



**Prospect Heights School District 23
Board Memorandum
Action/Discussion Item**

Date: February 1, 2019

Subject: Recommendation for Registration/Other Fees for 2019-20 School Year

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

The Administration has studied the student fees for the 2018-19 school year and, in looking at the District 23 fees, collections and outstanding fees, the administration believes that no increases in existing fees are necessary at this time for the 2019-20 school year. The Administration has also communicated with the other feeder school districts into District 214 – Districts 21, 25, 26, 57 and 59 in making this recommendation.

When comparing fees, the Administration communicated with these school districts based upon the same discussion points as last year – reviewing student registration, 1:1 protection, lunch fees and fee for transportation service.

The only existing fee that may be changed is lunch prices. The District will have its audit of the food service program in early March (currently scheduled for March 7-8, 11). If any such increase is required based upon the Federal Government's paid lunch equity rules, such a recommendation will be brought to the Board for approval.

The administration recommends that the split of the registration and payment process continue as well as the incentive for early payment of registration fees (July 1-July 31).

Based upon the transportation

Fee recommendations:

Student Registration Fees

The Administration and Finance Committee concur in the recommendation on student registration fees.

As such, the following student registration fees are proposed for the 2019-20 school year:

GRADE(S)	AMOUNT
Kindergarten	\$75
Grades 1 – 3	\$150
Grades 4 – 5	\$195
Grades 6 – 8	\$250

Student 1:1 Device Protection Plan Fees

The Administration and Finance Committee concur in the recommendation on 1:1 Device Protection Plan Fees. As such, the 1:1 Device Protection Plan Fee proposed for the 2019-20 school year is \$35 per student.

Student Lunch Fees

To be determined upon completion of food service audit by the Illinois State Board of Education and the Federal Government's paid lunch equity determination.

Split of Registration and Payment

The Administration and Finance Committee concur in the recommendation on splitting the registration and payment process.

Registration by June 1, 2018 for the 2018-19 school year surpassed 90% of all students – a higher total number of registrants by that date than ever before. Additionally, by the first day of school, the District had collected over 80% of total fees due and owing – a higher percentage of fees collected than through the previous 3 school years (extent of existence of data on fees collected). This allowed for planning for staff and allocations of students/personnel to be finalized and budgeted for in a most accurate manner.

As such, the Administration and Finance Committee again recommend asking all families to register their child(ren) between April 1st and May 31st without payment. The Administration and Finance Committee would also recommend invoicing all registered families for payment of registration fees for the next school year beginning July 1st.

Fee Payment Incentive

The Administration and Finance Committee concur on a recommendation for fee payment incentive.

The Administration and Finance Committee recommend that the District would collect the fees from July 1st to July 31st with no increase. Beginning August 1st, the District would charge a 20% fee for late payment. For families who register new to the District beyond the July 31st window, no late charge will be applied if fees are paid within 30 days of registration. We believe this will reduce the total number of non-payment and late payment families, thereby decreasing our costs related to collections and follow up communications.

Transportation Registration Fee

The only new fee recommended this year by the Administration is the Transportation Registration Fee. This was discussed in the report prepared by the District's transportation consultant, Nelson Gray. The registration fee would serve to require families to provide a fee for securing transportation services if eligible and the student(s) will ride a District 23 bus. As stated in the presentation, this fee will hopefully cause those families who answer "yes" to the question of whether their student(s) will ride District 23 transportation to be accurate in their selection as a walker, car rider or bus rider due to the ownership of the decision – a non-refundable registration fee.

By having a more accurate count of students that will utilize the District's free transportation, the administration can work with the District's bus provider, First Student, to determine route efficiencies and possible reductions in routes. If such reductions are secured, the District will be able to save the money of that route(s) – an estimated \$36,000 per route.

The recommendation for the transportation registration fee from the business office is for between \$75 per student per year.

Conclusion

A final recommendation consistent with the parameters laid out in each category above will be placed on the March 2019 agenda for approval.