

**PUBLIC NOTICE**

The Board of Education, Northfield Township High School District #225 has scheduled a Finance Committee Meeting on: **Tuesday, February 6, 2018 at 7:30 AM**. The agenda for the Finance Committee meeting is attached to this notice. The meeting will be held in the District Office Public Meeting Room at 3801 W. Lake Ave, Glenview.

The meetings will be open to the public, with the exception of the closed sessions.

SKIP SHEIN  
BOARD PRESIDENT

ROSANNE WILLIAMSON  
BOARD SECRETARY

**BOARD OF EDUCATION**  
**GLENBROOK HIGH SCHOOL DISTRICT 225**  
**3801 W. LAKE AVENUE**  
**GLENVIEW, IL 60026**

**Public Meeting Room 100A**

**Tuesday, February 6, 2018 - 7:30 AM**

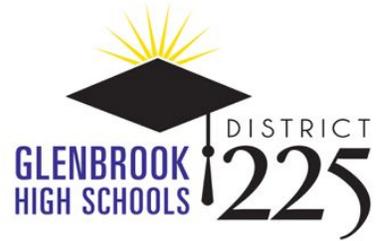
**FINANCE COMMITTEE MEETING**

**Members**

Bruce Doughty	Kim Ptak
Lauren Fagel	Alice Rafloros
John Finan	Mike Riggle
Kris Frandson	Brad Swanson
Karen Geddeis	Vicki Tarver
R.J. Gravel	Joel Taub
Karen Hanley	Casey Wright

**Agenda**

1. (7:30 AM) Call to Order
2. (7:31 AM) Recognition of Community Visitors
3. (7:32 AM) Approval of Audit Firm
4. (8:00 AM) School Operating Budgets for the 2018-19 Fiscal Year
5. (8:15 AM) Student Transportation Fee for the 2018-19 School Year
  - a. Current Year
  - b. Next Year
6. (8:45 AM) Print Center and Courier Services Agreement
7. (9:05 AM) Other Topics
8. (9:10 AM) Adjournment



**To:** Dr. Mike Riggle  
Board of Education

**From:** Ms. Vicki Tarver  
Dr. R.J. Gravel

**Date:** Monday, February 2, 2018

**Re:** Approval of Audit Firm

**Recommendation**

It is recommended that the Board of Education approve the proposal submitted by Lauterbach and Amen, LLP to perform the annual financial audit for the fiscal years ending June 30, 2018, 2019, and 2020 with the option to renew for 2021 and 2022.

**Background**

Illinois School Code (105 ILCS 5/3-7) requires each school district to conduct an independent audit of its financial statements at the close of each fiscal year. In addition to performing a thorough review and analysis of the District's funds, accounts, statements, and other financial matters, the auditor is charged by the District with:

- Preparing a management letter to be provided to the Board of Education regarding the accuracy of the financial statements that have been provided for analysis;
- Assisting with the preparation of the Annual Financial Report for submission to the Illinois State Board of Education;
- Assisting with the preparation of the Comprehensive Annual Financial Report (CAFR) for submission to the Association of School Business Officials International (ASBO International) and the Government Finance Officers Association (GFOA).

Changing auditors (partners or firms) every five years is considered best practice under the Sarbanes-Oxley Act of 2002. The Government Finance Officers Association (GFOA) best practice maintains, "*Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements*".

In October 2017, the Northfield Township Treasurer's Office and the Northfield Township School District Nos. 28, 29, 31 and 225 issued a joint Request for Proposal (RFP) for Auditing Services. Eleven firms were invited to submit proposals and proposals were received from five of these firms. The Township Treasurer and participating school districts evaluated the RFP submission in November 2017 and interviewed potential firms in December 2017. A summary of the service charges from the firms is as follows:

<b>Audit Firm Proposals</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2021-22</b>
Eder, Casella & Co.	\$35,500	\$35,800	\$36,600	\$37,500	\$38,350
Klein, Hall CPAs	\$35,500	\$34,900	\$35,800	\$36,700	\$37,600
<b>Lauterbach &amp; Amen LLP</b>	<b>\$34,500</b>	<b>\$35,600</b>	<b>\$36,700</b>	<b>\$37,800</b>	<b>\$38,900</b>
Miller, Cooper & Co., Ltd	\$40,000	\$40,850	\$41,950	\$43,200	\$44,400
Sikich LLP	\$54,000	\$55,080	\$56,180	\$57,300	\$58,450

Upon reviewing the proposals and conducting the interviews, Lauterbach and Amen, LLP emerged as the front-runner. Lauterbach and Amen, LLP was founded twenty years ago and have extensive experience in the field of local government accounting and auditing, including serving a substantial number of municipalities, park districts, school districts, library districts, special districts, pension funds, joint ventures and other various governmental organizations. Their expertise in governmental accounting, collaborative approach, and references support this recommendation. As of this time, Lauterbach and Amen, LLP has been selected by the Northfield Township School Treasurer's office, as well as Sunset Ridge School District 29.

Attached is the engagement letter for the audit of the financial statements for the fiscal years ending June 30, 2018, 2019, and 2020, submitted by Matt R. Beran, Partner, for Lauterbach and Amen, LLP.



December 21, 2017

Members of the Board of Education  
Northfield Township High School District 225  
Northfield, Illinois

The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the bid and authorized to sign a contract with Northfield Township High School District 225.

Total all-inclusive maximum price for auditing service:

	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
Audit	\$ 31,000	\$ 32,000	\$ 33,000	\$ 34,000	\$ 35,000
Single Audit	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800	\$ 3,900
<b>Total</b>	<b>\$ 34,500</b>	<b>\$ 35,600</b>	<b>\$ 36,700</b>	<b>\$ 37,800</b>	<b>\$ 38,900</b>

In over twenty years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit fee from what was proposed in the RFP.

If you have any questions about this letter or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

LAUTERBACH & AMEN, LLP

Ronald J. Amen  
Partner

Matt Beran  
Partner



January 12, 2018

To the Members of the Board of Education  
Northfield Township High School District 225  
Glenview, Illinois

We are pleased to confirm our understanding of the services we are to provide the Northfield Township High School District 225, Illinois for the years ended June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ended June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and pension plan investment return schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.

*Audit Objective*

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

*Audit Procedures – General*

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

*Audit Procedures – General (Continued)*

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

*Audit Procedures – Internal Control*

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

*Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

*Other Services*

We will also assist in preparing the financial statements and required audit adjustments, if any, for the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

*Management Responsibilities*

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

*Management Responsibilities (Continued)*

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

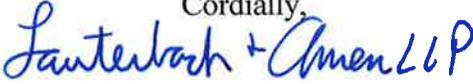
You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

*Engagement Administration, Fees, and Other*

Our fees for the June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022 audit will be as stated in our proposal.

We appreciate the opportunity to be of service to the Northfield Township High School District 225, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

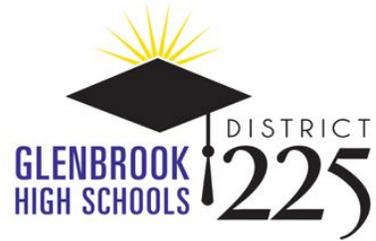
Cordially,  
  
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Northfield Township High School District 225, Illinois.

By: \_\_\_\_\_

Title: \_\_\_\_\_



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel  
Dr. Kimberly Ptak  
Ms. Vicki Tarver

**Date:** Monday, February 12, 2018

**Re:** School Operating Budgets for FY2018-19

**Recommendation**

It is recommended that the Board of Education approve the school operating budgets for the 2018-2019 fiscal year as follows:

- Glenbrook North High School - \$2,594,948;
- Glenbrook South High School - \$3,422,754.

**Background**

Each spring the Board of Education approves a school operating budget for the upcoming fiscal year for both Glenbrook North and Glenbrook South. The purpose of the school operating budget is to provide for the operational needs of each school which include:

- Department and Program Budgets
- Discretionary Student Activity Stipends
- Substitute Expenses for Professional Development Activities
- Employee Overtime Expenses
- Equipment and Capital Item Purchases
- Small Building Projects
- Building Maintenance Supplies
- Charter Transportation Expenses (Athletics, Field Trips, Student Activities)

The school operating budgets are calculated based on three components: basic allocation, per student allocation, and facilities allocation (based on a per square foot value).

***Basic Allocation***

The basic allocation is determined by taking the prior year's allocation, and increasing the amount by the value of the Consumer Price Index for All Urban Consumers (CPI-U) indicated on the prior year's tax levy. For the 2018-19 fiscal year, the FY2019 basic allocation was increased by 2.1%.

After the basic allocation has been calculated, the amount is divided equally for Glenbrook North and Glenbrook South.

***Per Student Allocation***

The per student determined is calculated by taking the prior year's per student allocation, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2018-19 fiscal year, the FY2019 basic allocation was increased by 2.1%, or \$13.57 per student.

After the per student allocation has been calculated, the amount is multiplied by the estimated student enrollment for the upcoming school year based on Dr. McKibben's enrollment forecast. For the 2018-2019 school year, Dr. McKibben estimates that Glenbrook North will have a population of 2,053 students, and Glenbrook South will have a population of 3,146 students.

As a result of further efforts to implement a modified, zero-based budgeting approach, the per student allocation was increased by an additional \$10.50 per student. This increase represents the fees that each student pays to provide towel service throughout the year. Previously, expenses related to the towel service were charged to a District-level account. Beginning with the 2018-19 school year towel expenses will be budgeted within each school's chart of accounts.

***Facilities Allocation***

The facilities allocation is determined by taking the prior year's per square foot value, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2018-19 fiscal year, the per square foot value was increased by 2.1%, or \$0.02 per square foot.

After the per square foot value has been calculated, the amount is multiplied by the total amount of facility coverage to calculate each school's facilities allocation. Glenbrook North is comprised of 580,000 sq ft, and Glenbrook South is comprised of 670,000 sq ft.

***Total Allocation Adjustments***

As documented on the attached school operating budget spreadsheet, individual school budgets may also be reduced due to a budget reduction plan, reclassified budgetary responsibility, or large project contributions.

For FY2018, the only adjustment applied was a reduction instituted in FY2016 to establish a District-wide technology budget. Recognizing the decrease of District technology expenses by \$131,000 between FY2016 and FY2018, and additional decreases anticipated for FY2019, it is recommended that this reduction be eliminated. This change would restore \$190,000 to the school operating budgets for allocation based on needs. As a direct result of this change, each school will be able to significantly reduce course materials fees that have increased in recent years as a result of reduced department and program supply budgets.

**School Operating Budgets - FY2018-19 - Recommendation**

		<i>Historical</i>										<i>Recommendation</i>	<i>Year-Over-Year % Increase</i>
		FY2014	FY2015	FY2016	FY2017	FY2018	FY2019						
Consumer Price Index for All Urban Consumers (CPI-U)*		3.0%	1.7%	1.5%	0.8%	0.7%	2.1%						
<b>Basic Allocation</b>	Total Budget	\$1,130,423.97	\$1,149,641.18	\$1,166,885.80	\$1,176,220.88	\$1,184,454.43	\$1,209,327.97						2.10%
	Glenbrook North High School	50% \$565,211.99	50% \$574,820.59	50% \$583,442.90	50% \$588,110.44	50% \$592,227.21	50% \$604,663.99						
	Glenbrook South High School	50% \$565,211.99	50% \$574,820.59	50% \$583,442.90	50% \$588,110.44	50% \$592,227.21	50% \$604,663.99						
<b>Per Student Allocation</b>	Per Student Budget	\$652.37	\$663.46	\$635.86	\$641.57	\$646.06	\$670.13						3.73%
	Glenbrook North High School	2,087 \$1,361,504.00	2,038 \$1,352,140.00	2,057 \$1,294,217.00	2,033 \$1,289,007.00	2,023 \$1,306,981.90	2,053 \$1,375,773.87						5.26%
	Glenbrook South High School	2,736 \$1,784,895.00	2,895 \$1,920,729.00	3,002 \$1,922,595.00	3,070 \$1,984,926.00	3,106 \$2,006,666.23	3,146 \$2,108,224.36						5.06%
<b>Facilities Allocation</b>	Per Square Foot (sq ft)	\$0.99	\$1.01	\$1.02	\$1.03	\$1.04	\$1.06						2.10%
	Glenbrook North High School	580,000 \$575,654.00	580,000 \$585,440.00	580,000 \$594,221.00	580,000 \$598,975.00	580,000 \$601,871.03	580,000 \$614,510.32						
	Glenbrook South High School	670,000 \$662,312.00	670,000 \$673,571.00	670,000 \$683,675.00	670,000 \$689,144.00	670,000 \$695,264.81	670,000 \$709,865.37						
<b>Glenbrook North High School</b>	Glenbrook North High School Subtotal	\$2,502,369.99	\$2,512,400.59	\$2,471,880.90	\$2,476,092.44	\$2,501,080.14	\$2,594,948.18						
	Reduction - Field Turf Contribution	\$125,000.00	\$125,000.00										
	Reduction - District Technology Budget			\$91,000.00		\$91,000.00							
	<b>Grand Total</b>	<b>\$2,377,369.99</b>	<b>\$2,387,400.59</b>	<b>\$2,380,880.90</b>	<b>\$2,476,092.44</b>	<b>\$2,410,080.14</b>	<b>\$2,594,948.18</b>						7.67%
<b>Glenbrook South High School</b>	Glenbrook South High School Subtotal	\$3,012,418.99	\$3,169,120.59	\$3,189,712.90	\$3,262,180.44	\$3,294,158.25	\$3,422,753.71						
	Reduction - Field Turf Contribution		\$85,000.00	\$165,000.00									
	Reduction - Parking Lot / Maintenance Bldg.		\$15,000.00	\$235,000.00									
	Reduction - District Technology Budget			\$99,000.00		\$99,000.00							
<b>Grand Total</b>	<b>\$3,012,418.99</b>	<b>\$3,069,120.59</b>	<b>\$2,690,712.90</b>	<b>\$3,262,180.44</b>	<b>\$3,195,158.25</b>	<b>\$3,422,753.71</b>						7.12%	
<b>Total School Operating Budgets</b>		<b>\$5,389,788.97</b>	<b>\$5,456,521.18</b>	<b>\$5,071,593.80</b>	<b>\$5,738,272.88</b>	<b>\$5,605,238.38</b>	<b>\$6,017,701.89</b>						7.36%

\* Historically the school operating budget has used the CPI-U level indicated on the prior year's tax levy. For example, the 2018-2019 school operating budget will be calculated based on the CPI-U level indicated on the 2017 Tax Year levy (adopted in December 2017).

**\*\* Current Year \*\***

**Student To/From School Transportation - FY2017-18 - Fixed Expenses**

		# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
<b>Purchased Services</b>	AM To/From School Routes	26	\$78.27	\$2,035.02	\$ 362,233.56
	PM To/From School Routes	26	\$78.27	\$2,035.02	\$ 362,233.56
	Late Activity To/From School Routes	5	\$75.00	\$375.00	\$ 66,750.00
					<b>\$ 791,217.12</b>

**Subtotal** \$ 791,217.12

**Contingency Budget for To/From School Transportation Expenses (1 AM/PM Route, 178 Days)** \$ 27,864.12  
**Total Student To/From School Transportation Estimated Purchased Services Expenses** **\$ 819,081.24**

**Student To/From School Transportation Expense - FY2017-18 - Fee Calculation**

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000	
Calculated Cost Per Rider (Total FY2018 Expenses / Total Number of Riders)	\$ 819.08	
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ 69.08	Total Cost \$ 69,080.00
<b>Cost Per Rider</b>	<b>\$ 750.00</b>	
<b>Cost Per Day of Transportation (Cost Per Rider / 178 School Days)</b>	<b>\$ 4.21</b>	

**Transportation Fees - FY2017-18**

**Base Regular Individual Rate: \$750.00**  
**Late Purchase Surcharge (20% of Regular Individual Rate): \$150.00**  
**Sibling Discount (off Individual Rate) 50%**

		Full Pay	Financial Assistance (Reduced)*	Financial Assistance (Free)
<b>Registration Process</b>		<b>Pass Cost</b>	<b>Pass Cost</b>	<b>Pass Cost</b>
<b>Regular Purchase (By June 2nd)</b>	Individual Rate	\$750.00	\$375.00	\$0.00
	Sibling Rate	\$375.00	\$0.00	
<b>Late Purchase (June 3rd and Later)</b>	Individual Rate	\$900.00	\$450.00	\$0.00
	Sibling Rate	\$450.00	\$0.00	

\* Board Policy 8320 Procedures provide a bus pass at 50% of the Board-approved fee for one student in the qualifying household; subsequent students in the qualifying household will be provided a bus pass at no charge. Online purchase discount is applied at the sibling rate.

**Student To/From School Transportation Expense - FY2017-18**

Registration Process	Full Pay			Financial Assistance (Reduced)			Financial Assistance (Free)		
	Pass Cost	Count	Revenue	Pass Cost	Count	Revenue	Pass Cost	Count	Revenue
<b>Regular Purchase (By June 2nd)</b> Individual Rate - Online Purchase	\$750.00	474	\$ 355,500.00	\$375.00	32	\$ 12,000.00	\$0.00	103	\$ -
Sibling Rate - Online Purchase	\$375.00	56	\$ 21,000.00	\$0.00	14	\$ -			
<b>Late Purchase (June 3rd and Later)</b> Individual Rate - Online Purchase	\$900.00	33	\$ 29,700.00	\$450.00	33	\$ 14,850.00	\$0.00	302	\$ -
Sibling Rate - Online Purchase	\$450.00	11	\$ 4,950.00	\$0.00	5	\$ -			
		<b>574</b>	<b>\$ 411,150.00</b>		<b>84</b>	<b>\$ 26,850.00</b>		<b>405</b>	<b>\$ -</b>

Total Bus Passes **1063**

Collected Revenue	\$ 438,000.00	
District Subsidy for Full-Pay Sibling Riders	+ \$ 24,300.00	
District Financial Assistance Expense for Reduced Benefits	+ \$ 36,150.00	<i>This is not revenue, this is an <u>expense</u>.</i>
District Financial Assistance Expense for Free Benefits	+ \$ 303,750.00	<i>This is not revenue, this is an <u>expense</u>.</i>
<b>Total Collected Revenue and Financial Assistance Expenses</b>	<b>\$ 802,200.00</b>	

**Student To/From School Transportation Expense - FY2017-18 - Revenue/Expense Reconciliation**

Total Collected Revenue and Financial Assistance Expenses	\$ 802,200.00	<i>This includes collected revenue, combined with financial assistance <u>expense</u>.</i>
Board Subsidy Per Rider to Minimize Fee Impact to Households	+ \$ 73,432.04	<i>This is not revenue, this is an <u>expense</u>.</i>
Total Estimated Purchased Services Expenses	- \$ 819,081.24	<i>This is not revenue, this is an <u>expense</u>.</i>
<b>Surplus/Deficit (Revenue - Expenditures)</b>	<b>\$ 56,550.80</b>	

**\*\* Next Year \*\***

**Student To/From School Transportation - FY2018-19 - Estimated Fixed Expenses**

		# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
<b>Purchased Services</b>	AM To/From School Routes	26	\$80.62	\$2,096.07	\$ 373,100.57
	PM To/From School Routes	26	\$80.62	\$2,096.07	\$ 373,100.57
	Late Activity To/From School Routes	5	\$80.62	\$403.09	\$ 71,750.11
					<b>\$ 817,951.24</b>

**Subtotal** \$ 817,951.24

**Contingency Budget for To/From School Transportation Expenses (1 AM/PM Route, 178 Days)** \$ 28,700.04  
**Total Student To/From School Transportation Estimated Purchased Services Expenses** **\$ 846,651.29**

**Student To/From School Transportation Expense - FY2018-19 - Estimated Fee Calculation**

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000	
Calculated Cost Per Rider (Total FY2019 Expenses / Total Number of Riders)	\$ 846.65	
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ -	Total Cost \$ -

<b>Cost Per Rider</b>	<b>\$ 846.65</b>
<b>Cost Per Day of Transportation (Cost Per Rider / 178 School Days)</b>	<b>\$ 4.76</b>

**Potential Subsidy Scenarios**

**Based on Student Fee**

<i>Cost Per Rider</i>	<b>\$700.00</b>	<b>\$750.00</b>	<b>\$800.00</b>
<i>Board Subsidy Per Rider</i>	\$ 146.65	\$ 96.65	\$ 46.65
<i>Total Cost of Subsidy</i>	\$ 146,651.29	\$ 96,651.29	\$ 46,651.29

## Transportation Fees - Estimated FY2018-19

<b>Base Regular Individual Rate:</b>	<b>\$846.65</b>
<b>Late Purchase Surcharge (20% of Regular Individual Rate):</b>	<b>\$169.33</b>
<b>Sibling Discount (off Individual Rate)</b>	<b>50%</b>

		Full Pay	Financial Assistance (Reduced)*	Financial Assistance (Free)
<b>Registration Process</b>		<b>Pass Cost</b>	<b>Pass Cost</b>	<b>Pass Cost</b>
<b>Regular Purchase (By June 2nd)</b>	Individual Rate	\$846.65	\$423.33	\$0.00
	Sibling Rate	\$423.33	\$0.00	
<b>Late Purchase (June 3rd and Later)</b>	Individual Rate	\$1,015.98	\$507.99	\$0.00
	Sibling Rate	\$507.99	\$0.00	

\* Board Policy 8320 Procedures provide a bus pass at 50% of the Board-approved fee for one student in the qualifying household; subsequent students in the qualifying household will be provided a bus pass at no charge. Online purchase discount is applied at the sibling rate.

**Student To/From School Transportation Expense - Estimated FY2018-19**

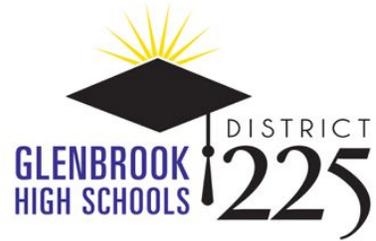
Registration Process	Full Pay			Financial Assistance (Reduced)			Financial Assistance (Free)		
	Pass Cost	Count	Revenue	Pass Cost	Count	Revenue	Pass Cost	Count	Revenue
<b>Regular Purchase (By June 2nd)</b> Individual Rate - Online Purchase	\$846.65	411	\$ 347,973.68	\$423.33	32	\$ 13,546.42	\$0.00	103	\$ -
Sibling Rate - Online Purchase	\$423.33	56	\$ 23,706.24	\$0.00	14	\$ -			
<b>Late Purchase (June 3rd and Later)</b> Individual Rate - Online Purchase	\$1,015.98	33	\$ 33,527.39	\$450.00	33	\$ 14,850.00	\$0.00	302	\$ -
Sibling Rate - Online Purchase	\$507.99	11	\$ 5,587.90	\$0.00	5	\$ -			
		<b>511</b>	<b>\$ 410,795.20</b>		<b>84</b>	<b>\$ 28,396.42</b>		<b>405</b>	<b>\$ -</b>

Total Bus Passes **1000**

Collected Revenue	\$ 439,191.62	
District Subsidy for Full-Pay Sibling Riders	+ \$ 27,431.50	
District Financial Assistance Expense for Reduced Benefits	+ \$ 42,722.29	<i>This is not revenue, this is an expense.</i>
District Financial Assistance Expense for Free Benefits	+ \$ 342,893.77	<i>This is not revenue, this is an expense.</i>
<b>Total Collected Revenue and Financial Assistance Expenses</b>	<b>\$ 852,239.18</b>	

**Student To/From School Transportation Expense - FY2018-19 - Estimated Revenue/Expense Reconciliation**

Total Collected Revenue and Financial Assistance Expenses	\$ 852,239.18	<i>This includes collected revenue, combined with financial assistance expense.</i>
Board Subsidy Per Rider to Minimize Fee Impact to Households	+ \$ -	<i>This is not revenue, this is an expense.</i>
Total Estimated Purchased Services Expenses	- \$ 846,651.29	<i>This is not revenue, this is an expense.</i>
<b>Surplus/Deficit (Revenue - Expenditures)</b>	<b>\$ 5,587.90</b>	



**To:** Dr. Mike Riggle  
Finance Committee

**From:** Dr. Kim Ptak

**Date:** Monday, February 12, 2018

**Re:** Approval of Print Center and Courier Services Agreement

**Recommendation**

It is recommended that the Board of Education approve a three year managed services agreement for the central copy and mail centers at GBN and GBS at a fixed, annual price of \$185,880. The district is currently paying an annual fee of \$305,000.

**Background**

Glenbrook North and Glenbrook South each have a central copy and mail center to support school programs and operations. Our staff can manually or electronically submit copy and mail jobs to the print shop for processing. The standard turnaround time is 24 hours, and services include:

- Copying;
- Finishing (folding, stapling, spiral binding, padding); and
- Bulk mailings.

On average, 50,000 impressions are made daily in the print shops during the school year and 20,000 over the summer months equating to approximately 10,000,000 impressions a year. (Note: 99% of impressions are monochrome.) The overall copy/print volume has remained consistent over the last several years, however bulk mailings have been decreasing to approximately 120 bulk mailings a year.

In 2006, the District outsourced the management and staffing of our central copy centers to Xerox Corporation. As part of the agreement, Xerox provides two copy center employees at GBS, and one at GBN. Additionally a fourth employee serves as the District's courier, providing the following services each day:

- Delivery of inter-office mail and supplies between the District's four locations;
- Daily bank deposits;
- Processes all outbound mail in partnership with the Glenview Post Office; and
- Facilitates the library book loan program.

The same four Xerox employees have been with the district since 2006, and have provided superior service to the Glenbrook community. It is recommended that the District continue the partnership with Xerox, with slight modifications given present-day needs of the school community.

The following table highlights recommended changes to the overall Xerox managed services agreement which results in \$119,120 or 40% savings per year.

	<b>Current Practice</b>	<b>Proposed Practice</b>
<b>Staffing</b>	260-Day Staffing 4 Staff at 1.0 FTE	Need-Based Staffing 2 Staff at 1.0 FTE (260-Day) 2 Staff at 0.81 FTE (210-Day)
<b>Vacation/ Sick Time</b>	All employee absences covered by a one-for-one replacement.	Employee vacation time not covered by a one-for-one replacement, but scheduled.
<b>Physical Print Shops</b>	Both print shops are open for 260 days.	One print shop will be open for 183 days; one print shop will be open for 260 days (based on summer school location).
<b>Job Submission</b>	22 different paper choices and colors available. Binding and padding available.  Jobs can be electronically or manually submitted.	Review and reduce options while still providing quality service.  Improve efficiencies and actively encourage web submissions