

AGREEMENT
CONCERNING TECHNOLOGY SERVICES
BETWEEN
FAIRMONT AREA SCHOOLS #2752
AND
SOUTHERN PLAINS EDUCATION COOPERATIVE #915

WHEREAS, Southern Plains Education Cooperative is in need of technology services and support. These services shall include, but are not limited to:

- Email, phone, and internet systems
- Relevant filtering, firewalls, security, licensing, virus protection, and upgrades to these systems
- Recommendations and consultation for purchases of equipment
- Technology support to Southern Plains computers and peripheral devices
- Data Storage, archiving, back-ups and recovery

IT IS, HEREBY, AGREED, that during the 2018-2019 fiscal year, Southern Plains will pay for:

- \$75 per computer at 10 computers **\$750**
Southern Plains Education Cooperative will supply Fairmont Area Schools with a list of these computers/devices and their location. (SPEC Office, ECSE office / classrooms and itinerant staff).
- Technology fee for maintenance, repair and monthly meeting with IT staff and SPEC administration (7% of technicians), Infrastructure (5% of district), and Fiber connection to Southern Plains Office (\$2060). **\$13,487**
- Phone System for one year: rental of seven phones (\$420), usage of phone system (\$630). Monthly fees from Frontier will be paid directly to Frontier through AP department, same as currently doing. **\$1,050**

For a total cost of **\$15,287**

Fairmont Area Schools will invoice Southern Plains Education Cooperative for half of the amount in August and the remaining half in February.

This agreement may be terminated (a) upon either party's default, (b) with 6 months' notice by either party, or (c) upon mutual written agreement of the parties.

The terms of the agreement will be automatically renewed for successive periods unless terminated earlier in accordance with the terms of this Agreement. Successive increases of rates will be mutually agreed upon and substantiated with rationale for the reason for subsequent agreements.

HEREBY, the above agreement is approved by the boards of:

Southern Plains Education Cooperative

Fairmont Area Schools

President of the Board

Chairperson of the Board

Clerk of Board

Clerk of Board

Board Approval Date

Board Approval Date

AGREEMENT
CONCERNING PAYROLL AND BENEFIT MANAGEMENT SERVICES
BETWEEN
FAIRMONT AREA SCHOOLS #2752
AND
SOUTHERN PLAINS EDUCATION COOPERATIVE #915

WHEREAS, Southern Plains Education Cooperative is in need of payroll and benefit management services. These services shall include, but are not limited to:

- Prepare and process monthly payroll.
- Enter payroll time sheets.
- Enter new employee information into the payroll software system.
- Apply garnishments, child support, and personal time off deduction data.
- Apply deductions and fringe benefit changes to master payroll records.
- Work with Southern Plains staff to verify accuracy of payroll and benefits.
- Prepare and issue paychecks and bank transfers.
- Generate payment for payroll liabilities (i.e. Taxes, TRA, PERA, flexible benefits, etc).
- Perform quarterly and annual reporting requirements for payroll including PERA, TRA, Payroll Taxes, Unemployment, W-2s, and other payroll and benefit related reports.
- Provide Southern Plains with an invoice for insurance fees.
- Maintain payroll record files.
- Provide information to retirees regarding benefits. Bill retirees as needed for benefits.
- Provide information to individuals ending employment with Southern Plains regarding COBRA. Initiate COBRA paperwork and facilitate continued insurance as available by law.
- Collaborate with Business Manager on ACA.
- Work with agreed upon agency to administer flexible spending accounts.
- Assist auditors to provide supporting documentation
- Manage benefits under Fairmont Area School benefit accounts including health insurance, life insurance, and long-term disability insurance.
- Communicate with Southern Plains Education Cooperative on a regular basis regarding issues and concerns likely to impact the Southern Plains agency or employees relating to payroll and benefits.
- Provide access to view previous Southern Plains financial records in the Fairmont Area School District SMART HR and SMART Finance systems until November 1, 2020.

IT IS, HEREBY, AGREED, that during the 2018-2019 fiscal year Fairmont Area School District payroll department, will spend approximately 30%, but not to exceed 35% of their time conducting payroll and benefit management services for Southern Plains Education Cooperative.

IT IS FURTHER AGREED, that Southern Plains Education Cooperative will reimburse

Fairmont Area Schools an estimated amount of \$18,660.02 according to the following expenses:

Salary	\$ 13,411.53
FICA	\$ 1,025.98
PERA	\$ 1,005.86
Health Insurance	\$ 2,762.10
LIFE	\$ 19.20
TSA	\$ 375.00
WC	\$ <u>60.35</u>
	\$ 18,660.02

Fairmont Area Schools will invoice Southern Plains Education Cooperative for half of the amount in August and the remaining half in February.

The rate of payment will be 30%, but not to exceed 35% of the payroll professional's salary and benefits unless it is mutually agreed by both parties to change the rate.

HEREBY, the above agreement is approved by the boards of:

Southern Plains Education Cooperative

Fairmont Area Schools

President of the Board

Chairperson of the Board

Clerk of Board

Clerk of Board

Board Approval Date

Board Approval Date