



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 4, 2019
To: Mid-Valley Special Education Cooperative Board
Cc: Nancy Sporer
From: Seth Chapman
RE: 2019-2020 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. Following is a list of the criteria that the fee is based on:

<u>Administrative Fee</u>	
Grounds	\$18,760
• Lawn Mowing	
• Snow Removal (not including walkways)	
• General Grounds Up keep	
• Furniture Moving (in cooperative only)	
• Paper Delivery	
Maintenance	\$15,830
• Regular Maintenance	
• Preventative Maintenance	
• Plumbing, etc.	
Telephone	\$2,682
• Phone Service (Monthly Charge/Long Distance)	
ITS	
• Internet (including voicemail)	\$34,970
• IT Support	
• Antivirus	
• Infinite Visions	
• Microsoft Select Agreement	
• Miscellaneous service agreements	

<u>Administrative Fee - Continued</u>	
Mail Service	\$4,300
• Pick Up & Delivery of Inter-District Mail	
• Postage Processing - external	
Total Recommended Administrative Fee - FY 19-20	\$76,552
<u>Items to be Direct Billed</u>	
Business Office	TBD
• Paper Used	
Maintenance	TBD
• Large Parts	
Night Custodial	TBD
• GCA to bill directly	