



Community Unit School District 303

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Brad Cauffman
Asst. Superintendent for Business Services/CFO
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Memorandum

Date: January 11, 2013
To: Mid-Valley Special Education Cooperative Board
Cc: Sue Caddy
From: Brad Cauffman
RE: 2013-2014 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, Sue Caddy and I meet and developed a detailed list of services that CUSD303 provides to the MVSEC and a methodology for allocating the cost per services provided.

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

Administrative Fee	
Grounds	\$16,360
• Lawn Mowing	
• Snow Removal	
• General Grounds Up keep	
• Furniture Moving	
• Paper Delivery	
Maintenance	\$19,880
• Regular Maintenance	
• Plumbing, etc.	
Telephone	2,310
• Phone Service (Monthly Charge/Long Distance)	
ITS	\$21,817
• Internet	
• IT Support	
• Antivirus	
• Voice Mail	
• Microsoft Select Agreement	

<u>Administrative Fee - Continued</u>	
Mail Service	\$3,710
• Pick Up & Delivery of Inter-District Mail	
• Postage Processing - external	
Total Recommended Administrative Fee - FY 13-14	\$64,077
<u>Items to be Direct Billed</u>	
Business Office	TBD
• Paper Used	
Maintenance	TBD
• Large Parts	
Night Custodial	TBD
• GCA to bill directly	
Food Service	TBD
• Reduced Lunches	
• Free Lunches	