$1,000.00	\$1,000.00
TOTAL:			\$360,200.00	\$406,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: T L C

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300107	1121	TEACHERS	\$118,400.00	\$123,000.00
TOTAL:			\$118,400.00	\$123,000.00

Department: DRIVER ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300110	1121	TEACHERS	\$8,000.00	\$8,000.00
	3230	EQUIP MAINT	\$1,500.00	\$2,500.00
	4100	SUPPLY	\$300.00	\$1,000.00
	6900	MISCELLANEOUS	\$800.00	\$0.00
TOTAL:			\$10,600.00	\$11,500.00

Department: AVID

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300113	1121	TEACHERS	\$299,000.00	\$307,000.00
	1150	SECRETARIES	\$27,300.00	\$20,300.00
	1296	TUTORS	\$70,000.00	\$70,000.00
	2002	N/CERT MEDICAL	\$5,000.00	\$2,500.00
	2003	CERT MEDICAL	\$17,000.00	\$17,000.00
	3144	PROF SVCS/INSTR	\$2,000.00	\$8,000.00
	3320	STAFF TRAVEL & TRAINING	\$500.00	\$500.00
	4100	SUPPLY	\$9,000.00	\$9,000.00
TOTAL:			\$429,800.00	\$434,300.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: STAE PGM

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300125	1143	SPECIALISTS	\$26,800.00	\$20,300.00
	2002	N/CERT MEDICAL	\$5,000.00	\$2,000.00
	3312	CONTRACT SVCS	\$5,000.00	\$3,000.00
	4100	SUPPLY	\$3,000.00	\$2,000.00
TOTAL:			\$39,800.00	\$27,300.00

Department: COMMUNITY SERVICE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300179	1142	INTERNS	\$22,000.00	\$22,000.00
	1143	SPECIALISTS	\$60,000.00	\$62,000.00
	1150	SECRETARIES	\$21,700.00	\$22,300.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$9,000.00	\$9,000.00
	4100	SUPPLY	\$5,000.00	\$5,000.00
TOTAL:			\$118,600.00	\$121,200.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: SAFE SCH PGM

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300185	8100	TUITION	\$400,000.00	\$400,000.00
TOTAL:			\$400,000.00	\$400,000.00

Department: TEST PREP INSTRUCTION

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300188	3144	PROF SVCS/INSTR	\$38,000.00	\$35,000.00
TOTAL:			\$38,000.00	\$35,000.00

Department: SUBSTITUTES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300197	1221	SUBSTITUTES	\$700,000.00	\$750,000.00
	1322	STAFF	\$40,000.00	\$30,000.00
	2002	N/CERT MEDICAL	\$0.00	\$8,000.00
TOTAL:			\$740,000.00	\$788,000.00

Department: COVID EXPENSES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300485	1121	TEACHERS	\$0.00	\$84,000.00
	4100	SUPPLY	\$0.00	\$16,000.00
TOTAL:			\$0.00	\$100,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: SPEC ED DAY SCHOOL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1012000109	1117	EXEMPT STAFF	\$119,000.00	\$122,000.00
	1121	TEACHERS	\$460,000.00	\$493,000.00
	1135	PSYCHOLOGISTS	\$132,000.00	\$132,000.00
	1141	PARAPROFESSIONALS	\$120,000.00	\$57,500.00
	1143	SPECIALISTS	\$35,000.00	\$36,000.00
	2000	N/CERT CASH OPT	\$1,800.00	\$0.00
	2001	CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$60,000.00	\$20,000.00
	2003	CERT MEDICAL	\$50,000.00	\$45,000.00
	3144	PROF SVCS/INSTR	\$10,000.00	\$6,000.00
	3250	RENTAL/LEASING	\$76,000.00	\$80,000.00
	3312	CONTRACT SVCS	\$10,000.00	\$10,000.00
	4100	SUPPLY	\$20,000.00	\$22,000.00
TOTAL:			\$1,094,700.00	\$1,024,400.00

Department: IDEA GNT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1012000603	1141	PARAPROFESSIONALS	\$544,000.00	\$560,000.00
	2002	N/CERT MEDICAL	\$115,000.00	\$126,000.00
	3343	IDEA PRCH SVCS CONF	\$22,000.00	\$0.00
	4112	SUPPLY INSTR	\$5,000.00	\$27,000.00
	4200	BOOKS/SOFTWARE	\$17,000.00	\$17,000.00
TOTAL:			\$703,000.00	\$730,000.00

Department: IDEA IMPROV INSTR

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100603	1121	TEACHERS	\$12,000.00	\$12,000.00
	3343	IDEA PRCH SVCS CONF	\$0.00	\$13,000.00
TOTAL:			\$12,000.00	\$25,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: NCLB TITLE I INSTRUCTIONL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1011300642	1121	TEACHERS	\$60,000.00	\$86,000.00
	1143	SPECIALISTS	\$20,000.00	\$23,000.00
	3144	PROF SVCS/INSTR	\$65,000.00	\$115,000.00
	4200	BOOKS/SOFTWARE	\$0.00	\$5,000.00
	4603	SUPPLIES ENRICHED HUMANIT	\$1,000.00	\$1,000.00
	4610	SUPPLIES PERS SUPP HOMLSS	\$4,000.00	\$4,000.00
	4614	TEAM ASAP SUPPLIES	\$2,000.00	\$2,000.00
TOTAL:			\$152,000.00	\$236,000.00

Department: NCLB TITLE I PROF DEVELOP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100642	1121	TEACHERS	\$12,000.00	\$12,000.00
	3144	PROF SVCS/INSTR	\$20,000.00	\$20,000.00
	3320	STAFF TRAVEL & TRAINING	\$75,000.00	\$75,000.00
	6400	MEMBERSHIPS	\$9,000.00	\$9,000.00
TOTAL:			\$116,000.00	\$116,000.00

Department: TITLE I TESTING (AP)

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022300642	3193	CONTRACT SVCS	\$15,000.00	\$15,000.00
TOTAL:			\$15,000.00	\$15,000.00

Department: NCLB TITLE I OPER EXP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025400642	1322	STAFF	\$16,000.00	\$16,000.00
TOTAL:			\$16,000.00	\$16,000.00

Department: NCLB TITLE I TRANS EXP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025500642	3312	CONTRACT SVCS	\$6,000.00	\$6,000.00
	3322	STUDENT TRAVEL	\$10,000.00	\$10,000.00
TOTAL:			\$16,000.00	\$16,000.00

Department: NCLB TITLE I FOOD SVC

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025600642	3600	PRINTING	\$4,000.00	\$4,000.00
	4606	SUPPLIES/FOOD WLDKIT ACAD	\$8,000.00	\$8,000.00
	4616	SUPPLIES ASAP TITLE I	\$2,000.00	\$3,000.00
TOTAL:			\$14,000.00	\$15,000.00

Department: NCLB TITLE I SUPP SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1029000642	4610	SUPPLIES PERS SUPP HOMLSS	\$1,000.00	\$1,000.00
TOTAL:			\$1,000.00	\$1,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: CONTINUING ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1013000171	1143	SPECIALISTS	\$100,000.00	\$103,000.00
	2002	N/CERT MEDICAL	\$16,000.00	\$16,000.00
TOTAL:			\$116,000.00	\$119,000.00

Department: SUMM SCHL DRIVER ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1016000110	3250	RENTAL/LEASING	\$4,500.00	\$4,500.00
	4100	SUPPLY	\$500.00	\$500.00
TOTAL:			\$5,000.00	\$5,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: TBE/TPI BILINGUAL GNT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1018000618	2002	N/CERT MEDICAL	\$18,000.00	\$0.00
TOTAL:			\$18,000.00	\$0.00

Department: TITLE III - LIPLEP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1018000644	1141	PARAPROFESSIONALS	\$11,000.00	\$12,200.00
	2002	N/CERT MEDICAL	\$2,000.00	\$2,500.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$2,000.00
	4100	SUPPLY	\$300.00	\$300.00
TOTAL:			\$16,300.00	\$17,000.00

Department: ALTERNATIVE SCHOOL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1019000121	1117	EXEMPT STAFF	\$135,600.00	\$139,500.00
	1121	TEACHERS	\$359,000.00	\$266,000.00
	1143	SPECIALISTS	\$39,200.00	\$41,000.00
	1150	SECRETARIES	\$41,600.00	\$42,800.00
	2001	CERT CASH OPT	\$900.00	\$0.00
	2002	N/CERT MEDICAL	\$16,000.00	\$21,000.00
	2003	CERT MEDICAL	\$38,000.00	\$39,000.00
	2112	THIS FUND BD PAID	\$1,500.00	\$1,600.00
	3144	PROF SVCS/INSTR	\$60,000.00	\$10,000.00
	3320	STAFF TRAVEL & TRAINING	\$800.00	\$800.00
	4100	SUPPLY	\$2,000.00	\$2,000.00
	4128	SUPPLIES CREDIT RECOVERY	\$500.00	\$500.00
	4151	TEEN/PRNT SUPP SUPPLY	\$1,800.00	\$1,800.00
8100	TUITION	\$40,000.00	\$40,000.00	
TOTAL:			\$736,900.00	\$606,000.00

SUPPORT SERVICES - PUPILS

2000 – Function

Services which provide administrative, technical, and logistical support to facilitate and enhance instruction.

ETHS DISTRICT 202

SOCIAL WORK SERVICES STUDENT SERVICES DEPARTMENT

1021100123

Description of Major Activities:

The Student Services Department provides a comprehensive developmental counseling program to meet the academic, social/personal, and college/career needs of students.

Social workers focus primarily on students' social/personal development. Through individual and topic-specific group sessions, social workers have confidential meetings with students. Social workers, in collaboration with members of the P.E. and Health Department, also address issues such as test anxiety, stress and health issues.

In partnership with other educators, parents/guardians, and the community, the Student Services professionals strive to ensure that all students at ETHS develop the skills, knowledge, and understanding necessary to be successful in our changing society.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: SOCIAL WRK SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021100123	1136	SOCIAL WORKERS	\$591,000.00	\$740,000.00
	1142	INTERNS	\$81,000.00	\$81,000.00
	1143	SPECIALISTS	\$50,000.00	\$53,000.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2001	CERT CASH OPT	\$1,800.00	\$900.00
	2003	CERT MEDICAL	\$70,000.00	\$72,000.00
	3320	STAFF TRAVEL & TRAINING	\$6,750.00	\$6,750.00
	3900	CONTRACT SVCS	\$800.00	\$800.00
	4100	SUPPLY	\$2,000.00	\$2,000.00
TOTAL:			\$804,250.00	\$957,350.00

ETHS DISTRICT 202

SUBSTANCE PREVENTION SERVICES STUDENT SERVICES DEPARTMENT

1021200124

Description of Major Activities:

The Student Assistance Program (SAP) social worker has primary responsibility for Substance Prevention Services, although many at ETHS, including counselors, grade-level social workers, psychologists, deans, and members of the Physical Education/Health and Science Departments, also play roles. The SAP social worker is a member of the Student Services Department and:

- Provides education about the use and abuse of substances.
- Provides assessment, prevention, intervention, consultation and referrals for students and/or families.
- Oversees the ETHS Social Work Referral Form (for concerns of teachers).
- Collaborates on the Social Norms Marketing campaigns and helps conduct annual surveys with students and parents/guardians.
- Leads the School Team for Substance Abuse Prevention.
- Serves as a liaison with PEER Services, the National Alliance on Mental Illness Cook County North Suburban, and other community agencies.
- Oversees the Peer Jury and collaborates with the deans and the Safety Department on restorative justice.

The SAP social worker also has responsibility for other professional tasks that usually are not directly related to substance prevention.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: SUB PREV SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021200124	1136	SOCIAL WORKERS	\$77,700.00	\$76,000.00
	2003	CERT MEDICAL	\$9,000.00	\$9,000.00
	3144	PROF SVCS/INSTR	\$10,000.00	\$10,000.00
	4100	SUPPLY	\$500.00	\$500.00
TOTAL:			\$97,200.00	\$95,500.00

ETHS DISTRICT 202

COLLEGE/CAREER CENTER STUDENT SERVICES DEPARTMENT

1021200145

Description of Major Activities:

The staff in the College/Career Center (CCC) is responsible for providing services to students, parents, and the Evanston community, using comprehensive post-secondary resources.

A counselor is designated to be the coordinator of CCC. The post-secondary counselor works with students and parents, whose first language is not English; with first-generation college-bound students; with undocumented students; and with students who plan to enter the workforce after graduation. Within the context of that mission, the College Career Center does the following:

Maintain a library of books, catalogs, brochures, software, and other post-secondary reference materials.

Develop and present for students, faculty, parents and the community a broad range of post-secondary related programs. All programs are tailored for targeted audiences. For example:

College Workshop for Parents of Seniors
College Workshop for Juniors and Parents
Campus Visit Workshops
FAFSA (financial aid assistance)
Financial Aid Workshops for Juniors, Seniors, Freshman and Sophomores
Job Shadowing program
Career Day programs
(various other programs)

Principal and initial contact between all colleges and ETHS

Liaison for all college representatives and all college visits to ETHS.

The College/Career Center also has all materials sent to ETHS relating to colleges, careers, student opportunities, scholarships, internships, summer programs, events of interest to students, military options, and support for services related to job search and job preparation.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: COLLEGE/CAREER

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021200145	1122	COUNSELORS	\$270,400.00	\$285,000.00
	1143	SPECIALISTS	\$39,100.00	\$40,500.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2001	CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$8,000.00	\$8,000.00
	2003	CERT MEDICAL	\$6,000.00	\$8,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,700.00	\$2,700.00
	4100	SUPPLY	\$3,000.00	\$3,000.00
	6904	PUBLIC RELATIONS	\$2,000.00	\$2,000.00
TOTAL:			\$333,000.00	\$351,000.00

ETHS DISTRICT 202
COUNSELING SERVICES
STUDENT SERVICES DEPARTMENT

1021200148

Description of Major Activities:

The mission of Evanston Township High School's Services Department is to provide a comprehensive, developmental counseling program to meet the academic, personal/social, and college/career needs of all students. Student Service professionals are student advocates who support students throughout their high school career and help students maximize their academic achievement while acknowledging every student's individual and cultural uniqueness. In partnership with other educators, parents/guardians, and the community, Student Service professionals strive to ensure that all students at ETHS develop the skills, knowledge, and understanding necessary to be successful in our changing society.

GOAL; OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL: Provide a system of supports, including a pyramid of interventions, to enhance academic success and wellness for all students.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: COUNS SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021200148	1122	COUNSELORS	\$1,585,300.00	\$1,736,000.00
	1150	SECRETARIES	\$79,300.00	\$81,600.00
	2001	CERT CASH OPT	\$4,200.00	\$4,200.00
	2002	N/CERT MEDICAL	\$7,000.00	\$7,500.00
	2003	CERT MEDICAL	\$115,000.00	\$115,000.00
	3112	SEXUAL ASSAULT AWARENESS	\$10,000.00	\$10,000.00
	3312	CONTRACT SVCS	\$2,000.00	\$2,000.00
	3320	STAFF TRAVEL & TRAINING	\$8,000.00	\$7,000.00
	3600	PRINTING	\$1,500.00	\$1,500.00
	4100	SUPPLY	\$9,000.00	\$9,000.00
	4145	SUPPLY AWARDS	\$1,000.00	\$1,000.00
	4156	SUPPLIES ACT REPORTS F/R	\$500.00	\$500.00
TOTAL:			\$1,822,800.00	\$1,975,300.00

ETHS DISTRICT 202
HEALTH SERVICES
STUDENT SERVICES DEPARTMENT

1021300160

The Student Services Department provides a comprehensive developmental counseling program to meet the academic, social/personal, and college/career needs of all students. The Health Services professional focus on education, prevention, intervention, and treatment related to the students' health and medical needs.

Description of Major Activities:

The Health Services Department is responsible for:

- Emergency intervention and first aid for all students and staff.
- Health assessment for routine illness
- Health education
- Medical record keeping
- Vision and hearing screening
- Medication distribution
- Assistance in maintaining a safe school environment
- Liaison for student health with the school, parents and the community

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: HEALTH SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021300160	1134	NURSES	\$261,000.00	\$248,000.00
	1150	SECRETARIES	\$34,000.00	\$44,500.00
	1330	NURSE SUB/OTH	\$10,000.00	\$10,000.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2003	CERT MEDICAL	\$45,000.00	\$35,000.00
	3193	CONTRACT SVCS	\$400.00	\$400.00
	3320	STAFF TRAVEL & TRAINING	\$950.00	\$950.00
	4100	SUPPLY	\$8,500.00	\$8,500.00
TOTAL:			\$360,750.00	\$348,250.00

ETHS DISTRICT 202

SAFETY DEPARTMENT

1021900191

Description of Major Activities:

The Safety department is responsible for providing a uniformed presence and around the clock coverage for the Evanston campus.

Safety staff responds to calls for assistance and provides preventative patrols on foot and in vehicles.

The Safety Department maintains a state-of-the-art security camera monitoring system that covers both the internal and external areas of the campus.

The Safety staff receives annual in-service training in order to provide the most professional service to students, staff, and visitors. The department maintains liaison with the police, fire and disaster services.

GOAL; OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL:

- ETHS will provide prudent financial stewardship
- ETHS will connect each student with supports to ensure that each student will experience social-emotional development and enhance academic growth

DEPARTMENT OBJECTIVES:

- Increase professional development training for safety personnel.
- Employ a multimodal learning approach to continuous professional education

PERFORMANCE MEASURES:

- Periodic assessments of learning objectives
- Rotating opportunities for individual Safety Staff members to deliver educational content

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: SAFETY DEPT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900191	1115	ADMINISTRATORS	\$148,000.00	\$153,000.00
	1117	EXEMPT STAFF	\$106,300.00	\$109,500.00
	1150	SECRETARIES	\$47,300.00	\$48,700.00
	1196	STU MGMNT	\$1,400,000.00	\$1,435,000.00
	1385	SAFETY ATHLETIC OVERTIME	\$70,000.00	\$80,000.00
	1386	SAFETY SUMMER SCH OT	\$35,000.00	\$35,000.00
	1387	SAFETY BLDG RENTAL OT	\$15,000.00	\$15,000.00
	1388	SAFETY FINE ARTS OT	\$10,000.00	\$10,000.00
	1389	SAFETY SUMMER WORK	\$10,000.00	\$10,000.00
	1391	SAFETY OVRTME	\$190,000.00	\$190,000.00
	2000	N/CERT CASH OPT	\$8,000.00	\$8,000.00
	2002	N/CERT MEDICAL	\$340,000.00	\$340,000.00
	2003	CERT MEDICAL	\$22,000.00	\$22,000.00
	2112	THIS FUND BD PAID	\$1,500.00	\$2,000.00
	3144	PROF SVCS/INSTR	\$10,000.00	\$10,000.00
	3230	EQUIP MAINT	\$20,000.00	\$18,000.00
	3312	CONTRACT SVCS	\$23,000.00	\$23,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	3325	AUTO ALLOWANCE	\$500.00	\$500.00
	4100	SUPPLY	\$26,000.00	\$26,000.00
4147	UNIFORMS	\$11,000.00	\$11,000.00	
5400	EQUIPMENT	\$4,000.00	\$4,000.00	
TOTAL:			\$2,499,600.00	\$2,552,700.00

ETHS DISTRICT 202

INSTRUCTION & CURRICULUM DEVELOPMENT

1022100155

Description of Major Activities:

The Instruction & Curriculum Development department is responsible for ensuring a high quality educational program that increases each student's academic and functional trajectory to realize college/career readiness and independence. The department strives to eliminate the predictability of academic achievement based upon race.

Specific activities are organized into three broad areas:

Curriculum and Instruction

- Development of new courses and revision of existing courses and programs
- Ongoing Curriculum Review to ensure that our curriculum is up-to-date and culturally response.
- Adoption and deletion of textbooks and other instructional materials.
- Nurture community, business, and university partnerships to support the educational program.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: INSTR/CURR DEV

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100155	1117	EXEMPT STAFF	\$23,000.00	\$50,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
TOTAL:			\$29,000.00	\$56,000.00

ETHS DISTRICT 202
BOOK DISTRIBUTION SERVICES

1022200142

Description of Major Activities:

The Book Distribution Services department is responsible for the ordering, purchasing, processing, and maintenance of the paper and digital textbooks, workbooks, and corresponding digital licenses used by teachers and students at ETHS.

- The BDC has an inventory of 100,000 books
- The BDC processes 1,200+ individual teacher book orders annually
- The BDC processes 50,000 books at both the beginning and the end of the year

Goals and Objectives:

1. Work with department chairs, and teachers to streamline book distribution process.
2. Work with IIT to create an efficient user interface to maintain accurate inventory.
3. Utilize book distribution data to inform inventory.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: BOOK DIST SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022200142	1143	SPECIALISTS	\$147,000.00	\$140,000.00
	1221	SUBSTITUTES	\$25,000.00	\$18,000.00
	2002	N/CERT MEDICAL	\$30,000.00	\$20,000.00
	4100	SUPPLY	\$2,300.00	\$2,300.00
	4200	BOOKS/SOFTWARE	\$228,600.00	\$228,600.00
	4301	BOOK REPAIR	\$7,400.00	\$7,000.00
TOTAL:			\$440,300.00	\$415,900.00

ETHS DISTRICT 202

MEDIA/TECH SERVICES

1022200143

Description of Major Activities:

The Media/Tech Services department, which operates as part of the Instructional and Informational Technology (IIT) department is responsible for the media and technology facilities and services provided to staff and students. Our facilities include two libraries (Central and East), South Technology Center (STC), the Media Lab, and ChromeZone (student tech support center). Our services include but are not limited to the following:

- Instruction in the libraries for students and faculty
- Reference support for students and faculty
- Library collection development and maintenance of all print and online materials
- Video editing instruction in the Media Lab
- Selection and maintenance of audiovisual materials
- Acquisition, research and testing of instructional software and specialty hardware
- Software training for teacher and students in classrooms or the centers
- Assistance with the implementation of any new technology in the school.
- Open space/learning environment for students from 7:30 a.m.-6:30 p.m.
- Collaboration with teachers on library research and the integration of technology in their curriculum
- Summer school assistance and instruction in South Technology Center and Central Library

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: MEDIA/TECH SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022200143	1115	ADMINISTRATORS	\$43,800.00	\$45,200.00
	1117	EXEMPT STAFF	\$110,400.00	\$113,000.00
	1121	TEACHERS	\$0.00	\$5,000.00
	1141	PARAPROFESSIONALS	\$0.00	\$20,000.00
	1143	SPECIALISTS	\$354,000.00	\$302,000.00
	1150	SECRETARIES	\$10,200.00	\$10,500.00
	1322	STAFF	\$37,700.00	\$37,700.00
	1396	TV OVRTME	\$21,000.00	\$21,000.00
	2002	N/CERT MEDICAL	\$100,000.00	\$80,000.00
	2003	CERT MEDICAL	\$50,000.00	\$0.00
	3230	EQUIP MAINT	\$8,000.00	\$8,000.00
	3250	RENTAL/LEASING	\$42,500.00	\$42,500.00
	3252	SOFTWARE RENTAL	\$11,000.00	\$11,000.00
	4100	SUPPLY	\$17,000.00	\$17,000.00
	4200	BOOKS/SOFTWARE	\$30,000.00	\$30,000.00
	4201	SUPPLY IL LIB GR	\$2,000.00	\$2,000.00
	5400	EQUIPMENT	\$6,000.00	\$6,000.00
TOTAL:			\$843,600.00	\$750,900.00

ETHS DISTRICT 202
ASSESSMENT & TESTING

1022300152

Description of Major Activities:

The Office of Research, Evaluation and Assessment provides district support in several areas.

- Special analyses and evaluations conducted of instructional programs
- Preparation of state and federal reports, including Office of Civil Rights Data Collection
- Preparation of district board reports, including Achievement Report and Opening of School Report
- Administration, analysis and reporting of standardized achievement tests including the PSAT 8/9, PSAT 10, SAT, Measures of Academic Progress (MAP), and the Advanced Placement Exams
- Assistance to departments – data and analysis for to support department work and centered around improving instruction and student performance
- Preparation, administration and analysis of surveys

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: ASSESSMENT & TESTING

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022300152	1117	EXEMPT STAFF	\$65,000.00	\$66,500.00
	1321	TEACHERS	\$48,000.00	\$50,000.00
	1322	STAFF	\$80,000.00	\$50,000.00
	2002	N/CERT MEDICAL	\$10,000.00	\$0.00
	2003	CERT MEDICAL	\$10,000.00	\$10,000.00
	3320	STAFF TRAVEL & TRAINING	\$10,000.00	\$10,000.00
	4100	SUPPLY	\$24,000.00	\$24,000.00
TOTAL:			\$247,000.00	\$210,500.00

ETHS DISTRICT 202

BUSINESS SERVICES FISCAL SERVICES

1025100162

1025200170

DESCRIPTION OF MAJOR ACTIVITIES:

The Business Services department is responsible for the management of the finances of the District. The department is responsible for investing the District's financial resources which includes its short-term operating cash, bond proceeds, and any long term investments. The department is also responsible for the issuance of all District debt in the form of bonds. This process includes the preparation of an official statement, securing a financial rating, and issuing the subsequent debt. The staff also records financial transactions in accordance with Generally Accepted Accounting Principles promulgated by the Government Accounting Standards Board. The staff compiles appropriate interim financial information to facilitate management control of financial operations and prepares the Comprehensive Annual Financial Report (CAFR – audit).

GOAL; OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL: Assure that the District remains financially solvent and that financial decisions consider student achievement and performance.

DEPARTMENT OBJECTIVES:

- Develop financial parameters and measures for all departments – operating and educational.
- Constant monitoring of both the budget and best financial practices to ensure the best use of District financial resources.
- Use a financial planning model and financial policies related to those to address long-term programmatic and capital needs to improve student achievement.

PERFORMANCE MEASURES:

- Obtain and maintain the Popular Annual Financial Reporting Award presented by the Government Finance Officers Association.
- Obtain and maintain the Government Finance Officers Association Certificate of Excellence in Financing Reporting Award.
- Conduct mid-year budget review in January and recommend strategy to Board for the following year's budget.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: BUSINESS SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025100162	1115	ADMINISTRATORS	\$140,000.00	\$144,000.00
	1117	EXEMPT STAFF	\$55,200.00	\$56,700.00
	2002	N/CERT MEDICAL	\$29,000.00	\$29,000.00
	3118	ADMIN/INSERVICE	\$1,000.00	\$1,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$6,000.00	\$6,000.00
	6400	MEMBERSHIPS	\$15,000.00	\$15,000.00
	TOTAL:			\$248,200.00

Department: FISCAL SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025200170	1115	ADMINISTRATORS	\$100,000.00	\$103,000.00
	1117	EXEMPT STAFF	\$294,000.00	\$302,000.00
	1143	SPECIALISTS	\$152,000.00	\$158,000.00
	1294	STUDENTS	\$15,000.00	\$15,000.00
	2002	N/CERT MEDICAL	\$100,000.00	\$110,000.00
	3119	ADMIN/PROF SVCS	\$20,000.00	\$20,000.00
	3230	EQUIP MAINT	\$12,000.00	\$12,000.00
	3320	STAFF TRAVEL & TRAINING	\$4,000.00	\$4,000.00
	3410	POSTAGE	\$55,000.00	\$55,000.00
	3501	LEGAL NOTICES	\$5,000.00	\$5,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
	6400	MEMBERSHIPS	\$40,000.00	\$43,000.00
	TOTAL:			\$801,000.00

ETHS District 202

Nutrition Services Department

1025600173

Description of Major Activities:

The ETHS Nutrition Services Department is responsible for providing ETHS students and staff nutritionally balanced meals that meet all state and federal National School Breakfast and Lunch Program guidelines.

The Nutrition Services Department also operated the following:

- 4 Student Cafeterias
- One faculty/staff cafeteria
- Full service catering Program for internal and external events.
- Prepares about 1800 meals each day for the District 65 Elementary Schools and other additional preschools/alternative schools in the Evanston area.
- Prepares 1000 meals a day for the City of Evanston summer camps.
- After school Snack and Dinner Program feeds 200 students a day.

Goals, Objectives and Performance Measures

Board Goal: Assure that the District remains financially solvent and that financial decisions consider student achievement and performance

1. Increase the average daily breakfast and lunch participation.
2. Educate students on nutrition and healthy food choices available in the cafeteria; through regular classroom, cafeteria and student visits.
3. Investigate and market all local products being used in the cafeterias.
4. Grow the ETHS Farm to School Program by adding additional indoor and outdoor garden space.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: NUTRITION SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025600173	1143	SPECIALISTS	\$90,000.00	\$95,000.00
	1195	FOOD SVC WORKERS	\$520,000.00	\$530,000.00
	1248	SUMMER EMPL	\$20,000.00	\$20,000.00
	2000	N/CERT CASH OPT	\$1,800.00	\$2,400.00
	2002	N/CERT MEDICAL	\$280,000.00	\$280,000.00
	3118	ADMIN/INSERVICE	\$300.00	\$300.00
	3119	ADMIN/PROF SVCS	\$8,000.00	\$8,000.00
	3193	CONTRACT SVCS	\$9,000.00	\$9,000.00
	3911	COMM FREIGHT	\$700.00	\$700.00
	4147	UNIFORMS	\$6,000.00	\$6,000.00
	4700	FOOD GENERAL	\$460,000.00	\$460,000.00
	4701	SUPPLIES GENERA	\$55,000.00	\$55,000.00
	4702	FOOD A LA CARTE	\$120,000.00	\$120,000.00
	4703	EDIBLE ACRE GARDEN SUPPLI	\$1,500.00	\$5,000.00
	4706	D65 FOOD SUPPLIES	\$205,000.00	\$205,000.00
	4707	CITY OF EVANSTON FOOD	\$48,000.00	\$35,000.00
	5400	EQUIPMENT	\$6,000.00	\$5,000.00
TOTAL:			\$1,831,300.00	\$1,836,400.00

Department: DIRECTOR NUTRITION SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025600190	1115	ADMINISTRATORS	\$99,000.00	\$102,000.00
	2002	N/CERT MEDICAL	\$17,000.00	\$17,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,500.00	\$2,500.00
TOTAL:			\$118,500.00	\$121,500.00

ETHS DISTRICT 202
COMMUNICATIONS OFFICE

1026300164

Description of Major Activities:

The Communications Office of Evanston Township High School District 202 is charged with providing comprehensive, timely, and accurate information about district initiatives, school programs/activities, achievements to the students, parents/guardians, and the broader school community.

The office handles the school's brand oversight, media relations, digital communications, and certain community-focused events on behalf of the district.

FY2020 - 2021 EXPENSE BUDGET**FUND: 10 - EDUCATIONAL**

Department: COMMUNICATIONS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026300164	1117	EXEMPT STAFF	\$196,400.00	\$204,000.00
	1143	SPECIALISTS	\$51,500.00	\$53,000.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$14,000.00	\$18,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,800.00	\$2,800.00
	3600	PRINTING	\$20,000.00	\$20,000.00
	3601	PHOTOGRAPHIC SERVICES	\$3,000.00	\$3,000.00
	4100	SUPPLY	\$3,600.00	\$3,600.00
	4110	SUPPLIES PROMO/OUTREACH	\$6,500.00	\$6,500.00
TOTAL:			\$298,700.00	\$311,800.00

ETHS DISTRICT 202

HUMAN RESOURCES

1026400144

Description of Major Activities:

The Human Resources department proactively develops and maintains policies and procedures that allow for the recruitment, training and retention of employees. Among the services Human Resources offers are: management, recruiting, testing, selection, retirement, benefits administration/wellness programs, employee records management, employee awards and recognition, labor/management relations, labor contract administration, discrimination claims, grievances, arbitrations and conflict resolution, workers' compensation administration, unemployment claims, compensation, evaluation and management of employee performance.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: HUMAN RESOURCES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026400144	1115	ADMINISTRATORS	\$373,800.00	\$385,000.00
	1117	EXEMPT STAFF	\$293,000.00	\$307,500.00
	2002	N/CERT MEDICAL	\$72,000.00	\$75,000.00
	3111	TEMP SVC AGENCY	\$35,000.00	\$35,000.00
	3115	HUMAN RESOURCE	\$20,700.00	\$20,700.00
	3118	ADMIN/INSERVICE	\$24,000.00	\$40,000.00
	3119	ADMIN/PROF SVCS	\$4,000.00	\$2,400.00
	3195	BACKGR CHECKS	\$16,000.00	\$16,000.00
	3600	PRINTING	\$4,000.00	\$4,000.00
	4100	SUPPLY	\$7,200.00	\$7,200.00
	4105	SUP INCENTIVES	\$19,800.00	\$5,400.00
	4124	SUPPLY-STAFF RECOGNITION	\$3,100.00	\$3,100.00
	TOTAL:			\$872,600.00

ETHS DISTRICT 202
NETWORK ADMINISTRATION

1026600139

Description of Major Activities:

The Network Administration department is responsible for the provision, implementation and support of the school's computer network system, including wiring plant, network switching equipment and network servers.

GOAL; OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL: Assure that the District remains financially solvent and that financial decisions consider student achievement and performance.

DEPARTMENT OBJECTIVES:

1. To increase the use of instructional technology in 30% of the classrooms in order to improve student achievement.
2. To increase and improve ongoing community relations and communication through the use of technology.
3. To create a stable network/backbone in order to prepare for ongoing improvements and expansion of technology in the school.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: NETWORK ADMIN

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026600139	1115	ADMINISTRATORS	\$43,800.00	\$45,200.00
	1117	EXEMPT STAFF	\$216,000.00	\$222,000.00
	1143	SPECIALISTS	\$70,000.00	\$140,000.00
	1150	SECRETARIES	\$10,200.00	\$10,500.00
	2002	N/CERT MEDICAL	\$75,400.00	\$75,000.00
	3118	ADMIN/INSERVICE	\$7,000.00	\$7,000.00
	3144	PROF SVCS/INSTR	\$25,000.00	\$25,000.00
	3230	EQUIP MAINT	\$15,600.00	\$15,600.00
	3252	SOFTWARE RENTAL	\$92,700.00	\$92,700.00
	4100	SUPPLY	\$6,000.00	\$6,000.00
	4200	BOOKS/SOFTWARE	\$5,000.00	\$5,000.00
	5400	EQUIPMENT	\$67,000.00	\$67,000.00
	TOTAL:			\$633,700.00

ETHS DISTRICT 202

INSTRUCTIONAL AND INFORMATIONAL TECHNOLOGY

1026600146

Description of Major Activities:

The Instructional and Informational Technology (IIT) department is responsible for supporting critical district services in the areas of Student Information, Financial Information, Payroll, Book Distribution and several specialized databases.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10 - EDUCATIONAL

Department: INFO SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026600146	1115	ADMINISTRATORS	\$43,800.00	\$45,200.00
	1117	EXEMPT STAFF	\$349,000.00	\$359,000.00
	1143	SPECIALISTS	\$143,000.00	\$177,000.00
	1150	SECRETARIES	\$10,200.00	\$10,500.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$50,000.00	\$55,000.00
	2003	CERT MEDICAL	\$20,000.00	\$0.00
	3118	ADMIN/INSERVICE	\$14,400.00	\$14,400.00
	3162	SOFTWARE DEVELOPMENT	\$5,000.00	\$5,000.00
	3230	EQUIP MAINT	\$4,000.00	\$4,000.00
	3250	RENTAL/LEASING	\$1,000.00	\$1,000.00
	3252	SOFTWARE RENTAL	\$160,000.00	\$210,000.00
	4100	SUPPLY	\$6,000.00	\$6,000.00
	4191	SUPPLY ID	\$7,000.00	\$7,000.00
	5400	EQUIPMENT	\$5,000.00	\$5,000.00
TOTAL:			\$819,300.00	\$900,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: OUTREACH SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021100189	1143	SPECIALISTS	\$60,600.00	\$62,000.00
	2002	N/CERT MEDICAL	\$14,000.00	\$14,000.00
	3146	CONT SVCS/TRANSLATION	\$32,000.00	\$40,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
	4142	SUPPLY HONOR ROLL	\$2,500.00	\$2,500.00
TOTAL:			\$113,100.00	\$122,500.00

Department: PSYCHIATRIC SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021300120	3144	PROF SVCS/INSTR	\$1,000.00	\$1,000.00
TOTAL:			\$1,000.00	\$1,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: HLTH CTR

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021300169	3190	PATIENT TESTS	\$1,000.00	\$1,000.00
	3320	STAFF TRAVEL & TRAINING	\$800.00	\$800.00
	4100	SUPPLY	\$4,500.00	\$4,500.00
	4114	SUPPLY MEDICAL	\$5,000.00	\$10,000.00
TOTAL:			\$11,300.00	\$16,300.00

Department: HLTH CTR GNT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021300619	1115	ADMINISTRATORS	\$10,000.00	\$9,800.00
	2002	N/CERT MEDICAL	\$1,000.00	\$1,200.00
	3100	CONTRACT SVCS	\$112,000.00	\$110,000.00
TOTAL:			\$123,000.00	\$121,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: PSYCHOLOGIST SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021400122	1135	PSYCHOLOGISTS	\$330,600.00	\$354,000.00
	1142	INTERNS	\$50,000.00	\$50,000.00
	2003	CERT MEDICAL	\$52,000.00	\$46,000.00
	3144	PROF SVCS/INSTR	\$2,500.00	\$2,500.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3321	AUTO MILEAGE	\$500.00	\$500.00
	4100	SUPPLY	\$1,500.00	\$1,500.00
	4112	SUPPLY INSTR	\$5,000.00	\$5,000.00
TOTAL:			\$445,100.00	\$462,500.00

Department: GRADUATION

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900126	1321	TEACHERS	\$2,400.00	\$2,400.00
	1322	STAFF	\$3,000.00	\$3,000.00
	3193	CONTRACT SVCS	\$900.00	\$900.00
	3250	RENTAL/LEASING	\$40,000.00	\$40,000.00
	3600	PRINTING	\$6,000.00	\$6,000.00
	4100	SUPPLY	\$7,600.00	\$7,600.00
	TOTAL:			\$59,900.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: STUDENT ACTIV

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900127	1117	EXEMPT STAFF	\$120,200.00	\$134,000.00
	1121	TEACHERS	\$90,400.00	\$84,600.00
	1141	PARAPROFESSIONALS	\$5,000.00	\$5,000.00
	1322	STAFF	\$92,000.00	\$92,000.00
	2002	N/CERT MEDICAL	\$6,000.00	\$8,000.00
	2003	CERT MEDICAL	\$14,000.00	\$16,000.00
	3144	PROF SVCS/INSTR	\$1,000.00	\$1,000.00
	3145	ASSEMBLIES & SPEC EVENTS	\$1,000.00	\$1,000.00
	3148	EDUC PROGRAM FUNDS	\$14,000.00	\$14,000.00
	3600	PRINTING	\$1,000.00	\$1,000.00
	4100	SUPPLY	\$9,400.00	\$9,400.00
	4105	SUP INCENTIVES	\$900.00	\$900.00
	4108	SUP STDNT ACT EVENTS	\$3,600.00	\$3,600.00
	4198	SUPPLY CHESS	\$4,000.00	\$4,000.00
	4605	SUPPLIES EMERGE PROGRAM	\$2,000.00	\$0.00
	6909	PROM ACTIVITIES	\$3,200.00	\$3,200.00
	6910	POST PROM ACTIV	\$5,000.00	\$5,000.00
	TOTAL:			\$372,700.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: TEEN BABY NURSERY

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900182	3144	PROF SVCS/INSTR	\$41,000.00	\$41,000.00
TOTAL:			\$41,000.00	\$41,000.00

Department: DORS STEP GNT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900620	1141	PARAPROFESSIONALS	\$22,000.00	\$20,000.00
	1294	STUDENTS	\$18,000.00	\$18,000.00
	2002	N/CERT MEDICAL	\$5,000.00	\$7,000.00
TOTAL:			\$45,000.00	\$45,000.00

Department: STAFF TN SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100129	1321	TEACHERS	\$60,000.00	\$60,000.00
	1322	STAFF	\$1,000.00	\$1,000.00
	3144	PROF SVCS/INSTR	\$5,000.00	\$5,000.00
	3320	STAFF TRAVEL & TRAINING	\$10,000.00	\$10,000.00
	4100	SUPPLY	\$8,000.00	\$8,000.00
TOTAL:			\$84,000.00	\$84,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: MINORITY ACH

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100130	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3322	STUDENT TRAVEL	\$3,600.00	\$3,600.00
	4100	SUPPLY	\$5,000.00	\$5,000.00
TOTAL:			\$11,600.00	\$11,600.00

Department: VOC TECH PLAN

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100137	3144	PROF SVCS/INSTR	\$3,000.00	\$3,000.00
	4100	SUPPLY	\$3,000.00	\$3,000.00
	6904	PUBLIC RELATIONS	\$1,200.00	\$1,200.00
TOTAL:			\$7,200.00	\$7,200.00

Department: DUPLICATING-INST SUPP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100147	1143	SPECIALISTS	\$11,000.00	\$12,000.00
	2002	N/CERT MEDICAL	\$6,000.00	\$6,000.00
	3230	EQUIP MAINT	\$90,000.00	\$80,000.00
	3250	RENTAL/LEASING	\$113,000.00	\$113,000.00
	4100	SUPPLY	\$10,000.00	\$10,000.00
TOTAL:			\$230,000.00	\$221,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: INSTR/CURR DEV

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100155	1117	EXEMPT STAFF	\$23,000.00	\$50,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
TOTAL:			\$29,000.00	\$56,000.00

Department: SUMMER PROJ/CURR/SCHL IMP

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100186	1397	CURRICULUM PROJECTS	\$77,000.00	\$77,000.00
TOTAL:			\$77,000.00	\$77,000.00

Department: VOC ED IMP GNT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100621	1121	TEACHERS	\$7,900.00	\$8,000.00
	2003	CERT MEDICAL	\$1,100.00	\$1,100.00
	3252	SOFTWARE RENTAL	\$15,600.00	\$15,600.00
	3320	STAFF TRAVEL & TRAINING	\$9,400.00	\$9,000.00
	3910	PRINTING	\$14,500.00	\$14,500.00
	4112	SUPPLY INSTR	\$40,800.00	\$40,800.00
	5400	EQUIPMENT	\$13,200.00	\$13,000.00
TOTAL:			\$102,500.00	\$102,000.00

Department: CARL PERKINS TII

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100625	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$52,700.00	\$52,700.00
TOTAL:			\$54,700.00	\$54,700.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: IASA TITLE II

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1022100627	1121	TEACHERS	\$7,500.00	\$14,000.00
	3144	PROF SVCS/INSTR	\$16,000.00	\$16,000.00
	3320	STAFF TRAVEL & TRAINING	\$52,100.00	\$12,000.00
TOTAL:			\$75,600.00	\$42,000.00

Department: BOARD OF ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1023100165	1322	STAFF	\$4,000.00	\$0.00
	6900	MISCELLANEOUS	\$37,000.00	\$37,500.00
TOTAL:			\$41,000.00	\$37,500.00

Department: RECRUITING - TITLE II

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026400627	1322	STAFF	\$17,500.00	\$26,000.00
	2002	N/CERT MEDICAL	\$3,600.00	\$2,000.00
	3323	RECRUITING	\$900.00	\$900.00
	3500	ADVERTISING	\$900.00	\$1,100.00
TOTAL:			\$22,900.00	\$30,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: AP FOR SCHOOL OPS & LOGIS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1021900153	1115	ADMINISTRATORS	\$168,000.00	\$173,000.00
	1143	SPECIALISTS	\$30,000.00	\$0.00
	1150	SECRETARIES	\$118,000.00	\$121,500.00
	1322	STAFF	\$45,000.00	\$45,000.00
	2000	N/CERT CASH OPT	\$900.00	\$0.00
	2002	N/CERT MEDICAL	\$22,000.00	\$35,000.00
	2003	CERT MEDICAL	\$5,000.00	\$8,000.00
	2112	THIS FUND BD PAID	\$700.00	\$1,400.00
	3144	PROF SVCS/INSTR	\$3,000.00	\$2,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$5,500.00	\$5,500.00
	4101	SUPPLY STUD SUCCESS CTR	\$8,000.00	\$8,000.00
	4124	SUPPLY-STAFF RECOGNITION	\$16,000.00	\$16,000.00
	TOTAL:			\$424,100.00

Department: SVC AREA DIR

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget	
1023100178	2151	ERO	\$0.00	\$35,000.00	
	2153	TRS 2.2	\$200,000.00	\$210,000.00	
	2154	EMPLR THIS FUND BENEFIT	\$310,000.00	\$350,000.00	
	2221	MEDICAL RETIREE	\$240,000.00	\$200,000.00	
	3170	AUDIT	\$44,000.00	\$44,000.00	
	3180	LEGAL SERVICES	\$270,000.00	\$270,000.00	
	3193	CONTRACT SVCS	\$7,000.00	\$7,000.00	
	3804	UNEMP INS	\$20,000.00	\$20,000.00	
	3805	WORKERS COMP	\$51,000.00	\$42,000.00	
	3806	LIFE INSURANCE	\$120,000.00	\$120,000.00	
	3808	INSURANCE CONTRACT SVCS	\$10,000.00	\$10,000.00	
	6908	ACC VAC & SICK LV	\$135,000.00	\$100,000.00	
	TOTAL:			\$1,407,000.00	\$1,408,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: SUPERINTENDENT SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1023200154	1115	ADMINISTRATORS	\$310,000.00	\$318,000.00
	1117	EXEMPT STAFF	\$101,200.00	\$104,000.00
	2002	N/CERT MEDICAL	\$11,000.00	\$11,000.00
	2003	CERT MEDICAL	\$45,000.00	\$40,000.00
	2112	THIS FUND BD PAID	\$20,000.00	\$20,000.00
	3118	ADMIN/INSERVICE	\$5,000.00	\$5,000.00
	3320	STAFF TRAVEL & TRAINING	\$4,500.00	\$4,500.00
	4100	SUPPLY	\$6,000.00	\$6,000.00
	6904	PUBLIC RELATIONS	\$2,500.00	\$2,500.00
TOTAL:			\$505,200.00	\$511,000.00

Department: SP ED ADMIN SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1023300151	1115	ADMINISTRATORS	\$171,000.00	\$152,000.00
	1150	SECRETARIES	\$49,800.00	\$51,500.00
	2002	N/CERT MEDICAL	\$10,000.00	\$10,000.00
	2003	CERT MEDICAL	\$23,000.00	\$23,000.00
	2112	THIS FUND BD PAID	\$2,000.00	\$2,100.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3321	AUTO MILEAGE	\$2,000.00	\$2,000.00
	3600	PRINTING	\$1,000.00	\$1,000.00
	4100	SUPPLY	\$3,000.00	\$3,000.00
	TOTAL:			\$264,800.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: ASST SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1024100132	1115	ADMINISTRATORS	\$380,000.00	\$391,500.00
	1121	TEACHERS	\$0.00	\$8,000.00
	1142	INTERNS	\$32,000.00	\$32,000.00
	1150	SECRETARIES	\$60,500.00	\$67,000.00
	2002	N/CERT MEDICAL	\$10,000.00	\$9,000.00
	2003	CERT MEDICAL	\$46,000.00	\$47,000.00
	2112	THIS FUND BD PAID	\$5,000.00	\$5,000.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3326	PROF DEV SEGAL GIFT	\$5,000.00	\$5,000.00
	4100	SUPPLY	\$4,000.00	\$4,000.00
	4131	SUPPLY SEGAL GIFT	\$5,000.00	\$5,000.00
	TOTAL:			\$550,500.00

Department: AP FOR EDUCATIONAL SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1024100133	1115	ADMINISTRATORS	\$169,700.00	\$174,500.00
	1126	DEANS	\$518,000.00	\$490,000.00
	1143	SPECIALISTS	\$214,000.00	\$220,000.00
	1144	STAFF OVERTIME	\$2,300.00	\$2,300.00
	1150	SECRETARIES	\$35,500.00	\$15,500.00
	2002	N/CERT MEDICAL	\$55,000.00	\$50,000.00
	2003	CERT MEDICAL	\$96,000.00	\$100,000.00
	2112	THIS FUND BD PAID	\$9,000.00	\$10,000.00
	3145	ASSEMBLIES & SPEC EVENTS	\$5,000.00	\$5,000.00
	3148	EDUC PROGRAM FUNDS	\$6,000.00	\$6,000.00
	3150	ALT TO SUS	\$2,000.00	\$2,000.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$3,000.00
	3600	PRINTING	\$2,000.00	\$2,000.00
	4100	SUPPLY	\$6,000.00	\$6,000.00
	4109	SUPPLY REGIS	\$4,000.00	\$4,000.00
	TOTAL:			\$1,127,500.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: AP OF STUDENT SERVICES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1024100140	1115	ADMINISTRATORS	\$172,000.00	\$177,000.00
	1117	EXEMPT STAFF	\$133,000.00	\$136,500.00
	1143	SPECIALISTS	\$320,000.00	\$310,000.00
	1150	SECRETARIES	\$50,600.00	\$52,000.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$80,000.00	\$65,000.00
	2003	CERT MEDICAL	\$40,000.00	\$42,000.00
	2112	THIS FUND BD PAID	\$2,000.00	\$2,100.00
	3112	SEXUAL ASSAULT AWARENESS	\$10,000.00	\$0.00
	3148	EDUC PROGRAM FUNDS	\$10,000.00	\$10,000.00
	3252	SOFTWARE RENTAL	\$2,000.00	\$2,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$2,000.00
	3345	TRAVEL ASSC PRIN ST SVCS	\$2,000.00	\$2,000.00
	3346	PSYCHIATRIC EVAL ST SVCS	\$3,000.00	\$3,000.00
	3348	OTHER EVALS STDNT SRVCS	\$3,000.00	\$3,000.00
	4100	SUPPLY	\$4,800.00	\$4,800.00
	4159	SUPPLIES REGISTRAR/ATTEND	\$5,000.00	\$5,000.00
	TOTAL:			\$840,300.00

Department: ASST SUPERINTENDENT/PRINCIPAL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget	
1024100149	1115	ADMINISTRATORS	\$230,500.00	\$237,500.00	
	1117	EXEMPT STAFF	\$122,000.00	\$131,500.00	
	1143	SPECIALISTS	\$250,000.00	\$260,000.00	
	1150	SECRETARIES	\$65,600.00	\$66,000.00	
	2000	N/CERT CASH OPT	\$900.00	\$0.00	
	2002	N/CERT MEDICAL	\$30,000.00	\$35,000.00	
	2003	CERT MEDICAL	\$34,000.00	\$34,000.00	
	3117	CONSULTING	\$16,000.00	\$16,000.00	
	3144	PROF SVCS/INSTR	\$6,000.00	\$6,000.00	
	3320	STAFF TRAVEL & TRAINING	\$12,000.00	\$12,000.00	
	3600	PRINTING	\$8,000.00	\$8,000.00	
	4100	SUPPLY	\$20,000.00	\$20,000.00	
	4103	SUPPLY NATL HONOR	\$1,500.00	\$1,500.00	
	4141	SUPPLIES WELCOME CENTER	\$2,500.00	\$2,500.00	
	4142	SUPPLY HONOR ROLL	\$4,000.00	\$4,000.00	
	4609	SUPPLIES AMBASSADORS	\$2,000.00	\$2,500.00	
	4611	SUPPLIES FRESHMEN/TRANSIT	\$3,500.00	\$3,000.00	
	4612	SUPP FRESH ADV STUDY HALL	\$800.00	\$500.00	
	TOTAL:			\$809,300.00	\$840,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: SCHEDULING SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1024100150	1143	SPECIALISTS	\$162,000.00	\$152,000.00
	2002	N/CERT MEDICAL	\$25,000.00	\$24,000.00
TOTAL:			\$187,000.00	\$176,000.00

Department: OP/MAINT ADMIN

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025400192	1115	ADMINISTRATORS	\$50,000.00	\$51,500.00
	1117	EXEMPT STAFF	\$30,000.00	\$30,500.00
	2002	N/CERT MEDICAL	\$12,000.00	\$12,000.00
	4190	SUPPLY CEN ST	\$25,000.00	\$25,000.00
TOTAL:			\$117,000.00	\$119,000.00

Department: DUPLICATING

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025700147	1143	SPECIALISTS	\$22,000.00	\$23,000.00
	2002	N/CERT MEDICAL	\$12,000.00	\$11,000.00
	3230	EQUIP MAINT	\$30,000.00	\$30,000.00
	3250	RENTAL/LEASING	\$32,000.00	\$32,000.00
	4100	SUPPLY	\$18,000.00	\$18,000.00
TOTAL:			\$114,000.00	\$114,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: RECEIVING

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1025700176	1143	SPECIALISTS	\$45,000.00	\$47,000.00
	2002	N/CERT MEDICAL	\$9,000.00	\$9,000.00
	4100	SUPPLY	\$1,000.00	\$1,000.00
TOTAL:			\$55,000.00	\$57,000.00

Department: RESEARCH & EVALUATION

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026200136	1117	EXEMPT STAFF	\$179,000.00	\$164,000.00
	2000	N/CERT CASH OPT	\$1,000.00	\$1,000.00
	2002	N/CERT MEDICAL	\$6,000.00	\$16,000.00
	3144	PROF SVCS/INSTR	\$2,500.00	\$2,500.00
	3320	STAFF TRAVEL & TRAINING	\$1,500.00	\$1,500.00
	4100	SUPPLY	\$1,500.00	\$1,500.00
TOTAL:			\$191,500.00	\$186,500.00

Department: WELLNESS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1026400141	3144	PROF SVCS/INSTR	\$90,000.00	\$90,000.00
	3808	INSURANCE CONTRACT SVCS	\$54,000.00	\$74,000.00
	4100	SUPPLY	\$3,000.00	\$3,000.00
TOTAL:			\$147,000.00	\$167,000.00

Department: SUPPORT SVCS OTHER

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1029000199	3900	CONTRACT SVCS	\$90,000.00	\$84,000.00
	4100	SUPPLY	\$27,000.00	\$49,100.00
	5409	CAP OUTLAY OVER 1,000	\$73,000.00	\$53,000.00
	7000	TRANSFERS	\$2,000,000.00	\$1,400,000.00
TOTAL:			\$2,190,000.00	\$1,586,100.00

NON-PROGRAMMED CHARGES

4000 – Function

All payments to other education organizations.

ETHS DISTRICT 202

PARK SCHOOL

1041200183

Description of Major Activities:

Park School provides instruction of students with physical disabilities who reside both within and outside the District. The school is operated by District 65 and the costs are shared by the two Districts with District 202 assuming 40% of the financial cost.

FY2020 - 2021 EXPENSE BUDGET

FUND: 10

Department: PMT OTH GOV

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1041200183	8100	TUITION	\$1,100,000.00	\$1,100,000.00
TOTAL:			\$1,100,000.00	\$1,100,000.00

FY2020 - 2021 EXPENSE BUDGET
FUND: 10 - EDUCATIONAL

Department: **TITLE II FLOW THRU**

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1041100627	7001	FLOW THRU TITLE II	\$6,000.00	\$6,000.00
TOTAL:			\$6,000.00	\$6,000.00

	2019/2020 Budget	2020/2021 Budget
FUND 10 GRAND TOTAL	\$70,000,000	\$71,500,000

TORT FUND

The Tort Fund is a Special Revenue fund that accounts for expenditures related to insurance for both property and workers' compensation. Special Revenue funds are funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The Tort Fund provides funds for:

- Premiums on property, liability and workers' compensation insurance policies
- Payments made for liability settlements
- Related expenditures

The funding for much of the Tort Fund is from property taxes. Those taxes, however, do not cover all the costs related to the District's insurance needs.

Budgeted revenues for FY 2021 are \$360,000 and expenditures are also budgeted at \$360,000.

GOALS:

- Continue to promote safe practices to reduce workers' compensation claims.
- Continue to promote safe practices to reduce liability claims.
- Continue to utilize nurse review program with our insurance consortium CLIC

**FY 2020-2021 REVENUE BUDGET
FUND 12 - TORT FUND**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11210	TORT LEVY SPRING PMTS	\$ 195,000	\$ 195,000
R11220	TORT LEVY FALL PMTS	\$ 175,000	\$ 175,000
R11230	TORT BACK TAXES	\$ (10,000)	\$ (10,000)

TOTAL TORT FUND REVENUES	\$ 360,000	\$ 360,000
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FY2020 - 2021 EXPENSE BUDGET

FUND: 12 - TORT FUND

Department: SVC AREA DIR TORT FUND

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
1223100178	3801	LIABILITY INS	\$114,000.00	\$114,000.00
	3805	WORKERS COMP	\$246,000.00	\$246,000.00
TOTAL:			\$360,000.00	\$360,000.00

	2019/2020 Budget	2020/2021 Budget
GRAND TOTAL	\$360,000	\$360,000

OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is a Special Revenue fund that accounts for expenditures made for repair and maintenance of the District's buildings and land. Special Revenue funds are funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The Operation and Maintenance Fund provides funds for:

- employees who provide those services
- materials, supplies and energy to operate the facility
- specific building improvements that are required

Most of the funding for the Operations and Maintenance Fund is from property taxes. There is also revenue from the corporate property replacement tax as well as rental income and other miscellaneous revenues.

Budgeted revenues for FY 2021 are \$7.98 million and expenditures are budgeted at \$7.98 million. This is a 2.1% increase over FY 2020.

GOAL: OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL: Provide consistent and stable financial stewardship assuring: excellent education and opportunity for each student; reasonable property taxes; leveraging and optimizing resources; and values-based, cost effective allocation of resources

DEPARTMENT OBJECTIVES:

- In compliance with the local, state and federal laws and regulations provide a safe, clean and comfortable learning and working environment for the District's students, teachers, administrators and the support staff.
- Maintain aesthetic appearance and structural integrity of the District's buildings and grounds.

PERFORMANCE MEASURES:

- Reduce District's carbon footprint in conjunction with the City's strategic goal
- Complete the Capital Improvements projects on time within the Board approved budget.

FY 2020-2021 REVENUE BUDGET
FUND 20 - OPERATIONS & MAINTENANCE FUND

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11110	LEVY SPRING PMTS	\$ 3,900,000	\$ 4,100,000
R11120	LEVY FALL PMTS	\$ 3,400,000	\$ 3,500,000
R11130	LEVY BACK TAXES	\$ (145,000)	\$ (200,000)
R12300	CORP REPL TAX	\$ 200,000	\$ 150,000
R15100	INT ON INVEST	\$ -	\$ -
R19100	RENTALS	\$ 80,000	\$ 70,000
R19110	RENTAL PARK LOTS	\$ 60,000	\$ 55,000
R19115	RENTAL ATHLETIC FACIL	\$ 150,000	\$ 120,000
R19120	RENTAL DODGE PROPERTY	\$ 12,000	\$ 12,000
R19125	RENTALS TELECOMM	\$ 130,000	\$ 140,000
R19500	REFUND OF EXPENDITURES	\$ -	\$ -
R19980	MUNICIPAL UTILITY TAXES	\$ -	\$ -
R19985	E-RATE REVENUE	\$ -	\$ -
R19990	MISC REVENUE LOCAL	\$ 30,000	\$ 35,000
R39990	OTHER STATE PROGRAMS	\$ 3,000	\$ -

TOTAL O&M	\$ 7,820,000	\$ 7,982,000
20 FUND REVENUES		

ETHS DISTRICT 202

Building Improvements

2025300202

Description of Major Activities:

The Building Improvements consists of Painting, Carpeting, Asset Inventory, Telephone Wiring, Building Improvement and Contract Services accounts. The major activities of these accounts are capital improvements projects, architectural and engineering services needed to prepare drawings and specifications for the capital improvements projects, and the aesthetic and functional maintenance of the School District's facilities. Activities which are larger in scope, are planned out in advance, and are contracted out.

FY2020 - 2021 EXPENSE BUDGET**FUND: 20 - OPER & MAINT**

Department: BLDG IMPROVE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025300202	3231	PAINTING	\$160,000.00	\$160,000.00
	3232	CARPETING	\$250,000.00	\$250,000.00
	5200	BUILDING IMPROVE	\$360,000.00	\$340,000.00
	5201	CONTRACT SVCS	\$15,000.00	\$15,000.00
	5400	EQUIPMENT	\$20,000.00	\$10,000.00
	5408	CAP OUTLAY UNDER 1,000	\$120,000.00	\$120,000.00
	5409	CAP OUTLAY OVER 1,000	\$15,000.00	\$15,000.00
TOTAL:			\$940,000.00	\$910,000.00

ETHS DISTRICT 202

Custodial/Maintenance Services

2025400204

Description of Major Activities:

The major activities of this group of accounts are labor and supplies necessary to perform custodial services such as building rentals, setup and breakdowns, cleaning of the space rented, daily cleaning of classrooms, offices, gym areas, and hallways, moving furniture, meeting set-ups, changing light bulbs. Maintenance activities consist of labor and materials necessary to perform furniture assembly and miscellaneous repairs such as repairs of glass, door hardware, furniture, walls, floors and ceilings. Majority of services provided are by the in-house staff, unless larger unplanned repairs are required.

FY2020 - 2021 EXPENSE BUDGET

FUND: 20 - OPER & MAINT

Department: CUST/MAINT SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400204	1117	EXEMPT STAFF	\$448,400.00	\$467,500.00
	1143	SPECIALISTS	\$55,000.00	\$56,000.00
	1162	MAINTENANCE	\$150,000.00	\$110,000.00
	1192	CUSTODIANS	\$1,300,000.00	\$1,340,000.00
	1292	CUST EXTRA HELP	\$50,000.00	\$30,000.00
	1362	MAINT OVRTME	\$20,000.00	\$15,000.00
	1392	CUST OVRTME	\$70,000.00	\$50,000.00
	1394	ATH OVRTME	\$35,000.00	\$30,000.00
	2000	N/CERT CASH OPT	\$1,000.00	\$1,000.00
	2002	N/CERT MEDICAL	\$340,000.00	\$380,000.00
	3210	SANITATION	\$38,000.00	\$40,000.00
	3233	PEST CONTROL	\$8,000.00	\$8,000.00
	3234	FIRE SAFETY	\$8,000.00	\$8,000.00
	3235	MOPS	\$10,000.00	\$12,000.00
	3236	UNIFORMS/SHOES	\$25,000.00	\$26,000.00
	3237	WINDOW COV	\$15,000.00	\$15,000.00
	3243	REPAIRS	\$160,000.00	\$180,000.00
	3291	SPECIAL WASTE	\$10,000.00	\$12,000.00
	3320	STAFF TRAVEL & TRAINING	\$2,000.00	\$1,100.00
		4181	SUPPLY CUSTODIA	\$154,000.00
	4183	SUPPLY MAINT	\$10,000.00	\$100,000.00
	4184	SUPPLY VANDAL	\$3,000.00	\$2,000.00
	5400	EQUIPMENT	\$6,000.00	\$6,000.00
TOTAL:			\$2,918,400.00	\$3,069,600.00

ETHS DISTRICT 202

Grounds Services 2025400205

Description of major activities:

Ground Services are responsible for preparing of fields and work all outdoor sport activities, clean and maintain two offsite ETHS campuses, deliver lunch and mail to two ETHS offsite schools, the repair and maintenance of athletic fields, and for snow removal. They operate and maintain the equipment necessary for these activities which are for the most part performed by the in-house staff.

FY2020 - 2021 EXPENSE BUDGET

FUND: 20 - OPER & MAINT

Department: GRNDS SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400205	1181	GROUNDSMEN	\$80,000.00	\$93,000.00
	1381	GROUNDS OVRTME	\$7,000.00	\$4,000.00
	1382	SNOW OVRTME	\$13,000.00	\$10,000.00
	2000	N/CERT CASH OPT	\$900.00	\$900.00
	2002	N/CERT MEDICAL	\$13,000.00	\$13,000.00
	3240	TREES	\$5,000.00	\$15,000.00
	3241	FENCES	\$5,000.00	\$15,000.00
	3242	GROUNDS	\$270,000.00	\$280,000.00
	3244	SNOW REMOVAL	\$22,000.00	\$20,000.00
	4100	SUPPLY	\$10,000.00	\$10,000.00
TOTAL:			\$425,900.00	\$460,900.00

ETHS DISTRICT 202

Engineering Services

2025400206

Description of major activities:

The engineers are responsible for the operation, maintenance and repair of the boilers, chillers, generators, HVAC equipment, and Building Automation, Fire Alarm, plumbing, and electrical systems. Majority of the work is performed by the in-house staff. Some of the work which requires more specialized training and equipment, such as the repair and maintenance of elevators, boilers and chillers, fire alarms and building automation system, is contracted out. The engineer's responsibilities are to ensure efficient operation of the equipment, to minimize the emergency repairs and service disruptions, and to maximize the expected useful life of the School District's capital assets. Engineers also provide these services to the other two ETHS offsite schools.

FY2020 - 2021 EXPENSE BUDGET

FUND: 20 - OPER & MAINT

Department: ENGR SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400206	1161	ENGINEERS	\$680,000.00	\$740,000.00
	1361	ENGR OVRTIME	\$70,000.00	\$70,000.00
	2000	N/CERT CASH OPT	\$900.00	\$0.00
	2002	N/CERT MEDICAL	\$85,000.00	\$88,000.00
	3193	CONTRACT SVCS	\$130,000.00	\$120,000.00
	3245	ELEVATORS	\$20,000.00	\$18,000.00
	3246	HEATING/VENT/AC	\$200,000.00	\$200,000.00
	3249	FIRE ALARM SVC AGREEMNT	\$24,000.00	\$45,000.00
	4182	SUPPLY ENGR	\$125,000.00	\$135,000.00
	4186	POOL SUPPLIES	\$12,000.00	\$13,000.00
	4187	POWER HOUSE SUPPLIES	\$2,000.00	\$2,500.00
TOTAL:			\$1,348,900.00	\$1,431,500.00

FY2020 - 2021 EXPENSE BUDGET
FUND: 20 OPER & MAINT

Department: LAND IMPROVE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025300201	5301	PARKING LOT	\$25,000.00	\$30,000.00
	5304	SIDEWALK REPAIRS	\$2,000.00	\$2,000.00
TOTAL:			\$27,000.00	\$32,000.00

Department: VEH OP/MAINT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400207	6900	MISCELLANEOUS	\$4,000.00	\$3,000.00
TOTAL:			\$4,000.00	\$3,000.00

Department: SECURITY SVCS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400208	1143	SPECIALISTS	\$80,000.00	\$82,000.00
TOTAL:			\$80,000.00	\$82,000.00

Department: UTILITIES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400209	3239	CO-GEN MAINT	\$10,000.00	\$5,000.00
	3420	TELEPHONE	\$88,000.00	\$98,000.00
	3421	TELE MAINT	\$8,000.00	\$6,000.00
	3700	WATER/SEWER	\$160,000.00	\$145,000.00
	4650	NATURAL GAS	\$420,000.00	\$360,000.00
	4660	ELECTRICITY	\$580,000.00	\$540,000.00
TOTAL:			\$1,266,000.00	\$1,154,000.00

Department: BLDG INS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2025400210	3810	BLDG INSURANCE	\$105,000.00	\$148,000.00
TOTAL:			\$105,000.00	\$148,000.00

**FY2020 - 2021 EXPENSE BUDGET
FUND: 20 OPER & MAINT**

Department: BOARD OF ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2029000165	2221	MEDICAL RETIREE	\$10,000.00	\$0.00
	6908	ACC VAC & SICK LV	\$10,000.00	\$0.00
TOTAL:			\$20,000.00	\$0.00

Department: SVC AREA DIR

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2029000178	1117	EXEMPT STAFF	\$318,800.00	\$325,000.00
	2002	N/CERT MEDICAL	\$25,000.00	\$25,000.00
	2221	MEDICAL RETIREE	\$0.00	\$0.00
	3193	CONTRACT SVCS	\$10,000.00	\$0.00
	3804	UNEMP INS	\$10,000.00	\$0.00
	3805	WORKERS COMP	\$200,000.00	\$200,000.00
	TOTAL:			\$563,800.00

Department: RENTALS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2030000211	1143	SPECIALISTS	\$7,900.00	\$14,000.00
	1294	STUDENTS	\$1,000.00	\$1,000.00
	1322	STAFF	\$20,000.00	\$8,000.00
	1361	ENGR OVRTIME	\$5,000.00	\$5,000.00
	1391	SAFETY OVRTME	\$5,000.00	\$5,000.00
	1392	CUST OVRTME	\$14,000.00	\$33,000.00
	3250	RENTAL/LEASING	\$5,000.00	\$0.00
	3320	STAFF TRAVEL & TRAINING	\$3,000.00	\$2,000.00
	4100	SUPPLY	\$1,000.00	\$2,500.00
	5400	EQUIPMENT	\$10,000.00	\$5,000.00
TOTAL:			\$71,900.00	\$75,500.00

Department: PROPERTY TAX

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
2041900212	6921	REAL ESTATE TAX	\$9,100.00	\$10,500.00
TOTAL:			\$9,100.00	\$10,500.00

	2019/2020 Budget	2020/2021 Budget
20 FUND GRAND TOTAL	\$7,820,000	\$7,982,000

BOND AND INTEREST FUND

The Bond and Interest Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs. The primary revenue source is local property taxes levied specifically for debt service.

The District has \$31.9 million in outstanding debt.

Budgeted revenues for FY 2021 are \$3.36 million and expenditures are \$3.36 million.

GOAL: OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL #3: ETHS will provide prudent financial stewardship.

**FY 2020-2021 REVENUE BUDGET
FUND 30 - BOND & INTEREST FUND**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11110	LEVY CURR (11)	\$ 1,500,000	\$ 1,500,000
R11120	LEVY PRIOR (10)	\$ 1,280,000	\$ 1,311,000
R11130	LEVY BACK TAXES	\$ (30,000)	\$ (29,000)
R15100	INT ON INVEST	\$ 2,000	\$ 1,500
R723000	TRANSFERS IN	\$ -	\$ 580,500

TOTAL BOND & INTEREST	\$ 2,752,000	\$ 3,364,000
30 FUND REVENUES		

FY2020 - 2021 EXPENSE BUDGET

FUND: 30 - BOND & INTEREST

Department: BOND INTEREST

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
3051400301	3191	SERVICE CHARGES	\$30,000.00	\$29,600.00
	6263	INT L/S 2011 ISSUE QZABS	\$7,000.00	\$6,000.00
	6264	INT L/S 2012 ISSUE	\$58,000.00	\$25,000.00
	6265	INT L/S 2014 ISSUE	\$131,000.00	\$130,500.00
	6266	INT L/S 2016 ISSUE	\$586,000.00	\$586,000.00
	6267	INT L/S 2018 ISSUE	\$235,000.00	\$211,400.00
	6268	INT 2020 DEBT CERTIFICATES	\$0.00	\$80,500.00
TOTAL:			\$1,047,000.00	\$1,069,000.00

Department: BOND PRINCIPAL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
3052000302	6123	PRIN L/S 2011 ISSUE QZABS	\$400,000.00	\$400,000.00
	6124	PRIN L/S 2012 ISSUE	\$845,000.00	\$870,000.00
	6126	PRIN L/S 2014 ISSUE	\$0.00	\$45,000.00
	6127	PRIN L/S 2018 ISSUE	\$460,000.00	\$480,000.00
	6128	PRIN 2020 DEBT CERTIFICATES	\$0.00	\$500,000.00
TOTAL:			\$1,705,000.00	\$2,295,000.00

	2019/2020 Budget	2020/2021 Budget
30 FUND GRAND TOTAL	\$2,752,000	\$3,364,000

TRANSPORTATION FUND

The Transportation Fund is a Special Revenue fund that accounts for expenditures made for student transportation. Special Revenue funds are funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The Transportation Fund provides funds for:

- Transportation of off-campus special education students;
- Transportation of student athletes to sporting events;
- Transportation for student field trips.

Half of the funding for the Transportation Fund is from property taxes and the other half comes from state transportation funding. There is also other miscellaneous revenue.

Budgeted revenues for FY 2021 are \$1.23 million and expenditures are budgeted at \$1.23 million. This represents a slight increase from the FY 2020 budget.

GOAL: OBJECTIVES AND PERFORMANCE MEASURES

BOARD GOAL #3: ETHS will provide prudent financial stewardship.

Strategies:

- Continue to analyze use of purchased buses to reduce overall transportation costs.
- Promote District installed electric charging station from local car dealership.
- Search for cost effective, reliable bus transportation

**FY 2020-2021 REVENUE BUDGET
FUND 40 - TRANSPORTATION FUND**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11110	LEVY SPRING PMTS	\$ 435,000	\$ 435,000
R11120	LEVY FALL PMTS	\$ 390,000	\$ 395,000
R11130	LEVY BACK TAXES	\$ (20,000)	\$ (20,000)
R12300	CORP REPL TAXES	\$ -	\$ -
R15100	INT ON INVEST	\$ 15,000	\$ 20,000
R35000	TRANSPORT AID REG/VOC	\$ 5,000	\$ 5,000
R35100	TRANSPORT AID SPECIAL ED	\$ 400,000	\$ 400,000

TOTAL TRANSPORTATION	\$ 1,225,000	\$ 1,235,000
FUND 40 REVENUES		

**FY2020 - 2021 EXPENSE BUDGET
FUND: 40 TRANSPORTATION**

Department: ENGLISH

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500101	3312	CONTRACT SVCS	\$1,000.00	\$1,000.00
TOTAL:			\$1,000.00	\$1,000.00

Department: WORLD LANG

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500103	3312	CONTRACT SVCS	\$1,000.00	\$1,000.00
TOTAL:			\$1,000.00	\$1,000.00

Department: MATHEMATICS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500104	3312	CONTRACT SVCS	\$5,000.00	\$5,000.00
TOTAL:			\$5,000.00	\$5,000.00

Department: SCIENCE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500105	3312	CONTRACT SVCS	\$8,000.00	\$8,000.00
TOTAL:			\$8,000.00	\$8,000.00

Department: HIST/SOC SCI

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500106	3312	CONTRACT SVCS	\$1,500.00	\$1,500.00
TOTAL:			\$1,500.00	\$1,500.00

Department: PHYSICAL ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500108	3312	CONTRACT SVCS	\$5,000.00	\$5,000.00
TOTAL:			\$5,000.00	\$5,000.00

Department: TRANS PUBLIC DAY SCHOOL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500109	3312	CONTRACT SVCS	\$200,000.00	\$100,000.00
TOTAL:			\$200,000.00	\$100,000.00

Department: FINE ARTS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500114	3312	CONTRACT SVCS	\$65,000.00	\$70,000.00
TOTAL:			\$65,000.00	\$70,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 40

Department: CAREER TECH ED

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500116	3312	CONTRACT SVCS	\$17,000.00	\$17,000.00
TOTAL:			\$17,000.00	\$17,000.00

Department: ALT SCHOOL

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500121	3312	CONTRACT SVCS	\$2,000.00	\$0.00
TOTAL:			\$2,000.00	\$0.00

Department: STUDENT ACTIVITIES

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500127	3312	CONTRACT SVCS	\$18,000.00	\$19,000.00
TOTAL:			\$18,000.00	\$19,000.00

Department: COLLEGE/CAREER

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500145	3312	CONTRACT SVCS	\$3,000.00	\$3,000.00
TOTAL:			\$3,000.00	\$3,000.00

Department: ATHLETICS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500174	1150	SECRETARIES	\$5,000.00	\$6,000.00
	2002	N/CERT MEDICAL	\$1,000.00	\$1,000.00
	3312	CONTRACT SVCS	\$300,000.00	\$350,000.00
TOTAL:			\$306,000.00	\$357,000.00

Department: COMMUNITY SERVICE

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500179	3312	CONTRACT SVCS	\$5,000.00	\$5,000.00
TOTAL:			\$5,000.00	\$5,000.00

Department: ACADEMIC SUPPORTS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500198	3312	CONTRACT SVCS	\$12,000.00	\$12,000.00
TOTAL:			\$12,000.00	\$12,000.00

FY2020 - 2021 EXPENSE BUDGET

FUND: 40 - TRANSPORTATION

Department: SPEC ED GEN

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500450	3312	CONTRACT SVCS	\$400,000.00	\$480,000.00
TOTAL:			\$400,000.00	\$480,000.00

Department: ADMIN

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500452	1130	COORDINATOR	\$52,000.00	\$40,000.00
	2002	N/CERT MEDICAL	\$10,000.00	\$10,000.00
	3312	CONTRACT SVCS	\$0.00	\$0.00
TOTAL:			\$62,000.00	\$50,000.00

Department: SAFE SCHOOLS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
4025500453	3312	CONTRACT SVCS	\$113,000.00	\$100,000.00
TOTAL:			\$113,000.00	\$100,000.00

	2019/2020 Budget	2020/2021 Budget
40 FUND GRAND TOTAL	\$1,225,000	\$1,235,000

IMRF- SOCIAL SECURITY FUND

The IMRF (Illinois Municipal Retirement Fund) - Social Security Fund is a Special Revenue fund that accounts for expenditures made for employee retirement expenses. Special Revenue funds are funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The Illinois Municipal Retirement Fund is the main retirement fund for the non-certified District employees.

The IMRF Social Security Fund provides monies for:

- The IMRF funding for retired and current non-certified District employees
- Social security funding for non-certified District employees
- Medicare funding for District employees

Most of the funding for the IMRF Social Security Fund is from property taxes. There is also other miscellaneous revenue.

Budgeted revenues for FY 2021 are \$3.37 million and expenditure are \$3.37 million.

**FY 2020-2021 REVENUE BUDGET
FUND 50 - IMRF FUND**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R11110	LEVY FALL PMTS	\$ 900,000	\$ 860,000
R11120	LEVY SPRING PMTS	\$ 800,000	\$ 800,000
R11130	LEVY BACK TAXES	\$ (40,000)	\$ (10,000)
R11510	LEVY FALL PMTS SS	\$ 900,000	\$ 860,000
R11520	LEVY SPRING PMTS SS	\$ 800,000	\$ 800,000
R11530	LEVY BACK TAXES SS	\$ (40,000)	\$ (10,000)
R12300	CORP REPL TAXES	\$ 100,000	\$ 75,000
R15100	INT ON INVEST	\$ -	\$ -

TOTAL IMRF FUND 50 REVENUES	\$ 3,420,000	\$ 3,375,000
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FY2020 - 2021 EXPENSE BUDGET

FUND 50 - IMRF & SOCIAL SECURITY FUND

Department: IMRF CONTRIBUTIONS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
	2120	IMRF CONTRIBUTION	\$1,770,000.00	\$1,575,000.00
TOTAL:			\$1,770,000.00	\$1,575,000.00

Department: FICA CONTRIBUTIONS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
	2130	FICA CONTRIBUTION	\$950,000.00	\$1,000,000.00
TOTAL:			\$950,000.00	\$1,000,000.00

Department: MEDICARE CONTRIBUTIONS

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
	2140	MEDICARE CONTRIBUTIONS	\$700,000.00	\$800,000.00
TOTAL:			\$700,000.00	\$800,000.00

	2019/2020 Budget	2020/2021 Budget
FUND 50 GRAND TOTAL	\$3,420,000	\$3,375,000

CAPITAL IMPROVEMENTS FUND

The Capital Improvements Fund accounts for major projects through bond issues and monies raised specifically for such purposes. The Board reviews and approves an annual Capital Improvements Budget and a five-year plan.

FY2021 expenditures will total approximately \$5 million or less. The funding sources are the 2020 debt certificates, which the District issued in the Spring of 2020, fund balance, transfers from the O&M fund, and funds raised by the ETHS Foundation.

Capital expenditures for the District are items that are over \$2,500 in value and have a useful life of over one year.

The 2019-23 Capital Improvement Program Plan was updated in the fall of 2019.



Business Office

To: Eric Witherspoon, Superintendent
From: Mary Rodino, Chief Financial Officer
Jose Guerrero, Director of Capital Improvements
Date: October 17, 2019
Re: FY 2019-23 Capital Improvement Program

ISSUE

This is the District’s proposed Capital Improvement Program (CIP) for FY 2020 through FY 2023 (with a recap of 2019). It is a comprehensive examination of the District’s infrastructure needs and a financing plan to address as many of those needs as the District can afford.

This memo will address the following related topics:

- General Background
- Sources
- Bond Issuance
- Capital Improvements

GENERAL BACKGROUND

A CIP is a prioritized comprehensive approach to addressing the infrastructure needs of the District. It is considered a “best practice” in local government literature and is a required part of the national Government Finance Officers Association Distinguished Budget Awards program.

The CIP is a five-year plan for capital improvements for a governmental organization. The first year is funded and the other four years are provided as a roadmap for future capital expenditures. There are six major reasons often cited for capital budgeting. They are:

- The stakes are high as the improvement of capital infrastructure is very expensive and special planning, financing, and managing are needed to ensure that the projects and acquisitions are needed, well designated and efficiently implemented.

- The decisions extend for years and most of the assets acquired will have useful lives of twenty years or beyond.
- The spending will vary from year to year depending on the project. Different projects will have different costs that will vary greatly from year to year.
- Implementation takes time as projects need to be coordinated and for many projects planning and implementation can occur over several years.
- Debt financing is often used and requires planning that must provide for comprehensive financing planning.
- Capital project differ from year to year and that must be taken into consideration to plan for everything from financing to implementation to maintenance.

Prioritization of capital improvements is always an issue. There will always be a struggle between the needs of the classroom and the general maintenance of the building envelope of the school and its basic operating systems.

The question is often asked, “What is a capital expenditure?” For the purposes of the CIP the answer is that a capital expenditure is one that results in the acquisition or addition to a capital asset or fixed asset as it is often referred to.

Fixed assets include many types of property that a local government owns and uses in its operations:

- Land or rights to the land.
- Buildings
- Additions or renovations of buildings that exceed a specified cost which generally is over \$25,000 in value that will add value to a building improve it or extend its useful life.
- Improvements to land other than buildings that exceed a specified cost which generally is over \$25,000 and add value to the land or improve its utility (such as drainage systems, parking lots, landscaping, irrigation and similar construction on land).
- Equipment, vehicles, and furnishings that have useful lives longer than one year and exceed a specified cost generally over \$25,000.

The overall goal for the District’s capital improvement effort is:

A comprehensive capital improvement program that is used by decision makers to guide capital investments, make the best use of limited resources and provide District facilities that function well and contribute to the academic achievement, public health and safety of ETHS students, teachers and staff.

To accomplish this goal, a broad set of objectives and policies has been developed to guide preparation and monitoring of the capital improvement program and are included in the budget document each year.

SOURCES

The District does not have adequate bonding capacity to adequately replenish its capital improvements needs on an annual basis. This is evidenced by the fact that the District's annual depreciation expense (from our FY 2018 audit) is just over \$3.3 million and our bond capacity is between \$2-3 million annually. The real capital needs of the District exceed \$6 million a year. This is one of the main reasons the administration reinstated the Foundation to assist in supporting our capital replenishment needs.

Sources of funding will come from bonds, Operations and Maintenance Fund, grants and monies raised by the ETHS Foundation. In addition, as the final major TIF District within the City of Evanston closes, additional funds (that may be used for capital purposes) will be available.

CAPITAL IMPROVEMENTS

Attached is a comprehensive five-year projection of the proposed capital projects. The five-year plan outlines over \$30 million in needed capital improvements. While not all of these needs can be funded at the current time it is important to at least identify the needs and potential capital issues the District may have to address.

The Board approves the five-year plan but just the funding for the FY 2019-20 fiscal year. It is clear not all the projects on the five-year plan can be funded as there are \$30.5 million in needs and only approximately \$23.0 million in identified sources of funds.

RECOMMENDATION

It is recommended that the Board adopt the FY 2019 to FY 2023 Capital Improvements Plan (which amounts to \$30.5 million) and approve funding for the FY 2019-20 year (summer 2020), which amounts to \$4.96 million.

ETHS DISTRICT 202 CIP FIVE YEAR PLAN
Updated 10/17/19

Project Description	Summer 2019	Summer 2020			
	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>
	3.00%	5.00%	5.00%	5.00%	5.00%
I. Site					
Parking Lot Lighting	\$0	\$0	\$0	\$0	\$0
Parking Lot Surface Lot # 4	\$0	\$0	\$0	\$400,000	\$0
PE Locker Room Renovations	\$1,300,000	\$800,000	\$500,000	\$500,000	\$300,000
Beardsley Gym 2nd floor landing	\$100,000	\$0	\$0	\$0	\$0
Fence Replacement - Church and other fields	\$0	\$0	\$50,000	\$50,000	\$50,000
Beardsley Gym Windows	\$0	\$0	\$0	\$0	\$300,000
Outdoor Track Upgrade	\$0	\$750,000	\$0	\$0	\$0
Entrance 3 Renovation (old door 48/50)	\$0	\$0	\$0	\$0	\$0
Entrance 1 Reinforcement	\$0	\$200,000	\$0	\$0	\$0
Exterior Signage	\$0	\$0	\$0	\$0	\$0
Library Ceiling	\$0	\$0	\$0	\$500,000	\$0
Beardsley Gym Ceiling Restoration	\$0	\$0	\$0	\$600,000	\$0
Band Field Renovation and Band Tower	\$0	\$100,000	\$0	\$0	\$0
Auditorium Flooring	\$0	\$15,000	\$0	\$0	\$0
Auditorium Lighting & Sound	\$0	\$250,000	\$1,750,000	\$800,000	\$0
District PA System	\$0	\$250,000	\$0	\$0	\$0
Lightning Rod Sytem	\$0	\$0	\$150,000	\$0	\$0
LED lights Auditorium	\$0	\$0	\$0	\$25,000	\$0
Auditorium back room and upstairs	\$0	\$0	\$0	\$0	\$300,000
Athletic Projects - boards, fields, floors	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Softball Turf	\$0	\$0	\$350,000	\$0	\$0
Baseball Turf	\$0	\$0	\$0	\$950,000	\$0
Football Turf	\$650,000	\$0	\$0	\$0	\$0
Site - Phase Sub-totals	\$2,080,000	\$2,395,000	\$2,830,000	\$3,855,000	\$980,000
Construction Escalation Cost	\$62,400	\$119,750	\$141,500	\$192,750	\$49,000
10% Misc Owner Costs (testing, fees, bond, etc)	\$214,240	\$251,475	\$297,150	\$404,775	\$102,900
Site - Phase Totals	\$2,356,640	\$2,766,225	\$3,268,650	\$4,452,525	\$1,131,900
II. Mechanical, Electric and Plumbing					
Elevator Replacements - North/East/Gym	\$0	\$0	\$0	\$0	\$0
Door Replacement	\$50,000	\$30,000	\$60,000	\$100,000	\$100,000
West Cooling Tower	\$0	\$0	\$0	\$0	\$0
Electrical Switches	\$0	\$48,000	\$0	\$100,000	\$100,000

ETHS DISTRICT 202 CIP FIVE YEAR PLAN
Updated 10/17/19

Campus Lighting - Interior LED	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Auditorium HVAC Replacement	\$0	\$0	\$600,000	\$0	\$0
Pool Chemical Elevator	\$160,000	\$0	\$0	\$0	\$0
Pool HVAC	\$0	\$0	\$400,000	\$0	\$0
Pool Filtering Equipment	\$0	\$0	\$0	\$0	\$0
Site - Phase Sub-totals	\$260,000	\$128,000	\$1,110,000	\$250,000	\$250,000
Construction Escalation Cost	\$7,800	\$6,400	\$55,500	\$12,500	\$12,500
10% Misc Owner Costs (testing, fees, bond, etc)	\$26,780	\$13,440	\$116,550	\$26,250	\$26,250
Site - Phase Totals	\$294,580	\$147,840	\$1,282,050	\$288,750	\$288,750

ETHS DISTRICT 202 CIP FIVE YEAR PLAN
Updated 10/17/19

	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/22</u>	<u>2021/22</u>
	5.00%	5.00%	5.00%	5.00%	5.00%
III. Toilets and Roofs					
Toilet Upgrades	\$50,000	\$50,000	\$50,000	\$100,000	\$100,000
South School Roof	\$0	\$400,000	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Other Roofs	\$0	\$100,000	\$400,000	\$600,000	\$600,000
Site - Phase Sub-totals	\$50,000	\$550,000	\$450,000	\$700,000	\$700,000
Construction Escalation Cost	\$1,500	\$27,500	\$22,500	\$35,000	\$35,000
10% Misc Owner Costs (testing, fees, bond, etc)	\$5,150	\$57,750	\$47,250	\$73,500	\$73,500
Site - Phase Totals	\$56,650	\$635,250	\$519,750	\$808,500	\$808,500
IV. Masonry/Windows/Asbestos					
Masonry	\$600,000	\$400,000	\$400,000	\$400,000	\$400,000
Windows	\$800,000	\$0	\$600,000	\$600,000	\$600,000
Asbestos Abatement	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Site - Phase Sub-totals	\$1,650,000	\$650,000	\$1,250,000	\$1,250,000	\$1,250,000
Construction Escalation Cost	\$49,500	\$32,500	\$62,500	\$62,500	\$62,500
10% Misc Owner Costs (testing, fees, bond, etc)	\$169,950	\$68,250	\$131,250	\$131,250	\$131,250
Site - Phase Totals	\$1,869,450	\$750,750	\$1,443,750	\$1,443,750	\$1,443,750

ETHS DISTRICT 202 CIP FIVE YEAR PLAN
Updated 10/17/19

	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/22</u>	<u>2021/22</u>
	5.00%	5.00%	5.00%	5.00%	5.00%
V. Education					
Special Ed Facility Improvements	\$0	\$0	\$0	\$0	\$0
Science Labs/STEM/STEAM	\$0	\$0	\$0	\$500,000	\$500,000
Chem Phys Lab (Foundation Project)	\$0	\$0	\$0	\$0	\$0
Fine Arts - Music Equipment	\$0	\$50,000	\$0	\$50,000	\$0
Fine Arts Classroom (Foundation Project)	\$0	\$0	\$0	\$0	\$0
Little Theater	\$0	\$0	\$0	\$0	\$400,000
Upstairs Theatre back rooms	\$150,000	\$0	\$0	\$0	\$0
Network Fiber	\$0	\$0	\$0	\$100,000	\$100,000
Network IT Switches	\$200,000	\$0	\$0	\$0	\$0
4th floor classroom and storage	\$0	\$0	\$300,000	\$0	\$0
One to One - WI-FI	\$0	\$300,000	\$0	\$200,000	\$200,000
Site - Phase Sub-totals	\$350,000	\$350,000	\$300,000	\$850,000	\$1,200,000
Construction Escalation Cost	\$10,500	\$0	\$15,000	\$42,500	\$60,000
10% Misc Owner Costs (testing, fees, bond, etc)	\$36,050	\$0	\$31,500	\$89,250	\$126,000
Site - Phase Totals	\$396,550	\$350,000	\$346,500	\$981,750	\$1,386,000
VI. Information Technology and Other					
IT Switches	\$0	\$200,000	\$0	\$100,000	\$100,000
Security Cameras	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
Small Buses & Vehicles	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Site - Phase Sub-totals	\$150,000	\$300,000	\$100,000	\$200,000	\$200,000
Construction Escalation Cost	\$4,500	\$0	\$5,000	\$10,000	\$10,000
10% Misc Owner Costs (testing, fees, bond, etc)	\$15,450	\$0	\$0	\$0	\$0
Site - Phase Totals	\$169,950	\$300,000	\$105,000	\$210,000	\$210,000
TOTAL	\$5,143,820	\$4,950,065	\$6,965,700	\$8,185,275	\$5,268,900
GRAND TOTAL					\$30,513,760

Department: CAPITAL IMPROVEMENT

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
6025300500	5200	BUILDING IMPROVE	\$5,000,000.00	\$5,000,000.00
TOTAL:			\$5,000,000.00	\$5,000,000.00

INDIVIDUAL PROJECTS WILL BE DETERMINED IN FALL 2020

	2018/2019 Budget	2019/2020 Budget
GRAND TOTAL	\$5,000,000	\$5,000,000

WORKING CASH FUND

The Working Cash Fund is a Special Revenue fund that accounts for financial resources held by the District to be used as temporary inter-fund loans for working capital requirements to the Education Fund, the Operations and Maintenance Fund and the Transportation Fund. Special Revenue funds are funds that account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The Working Cash Fund was funded through a bond issue. As allowed by the School Code of Illinois, this fund may be permanently abolished or become a part of the Education Fund.

The Working Cash Fund provides monies for cash flow for the Education, Operations and Maintenance and Transportation funds.

**FY 2020-2021 REVENUE BUDGET
FUND 70 - WORKING CASH FUND**

Account	Account Title	2019/2020 Budget	2020/2021 Budget
R15100	INT ON INVEST	\$ -	\$ -

TOTAL FUND 70	\$ -	\$ -
WRKG CASH REVENUES		

FY2020 - 2021 EXPENSE BUDGET
FUND 70 - WORKING CASH FUND

Department: PERM TR INT WC

Budget Unit	Account	Account Title	2019/2020 Budget	2020/2021 Budget
7081200700	7000	TRANSFERS	\$0	\$0

	2019/2020 Budget	2020/2021 Budget
GRAND TOTAL	\$0	\$0

emailed on 5/19/20
HB.



Remit Payment To:

Illinois Association of School Boards
2921 Baker Drive
Springfield, Illinois 62703-5929



Total Due: **\$11,947.00**
Amt Remitted : _____

Bill To:

Customer #: 162020
Invoice #: 309730

Evanston THSD 202
1600 Dodge Ave
Evanston, IL 60201-3449

Select Payment Method	
<input type="checkbox"/>	Check Enclosed Check Number _____
If you wish to use another form of payment, please contact IASB at 217/528-9688, ext. 1145. Please note that due to processing fees, payment via credit card will incur an additional 3% transaction fee.	

PLEASE DETACH AND REMIT WITH YOUR PAYMENT



*Approved
5-22-2020
Eric Wittenborn*

2921 Baker Drive
Springfield, Illinois 62703-5929
217/528-9688
Fax: 217/528-2831
FEIN: 31-1540788

Customer #: 162020

Invoice #: 309730

BILL TO

Evanston THSD 202
1600 Dodge Ave
Evanston, IL 60201-3449

Annual Dues

Current Year Dues	\$11,947.00
Previous Year Dues	\$11,947.00

AMOUNT DUE: \$11,947.00

Please note: By accepting membership in the Illinois Assn. of School Boards you are consenting to the receipt of faxed and e-mailed solicitations.



EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT 202 | 1600 DODGE AVENUE, EVANSTON, ILLINOIS 60201 | www.eths.k12.il.us

To: Dr. Eric Witherspoon, Superintendent
From: Kim Minestra, Director of Nutrition Services
Mary Rodino, Chief Financial Officer

Date: June 4, 2020

Re: Consent Agenda Item: Board Meeting
Request Approval to Agreement to Furnish Food Service to Community
Consolidated School District #65 of Evanston/Skokie

ISSUE

Each year District 65 awards a Food Service contract to provide about 1800 meals each school day to the 12 elementary schools within the school district. These meals must incorporate a variety of foods that are appealing to children and which follow the dietary guidelines and meet the meal pattern requirements for lunch established by the United States Department of Agriculture. Evanston Township High School has been awarded this contract for 24 years.

ANALYSIS

ETHS Nutrition Services Department negotiated with District 65 a new contract for FY 2021. The financial arrangement resulted in a \$0.04 increase per meal compared to last year's per meal cost. ETHS will receive \$1.88 per meal (compared to \$1.84 per meal in FY20).

RECOMMENDATION

Based on the above results, it is recommended that the Board approve the Agreement to Furnish Food Service to Community Consolidated School District #65 of Evanston/Skokie for FY21.

Agreement to Furnish Food Service
To
Community Consolidated School District #65
Of Evanston/Skokie
School Year 2020-2021

This agreement is made and entered into by and between Evanston Township High School District #202, hereinafter known as ETHS, and Community Consolidated School District #65 of Evanston/Skokie, to be hereinafter known as District #65.

ETHS agrees to supply bulk lunches to District #65 under the following provisions:

PROVISIONS

1. Lunches will be provided to the following District #65 facilities: Dawes, Dewey, Kingsley, Lincoln, Lincolnwood, Oakton, Orrington, Bessie Rhodes (magnet school), Walker, Washington (2) and Willard elementary schools.
2. Lunches will be provided on the full school days established by the District #65 calendar. The first day of service will be August 24, 2020 and the final day will be June 1, 2021.
 - a. In the event that the District #65 calendar is extended or scheduled beyond May 28, 2021, the last full day of the ETHS calendar, ETHS agrees to provide lunches on an extended calendar, provided that an additional labor charge of \$650.00 will be assessed per day.
 - b. In the event school is in session for District #65 and not for ETHS, ETHS will provide lunches, provided that an additional labor charge of \$650.00 will be assessed per day.
3. ETHS will provide bulk lunches which, when served in the designated portions, will meet all meal pattern requirements of the National School Lunch Program and will include the appropriate amounts of meat/meat alternate, vegetables, fruits and grains.
 - a. A maximum of 3 lunch options will be sent daily to District 65.
 - b. District #65 will supply the milk component of the meal pattern.
 - c. Bulk condiments will be sent by District #65 warehouse.
4. Meals will be prepared at ETHS according to the final menu. District #65 must provide the final version of the menu no later than July 1 of the current year.
 - a. The menu is subject to change based on food cost and availability.
 - b. Entrees will be reviewed at the completion of the first two full cycles of the menu. If participation is lower than 75% of the most highly participated menu entree (with the exception of Domino's pizza), a permanent menu change may take place.

5. The number of meals prepared by ETHS will be based on a daily order received by each school, no later than 9:30 AM.
 - a. Orders will be placed with the ETHS Nutrition Services Department in a shared Google Document form.
6. District #65 agrees to give adequate notice to ETHS of any likely reduction in the lunch count for reasons such as field trips, class parties, etc.
 - a. District #65 will notify ETHS of such reductions (in writing, as early as possible), but no less than three school days in advance.
 - b. ETHS agrees to prepare sack lunches for field trips based on an order placed at least three school days in advance.
 - c. Field trip lunches will be available for pick-up by District #65 as early as the day prior to the trip.
7. ETHS agrees to verify the quantity and quality of all foods prepared prior to pick up, by documenting a second check-off on the production record, by a staff member other than the packer.
8. District #65 will arrive for pick up at ETHS by 10:00 AM and leave between 10:15 AM and 10:30 AM to deliver the meals to each receiving school. The transporting units, food containers and serving utensils will be returned to the ETHS daily no later than 2:00 PM for cleaning and sanitizing.
 - a. ETHS will have all food prepared and ready to leave the school by 10:00 AM.
 - b. All unsold food from ETHS will be returned to allow ETHS to track and maintain accurate projections of food quantities.
9. District #65 agrees to verify the quantity and quality of all food received at each site upon delivery. Any overage, shortage, or replacement items needed must be reported to the ETHS Nutrition Services office, no later than 12:00 PM. Any overage or shortage reported to ETHS Nutrition Services before 12:00 PM must be delivered by ETHS and any reported after 12:00 PM must be picked up and delivered by District #65.
10. ETHS assumes full responsibility for the food safety of the meals until they are picked up at the ETHS receiving dock, at which time District #65 will assume responsibility for the safe handling and serving of the meals.
 - a. Per the Skokie Health Department, completed ETHS food temperature logs will be sent daily to Bessie Rhodes and Walker schools.
11. ETHS will perform routine daily, deep cleaning of all transporting units and as directed by the Evanston/Skokie Health Departments.

COST AND BILLING

12. The charge per meal will be \$1.88 which will be used to calculate a monthly invoice.
13. The charge per safe meal (those meals prepared for our students with documented food allergies) will be \$2.00 (\$2.25 for any meal requiring special products) and added to the

monthly invoice. It should be a complete meal.

- 14.** Sack lunch orders totaling 200 or more on a single day will be charged an additional flat fee of \$25.
- 15.** ETHS will provide a photo of each new menu item (displayed as a part of a reimbursable meal) by August 1, 2020 at the cost of \$20.00 each. Photos will be updated as necessary menu changes occur. All photos must be approved by District #65. This amount will be invoiced on the first bill of the fiscal year.
- 16.** Nutritional analysis of all menu items will be provided by ETHS at a rate of \$30 per labor hour. Analysis will be completed prior to the start of the school year.
- 17.** District 65 will transport commodities and other goods to ETHS from the District 65 warehouse at a per case cost of \$1.00 to ETHS.
- 18.** District #65 agrees to supplement the per meal cash payment by sharing any usable donated or reprocessed USDA Foods and Department of Defense Fresh Fruit and Vegetable funds.
 - a.** The shared commodities will be valued at the current fair market price as established by the USDA. The value of these shared commodity foods will meet, at a minimum, the value established as the per-meal allotment value announced annually by the USDA. The per meal allotment (PAL-planned assistance level) value for FY 2020-2021 is \$0.3625 TBD*.
 - b.** Available shared commodities should be utilized based on the total projected meals multiplied by the PAL value for FY 2020-2021.
 - c.** Any difference between the PAL value multiplied by the total number of meals provided to District #65, and the actual cost of shared commodities, will be paid by the obligated district in a single year-end payment.
 - d.** District #65 will be responsible for payment of all invoices for the delivery and storage of the donated USDA Foods from the government vendor (Lanter Distribution for FY 2020-2021).
 - e.** District #65 will track/calculate the total value of all shared commodities four times a year (October 31, January 31, and March 31, June 15) and share the report with ETHS by the 10th of the following month.
 - f.** ETHS will be responsible for payment of all invoices for the delivery, processing and storage of the donated USDA Foods from the NIIPC designated reprocessed commodity distributor (Gordon Food Service for FY 2020-2021).
- 19.** District #65 will provide the necessary number of insulated transporting units, dollies and other thermal supplies to allow for the safe delivery of pans of food. ETHS will supply all serving pans, lids and utensils required for each meal.
- 20.** District #65 will be responsible for the care of transport, holding and serving equipment and the serving utensils once they have left ETHS. Any damage or loss incurred to these materials during this time, due to negligence, will be paid by District #65. Any damage to

District #65 equipment, due to negligence while housed in ETHS, will be paid for by ETHS.

- 21.** District #65 will retain its status as a National School Lunch Program Sponsor for the receiving schools and will retain responsibility for all paperwork and communications incumbent on that status, including:
 - a.** The annual application for participation in National School Lunch and Food Distribution Programs.
 - b.** All communications regarding the ordering and delivery of USDA Foods.
 - c.** Free and reduced-price meal applications and all necessary processing and communications to households.
 - d.** Monthly claims for reimbursement.
- 22.** By the fifth day of each month, ETHS will submit an invoice to District #65 summarizing the cost of the contract in the preceding month.
 - a.** Number of meals ordered and delivered to District 65.
- 23.** Payment will be made to ETHS by District #65 within thirty days of receipt of invoice. Payment should be sent to:

ETHS Nutrition Services Department
Evanston Township High School District #202
1600 Dodge Avenue
Evanston, IL 60204
- 24.** This agreement may be cancelled by either party, without prejudice, upon six months advance written notice.

Agreed to this day by

for
Evanston Township High School
District #202

for
Community Consolidated School
District #65 of Evanston/Skokie

Date

Date

*PAL price will be released by the United States Department of Agriculture (USDA) at a later date



To: Eric Witherspoon, Superintendent
From: Mary Rodino, Chief Financial Officer
Date: June 4, 2020
Re: Approval of Theater Lighting Fixtures and Electrical Work

ISSUE

The ETHS auditorium is over 50 years old. Many renovations have taken place (rigging, stage curtain, painting, etc) but the electrical infrastructure, lighting and sound have not been updated in decades, if ever. The District is embarking on a significant improvement project within the auditorium over the next two years. This project will make significant improvements to electrical infrastructure, lighting and sound. The ETHS Foundation has committed at least \$400,000 towards this project!

ANALYSIS

In preparation for this project, some electrical infrastructure needs to be done first. The District issued a bid request for electrical work (Contract A) that can be done this summer. In addition, with the economic downturn due to the pandemic, the District issued a bid for some of the theatrical lighting fixtures (Contract B, with alternates) for the project. Bids for the extensive construction will come next spring for summer 2021 work.

Four bids were received. Some bidders only bid on one project, and one bidder bid on both (electrical and lighting fixtures). Due to multiple alternate bids, a bidders' tabulation list is attached.

RECOMMENDATION

It is recommended that the District award the electrical portion of the bid (Contract A) to Block Electric, the lowest responsive and responsible bidder for Contract A. The amount of the bid was \$82,700.

It is also recommended that the District award the theatrical lighting portion (Contract B) to Protolight, Inc in the amount of \$28,600 with acceptance of the following alternate bids:

- Alternate #1 (Over Stage rigging lighting) \$113,022
- Alternate #3 (Moving Profile) \$37,240
- Alternate #4 (Moving Wash) \$38,520
- Alternate #6 (Atmospheric Lighting) \$1,802
- Alternate #7 (Accessories) \$35,768

3 June 2020

Ms. Mary Rodino, Chief Financial Officer
Evanston Township High School District 202
1600 Dodge Avenue
Evanston, Illinois 60204

RE: Evanston Township High School District 202
2020 Auditorium Improvements – PH1
Project Number 0701-2020037

Dear Mary,

On 27 May 2020, ETHS received and opened bids for the 2020 Auditorium Improvements – PH1 project. Four bids were received. A bid tabulation sheet is attached summarizing the bids received. There were two prime contracts included in the bids (Contract A and Contract B) Contractors could choose to bid on only Contract A, only Contract B, or both Contracts.

Contract A:

The low base bid was submitted by Block Electric Company Inc. in the amount of \$82,700.00. There were no alternates. Therefore, the total contract value is **\$82,700.00**.

Contract B:

The low base bid was submitted by Protolight, Inc. in the amount of \$28,600.00.

There were seven alternates submitted. Based on Green Associates' evaluations, we recommend accepting alternates 1,3,4,6, and 7 The values are indicated below.:

- Alternate #1 – Over Stage Rigging - \$113,022.00
- Alternate #3 – Moving Profile - \$37,240.00
- Alternate #4 – Moving Wash - \$38,520.00
- Alternate #6 – Atmospheric - \$1,802.00
- Alternate #7 – Accessories - \$35,768.00

The total contract value of the base bid and alternates #1, #3, #4, #6, #7 is **\$254,952.00**.

Green Associates reviewed the scope of work with Block Electric Company Inc (Contract A) and Protolight, Inc (Contract B). They were able to communicate a good understanding of the project including both scope and schedule. In addition, both contractors have completed a number of recent and successful projects of similar scope. They submitted a list of references. We have reviewed these references and found them to be in good standing with the owners and architects listed.

Therefore, it is our recommendation that the base bid contract and alternates as indicated be awarded to Block Electric Company Inc. for **Contract A** and Protolight Inc. for **Contract B**. Should you have any questions regarding this project and the bids received, please do not hesitate to contact me.

Sincerely,



Aaron Woessner, AIA, NCARB, LEED BD+C
Project Architect

Att 2020037_Bid Documents

J:\clnt\0701\2020037\BN\2020037-003.docx

Enlightened Design
Practical Solutions

111 Deer Lake Road, Suite 135
Deerfield, Illinois 60015-4998
telephone 847-317-0852
www.greenassociates.com

George W. Reigle, AIA
Carole Donovan Pugh, AIA
William H.R. Taylor, AIA
Stephen M. Chassee
Andrew G. McCall, AIA

BIDDERS TABULATION LIST

GreenAssociates, Inc.
 111 Deer Lake Road, Suite 135
 Deerfield, Illinois 60015
 Telephone 847-317-0852

Client: Evanston THSD 202
 Project: 2020 Auditorium Improvements - PH1
 Project Number: 0701-2020037
 Date/Time: 5/27/2020; 10:00AM

Bidder	City / State	AIA A310 Bid Bond	AIA A305 Ctr. Qual.	Addenda		Base Bid		Alternates - Contract B								
				1	2	Contract A	Contract B	Alternate 1 Overstage Rigging	Alternate 2 CYC Ground Row	Alternate 3 Moving Profile	Alternate 4 Moving Wash	Alternate 5 Follow Spots	Alternate 6 Atmospheric	Alternate 7 Accessories		
1	Kelso-Burnett Co.	Rolling Meadows, IL	✓	✓	✓	✓	\$139,900.00	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
2	Richmond Electric Co, Inc	Woodridge, IL	✓	✓	✓	✓	\$97,700.00	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
3	Block Electric Company Inc	Niles, IL	✓	✓	✓	✓	\$82,700.00	\$29,000.00	\$114,000.00	\$37,300.00	\$37,700.00	\$39,000.00	\$70,000.00	\$1,800.00	\$36,000.00	
4	Protolight Inc	Des Plaines, IL	✓	✓	✓	✓	NO BID	\$28,600.00	\$113,022.00	\$36,912.00	\$37,240.00	\$38,520.00	\$69,366.00	\$1,802.00	\$35,768.00	



EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT 202 | 1600 DODGE AVENUE, EVANSTON, ILLINOIS 60201 | www.eths.k12.il.us
Business Office

To: Eric Witherspoon, Superintendent

From: Kimberly Henry, Purchasing
Mary Rodino, Chief Financial Officer

Date: June 4, 2020

Re: Consent Agenda Item: Board Meeting – June 8, 2020
Request Approval to Award Athletic & Field Trip Student Transportation Contract

ISSUE

Student transportation plays an integral part in allowing students to experience cultural and extracurricular events off campus. The need exists to transport students so that they may have these experiences.

ANALYSIS

The Purchasing Office prepared specifications and advertised for bids on two (2) separate occasions in an attempt to generate more interested bidders. Minorities were encouraged to bid with one (1) vendor responding to the bid solicitation.

RECOMMENDATION

Based on the response to this bid, it is recommended that the board award the Athletic & Field Trip Student Transportation contract to Alltown Bus Service of Skokie, IL the only responsive bidder on both bid occasions. Alltown is our current student transportation provider.

Vendor	Pricing
Alltown Bus Service Skokie, IL	\$61.50 per hour 3 hr min. (2020-21) \$63.50 per hour 3 hr min (2021-22) \$66.00 per hour 3 hr min (2022-23)

**EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT #202
TREASURER'S REPORT**

SCHOOL YEAR 2019-2020 - APRIL 2020

FUND	ADJ BALANCE 4/1/2020	RECEIPTS	DISBURSEMENTS	BALANCE 4/31/2020
EDUCATIONAL	45,433,438.22	2,623,029.57	6,589,920.57	41,466,547.22
TORT	132,957.57	6,928.88	0.00	139,886.45
OPERATIONS & MAINTENANCE	5,931,182.89	141,365.38	486,834.95	5,585,713.32
BOND & INTEREST	3,347,401.96	53,435.81	0.00	3,400,837.77
TRANSPORTATION	2,491,713.37	131,474.11	76,978.33	2,546,209.15
IMRF	1,268,352.03	63,067.06	331,540.45	999,878.64
CAPITAL IMPROVEMENTS	1,073,151.59	150,000.00	24,778.10	1,198,373.49
WORKING CASH	4,254,363.81	247.03	0.00	4,254,610.84
CENTRAL TREASURY	1,783,812.79	27,214.60	(7,415.86)	1,818,443.25
FIRE & SAFETY	0.00	0.00	0.00	0.00
TOTAL	65,716,374.23	3,196,762.44	7,502,636.54	61,410,500.13

SCHOOL TREASURER

June 3, 2020

**EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT #202
INVESTMENT RECAP REPORT**

APR FY20

TYPE INVESTMENT		INSTITUTION	STATE	RATE	MATURITY	AMOUNT
CHECKING ACCT		FIRST BANK & TR.	IL	0.050		441,864.03
CHECKING ACCT	11/28/08	CHASE # 754254555	IL	0.350		10,360,042.27
LIQUID ASSET GEN.		ISDLAF+ LIQ FUND	IL	0.020		276,158.94
LIQUID ASSET GEN.		ISDLAF+ MAX	IL	0.050		16,325,437.35
LIQUID ASSET 80		ISDLAF+ MAX	IL	0.020		0.00
UNTERMAN FUND		ISDLAF+ MAX	IL	0.350		0.00
ILLINOIS FUND		ILLINOIS FUNDS	IL	0.121		13,328,585.60
PMA / TRNSWSTRN/OTHER	PURCHASE DATE					
SHRT DRTN GOV BND FND - 10	03/17/15	TRANSWESTERN				5,000,000.00
CD 281193-1	3/2/2020	PREMIER BANK		1.239	4/23/2021	246,500.00
CD 281199-1	3/2/2020	LUANA SAVINGS BANK		0.95	4/23/2021	247,300.00
CD 281198-1	3/2/2020	WESTERN ALLIANCE BANK / TORREY PINES		1.111	4/23/2021	246,800.00
CD 281197-1	3/2/2020	GBC INTERNATIONAL BANK		1.14	4/23/2021	246,700.00
CD 281196-1	3/2/2020	FIRST NATIONAL BANK		1.151	4/23/2021	246,700.00
CD 281195-1	3/2/2020	CIBC BANK USA / PRIVATE BANK		1.22	4/23/2021	246,500.00
CD 281194-1	3/2/2020	CITIZENS STATE BANK OF LA CROSSE		1.157	4/23/2021	246,700.00
CD 281185-1	3/2/2020	PACIFIC WESTERN BANK		1.44	6/30/2021	245,200.00
CD 281186-1	3/2/2020	THIRD COAST BANK		1.416	6/30/2021	245,300.00
CD 281187-1	3/2/2020	CORNERSTONE BANK - YORK		1.365	6/30/2021	245,500.00
CD 281188-1	3/2/2020	FIRST NATIONAL BANK / THE FIRST		1.367	6/30/2021	245,500.00
CD 281189-1	3/2/2020	BANK OF CHINA		1.401	4/23/2021	246,000.00
CD 281190-1	3/2/2020	FIELDPOINT PRIVATE BANK & TRUST		1.347	4/23/2021	246,200.00
CD 281200-1	3/2/2020	TBK BANK, SSB / THE NATIONAL BANK		0.901	4/23/2021	247,400.00
CD 281192-1	3/2/2020	PACIFIC ENTERPRISE BANK		1.247	4/23/2021	246,400.00
CD 281191-1	3/2/2020	BANK 7		1.364	4/23/2021	246,100.00
TS 281664-1	3/10/2020	ISDLAF + TERM SERIES		0.7	7/13/2020	8,000,000.00
CD 281772-1	3/12/2020	MECHANICS SAVINGS, MAINE COMM BANK		0.442	9/8/2020	249,400.00
CD 281770-1	3/12/2020	EAST BOSTON SAVINGS BANK		0.399	10/1/2020	249,400.00
CD 281769-1	3/12/2020	TEXAS CAPITAL BANK		0.65	10/1/2020	249,100.00
CD 281771-1	3/12/2020	CENTIER BANK		0.399	10/1/2020	249,400.00
TS 281805-1	3/13/2020	ISDLAF + TERM SERIES		0.5	7/1/2020	1,000,000.00
DTC 46513	3/12/2020	BANKUNITED NA		0.65	9/18/2020	248,186.92
DTC 46514	3/12/2020	CITIZENS BANK NA/RI		0.44	9/18/2020	249,137.77
DTC 46527	3/18/2020	GOLDMAN SACHS BANK USA		0.6	9/18/2020	248,249.53
DTC 46528	3/18/2020	TCF NATIONAL BANK		0.6	9/18/2020	249,188.21
DTC 46519	3/12/2020	UMPQUA BANK ROSEBURG		0.66	9/21/2020	248,175.39
DTC 46523	3/12/2020	TRISTATE CAPTIAL BANK		0.6	9/25/2020	248,249.53
DTC 46515	3/12/2020	RADIUS BANK		0.4	9/30/2020	249,124.59
GRAND TOTAL						61,410,500.13

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EVANSTON TOWNSHIP HIGH SCHOOL DISTRICT #202
INTEREST REPORT

2019-2020 FY2020

	ED FUND	TORT FUND	O & M FUND	BOND & INTEREST FUND	TRANSPORT FUND	IMRF FUND	CAP IMP FUND	WORKING CASH FUND	LIFE SAFETY	TOTAL	CENTRAL TREASURY
JUL	40,366.42	49.75	912.32	359.38	3,724.93	414.62	0.00	838.41	0.00	46,665.83	0.00
AUG	52,767.12	175.08	3,210.46	1,264.62	3,986.26	1,459.06	0.00	1,090.12	0.00	63,952.72	0.00
SEP	26,466.20	65.37	1,198.55	472.32	3,531.17	544.70	0.00	510.32	0.00	32,788.63	0.00
OCT	58,534.62	17.02	312.22	123.21	3,297.11	141.89	0.00	292.31	0.00	62,718.38	0.00
NOV	99,563.36	6.71	123.00	48.54	2,832.60	55.90	0.00	262.28	0.00	102,892.39	0.00
DEC	119,647.20	5.12	93.93	37.00	3,057.92	42.69	0.00	316.63	0.00	123,200.49	0.00
JAN	26,756.74	4.40	80.71	31.79	3,058.02	36.68	0.00	358.10	0.00	30,326.44	0.00
FEB	116,226.55	17.73	325.19	128.10	2,728.68	147.79	0.00	224.79	0.00	119,798.83	0.00
MAR	27,993.63	70.46	1,301.31	537.18	2,318.61	641.31	0.00	232.25	0.00	33,094.75	0.00
APR	146,027.50	51.37	948.75	392.08	1,856.81	467.56	0.00	247.03	0.00	149,991.10	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	714,349.34	463.01	8,506.44	3,394.22	30,392.11	3,952.20	0.00	4,372.24	0.00	765,429.56	0.00

EVANSTON TOWNSHIP HIGH SCHOOL
CHECK SUMMARY

ETHS Board of Education Meeting

June 08, 2020

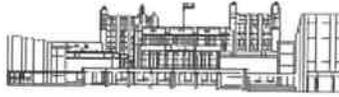
Check Date 01 May through 22 May

Check numbers: 858055-858323

FT Voucher Numbers: V15427-V15539

EXPENDITURE BY FUND

FUND	AMOUNT
10-Educational	1,516,964.51
12-Tort Fund Liability Ins.	0.00
20- Operations & Maintenance	121,192.70
30- Bond & Interest	1,225.00
40- Transportation	45,573.31
50- IL Municipal Retirement/Social Security	0.00
60- Capital Improvement	122,573.96
Working Cash	0.00
80- CT Account	0.00
TOTAL	
Board run as of 06/08/20	\$1,809,529.48
Payroll run as of 05/29/20	\$2,269,018.00



Evanston Township High School

Board Approval Report

01-Jun-20

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858055	AT&T LONG DISTANCE	5/1/2020	\$23.65	TELEPHONE SVCS 4/11-5/10
858057	BILL'S PLUMBING AND SEWE	5/1/2020	\$700.00	ENGINEERING REPAIR
858058	RANDY BRICKMAN	5/1/2020	\$509.08	ATHLETIC GSOC ASSIGNING
858061	CITY OF EVANSTON	5/1/2020	\$110.00	ENGINEERING FIRE ALARM SVCS
858062	CITY OF EVANSTON - FLEET	5/1/2020	\$1,785.23	GROUNDS FLEET SVC 4/1
858064	COMMONWEALTH EDISON C	5/1/2020	\$245.08	ELECTRICITY SVCS 2/26-3/26
858065	DE LAGE LANDEN FINANCIA	5/1/2020	\$584.37	DUPLICATING LEASING 4/15-5/14
858067	EASTER SEALS METROPOLIT	5/1/2020	\$12,017.16	SPECIAL ED TUITION PRIVATE FACILITY
858069	NORTHSHORE UNIVERSITY	5/1/2020	\$233.22	HEALTH CENTER LAB CHARGES
858071	FEDERAL EXPRESS CORPOR	5/1/2020	\$35.45	H/R PARCEL PICK UP SVC 4/22
858082	JOHNSON LOCKSMITH, INC.	5/1/2020	\$34.32	MAINTENANCE SUPPLY
858089	MCKESSON MEDICAL SURGI	5/1/2020	\$347.82	HEALTH CENTER MEDICAL SUPPLY
858092	NATIONAL LIFT TRUCK INC.	5/1/2020	\$1,332.55	CUSTODIAL REPAIR
858093	NICOR GAS	5/1/2020	\$278.81	NATURAL GAS 3/6-4/4
858094	OFFICE DEPOT, INC.	5/1/2020	\$627.49	VARIOUS DEPT SUPPLIES
858096	PASCO SCIENTIFIC	5/1/2020	\$364.00	SCIENCE SUPPLY 3/10
858097	PEARLMAN, EDEN JURON	5/1/2020	\$31.50	SENIOR SNAP REFUND
858102	ROCKSTAR RECRUITING	5/1/2020	\$892.50	SPECIAL ED PROF SVCS
858104	WEST PUBLISHING CORP DB	5/1/2020	\$207.49	STUDENT SOFTWARE 03/01-3/30
858105	TRACKTIK SOFTWARE INC	5/1/2020	\$1,120.00	SAFETY SECOPS LICENSE
858106	UNITED PARCEL SERVICE IN	5/1/2020	\$34.87	PARCEL PICK UP SVCS 4/18

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858112	ANCHOR MECHANICAL, INC.	5/8/2020	\$28,890.00	CAPITAL IMPR STEAM LINE REPLACEMENT
858113	ANDERSON, KARA & CHAD	5/8/2020	\$111.81	STUD L ANDERSON DECA REFUND
858114	ANSARI, ADEELA QURESHI	5/8/2020	\$111.81	STUD Y ANSARI DECA REFUND
858115	ILLINOIS BELL TELEPHONE	5/8/2020	\$957.43	TELEPHONE SVCS 4/22-5/21
858117	BARKER, DANI & BRETT	5/8/2020	\$111.81	STUD A BARKER DECA REFUND
858118	BEZALITIS, ANDREW & JENN	5/8/2020	\$111.81	STUD M BEZALITIS DECA REFUND
858119	BOB'S DAIRY SERVICE	5/8/2020	\$1,329.60	NUTRITION GENERAL FOOD SUPPLY
858120	BRADY, HOLLY & EDMUND	5/8/2020	\$111.81	STUD H BRADY DECA REFUND
858121	BARRINGTON SEWELL	5/8/2020	\$257.50	STAFF APPRECIATION WEEK DAY
858122	CAPP USA	5/8/2020	\$351.72	ENGINEERING SUPPLY
858123	COMCAST BUSINESS	5/8/2020	\$3,000.00	IIT INTERNET 03/2020
858124	COMCAST CABLE COMMUNI	5/8/2020	\$1,146.28	IIT CABE TV 04/ 2020 & TELE INTRNT 03&04 2020
858125	COMMONWEALTH EDISON C	5/8/2020	\$141.63	ELECTRICITY SVCS 3/26-4/24
858126	GOVCONNECTION INC	5/8/2020	\$8,222.00	NETWORK EQUIPMENT
858127	CRESS,JACKIE LANNICELLI	5/8/2020	\$111.81	STUD E CRESS DECA REFUND
858128	CVETAS, JENNIFER & MATT	5/8/2020	\$111.81	STUD Z CVETAS DECA REFUND
858129	EVANSTON REVIEW	5/8/2020	\$15.41	OPERATIONS EVANSTON REVIEW
858130	FALL, ROBERT & KATHLEEN	5/8/2020	\$111.81	STUD C FALLS DECA REFUND
858131	FIRST COMMUNICATIONS, L	5/8/2020	\$1,293.95	TELEPHONE SVCS 04/2020
858132	FLEMING, CICLEY & ANDRE	5/8/2020	\$111.81	STUD C FLEMING DECA REFUND
858133	FLEMING, CIDEY & ANDREW	5/8/2020	\$111.81	STUD G FLEMING DECA REFUND
858134	GALICH, IIHAM ALGAYED &	5/8/2020	\$111.81	STUD A GALICH DECA REFUND
858135	GARFIELD, ALMEE & CRAIG	5/8/2020	\$111.81	STUD L GARFIELD DECA REFUND
858137	GAVELEK, JENNIFER & GRE	5/8/2020	\$111.81	STUD E GAVELEK DECA REFUND
858138	GOLDSMITH, ELLISA COLE &	5/8/2020	\$111.81	STUD O GOLDSMITH DECA REFUND
858139	GOLDSTEIN, STACIA & BILL	5/8/2020	\$111.81	STUD N GOLDSTEIN DECA REFUND
858140	W. W. GRAINGER, INC.	5/8/2020	\$1,420.02	ENGINEERING SUPPLY
858141	GUY, PETA & GREGORY ROG	5/8/2020	\$111.81	STUD T GUY DECA REFUND
858142	SPECIAL EDUCATION SERVI	5/8/2020	\$9,301.50	SAFE SCHOOL TUITION 04/2020

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858143	HIRSCH, MARTHA AMETT &	5/8/2020	\$111.81	STUD M HIRSCH-A DECA REFUND
858144	HOLLAND, STEVEN & SALLY	5/8/2020	\$111.81	STUD K HOLLAND DECA REFUND
858146	ILLINOIS MUSIC EDUCATION	5/8/2020	\$51.00	F/A STRINGS AUDITION
858147	IMRAM, MOHAMMAD	5/8/2020	\$90.00	STUD H IMRAM DECA REFUND
858148	JC LICHT, LLC	5/8/2020	\$175.98	MAINTENANCE SUPPLY
858150	SWANK MOTION PICTURES	5/8/2020	\$3,600.00	MEDIA TECH 1 YEAR SUBSCRIPTION
858151	KLEAMAN, SARALYN SACKS	5/8/2020	\$111.81	STUD A KLEAMAN DECA REFUND
858152	KONIK AND COMPANY, INC	5/8/2020	\$240.10	MEDIA TECH SUPPLY
858153	PERRY KORBAKIS	5/8/2020	\$536.12	ATHLETIC WATER POLO ASSIGNING
858154	LRS HOLDING LLC - PIT STOP	5/8/2020	\$110.00	GEOM/CONST DODGE HOUSE CONTRACT SVC
858155	LAPAGLIA, DAVID & KAREN	5/8/2020	\$111.81	STUD K M LAPAGLIA DECA REFUND
858156	LASER PRO COMPANY, INC.	5/8/2020	\$414.00	NETWORK EQUIPMENT MAINTENANCE
858157	LEVISAY, BESTSY LEHMAN	5/8/2020	\$111.81	STUD C LEVISAY DECA REFUND
858158	LEVY, CHRISTINE DUFFY & J	5/8/2020	\$111.81	STUD A LEVY DECA REFUND
858159	LIETZ, GERARD & MARIE	5/8/2020	\$111.81	STUD H LIETZ DECA REFUND
858160	LORTIE, DUBASHI YUKI & D	5/8/2020	\$111.81	STUD J LORTIE DECA REFUND
858161	THE MALNATI ORGANIZATI	5/8/2020	\$867.36	ATHLETIC FOOD SUPPLY
858162	MAGUIRE, DEBBIE & ROBER	5/8/2020	\$111.81	STUD N MAGUIRE DECA REFUND
858163	MENTA ACADEMY HILLSIDE	5/8/2020	\$13,138.03	SAFE SCHOOL TUITION FEB-MARCH 2020
858165	MORTON, JODI & DAVID	5/8/2020	\$111.81	STUD M MORTON DECA REFUND
858166	MOSKAL, MAURA FEAHNEY	5/8/2020	\$111.81	STUD M MOSKAL DECA REFUND
858167	NICOR GAS	5/8/2020	\$350.76	NATURAL GAS 2/20-3/23
858168	NORTHWESTERN UNIVERSIT	5/8/2020	\$21,993.46	ATHLETIC ETOWN SHOWDOWN ON 2/8/2020
858169	NOYES, REBECCA & JOHN	5/8/2020	\$111.81	STUD S NOYES DECA REFUND
858170	OBRIAN, PETER & CHERYL L	5/8/2020	\$111.81	STUD W OBRIEN DECA REFUND
858171	OFFICE DEPOT, INC.	5/8/2020	\$232.72	SAFETY SUPPLY 4/23
858172	PARISIEN, JEAN-PATRICK&M	5/8/2020	\$90.00	STUD M PARISIEN DECA REFUND
858173	PASEK, JENNIFER & GLENN	5/8/2020	\$111.81	STUD O PASEK DECA REFUND
858174	PERRUFFEL, CECILIA & LUD	5/8/2020	\$111.81	STUD S PERRUFFEL DECA REFUND

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858175	QUINLAN & FABISH MUSIC C	5/8/2020	\$925.88	F/A EQUIPMENT REPAIR
858178	JAMES COLE SEATON	5/8/2020	\$840.00	F/A MUSIC COACHING 1/29-3/13
858179	SMITHEREEN PEST MANAGE	5/8/2020	\$606.00	PEST CONTROL SERVICES
858180	SWITZER, LORI & MATTHEW	5/8/2020	\$111.81	STUD S SWITZER DECA REFUND
858181	TAUFEN, CHRISTINA & NIEL	5/8/2020	\$111.81	STUD A TUFEN DECA REFUND
858182	THOMAS, AYODEJI & YETUN	5/8/2020	\$111.81	STUD O THOMAS DECA REFUND
858183	T-MOBILE USA INC	5/8/2020	\$1,136.74	TELEPHONE SVCS 2/21-3/20
858185	VOGEL, JULEE BANGERT	5/8/2020	\$111.81	STUD J VOGEL DECA REFUND
858186	VOGEL, MATTHEW & DAINA	5/8/2020	\$111.81	STUD I VOGEL DECA REFUND
858188	WERTHEIMER, LEAH & ALA	5/8/2020	\$111.81	STUD N WERTHEIMER DECA REFUND
858189	WHITEHEAD, KIMBERLY	5/8/2020	\$111.81	STUD G STOLTE DECA REFUND
858190	ZENKICH, CONSTANCE PAES	5/8/2020	\$111.81	STUD J ZENKICH DECA REFUND
858194	ILLINOIS BELL TELEPHONE	5/15/2020	\$297.45	TELEPHONE SVCS 5/1-5/31
858195	APC STORE DBA AUTO VAL	5/15/2020	\$628.16	CTE SUPPLY 3/4
858196	BOB'S DAIRY SERVICE	5/15/2020	\$664.80	NUTRITION GENERAL FOOD SUPPLY
858197	THE COVE SCHOOL	5/15/2020	\$35,559.00	SPECIAL ED TUITION PRIVATE FACILITY
858198	MARR CHICAGO PIZZA	5/15/2020	\$3,396.60	NUTRITION GENERAL FOOD SUPPLY
858199	EVANSTON LUMBER COMPA	5/15/2020	\$13,705.44	GEO/CONST EMERSON SUPPLY
858200	BOARD OF ED DBA:EVANST	5/15/2020	\$260,773.68	ETHS DIST.202 COST FOR PARK SCHOOL MAR-JUN
858201	GARVEY'S OFFICE PRODUCT	5/15/2020	\$637.33	SPECIAL ED SUPPLY
858202	GROOT, INC.	5/15/2020	\$672.22	SANITATION SERVICES APR 2020
858204	ILLINOIS ASSOC OF SCHOOL	5/15/2020	\$6,150.00	PRESS PLUS MEMBER SUBSCRIPTION
858205	INTERACTIVE HEALTH SOLU	5/15/2020	\$1,520.00	H/R HEALTH EVALUATION
858206	JEWISH CHILD & FAMILY SE	5/15/2020	\$12,544.20	SPECIAL ED TUITION PRIVATE FACILITY
858207	JOHNSON LOCKSMITH, INC.	5/15/2020	\$178.40	MAINTENANCE SUPPLY
858208	NICOLE ROUBEKAS LANE	5/15/2020	\$1,899.98	DAYCARE REIMBURSEMENT
858209	LINDER, DEBORAH	5/15/2020	\$87.75	D.LINDER/SNAP REFUND
858211	LITTLE FRIENDS INC	5/15/2020	\$3,714.31	SPECIAL ED TUITION PRIVATE FACILITY
858212	MARTINEZ-OLSON, ALDRIC	5/15/2020	\$150.00	A.M.-OLSON/P.RODEN SCHOLARSHIP

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858213	MARYVILLE ACADEMY	5/15/2020	\$5,346.16	SPECIAL ED TUITION PRIVATE FACILITY
858214	MENTA ACADEMY HILLSIDE	5/15/2020	\$87,652.23	SPECIAL ED TUITION PRIVATE FACILITY
858215	NEW HOPE ACADEMY LTD	5/15/2020	\$25,892.12	SPECIAL ED TUITION PRIVATE FACILITY
858217	NORTHERN SUBURBAN SPE	5/15/2020	\$35,932.71	SPECIAL ED TUITION PUBLIC FACILITY
858218	OFFICE DEPOT, INC.	5/15/2020	\$29.16	HR/SPECIAL ED SUPPLY
858219	SALERNO, TRACY	5/15/2020	\$470.00	STUD W SALERNO REFUND
858220	ROCKSTAR RECRUITING	5/15/2020	\$2,890.00	SPECIAL ED PROF SVCS
858221	MARSHALL PLUMBING SUPP	5/15/2020	\$299.60	ENGINEERING SUPPLY
858222	THE OFFICE CONNECTION L	5/15/2020	\$1,168.90	BUILDING IMPR FURNITURE DEPOSIT
858223	T-MOBILE USA INC	5/15/2020	\$1,500.00	TELEPHONE SVCS 3/21-4/20
858224	TRANE	5/15/2020	\$4,198.00	CUSTODIAL REPAIR
858225	UNITED STATES POSTAL SER	5/15/2020	\$10,000.00	GRADUATION POSTAGE MAILING
858227	US BANK NATL ASSOC DBA	5/15/2020	\$8,421.27	DUPLICATING LEASING
858228	JOHN S. VETTER	5/15/2020	\$350.88	ATHLETIC LACROSSE ASSIGNING
858230	WEGLARZ, SOPHIA	5/15/2020	\$100.00	S.WEGLARZ/B.B.MATTSON
858232	WELDING INDUSTRIAL SUPP	5/15/2020	\$168.60	CTE RENTAL 4/30
858233	AHN, JOSH	5/22/2020	\$80.00	J.AHN/F.LUDWIG SCHOLARSHIP
858234	AMALGAMATED BANK OF C	5/22/2020	\$475.00	LIMITED TAX SCHOOL BONDS
858235	ILLINOIS BELL TELEPHONE	5/22/2020	\$1,754.28	TELEPHONE SVCS 5/7-6/6
858238	BILL'S PLUMBING AND SEWE	5/22/2020	\$140.00	ENGINEERING REPAIR
858239	BINSTOCK, JORDANA	5/22/2020	\$46.90	STUDENT SNAP REFUND
858240	DEARBORN LIFE INSURANC	5/22/2020	\$7,062.73	LIFE INSURANCE 5/2020
858241	BOB'S DAIRY SERVICE	5/22/2020	\$640.80	NUTRITION GENERAL FOOD SUPPLY
858242	BOND, JUDY	5/22/2020	\$21.50	STUDENT SNAP REFUND
858243	VARSITY BRANDS HOLDING	5/22/2020	\$17.83	DAY SCHOOL SUPPLY 11/8
858246	CIRCUIT BREAKER SALES C	5/22/2020	\$5,143.05	ENGINEERING REPAIR
858247	CITY OF EVANSTON	5/22/2020	\$10,197.18	WATER/SEWER SVCS 3/1-5/1
858248	COMMONWEALTH EDISON C	5/22/2020	\$136.61	ELECTRICAL SVCS 4/1-4/30
858250	CORVUS INDUSTRIES DBA B	5/22/2020	\$99.00	ENGINEERING SUPPLY

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
858252	DARLING, LISA	5/22/2020	\$11.75	STUDENT SNAP REFUND
858253	DAVIS BANCORP INC.	5/22/2020	\$275.00	ARMORED SERVICES FOR 2019
858254	DEMPSTER STREET LLC	5/22/2020	\$6,355.00	DAY SCHOOL LEASING FOR JUN 2020
858258	EVANSTON LUMBER COMPA	5/22/2020	\$387.40	GEOM/CONST DODGE EQUIPMENT
858267	HERNANDEZ, MICHELLE	5/22/2020	\$1,000.00	STUD M HERNANDEZ AWARD
858269	SPECIAL EDUCATION SERVI	5/22/2020	\$4,547.40	SAFE SCHOOL TUTION MAR 2020
858270	HOLIAN ASBESTOS REMOVA	5/22/2020	\$17,380.00	CIP ASBESTOS ABATEMENT SVCS
858271	HOME DEPOT U.S.A.	5/22/2020	\$120.20	MAINT SUPPLY 3/5
858275	LRS HOLDING LLC - PIT STOP	5/22/2020	\$366.80	CUSTODIAL SANITATION 5/7
858282	MCKESSON MEDICAL SURGI	5/22/2020	\$15.59	HEALTH CENTER MEDICAL SUPPLY
858290	NICOR GAS	5/22/2020	\$398.29	NATURAL GAS 3/31-4/29
858291	OAKTON COMMUNITY COLL	5/22/2020	\$7,450.00	COLLEGE/CAREER DUAL CREDIT FEES
858293	OFFICE DEPOT, INC.	5/22/2020	\$1,587.76	VARIOUS DEPT SUPPLIES
858307	SMITHEREEN PEST MANAGE	5/22/2020	\$606.00	PEST CONTROL SVC 5/1
858308	SONI, RONAN	5/22/2020	\$500.00	R.SONI/O.A.IN MATH SCHOLARSHIP
858309	THE HOME DEPOT PRO	5/22/2020	\$77.40	MAINT SUPPLY 5/4
858311	TOBACK, ALLISON	5/22/2020	\$295.00	STUD J HOFELD DECA REFUND
858312	TRACKTIK SOFTWARE INC	5/22/2020	\$398.00	SAFETY SECOPS LICENSE
858314	TURO ELECTRICAL CONSTR	5/22/2020	\$4,576.00	BUILDIMP INSTALL DOOR HOLDERS
858315	UNITED STATES POSTAL SER	5/22/2020	\$12,000.00	POSTAGE RESERVE 5/18
858319	WILLIAM V MACGILL & CO.	5/22/2020	\$264.75	HEALTH SVCS SUPPLY
858322	WELDING INDUSTRIAL SUPP	5/22/2020	\$174.94	CTE RENTAL 3/31
858323	WORK N' GEAR LLC	5/22/2020	\$405.00	CUSTODIAL SHOES 4/29
V15427	UNITED DISPATCH LLC DBA	5/1/2020	\$13,076.05	TRANSPORTATION SERVICE AGREEMENT
V15428	ABT ELECTRONICS, INC.	5/1/2020	\$87.96	NETWORK EQUIPMENT
V15429	AIRGAS, INC.	5/1/2020	\$93.00	ENGINEERING HVAC RENTAL SUPPLY
V15430	AMAZON CAPITAL SERVICE	5/1/2020	\$349.49	VARIOUS DEPT. SUPPLY
V15431	APEX LEARNING INC	5/1/2020	\$3,125.00	DAY SCHOOL ONLINE COMPREHENSIVE COURSES
V15432	ARLYN DAY SCHOOL, INC.	5/1/2020	\$7,854.29	SPECIAL ED TUITION PRIVATE FACILITY

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
V15433	BALLARD ENGINEERING	5/1/2020	\$1,187.50	ENGINEERING GAOM SOFTWARE
V15434	CHG ALT ED HOLDING CO D	5/1/2020	\$6,284.95	SPECIAL ED TUITION PRIVATE FACILITY
V15435	CDW LLC DBA CDW GOVER	5/1/2020	\$15,899.70	NETWORK HARDWARE & SOFTWARE SUPORT
V15436	CHANGE ACADEMY AT LAK	5/1/2020	\$27,779.88	SPECIAL ED TUITION PRIVATE FACILITY
V15437	FLINN SCIENTIFIC, INC.	5/1/2020	\$820.95	SCIENCE SUPPLY 3/9
V15438	FRANCZEK PC	5/1/2020	\$17,824.44	PROFESIONAL SERVICES THRU 03/31
V15439	OCONOMOWOC DEVELOPM	5/1/2020	\$36,693.53	SPECIAL ED TUITION PRIVATE FACILITY
V15441	GET FRESH PRODUCE, INC	5/1/2020	\$1,662.60	NUTRITION GENERAL FOOD SUPPLY
V15442	GORDON FOOD SERVICE	5/1/2020	\$4,590.03	NUTRITION GENERAL FOOD SUPPLY
V15443	LAKEMARY CENTER, INC	5/1/2020	\$43,540.00	SPECIAL ED TUITION PRIVATE FACILITY
V15444	MARK VEND CO	5/1/2020	\$1,818.52	NUTRITION GENERAL FOOD SUPPLY
V15445	MCKENNA AUTOMOTIVE	5/1/2020	\$643.33	CUSTODIAL REPAIR 1/7
V15446	HAROLD E. MORTON	5/1/2020	\$468.64	ATHLETIC SOFTBALL ASSIGNING 2020-21
V15447	NORTHERN IL GAS CO DBA	5/1/2020	\$45.00	NATURAL GAS MAR 2020
V15448	POSITIVE IMPRESSIONS, INC	5/1/2020	\$4,266.50	COMMUNITY WILDKIT KEYCHAINS
V15450	JEFF SIEGEL	5/1/2020	\$796.98	ATHLETIC BASEBALL ASSIGNING 2020-21
V15451	TRIMARK MARLINN LLC	5/1/2020	\$679.51	NUTRITION GENERAL FOOD SUPPLY
V15452	WELLS FARGO BANK	5/1/2020	\$750.00	ADMINISTRATION CHARGES 4/2020-2021
V15453	ALPHA BAKING COMPANY, I	5/8/2020	\$196.29	NUTRITION GENERAL FOOD SUPPLY
V15454	AMAZON CAPITAL SERVICE	5/8/2020	\$176.32	SCIENCE SUPPLY 9/15
V15455	ANAGNOS DOOR COMPANY,	5/8/2020	\$750.00	MAINTENANCE SUPPLY
V15456	CDW LLC DBA CDW GOVER	5/8/2020	\$1,651.88	NETWORK EQUIPMENT 4/21
V15457	CHICAGO LATIN FITNESS	5/8/2020	\$600.00	CARDIO/JAMM 4/20-5/1
V15458	COGENT COMMUNICATIONS	5/8/2020	\$219.03	NETWORK INTERNET CNCTV MAY 2020
V15459	BRIAN E DANZY	5/8/2020	\$175.00	F/A PROFESSIONAL SVCS 4/21
V15460	HP PRODUCTS CORPORATIO	5/8/2020	\$1,654.80	CUSTODIAL SUPPLY 4/13
V15461	ALBERT L FERGUSON	5/8/2020	\$400.00	LEAN/FX 4/21-4/30
V15462	FOLLETT SCHOOL SOLUTION	5/8/2020	\$4,069.27	MEDIA TECH BOOKS 2/17
V15463	GARCIA BROTHERS LANDSC	5/8/2020	\$8,437.50	GROUNDS LANDSCAPING SVCS 4/24-4/30

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
V15464	GORDON FOOD SERVICE	5/8/2020	\$12,976.88	NUTRITION GENERAL FOOD SUPPLY
V15466	HEALTHCARE SERVICE COR	5/8/2020	\$521,213.34	HEALTHCARE MEDICAL/DENTAL INS. 4/20/20
V15468	MARK VEND CO	5/8/2020	\$275.00	SUP SVC CONTRACT SVC 3/31
V15469	MIDWEST ENVIRONMENTAL	5/8/2020	\$2,000.00	CIP ABATEMENT CONST. CONTRACT SVCS
V15470	NAVIANCE, INC.	5/8/2020	\$19,800.00	IIT SOFTWARE RENTAL 4/17
V15471	PITNEY BOWES INC	5/8/2020	\$3,336.18	POSTAGE EQUIPMENT MAINTENANCE
V15472	SEVERIN INTERMEDIATE HO	5/8/2020	\$1,920.25	IIT TECH SVC/SUP SVC CONTRACT 4/2020
V15473	PRAXAIR DISTRIBUTION, IN	5/8/2020	\$379.80	ENGINEERING SUPPLY
V15474	ROGERS PUMP SALES & SER	5/8/2020	\$4,306.00	ENGINEERING REPAIR
V15475	ROBERT C. RUSSELL	5/8/2020	\$227.24	ATHELIC ASSIGNING FEE GYMNASTICS
V15476	HAKEEMAH SHAMSUDDIN	5/8/2020	\$210.00	LINE DANCING 4/21-4/30
V15477	STUDIO GC, INC.	5/8/2020	\$10,502.81	CIP OUTDOOR TRACK CONTRACT
V15478	SUPERIOR KNIFE, INC	5/8/2020	\$44.00	NUTRITION GENERAL FOOD SUPPLY
V15479	TRIMARK MARLINN LLC	5/8/2020	\$646.81	NUTRITION GENERAL FOOD SUPPLY
V15480	JEFFREY DON WAGGONER	5/8/2020	\$1,100.00	F/A MARCHNG BAND JUNE
V15486	UNITED DISPATCH LLC DBA	5/15/2020	\$9,003.20	SPECIAL ED TRANSPORTATION 3/2020
V15487	ACTIVE ELECTRICAL SUPPL	5/15/2020	\$386.29	ENGINEERING SUPPLY
V15488	AIRGAS, INC.	5/15/2020	\$72.94	ENGINEERING HVAC RENTAL SUPPLY
V15489	EVANSTON GRAPHIC	5/15/2020	\$1,553.00	STAFF APPRECIATION MAGNETS & PICS
V15490	ALLTOWN BUS SERVICE	5/15/2020	\$985.00	ATHLETIC TRANSPORTATION 3/10
V15491	ALPHA BAKING COMPANY, I	5/15/2020	\$65.43	NUTRITION GENERAL FOOD SUPPLY
V15492	APPLE INC.	5/15/2020	\$438.00	SPECIAL ED EQUIPMENT
V15493	BALLARD ENGINEERING	5/15/2020	\$1,187.50	ENGINEERING GAOM SOFTWARE
V15494	BONO CONSULTING, INC.	5/15/2020	\$950.00	CIP GEOM/CONST EMERSON HOUSE CONTRACT
V15495	CHANGE ACADEMY AT LAK	5/15/2020	\$13,670.78	SPECIAL ED TUITION PRIVATE FACILITY
V15496	COMPASS TRANSPORTATIO	5/15/2020	\$325.00	SPECIAL ED TRANSPORTATION 2/28
V15497	CHICAGO OFFICE TECH GRP	5/15/2020	\$90.64	MEDIA TECH EQUIPMENT MAINTENANCE
V15498	CROWN CASTLE INTERNATI	5/15/2020	\$1,049.62	NETWORK FRB LEASE 5/1
V15499	EVANSTON GLASS AND MIR	5/15/2020	\$2,065.00	MAINTENANCE SUPPLY

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
V15500	EVANSTON IMPRINTABLES I	5/15/2020	\$5,200.00	AP FOR SCHOOL STAFF SUPPLY
V15501	FULL CIRCLE LEADERSHIP C	5/15/2020	\$7,975.00	PROFESSIONAL DEVELOPMENT INSTRUCTION
V15502	GARCIA BROTHERS LANDSC	5/15/2020	\$8,437.50	GROUNDS LANDSCAPING SVCS 5/01-5/15
V15503	GL SPEECH ASSOCIATES, LT	5/15/2020	\$4,158.00	SPECIAL ED PROF SVCS 2/2020
V15504	GOODWAY TECHNOLOGIES	5/15/2020	\$201.15	ENGINEERING SUPPLY
V15505	GORDON FOOD SERVICE	5/15/2020	\$6,107.05	NUTRITION GENERAL FOOD SUPPLY
V15507	LAWRENCE HUGHES DBA:	5/15/2020	\$679.00	MAINTENANCE SUPPLY
V15508	LARSEN BROS ELEVATOR C	5/15/2020	\$1,025.14	ENGINEERING ELEVATOR MAINT
V15509	KRISTEN P. LIPSEY, PT	5/15/2020	\$3,324.17	SPECIAL ED PROF SVCS 3/2020
V15510	MARK VEND CO	5/15/2020	\$275.00	SUP SVC CONTRACT SVC
V15512	MIDWEST INDUSTRIAL LIGH	5/15/2020	\$621.13	ENGINEERING SUPPLY
V15513	PRAXAIR DISTRIBUTION, IN	5/15/2020	\$872.29	ENGINEERING SUPPLY
V15514	LESLIE SHANKMAN SHL CO	5/15/2020	\$34,841.72	SPECIAL ED TUITION PRIVATE FACILITY
V15515	SPRINGSHARE, LLC	5/15/2020	\$930.00	MEDIA TECH LIBGUIDES
V15516	KATIE JEAN VIENOT	5/15/2020	\$1,037.50	SPECIAL ED PROF SVCS3/4
V15517	THINK INK, INC.	5/15/2020	\$258.25	C/TE SUPPLY 5/5
V15518	TRIMARK MARLINN LLC	5/15/2020	\$489.75	NUTRITION GENERAL FOOD SUPPLY
V15519	UNITED DISPATCH LLC DBA	5/22/2020	\$17,555.70	SPECIAL ED TRANSPORTATION 2/2020
V15520	ALPHA BAKING COMPANY, I	5/22/2020	\$44.47	NUTRITION GENERAL FOOD SUPPLY
V15521	CHICAGO LATIN FITNESS	5/22/2020	\$600.00	CARDIO/JAM 5/4-5/15
V15522	COMPASS TRANSPORTATIO	5/22/2020	\$19,704.41	SPECIAL ED TRANSPORTATION MAR/APR
V15523	EXELON CORP DBA:CONSTE	5/22/2020	\$44,271.38	NATURAL GAS 03/2020
V15524	E JOHN LOBERG	5/22/2020	\$660.00	BUILDING IMPR HARTREY CARPET REPAIR
V15525	FABBRINI'S FLOWERS, INC.	5/22/2020	\$515.00	GRADUATION FLOWERS 5/2020
V15526	ALBERT L FERGUSON	5/22/2020	\$400.00	LEAN/FX 5/15-5/14
V15527	FULL MEASURE EDUCATION	5/22/2020	\$10,350.00	GRADUATION SVCS - VIRTUAL GRADUATION 5/5
V15528	GORDON FOOD SERVICE	5/22/2020	\$7,444.48	NUTRITION GENERAL FOOD SUPPLY
V15529	ADAM GOTTLIEB	5/22/2020	\$800.00	MEDIA/TECH POETRY WORKSHOP 5/7
V15530	J W PEPPER & SON, INC	5/22/2020	\$522.09	F/A BAND SUPPLY 3/3

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V15531	LARSEN BROS ELEVATOR C	5/22/2020	\$38,255.77	ENGINEERING ELEVATOR SVC
V15533	RHODA MIRIAM	5/22/2020	\$200.00	YOGA 5/6 & 5/13
V15534	MICHAEL E. ONAGA	5/22/2020	\$355.00	MATH AWARDS SUPPLY
V15535	PCR CONSTRUCTION GROUP	5/22/2020	\$24,469.00	CIP DOOR #1 SECURITY UPGRADE
V15536	REGAL BUSINESS MACHINE	5/22/2020	\$1,088.80	DUPLICATING SUPPLIES
V15537	HAKEEMAH SHAMSUDDIN	5/22/2020	\$280.00	LINE DANCING 5/5-5/14
V15538	SOLACIUM NEW HAVEN LLC	5/22/2020	\$3,634.60	SPECIAL ED TUITION ROOM & BOARD
V15539	THE TALKING FARM	5/22/2020	\$891.00	NUTRITION EDBL ACR LABOR 4/2020

Check #

Vendor Name

Check Date

Amount

Description

Grand Total: \$1,809,529.48

PREPARED BY: Roxanne Delci

DATE: 6/03/20

REVIEWED BY: _____

DATE: _____