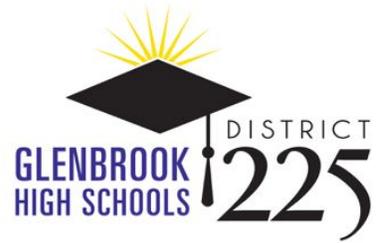


**DRAFT**



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, February 10, 2020

**Re:** Student Fees for the 2020-21 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             |
|--------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
|                          | 2016-17             | 2017-18             | 2018-19              | 2019-20              | 2020-21              |
| Chromebook Fee           | \$110.00<br>4 Years | \$100.00<br>4 Years | \$100.00<br>3 Years* | \$100.00<br>3 Years* | \$100.00<br>3 Years* |
| Registration Fee         |                     |                     | \$25.50              | \$25.50              | \$25.50              |
| Materials Fee            | \$15.00             | \$15.00             |                      |                      |                      |
| Towel Fee                | \$10.50             | \$10.50             |                      |                      |                      |
| <i>Total per Student</i> | \$135.50            | \$135.50            | \$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.

**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 12.5% increase in service costs for the next fiscal year from our provider. This amount was discussed by the Finance Committee on February 4, 2020.

|  | Historical |          |          |          | Proposed |
|--|------------|----------|----------|----------|----------|
|  | 2016-17    | 2017-18  | 2018-19  | 2019-20  | 2020-21  |
| 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)<br>Individual Rate    | \$700.00   | \$750.00 | \$775.00 | \$800.00 | \$900.00 |
| Transportation Fee (Regular)<br>Sibling Rate       | \$350.00   | \$375.00 | \$387.50 | \$400.00 | \$450.00 |
| Transportation Fee (Late - 20%)<br>Individual Rate | \$830.00   | \$900.00 | \$930.00 |          |          |
| Transportation Fee (Late - 20%)<br>Sibling Rate    | \$415.00   | \$450.00 | \$465.00 |          |          |

\* The Transportation Fee will be reviewed separately by the Board of Education during the February 10, 2020 meeting.

***Preschool Tuition***

This fall the business services department and CTE instructional supervisors performed a review of the preschool program's finances. As part of that review, it was determined that tuition (fees) have historically accounted for approximately 40% of expenditures. It is recommended that this rate increase from \$160.00 to \$180.00 per day of enrollment in the program, which provides for 40% of projected expenditures for the 2020-21 fiscal year.

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 |
|---|------------|----------|----------|----------|----------|
|   | 2016-17    | 2017-18  | 2018-19  | 2019-20  | 2020-21  |
| Preschool Tuition (5 Days / Week)<br>Per Semester - GBN | \$800.00   | \$800.00 | \$800.00 | \$800.00 | \$900.00 |
| Preschool Tuition (4 Days / Week)<br>Per Semester - GBS | \$640.00   | \$640.00 | \$640.00 | \$640.00 | \$720.00 |

***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 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                            |
|---|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|   | 2015-16    | 2017-18                             | 2018-19                             | 2019-20                             | 2020-21                             |
| Credit Card Convenience Fee<br>Online Transactions    | \$2.65     | \$2.65 per<br>\$100.00<br>Increment | \$2.65 per<br>\$100.00<br>Increment | \$2.65 per<br>\$100.00<br>Increment | \$2.65 per<br>\$100.00<br>Increment |
| Credit Card Surcharge Fee<br>In-Person Transactions * |            | 3.2% +<br>\$0.20                    | 3.2% +<br>\$0.20                    | 3.2% +<br>\$0.20                    | 3.2% +<br>\$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.