



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Thursday, April 9, 2020

Re: Student Fee Refunds for the 2019-20 School Year

Background

On Monday, March 18, 2019, the Board of Education took action to approve the schedule of student fees for the 2019-20 school year. As discussed earlier this spring, each fee is reviewed annually to ensure that the amount charged reflects actual expenses incurred by the school district. A copy of the historical memo of fees for this school year is attached.

Over the past two weeks the school district has started to receive questions from parents about the possibility of a refund for two fees:

- Parking Fee;
- Transportation Fee.

In general, feedback from parents is that because their student(s) are not able to utilize the services they have paid for, they are seeking a partial refund. While the amount of any refund would be dependent on the actual number of days for which students are not able to use a service due to the current school closure, we have developed an initial scenario for consideration by the Finance Committee.

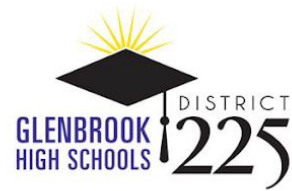
Table 1
Potential Student Fee Refund Scenario

	Quantity Sold	Revenue Received*	30% Refund**
Parking Fee	1,368	\$410,400	\$123,120
Transportation Fee - Full Pay	561	\$448,800	\$134,640
Transportation Fee - Reduced Pay	69	\$27,600	\$8,280

* Unaudited

** 70% of the school year was completed prior to March 16, 2020; a 30% refund level assumes that students will not resume school this spring.

We will discuss this scenario and any other ideas from the committee on Thursday morning. Any consideration for student fee refunds due to this extraordinary statewide school closure would be nonprecedential in nature. If you have any questions in advance of the meeting, please do not hesitate to contact me.



HISTORICAL MEMO

To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 18, 2019

Re: Student Fees for the 2019-20 School Year

Recommendation

It is recommended that the Board of Education approve student fees for the 2019-20 school year as presented.

Background

In accordance with Board Policy 4040, the Board of Education is presented each year with a list of recommended student fees for approval. Several of the fees presented in this document will be reviewed in detail by the Board of Education and/or the Finance Committee separately, and are simply summarized here. These fees, **indicated with a yellow cell**, include the Chromebook and transportation fee.

General Fees

All students attending Glenbrook High Schools, or receiving educational services through the school district are assessed two general fees: Chromebook fee, registration fee.

	Historical				Proposed
	2015-16	2016-17	2017-18	2018-19	2019-20
Chromebook Fee	\$110.00 4 Years	\$110.00 4 Years	\$100.00 4 Years	\$100.00 3 Years*	\$100.00 3 Years*
Registration Fee				\$25.50	\$25.50
Materials Fee	\$15.00	\$15.00	\$15.00		
Towel Fee	\$10.50	\$10.50	\$10.50		
<i>Total per Student</i>	\$135.50	\$135.50	\$125.50	\$125.50	\$125.50

* Due to lower purchase costs for the Chromebook starting with the 2018-19 school year, the fee will only be assessed for (3) years as opposed to (4) years. This will apply to the Classes of 2022 and 2023.

Student Fees for the 2019-20 School Year
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User Fees

Additional user fees are assessed to students and families upon request. These fees are deposited into District revenue accounts and used for the purpose designated. The majority of our user fees are calculated based on the total amount of estimated expenses for the upcoming school year.

Please note that the transportation fee proposed represents an increase that corresponds to a 3% increase in service costs for next fiscal year from our provider, and adjustments to our current bus pass rate structure. This amount was discussed and recommended by the Finance Committee on February 6, 2019.

	Historical				Proposed
	2015-16	2016-17	2017-18	2018-19	2019-20
Driver Education Behind the Wheel	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Instrument Rental	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Parking Fee	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Transportation Fee (Regular) Individual Rate	\$700.00	\$700.00	\$750.00	\$775.00	\$800.00
Transportation Fee (Regular) Sibling Rate	\$350.00	\$350.00	\$375.00	\$387.50	\$400.00
Transportation Fee (Late - 20%) Individual Rate	\$830.00	\$830.00	\$900.00	\$930.00	
Transportation Fee (Late - 20%) Sibling Rate	\$415.00	\$415.00	\$450.00	\$465.00	

* The Transportation Fee will be reviewed separately by the Board of Education during the February 25, 2019 meeting.

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Preschool Tuition

Historically pre-school tuition fees have been calculated at a rate of \$160.00 per day of enrollment in the program. Fees are assessed twice a year for each child. Children enrolled in Glenbrook's program benefit from a 2-hour laboratory preschool experience supervised by a full-time instructional assistant, with the assistance and support of students enrolled in child development courses.

	Historical				Proposed
	2014-15	2015-16	2017-18	2018-19	2019-20
Preschool Tuition (5 Days / Week) Per Semester - GBN	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
Preschool Tuition (4 Days / Week) Per Semester - GBS	\$640.00	\$640.00	\$640.00	\$640.00	\$640.00
Preschool Tuition (3 Days / Week) Per Semester- GBS	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00

Financial Fees

The Board of Education has historically approved two financial fees to be charged on an as-needed basis.

Credit Card Convenience Fee

The credit card convenience fee is assessed to all credit card transactions that are processed in-person or online. Beginning with the 2017-18 school year, the Board of Education determined that any credit card processing expenses would be passed-on to consumers choosing to use a credit card. This transition was communicated to parents prior to the start of the school year, and has resulted in a significant cost savings to the District. As a result of not incurring credit card processing expenses, we have been able to keep student fees as low as possible for our families.

Non-Sufficient Funds (NSF) Check Fee

The non-sufficient funds (NSF) check fee is assessed to a student account in the event that a check provided has been returned back our bank due to insufficient funds. Only the amount that is charged by the bank will be passed on to a student.

	Historical				Proposed
	2014-15	2015-16	2017-18	2018-19	2019-20
Credit Card Convenience Fee Online Transactions	\$2.50	\$2.65	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment
Credit Card Surcharge Fee In-Person Transactions *			3.2% + \$0.20	3.2% + \$0.20	3.2% + \$0.20
NSF Check Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

* Due to bank agreements with MasterCard and Visa, credit card processing expenses passed-on to consumers for in-person transactions must be calculated on a percentage basis, as opposed to a flat-fee.