

REOPENING PHASES FOR SPENDING

RED PHASE

- All budget funds available are centralized and directed towards supporting the ECP and necessary COVID-19 items (Includes centralized curriculum)
- All building and department budgets are not available for site-based spending
- All grant funds including site-based allocations are centralized and directed towards supporting the ECP unless already appropriated for continuation of services
- Activities and services to support the Senior Class are allowable (through June 30)
- New contracts are not allowable without the pre-approval from the CFO
- Warehouse orders are not allowable unless needed for essential services to support the ECP
- Offsite professional development and/or travel requisitions are not allowable
- Online professional development is allowable, with the approval of your supervisor, not to exceed \$250
- Employee tuition costs for reimbursement are allowable
- Extra pay for professional staff, including co-curricular, is not allowable without pre-approval from the CFO
- Non-mandated costs will not be allowable
- Urgent requests should be submitted to CFO with reason for need and cost of items or services

YELLOW PHASE

- Building and department budgets available for site-based spending at 50% original budgeted levels (pending state budget approval)
- All grant funds including site-based allocations are centralized and directed towards supporting the ECP unless already appropriated for continuation of services
- New contracts for services **may** be approved based on need and alignment to district budget priorities
- Warehouse orders are allowable
- Field trip and transportation requests are not allowable
- Online professional development is allowable, with the approval of your supervisor, not to exceed \$250
- Offsite professional development and/or travel requisitions are not allowable
- Extra pay for professional staff, including co-curricular, is not allowable without pre-approval from the CFO
- Urgent requests should be submitted to CFO with reason for need and cost of items or services

REOPENING PHASES FOR SPENDING

ORANGE PHASE (Governor's Green Phase w/ Restrictions for COVID- 19)

- Building and department budgets available for site-based appropriation at 85% original budgeted levels based on the district's budget priorities
- All grant funds including site-based allocations are appropriated at 85% for operations based on the district's budget priorities
- Extra pay and support staff overtime is allowable based on contract guidelines and pre-approval from building/department supervisors
- Continued monitoring of all budget cost centers to determine if additional limitations are necessary to support the economic condition
- New contracts for services **may** be approved based on need and alignment to district budget priorities
- Online only professional development is allowable
- Professional development or travel **may** be allowable with certain restrictions due to budget and Government guidance
- Field trip and transportation requisitions **may** be permitted based on alignment to district's educational priorities

GREEN PHASE (Normal Operations No COVID-19 Restrictions)

- Restore budgets, process, and procedures to pre-COVID-19 state
- Building and department budgets available for site-based appropriation at 100% original budgeted levels
- All grant funds including site-based allocations are appropriated at 100%
- Extra pay and support staff overtime is allowable based on contract guidelines and pre-approval from building/department supervisors
- New contracts for services are to be submitted through standard process
- Professional development or travel to follow standard process
- Field trip and transportation requisitions to follow standard process