



Letter of Intent
SCUSD Services and Fees for Charter Schools
2011-12 School Year
Mid-Year Adjustment (based on prior year's actuals)

Appendix A

Charter School Name _____

Contact Name and Phone _____

Signature _____ **Date** _____

Please sign and return all pages by Friday, April 27, 2012 to:

Administrative Services
Attn: Gayle McKnight
5735 47th Avenue, Box 800
Sacramento, CA 95824

gaylemc@scusd.edu
916-643-9055 (tel)
916-643-2190 (fax)

(This agreement is required for every charter school).

Service upon mutual agreement of contract terms and capacity to deliver.

Service		Method of Cost Calculation	2011-12
Please place a ✓check mark next to each service you would like the district to provide to your school.			
A.	REQUIRED		
✓	1. Special Education Program Encroachment	Per Current Enrollment	\$423.57
✓	2. Special Education Transportation Encroachment	Per Special Education Student Transported	\$2,510.31
✓	3. *Utilities/Telecommunications	Actual Costs	
✓	4. *Debt Service OR *Facility Use - Pro Rata Share (if using District facility)	Per Current Enrollment Per Square Foot of Facility	\$118.42 \$1.78
✓	5. State-Required Reserve for Economic Uncertainties	2% - 4% of Revenues	
✓	6. Oversight	1% - 3% of Revenues	
	*Only Required if Using a District Facility		



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B.	ADMINISTRATIVE		
	1. Accounting (<i>Must be on Escape System</i>)		
	- Accounts Payable	Per Current Enrollment	\$8.71
	- Petty Cash	Per Current Enrollment	\$17.42
	- Student Body (Not to exceed 20 checks/month. There will be a \$2.50 per check fee in excess of 20 checks).	Per Current Enrollment	\$5.00
	2. Budget – Including Student Attendance (<i>Must be on Zangle System</i>)	Per Current Enrollment	\$20.62
	3. Nutrition Services	Actual Costs	
	4. Human Resources	Per Current Enrollment	\$53.83
	5. Employee Compensation (Payroll)	Per Current Enrollment	\$15.20
	6. Risk Management/Employee Benefits	Per Current Enrollment	\$6.61
	7. Property/Liability Insurance	Per Current Enrollment	\$41.27
	8. Purchasing/Warehousing (<i>Must be on Escape System</i>)	Per Current Enrollment	\$20.17
	- Mail Services (Intradistrict)	Per Current Enrollment	\$8.37
C.	FACILITIES / TRANSPORTATION / POLICE SERVICES		
	1. Custodial	Actual Costs	
	- Custodial Supervisor Assistance	Per Hour	\$33.80
	2. **Landscaping	Actual Costs	
	3. **Routine Repair and Maintenance	3% of Revenues	
	- Plumbing, HVAC Technician, Electrician, Carpenter	Per Hour	\$41.80
	- Laborer, Gardener, Machinist, Painter, Glazier	Per Hour	\$30.80
	4. Planning and Construction		
	- Project Management	Time and Materials	
	- Capital Improvement Request Management	Per Hour	\$59.58
	- Architect, Engineering, DSA Inspection, Consultation	Market Rate	
	5. Transportation	Per Student Transported	\$212.51
	6. Security Services Coordination	Per Current Enrollment	\$1.74
	<i>**Services Included in Pro Rata Charge if Using a District Facility</i>		
D.	FAMILY AND COMMUNITY ENGAGEMENT SERVICES		
	1. Child, Welfare and Attendance	Per Current Enrollment	\$2.73
	2. Health Services (Nurses)	Actual Cost	82.34
	3. Health Screening (Vision, Hearing, Scoliosis)	Actual Cost	
	4. Training	Per Current Enrollment	\$27.36



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E.	TECHNOLOGY SERVICES		
	1. Network Infrastructure and Hardware/Support/Training <i>(Includes Items 1-4. If you choose <u>not</u> to contract for Outlook, Escape or Zangle, your fees will be reduced by the amounts specified in items 2-4).</i>	Per Current Enrollment	\$58.25 Standard Fee, includes all Technology Services*
	2. Outlook (deduct, if not desired)	Per Current Enrollment	(.50)
	3. Escape On-line (deduct, if not desired)	Per Current Enrollment	(\$5.77)
	4. Zangle (Software/Scan) (deduct, if not desired)	Per Current Enrollment	(\$3.34)
F.	INSTRUCTIONAL SUPPORT		
	1. Staff/Professional Development	Per Current Enrollment	1.24
	- Electronic notification/registration, Recordkeeping of 18 hrs.	Per Teacher	\$20.00
	2. State and Federal Programs (On-site Technical Assistance)	Per Hour	\$59.00
	3. Multilingual (Resource Teacher/EL Meetings)	Per Year, Plus Costs, Per Attendee	\$100.00
	- Professional Development for Large and Small Groups	Time and Materials	Call for pricing
	- On-site Technical Assistance	Per Hour	\$51.00
	- Compliance Support	Per Hour	\$51.00
	4. Grant Development	Per Current Enrollment	\$2.31
	5. Standards and Curriculum	Per Current Enrollment	\$20.00
	6. Library/Textbook Services		
	- Destiny (Library Software) (One-time initial cost)	Middle/High School (Flat Fee)	\$7,000
	- Destiny (On-going support after first initial year)	Per Site	\$1,142.64
	- Library/Textbook Services (includes ordering textbooks)	Per Student Enrollment	\$9.23
	7. Assessment, Research and Evaluation	Per Current Enrollment	\$12.62
	8. Student Services/Hearing Office	Per Current Enrollment	\$10.71
G.	LEGAL SERVICES	Per Hour	\$175.00
H.	EMPLOYEE RELATIONS		
	1. Negotiations	Per Hour	\$52.00 - \$85.00
	2. CBA Advisory for Certificated and Classified	Per Hour	\$33.23
I.	OFFICE OF THE SUPERINTENDENT		
	1. Communications	Per Hour	\$75.00