



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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MEMORANDUM NO. 2010-104

TO: School District Superintendents
Business Managers

FROM: Jim McBride, Ed.D.

DATE: May 7, 2010

SUBJECT: Charges to NCS Pearson for Districts' Overtime Costs

PLEASE NOTE DEADLINE

As I stated in my April 21, 2010, letter to NCS Pearson, Inc., I intend to seek reimbursement for the districts' expenses associated with the overtime paid to their staff members who worked to assist Pearson in resolving all issues in regard to the 2010 Spring PAWS administration.

If your district incurred overtime costs for any district employee who dealt with Pearson during this year's PAWS testing, please complete the attached invoice form. The invoice should list the names of your staff, the number of overtime hours by date, and the hourly costs of the overtime (including all allocable taxes and benefits).

The invoice form can also be downloaded from our website at www.k12.wy.us/finance.asp.

Please forward your completed invoice to Fred Hansen, Director of Finance, Wyoming Department of Education, 2300 Capitol Avenue, Cheyenne, WY 82002, by May 31, 2010. We will then send all of the districts' invoices to Pearson with the request that Pearson reimburse each district individually.

If you have any questions regarding this procedure, please contact Fred Hansen at 307-777-7804.

JM:FH

Attachment

