

Administrative Costs

To calculate the administrative costs of Special Education Administration for a particular Special Education Unit, determine the salaries and benefits for the Director of Special Education, Assistant Directors, and other special education central office staff. Do not include any staffs that are used in the computation of the 'Regular Education Costs for Student with Disabilities'. Do not include program coordinators, since these costs should be included in the cost for the individual service areas.

Click on **Service Costs** in left-hand menu options.

Click on **Admin Costs** from options located at the top under Service Costs.

Enter the **Total Admin Cost for Calculation** for the Special Education Unit with factors mentioned above.

The total number of services provided (unit-wide duplicated count) for the most current year will be entered by a DPI Administrator.

After the total amount of **Total Admin Cost for Calculation** have been entered, click the calculate button. The **Avg Cost of Special Ed Admin** will be displayed. If the duplicated count has not been entered, and a calculation of \$0.00 is displayed, call DPI Administration with request to enter the duplicated number for your unit.

The screenshot shows the 'ND Teach' website interface. The header includes 'North Dakota nd.gov Official Portal for North Dakota State Government' and 'ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub'. The date is 'Thursday, August 30, 2012'. The left-hand menu has 'Service Costs' highlighted. The main content area is titled 'Service Costs' and 'Burleigh Co Special Ed Unit - Admin Costs'. It contains a form with 'School Year: 2012-2013' and 'Agency: Burleigh Co Special Ed Unit'. Below the form is a 'Calculate' button. A green arrow points to the 'Calculate' button with the text 'This button serves as a 'next' button'.