



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 20, 2017

Re: Student Fees for the 2017-2018 School Year

Recommendation

It is recommended that the Board of Education approve student fees for the 2017-2018 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. Please note that in addition to the student fees presented below, students enrolled in specific courses may be assessed additional "course fees" which are reviewed and approved by the school principal on an annual basis.

Several of the fees presented in this document will be reviewed in detail by the Board of Education separately during the meeting, and are simply summarized here. These fees, indicated with a yellow cell, include the Chromebook, parking, and transportation fee.

General Fees

All students attending a Glenbrook High Schools are assessed three general fees: Chromebook fee, materials fee, and towel fee. These fees are deposited into District revenue accounts and used for the purpose designated.

	Historical				Proposed
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Chromebook Fee	\$25.00	\$110.00	\$110.00	\$110.00	\$100.00
Materials Fee	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Towel Fee	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50
<i>Total per Student</i>	\$50.50	\$135.50	\$135.50	\$135.50	\$125.50

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 fees will be updated after the Board has an opportunity to discuss the fee structure for transportation services.

	Historical				Proposed
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
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	\$285.00	\$285.00	\$300.00	\$300.00	\$300.00
Transportation Fee (Regular)	\$675.00	\$675.00	\$700.00	\$700.00	\$750.00
Transportation Fee (Late)	\$800.00	\$800.00	\$830.00	\$830.00	\$900.00

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.

During the 2016-2017 school year, there were approximately 29 preschool students enrolled in our programs. The FY2017 budget for preschool totaled \$93,320.

	Historical				Proposed
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
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 have been processed online. As of February 1, 2017, the District has absorbed approximately \$27,900 of credit card fees. We estimate that we will pay approximately \$60,000 in credit card fees by the end of the fiscal year. This amount would be approximately \$15,000 higher if a convenience fee was not charged.

At the February 27, 2017 Board of Education meeting, it was requested that the administration further review options for reducing the expense of collecting credit card fees. After further discussions with our primary payment processor, e~Funds for Schools, we identified the following options to reduce the total amount of credit card processing expenses:

- **Assess the \$2.65 Credit Card Convenience Fee for In-Person Transactions**

Since the beginning of the fiscal year, there have been approximately 14,357 transactions processed online and in-person. Of those transactions, 5,158 credit card transactions were processed in-person at one of our bookstores and not assessed a convenience fee.

Based on the year-to-date transaction volume, assessing a \$2.65 credit card convenience fee on in-person transactions would have resulted in a processing expense savings of \$13,668.70. Assessing this fee was not an available option for the 2016-2017 school year within our point of sale system, however, the developer has confirmed that they will be adding this option to their software solution by July 1, 2017. We estimate that assessing a \$2.65 credit card convenience fee on in-person transactions would result in an annual cost savings of approximately \$20,000.

- **Assess a Graduated Credit Card Transaction Fee of \$2.65 per \$100**

As shared at the Board of Education meeting, one option provided by our payment processor is to assess a graduated convenience fee, based on the total cost of the sale. In this scenario, the total cost of credit card processing becomes the responsibility of our families choosing to use a credit card, as opposed to electronic check, paper check, or cash. A fixed-rate of \$2.65 would be charged for each \$100.00 increment of sales.

Under the graduated model, if a student spent \$450.89, they would be charged \$13.25 in credit card convenience fees ($\$2.65 \times 5$). Similarly, if a student spent \$15.00, they would be charged \$2.65 in credit card convenience fees ($\$2.65 \times 1$). If adopted, this model would apply to in-person and online transactions, and would eliminate the majority of processing expense from the District.

- **(Continuation of Current Practice) Offer \$0-Cost Electronic Check Processing**

The District currently offers parents the ability to process electronic checks online at no cost. Parents are encouraged to take advantage of this option at the time of purchase, and the processing system emphasizes the cost savings compared to the use of credit cards. For each electronic check transaction, the District absorbs a \$0.50 processing fee. This fee also provides accounting safeguards in the case that a check is rejected by the issuer's bank.

All of the presented options were discussed during the Thursday, March 16, 2017 Finance Committee meeting. After evaluating the options presented, the committee is recommending that the Board of Education approve a graduated credit card convenience fee of \$2.65 for each \$100.00 increment of sales for

the 2017-2018 school year. This will significantly decrease the total amount of processing charges that are absorbed by the District, by passing on the total amount of processing expenses to the families choosing to use a credit card. It was also recommended by the committee that this transition be communicated to families prior to the fall, with an emphasis that there will be no convenience fees assessed for transactions that involve electronic check, paper check, or cash.

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. The fee covers actual charges passed-on by the bank.

	Historical				Proposed
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Credit Card Convenience Fee	\$2.50	\$2.50	\$2.50	\$2.65	\$2.65 per \$100.00 Increment
NSF Check Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00