



The Roman Catholic Archdiocese of Washington

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447

Mailing Address: Post Office Box 29260, Washington, DC 20017-0260

(301) 853-4500 | adw.org

MEMORANDUM

TO: Pastors and Principals of Archdiocesan Elementary Schools
FROM: Kelly Branaman, Secretary for Catholic Schools
DATE: February 7, 2022
SUBJECT: Scheduled Fees for Academic Year 2022-2023

Below, you will find the student assessment fees and planned expenses for the 2022-2023 school year, to assist schools in developing local budgets. Attached, you will find the teacher salary scale.

This Catholic Schools Office (CSO) annual assessment fee is very important and covers approximately 35% of the budgeted costs to maintain all the services for schools provided by the CSO staff and other support staff in the Central Pastoral Administration. Below you will see a few changes to the assessment fee structure.

- Lead in Water Fee The fee for lead in water for each school s \$950 **every 3 years.** (only MD schools)
- Annual Asbestos Fee The asbestos fee covers costs associated with maintaining compliance.
- Systemic Technology \$0.50 increase from last year
- TADS Tuition Mgmt. Module See fee schedule

For the assessment fees outlined below, each school will be billed in fall, 2022 by the Archdiocese of Washington Finance Office, based on the official enrollment count for SY23. The total will include:

<u>Fee per student</u>	<u>Cost</u>
Catholic Schools Office fee	\$18.50
Marketing fee	\$ 9.50
Systemic Technology Fee	\$18.50
Development Fee	<u>\$ 2.50</u>
Total per student	\$49.00

Please look for future communications from the Finance Office and the Human Resources Office regarding property, health, life insurances, and subscriptions to CHRIS, or consult with your parish bookkeepers.

Other budgetary information provided below should assist you in budgeting for CSO-related items. They are grouped by fees billed directly from the Catholic Schools Office (Finance Office), or directly from the vendor.

If you have questions or need additional information, please contact **Chris Buchleitner**, buchleitnerc@adw.org.

Attachments

Budgetary Information

Category	2022-2023	Notes
Total planned Assessment Fee	\$ 49.00	Billed from the ADW
CSO Student Assessment Fee	\$ 18.50	Same as last year
Marketing Fee	\$ 9.50	Same as last year
Systemic Technology System(s)	\$ 18.50	\$.50 increase from last year
Development Fee	\$ 2.50	Same as last year
Additional Budget Items		Payment Instructions
Annual Asbestos Fee	\$ 1,190.00	Collected by ADW and paid to vendor
Standardized Assessment Fees	\$ 15.00 Science 2.00	We will work to keep the new assessment within our projected budget
Cognia Accreditation	\$ 1,300.00	Billing will come from CSO in Fall 2022
ESPA Dues/Retreat	Dues \$ 150.00 Retreat \$ 400.00 Lead Conf. \$ 220.00	Please look for any increases in ESPA dues/expenses to come from the ESPA Executive Committee.
Lead in Water Fee	\$ 316.66	Collected by ADW and paid to vendor. (MD Schools only)
MEEC	\$ 60.00	MEEC Estimate Microsoft Tier A (1 full-time teacher or 2 part-time teachers) /per teacher cost
Participation in the Job Fair	\$ 200.00	Job fair is coordinated by ESPA each spring. This fee is an estimate, confirmed by ESPA. Participation is optional.

TADS Modules	PRICE	UNIT	PAY
Financial Aid Assessment <i>Includes: 10 hours of setup time.</i>	\$170.00	Annual School Fee	ADW
	\$37.00	Per Application	Family
Admissions <i>Includes: 10 hours of setup time.</i>	\$120.00	Annual School Fee	School
	\$19.00	Per Application	Determined by School
Enrollment <i>Includes: 10 hours of setup time.</i>	\$120.00	Annual School Fee	School
	\$8.00	Per Student, Per Year	Determined by School
Tuition Management <i>Includes: 10 hours of setup time.</i>	\$50 for 3+installments *1-2 installment fees waived Late Fee: \$35 per late payment	Per Family, Per Year *waived for the length of this contract	Family
ACH Electronic Processing Fee	\$1 minimum or 0.3% not to exceed \$5	Per transaction	Family