



**Bloomington  
School District 13**  
164 Euclid Avenue  
Bloomington,  
Illinois  
60108-2604

**Phone:**  
630-893-9590

**Fax**  
630-893-1818

-----  
**Dr. Jon Bartelt**  
Superintendent  
[jbartelt@sd13.org](mailto:jbartelt@sd13.org)

**Mrs. Nicole Gabany**  
Director of Teaching and  
Learning  
[ngabany@sd13.org](mailto:ngabany@sd13.org)

**Ms. Samia Hefferan**  
Director of Student Services  
[shefferan@sd13.org](mailto:shefferan@sd13.org)

**Mr. Richard McCall**  
Director of Technology  
[rmccall@sd13.org](mailto:rmccall@sd13.org)

**Mr. Marcos Rosales**  
Director of Buildings  
and Grounds  
[mrosales@sd13.org](mailto:mrosales@sd13.org)

**Ms. Valerie Varhalla**  
Director of Finance  
[vvarhalla@sd13.org](mailto:vvarhalla@sd13.org)

To: Board of Education  
Dr. Jon Bartelt  
From: Ms. Valerie Varhalla  
Re: Collection Agency  
Date: January 23, 2023

---

**Background:**

As was presented at the November Board of Education Meeting, the volume of outstanding student fees is on the rise.

**Situation:**

In reviewing the number of outstanding student accounts the district has, there is a large balance of outstanding student fees. Such fees date back several years ago to present. There are currently over \$13,000 in outstanding fees from 60 students who are no longer active in our district. In addition, we currently have approximately \$41,000 from 162 active students in outstanding fees. This represents over \$54,000 in total of uncollected fees. Although student fees are not the largest revenue collection from the district, it does still provide the district with revenue funds and recapturing those funds is important.

In order to collect this lost revenue, the District has reviewed several collection agencies. Of the top 2 recommended by other Districts and interviewed by District 13, Rozlin Financial Group, Inc. was the top contender. Rozlin Financial Group, Inc. is able to meet the Districts need of collection agency services while providing the lowest cost to the District. Rozlin Financial Group, Inc. has a low collection fee of 35%.

Prior to transferring any unpaid fees to Rozlin Financial Group, Inc., the District will contact families via USPS informing them of the outstanding balances and giving them 30 days to make payment. Failure to make payment after the 30 days will result in those accounts being transferred to Rozlin Financial Group, Inc.

**Recommendation:**

It is recommended that the Board of Education approve the agreement to enter into service with Rozlin Financial Group, Inc.