



Community Unit School District 303

201 South 7th Street
 St. Charles, IL 60174-2664
 FAX (331) 228-2027

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

Memorandum

Date: December 9, 2016
To: Mid-Valley Special Education Cooperative Board
Cc: Nancy Sporer
From: Seth Chapman
RE: 2016-2017 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:

Administrative Fee	
Grounds	\$13,540
<ul style="list-style-type: none"> • Lawn Mowing • Snow Removal (not including walkways) • General Grounds Up keep • Furniture Moving (in cooperative only) • Paper Delivery 	
Maintenance	\$17,900
<ul style="list-style-type: none"> • Regular Maintenance • Preventative Maintenance • Plumbing, etc. 	
Telephone	\$2,682
<ul style="list-style-type: none"> • Phone Service (Monthly Charge/Long Distance) 	
ITS	
<ul style="list-style-type: none"> • Internet (including voicemail) • IT Support • Antivirus • Infinite Visions • Microsoft Select Agreement • Miscellaneous service agreements 	\$42,630

Administrative Fee - Continued	
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Mail Service	\$4,150
• Pick Up & Delivery of Inter-District Mail	
• Postage Processing - external	
Total Recommended Administrative Fee - FY 16-17	\$80,902
<u>Items to be Direct Billed</u>	
Business Office	TBD
• Paper Used	
Maintenance	TBD
• Large Parts	
Night Custodial	TBD
• GCA to bill directly	