

Kiddo! Allocation Policy  
Approved 3/1/16

This document (the "Allocation Policy") has been created by the Allocation Policy Development Committee and was approved by the Kiddo! Board of Directors (the "Board") on March 1, 2016. This Allocation Policy will remain in effect unless amended or terminated by the Board.

#### GOALS OF THE ALLOCATION POLICY

While the Mill Valley School District (the "District") makes all staff, program and curriculum decisions for the District, this Allocation Policy has been created to meet the following goals:

1. Provide transparency to the Board, donors and community into how Kiddo! funding allocation decisions are made;
2. Ensure allocation decisions are guided by Kiddo!'s mission and values;
3. Determine Kiddo! funding capabilities and ensure funding allocations support fundraising goals; and
4. Help ensure the District takes into consideration feedback from staff, parents and the community when making program and curriculum decisions.

#### ALLOCATION PROCESS

1. **Allocation Committee.** An Allocation Committee comprised of the following Board members is established under this Allocation Policy:

- a. Executive Director;
- b. Board Chair
- c. Board Vice Chair;
- d. Annual Giving Campaign Chair; and
- e. Treasurer (Chair of Allocations Committee)

All Allocation Committee meetings will ideally be scheduled immediately following the Finance Committee meeting in the appropriate month. The Allocation Committee may invite advisors to attend meetings of the Allocation Committee as needed.

2. **Allocation Policy Annual Review and Approval.** The Allocation Committee will meet each year in October or November to:

- a. Review the Allocation Process from the year before;
- b. Discuss strategic issues facing the organization; and
- c. Review the current Allocation Policy and determine if any changes needed.

Any amendments to the Allocations Policy proposed by the Allocations Committee will be presented to the Board at the November or December Board meeting for approval.

3. **Program Information Data.** The Executive Director and other members of the Allocation Committee will collaborate with the District's Director of Curriculum to collect and share information on program quality and effectiveness by:

- a. Soliciting teachers/contractors in January or February for feedback on program effectiveness and requests for expansion/additions; and
- b. Sharing parent and community feedback with the District throughout year and at the meetings below.

4. **January/February Meetings with District.** The Executive Director and Allocation Committee members (where applicable) will attend a series of meetings with District representatives in January and February, which may include:

- a. The District Planning Meeting;
- b. The Administrative Council Meeting; and

- c. Meetings between the Executive Director and District representatives, including the District Superintendent, Assistant Superintendent and Director of Curriculum.

At the appropriate meetings above:

1. The District will discuss (at the request of the Executive Director): (a) feedback on program quality and effectiveness for the prior school year; and (b) preliminary District needs, changes that may affect funding from Kiddo! and strategic planning decisions;
  2. The Executive Director will provide information collected from the activities in #3 ("Program Information Data") above to the District representatives; and
  3. The Executive Director will request that the District provide all funding requests for the following year (the "District Needs Assessment") in accordance with this Allocation Process calendar.
5. **February Allocation Committee Meeting.** The Allocation Committee will meet in February. The agenda will include the following:
- a. The Executive Director will share feedback on the prior fundraising campaign gathered from the February AGC/Rep meeting;
  - b. The Executive Director and other Committee members will share information and feedback collected from the activities in #3 ("Program Information Data") above;
  - c. The Executive Director will share information on preliminary District funding requests and other issues raised in the January/February Meetings with District;
  - d. The committee will analyze the prior fundraising campaign and current fundraising capabilities, consider the effect of allocations on donor behavior, preliminary District requests and District and community feedback, and determine what topics to raise with the Executive Committee.

An Allocation Committee representative will report on the February Allocation Committee Meeting to: (a) the Executive Committee at its meeting prior to the March Board Meeting, and (b) the Board at the March Board Meeting.

6. **March Meetings with District.** The Executive Director and Allocation Committee members (where applicable) will meet with District representatives in March to continue discussions of issues raised during January/February meetings. By the end of March, the District (including the Administrative Council) will provide the District Needs Assessment, including:
- a. Salary and enrollment projections;
  - b. Program needs (e.g. contractor hours and materials);
  - c. Requests for additional funds or changes to funding.
7. **March Allocation Committee Meeting.** The Allocation Committee will meet in March. The agenda will include the following:
- a. Executive Director report on the District Needs Assessment and other matters raised during the March Meetings with District;
  - b. Committee discussion of District Needs Assessments and what matters to raise with Executive Committee;
  - c. Committee will determine preliminary Allocations decisions in accordance with the Allocation Guidelines below, and based on the District Needs Assessment and feedback from the Board.

An Allocation Committee representative will report on the March Allocation Committee Meeting and preliminary Allocations decisions to: (a) the Executive Committee at its meeting prior to the April Board Meeting, and (b) the Board at the April Board Meeting.

8. **April Meetings with District Representatives.** The Executive Director and Allocation Committee members (where applicable) will meet in April with District representatives to discuss the preliminary Allocation decisions, and make any changes or additions necessary.

9. **April Allocation Committee Meeting.** The Allocation Committee will meet in April. The Allocations Committee will determine final Allocations decisions in accordance with the Allocation Guidelines below, and based on the District Needs Assessment and feedback from the Board. The Allocation Committee will report on the April Allocation Committee Meeting and provide final Allocation decisions to the Executive Committee at its meeting prior to the May Board Meeting. Upon Executive Committee approval, final Allocation decisions will be presented to Board for approval at the May Board Meeting.

## ALLOCATION GUIDELINES

The Allocation Committee will use the following guidelines in making funding allocation decisions:

1. **Funding Priority Tiers.** Based on the goals of this Allocation Policy, the Allocation Committee will ensure that funding is allocated to programming in accordance with the following Funding Priority Tiers, with Tier 1 being the highest funding priority:
  - a. **Tier 1:** Arts Programs (which include: Music, Art, Dance, Drama and Poetry programs)
  - b. **Tier 2:** Classroom and Library Aides and Physical Education Programs
  - c. **Tier 3:** Professional Development Funding (e.g. Innovative Teacher Grants, Strategic Development Grant and District Technology Coaches)
  - d. **Tier 4:** Technology (Hardware and Software Purchases)
  - e. **Tier 5:** Other District needs

The Funding Priority Tiers defined above are intended to define the broad order of priority in which funds will be allocated.
2. **Other Funding Considerations.** The Allocation Committee will consider the following when making allocation decisions:
  - a. That funding allocations are generally equitable across the District;
  - b. That feedback on program effectiveness and quality has been taken into consideration where possible;
  - c. That allocation decisions maximize fundraising by considering donor interests;
  - d. That the effects of District funding from other sources (which may include funding from federal, state and local sources) have been taken into consideration, including increased requests to same funding sources, donor confusion or dilution of Kiddo!'s role as primary fundraising organization in the District.