



01 May 2024

## MEMORANDUM FOR RECORD

SUBJECT: NOVA Billing Procedures and Policies 2024-2027 SY

TO: NOVA District Superintendents, Treasurers, Main NOVA Contacts

1. **Purpose:** The purpose of this memorandum is to distribute new billing information for the 2024-2027 SYs. SchoolsPLP and NOVA have come to a new contract agreement for those school years. Below, we will communicate our common billing procedures and policies utilized by NOVA (through NBEC/NWOCA) as determined by the provider (SchoolsPLP). This memorandum will serve as a framework for billing periods and rates, providing member districts with information to make decisions regarding their NOVA programming.
2. **Program Costs:** NOVA districts will continue to be billed on concurrent use. This means that schools will be billed at their "Peak" usage time once per semester. You will NOT be billed by individual seat license. Each district will also pay an annual Support Fee. This fee covers all of your LOCAL Tier 1 support, district staff Training (in person and virtual), professional development opportunities, managed services, and PowerSchool Integration (if applicable), along with much more. This will be the first increase in the support fee in 10 years.
  - a. **Yearly License and Annual Support Costs**
    - License Costs
    - 2024-25 SY: \$500
    - 2025-26 SY: \$515
    - 2026-27 SY: \$525
    - Annual One-Time Support Fee
    - 2024-25 SY: \$700
    - 2025-26 SY: \$900
    - 2026-27 SY: \$1100
  - b. **Optional Additional Services:** Additional Services, such as use of NOVA or SchoolsPLP provided Teachers (\$225/student/semester) or NOVA provided Graders (\$23.50/hour) will be provided upon request and billed once timesheet reports are completed.
3. **Billing Procedure:** NOVA will be billed initially for concurrent license use around October 15th each year by SchoolsPLP. Therefore, NOVA will run the Concurrent User Report for school district license usage around October 15th of each year, encompassing usage from July 31st to October 15th. Member districts will be charged per license at their peak usage at the yearly rate per license. Additionally, each member district will be assessed an annual NOVA support fee.

“True-Up” billing will occur in June. SchoolsPLP will bill NOVA for second semester additional usage around June 1st. At that time, NOVA will run the Concurrent User Report to compare peak usage from September to June. Should there be an increase in usage, NOVA will bill the school for any additional licenses at the yearly license fee rate.

**See below for billing examples (For 2024-25):**

**Example 1:** September Concurrent User Report shows school peak usage at 10 users. School will be charged as follows:

- 10 Licenses @ \$500/license = \$5,000.00
- One Time Annual NOVA Support Fee= \$700.00
- Fall Total Due = \$5,700

**Example 2:** September Concurrent User Report shows school peak usage at 10 users and June Concurrent User Report shows 12 users. School will be charged as follows:

- 10 Licenses @ \$500/license = \$5,000.00
- One Time Annual NOVA Support Fee = \$700.00
- Fall Total Due = \$5,700
- June Concurrent User Report shows peak usage at 12 users. School will be charged for 2 additional licenses @ \$500/license = \$1000.00
- Spring Total Due = \$1000.00

**Example 3:** Same as above with the addition of a NOVA Teacher(s) option once dates are validated.

- 10 Licenses @ \$500/license = \$5,000.00
- 5 students taking French 1A @ \$225/student= \$1,125
- One Time Annual NOVA Support Fee = \$700.00
- Fall Total Due = \$6,825.00
- June Concurrent User Report shows peak usage at 12 users. School will be charged for 2 additional licenses @ \$500/license = \$1,000.00
- 5 students taking French 1B @ \$225/student= \$1,125
- Spring Total Due = \$2,125.00

**3. Policies:** Payment terms are Net 30.

**4. Billing Points of Contact:** Brett Green, Superintendent of NOVA Initiatives, (419) 612-2589, [green@northern-buckeye.org](mailto:green@northern-buckeye.org) or Tammy Butler, NBEC Treasurer, (419) 267-2508, [butler@nwoca.org](mailto:butler@nwoca.org)



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