To: Dr. Charles Johns
Board of Education

From: Mr. Josh Koo
Dr. Mike Tarjan

Date: Tuesday, November 12, 2019

Re: 2019 Summer School Report and Approve 2020 Program Recommendation: Calendar and Fees

Recommendation

It is recommended that the Board of Education approve the calendar and fees for the 2020 summer school session, to be held at Glenbrook North High School, as presented.

Background

Each year Glenbrook High School District 225 offers a summer school program for students seeking to earn additional credits, successfully complete courses previously attempted, and participate in enrichment courses. Enrollment in summer school is optional, tuition-based, and requires parents to complete a registration process.

This past summer, the program was held at Glenbrook South High School with the following schedule:

	Course	**Hours**	**Start Date**	**End Date**	**Exam Date**
Semester 1	Math / Science / Social Studies	8:00 AM - 1:35 PM	6/13/2019	7/02/2019	7/02/2019
	All Others*	8:00 AM - 12:40 PM			
Semester 2	Math / Science / Social Studies	8:00 AM - 1:35 PM	7/08/2019	7/25/2019	7/25/2019
	All Others*	8:00 AM - 12:40 PM			

* Students enrolled in Driver Education will discuss their schedule during the first class meeting; students enrolled in special education follow a modified schedule (see summer school catalog for more details).

A comprehensive course catalog was made available to parents in February, and the registration process was conducted between Tuesday, March 5, 2019, and the end of May 2019. Access to the registration process is based on a student's class (e.g. Class of 2020, 2021, 2022, 2023), with a priority given to Glenbrook residents/taxpayers. Non-residents are able to enroll in open courses approximately 45 days after the registration process has been open for residents.

The summer school program is intended to be financially self-sufficient. Course fees are determined by dividing the total cost of the course (e.g. teacher salary, support staff, course supplies, other ancillary expenses) by a projected enrollment of 17. For the 2019 summer school year, course fees ranged from $115.00 - $520.00 per semester. Tuition is required to be paid in full, prior to the start of the first day of

the summer school session. As part of the school district's student financial assistance program, the Board of Education covers the cost of course fees for students classified as free.

The following is a reconciliation of revenue and expenditures for the 2019 program:

Revenue	
Tuition	$388,910.00
Financial Aid Contribution	$67,600.00
	$456,510.00

Expenditures	
Salaries and Benefits	$418,907.89
Charter Bus	$694.23
Student Trips/Tournaments	$16,580.12
General Supplies	$1,100.35
Instructional/Test Materials	$6,152.05
Gasoline	$1,950.21
Food & Beverage	$2,998.31
Professional Program Fees	$5,540.00
Non-Capitalized Equipment	$1,161.50
	$455,084.66
Difference	**$1,425.34**

Below is a summary of enrollment, staffing, and courses for both semesters:

	Enrollment			Teaching Staff				Courses*	
	GBN	GBS	OOD+	GBN	GBS	GBO	OOD+	Available	Actual
Semester 1	282	474	10	11	22	-	7	37	34
Semester 2	139	303	6	3	13	-	10	29	25
	421	**777**	**16**	**14**	**35**	**-**	**17**	**66**	**59**

* Does not include courses offered in partnership with Oakton Community College.
+ Out of district

2020 Program Recommendation

Since the completion of summer school, school and district leadership teams have conducted conversations to find more efficient and resourceful ways to administer the summer school program. As a result of those conversations, the following changes for the 2020 program have been recommended:

- **Calendar**
  - Glenbrook has historically offered (14) day semesters, meeting each day of the week. In an effort to provide students and families more flexibility during the summer term, we are recommending the implementation of a schedule that will eliminate classes on Fridays. To accommodate a (4) day week, the school day will be extended to a 5-hour instructional day with two 15-minute breaks. The only exceptions will be the service-learning project course (Habitat for Humanity), and driver education (operates on a rotation for behind-the-wheel driving sessions).
  - Glenbrook has historically required (15) additional hours of instruction for certain courses (social studies, math, and science) totaling (75) hours as compared to (60) hours for all other courses. Upon reviewing the curriculum requirements of these courses, it was determined that all courses should be scheduled a consistent amount of time. As a result, we are recommending that all summer school courses be scheduled for (60) hours.
  - The objective remains to create a summer school schedule that is reasonable in the number of hours/days and yet provides students and staff adequate transition time between the end of the regular school year and the start of the summer session. In reviewing the 2019-20 school year calendar, it is recommended that the summer school sessions be scheduled as follows:
    - Semester 1: Monday, June 15, 2020 - Thursday, July 2, 2020
    - Semester 2: Monday, July 6, 2020 - Thursday, July 23, 2020

- **Fees**
  - The summer school program is intended to be financially self-sufficient. Course fees are determined by dividing the total cost of the course (e.g. teacher salary, support staff, course supplies, other ancillary expenses) by a projected enrollment of 17 for most courses. Exceptions to projected enrollment estimates include the service-learning project course which utilizes an enrollment of 20 and Driver Education which utilizes an enrollment of 27.
  - For the 2020 summer school program, the only anticipated increase in expenses is the hourly rate for teachers and support personnel, which resulted in the majority of course fees remaining flat or experiencing a change of no more than $15. It should also be noted that as part of the implementation of a consistent amount of time for the majority of courses (e.g. 60 hours), many of our courses will see a reduction in the cost of approximately $55.
  - After calculating the total projected expenses for summer school, the following rates are recommended:
    - (6) Hour Behind the Wheel Component - $415.00
    - (20) Hour Independent Study Course - $180.00
    - (28) Hour Independent Study Course - $210.00
    - (30) Hour Driver Education Classroom Component - $120.00
    - (60) Hour General Course - $320.00
    - (75) Hour Service Learning Project Course - $530.00