

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

February 1, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Online Fee/Cafeteria Payment

We have been looking into paperless registration and online fee payments for registration and cafeteria. At this time, we do not think we are ready to move forward with what it would take to do paperless registration due to some cost and labor issues. We are able to move to an online option for parents for payment of registration and cafeteria fees, though, if the BOE wants us to pursue it.

RevTrak is a company that many schools use for these kinds of fees. The charge is low at 3.99% of each transaction. Of the systems Joanne has investigated, this seems to be our best, least expensive option. They can collect more money for us and get it to us earlier than we can do using the paper and pencil method. The cost for credit cards is built into that 3.99%. We will not have the issue of NSF checks or cash collecting, either.

The cafeteria part works the same. We would provide online payment options, but we would not have a scan system in which parents could track the food kids bought. We would still use the old paper ticket system. We are looking for ways to incorporate the hardware needs for such a system into our food service bids for this spring.

Although we could pass the fees on to the parents, it is our opinion that it would be better for us to simply absorb it. We can always change our registration and activity fees each year to compensate if we feel we need to do it. Parents have been looking for a way to pay online for both registration and cafeteria and this would solve that request.

No motion is needed for this at a formal meeting; it is just a discussion item and we can see if this is something we want to try for a year.