
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: CONNI L. CARNLEY
ASST. SUPT./HUMAN RESOURCES

SUBJECT: SCHEDULE OF FEES (REVISED)

DATE: AUGUST 21, 2015

We are requesting approval of the attached changes in our Schedule of Fees.

If you have any questions concerning these changes, please call me at 983-5030.

SANTA ROSA COUNTY SCHOOLS
SCHEDULE OF FEES

~~(UPDATED 12/8/2014)~~ 2015-16

Substitute Teacher Certificate:	\$56.00
Substitute Teacher Certificate Renewals:	\$56.00
Part Time District Vocational Certificate:	Varies \$60.00
<u>Full Time Vocational Certificates</u>	<u>\$75.00</u>
State Instructional Certificates and Renewals: (effective Jan 1, 2008)	\$75.00
Fingerprint Fees:	
	Vendors/Contractors (Field Print): \$93.85 \$84.75
	Service Vendors (Contracted Services): \$74.75
	New Employees (Field Print):- \$64.50 \$50.75
	State Badge: \$10.00
Copies of Public Records (pg 126 HRP M): (ensure that employee is not "Exempt" in 3270)	
<u>For employees:</u>	<u>\$0.15 per page one-sided</u> <u>\$0.20 per page two-sided</u>
<u>For agencies (subpoenas/non-employees):</u>	<u>\$0.15 per page one-sided</u> <u>\$0.20 per page two-sided</u>
Electronic Report (normal process):	\$30.00
Postage: Actual Amount	

** If measurable time spent in programming, preparation (research, redaction, copying), assess fee in increments of .25 hour X hourly rate of employee involved plus 20 % for employee's benefit rate.