

**TO:** Members of the Board of Education

**FROM:** Kelly Ruppel, Chief Financial Officer

**DATE:** March 23, 2020

**SUBJECT:** Student Fee Changes for 2020-21 School Year

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**1. Project Title:** Student Fee Schedule Update for 2020-21 School Year

**2. Project Description:** MMSD charges student fees for supplies and extracurricular programming allowed by state law and board policy 3710. The student fee schedule is presented annually during the development of the April preliminary budget book each year. For the 2020-21 school year, student fee changes are being proposed for High School Yearbooks and middle School Locks for student use with district lockers.

**3. Analysis:**

High School Yearbook Fee

Each high school currently charges \$47.00 per yearbook. During fall 2019, an internal review identified that the base cost for printing of each yearbook was \$33.75 in 2017-18 and \$34.05 in 2018-19. However, individual school costs increase each year based on the number of extra books ordered by the school, staff advisor cost increases, and any book upgrades the school selected. These three factors can raise the cost per yearbook above the current student fee amount.

The program revenue collected for yearbooks is also directly affected by fee waivers authorized for free or reduced lunch students. Each year our high schools run a negative balance in their yearbook account at year-end that needs to be covered through yearbook advertisements or other fundraising. A review of our neighboring district fees for yearbooks indicates our student fee is also much lower:

Sun Prairie - \$70.00

Verona - \$60.00

Middleton - \$65.00

Madison – current \$47.00; recommended \$50.00

### Middle School Locks

Each middle school sells a lock to students for use on their assigned student locker. The student fee for these locks is currently set by each building. An internal review during fall 2019 indicated that our middle school students pay \$4.55 - \$5.28 depending on the size of each lock order and vendor used.

A survey was sent out to middle school secretaries to identify how buildings manage the sales of their locks, when students receive locks, lock recordkeeping, and lock return procedures. Some inconsistencies were identified, with some schools issuing and charging for locks annually unnecessarily. While, some schools were charging for locks when the student enters in 6<sup>th</sup> grade only. These practices created a surplus of student fee funding at some buildings that has increased over time.

#### **4. Recommendation:**

It is recommended that MMSD raise the cost of the yearbook from \$47.00 to \$50.00 for the 2020-21 school year.

It is further recommended to standardize the lock fee pricing at \$6.00, to be charged only when a student enters 6<sup>th</sup> grade and when a replacement is needed due to student loss. Fee waivers will apply as required by current practices.

These changes are recommended for approval in the Draft April 2020-21 Preliminary Budget Book, and approval in the June 2020-21 Preliminary Budget Book, and this memo to be included in the appendix of the Budget Book.