



Community Unit School District 303

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Seth H. Chapman
Asst. Superintendent for Business Services/CFO
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Memorandum

Date: January 21, 2014
To: Mid-Valley Special Education Cooperative Board
Cc: Nancy Sporer
From: Seth Chapman
RE: 2014-2015 Administrative Fee

Per the joint agreement, each March Community Unit School District 303 (CUSD303) will determine the administrative fee for services provided to the Mid-Valley Special Education Cooperative (MVSEC). To that end, Nancy Sporer and I met and revised the list of services that CUSD303 provides to the MVSEC and reviewed the methodology for allocating the cost per services provided. You will note that the fees below decreased in the Grounds and Maintenance due to shifts in salary costs at CUSD303. Fees for technology increased more than expected due to certain staffing costs (such as financial system support and purchasing) being left out of the calculation in prior years.

Following is a list of the criteria that the fee is based on:

Administrative Fee	
Grounds	\$13,820
• Lawn Mowing	
• Snow Removal (not including walkways)	
• General Grounds Up keep	
• Furniture Moving (in cooperative only)	
• Paper Delivery	
Maintenance	\$16,760
• Regular Maintenance	
• Preventative Maintenance	
• Plumbing, etc.	
Telephone	\$2,682
• Phone Service (Monthly Charge/Long Distance)	
ITS	
• Internet (including voicemail)	\$32,252
• IT Support	
• Antivirus	
• Infinite Visions	
• Microsoft Select Agreement	
• Miscellaneous service agreements	

<u>Administrative Fee - Continued</u>	
Mail Service	\$3,810
• Pick Up & Delivery of Inter-District Mail	
• Postage Processing - external	
Total Recommended Administrative Fee - FY 14-15	\$69,324
<u>Items to be Direct Billed</u>	
Business Office	TBD
• Paper Used	
Maintenance	TBD
• Large Parts	
Night Custodial	TBD
• GCA to bill directly	