



Community Unit School District 303

201 South 7th Street
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 FAX (331) 228-2027

Seth H. Chapman
 Asst. Superintendent for Business Services/CFO
 (331) 228-2582

Memorandum

Date: January 16, 2015
To: Mid-Valley Special Education Cooperative Board
Cc: Nancy Sporer
From: Seth Chapman
RE: 2015-2016 Administrative Fee

Per the joint agreement, each January 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:

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| <u>Administrative Fee</u> | |
| Grounds | \$14,380 |
| • Lawn Mowing | |
| • Snow Removal (not including walkways) | |
| • General Grounds Up keep | |
| • Furniture Moving (in cooperative only) | |
| • Paper Delivery | |
| Maintenance | \$16,880 |
| • Regular Maintenance | |
| • Preventative Maintenance | |
| • Plumbing, etc. | |
| Telephone | \$2,682 |
| • Phone Service (Monthly Charge/Long Distance) | |
| ITS | |
| • Internet (including voicemail) | \$31,779 |
| • IT Support | |
| • Antivirus | |
| • Infinite Visions | |
| • Microsoft Select Agreement | |
| • Miscellaneous service agreements | |

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| <u>Administrative Fee - Continued</u> | |
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| | |
| Mail Service | \$4,020 |
| • Pick Up & Delivery of Inter-District Mail | |
| • Postage Processing - external | |
| | |
| Total Recommended Administrative Fee - FY 14-15 | \$69,741 |
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| <u>Items to be Direct Billed</u> | |
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| Business Office | TBD |
| • Paper Used | |
| | |
| Maintenance | TBD |
| • Large Parts | |
| | |
| Night Custodial | TBD |
| • GCA to bill directly | |
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