

## FOSTER-GLOCESTER SCHOOL DISTRICT

Glocester, RI

## PROVISION OF SERVICES BY THE REGION TO LOCAL DISTRICTS

## PURPOSE:

The purpose of this policy is to set out a procedure by which to apportion costs in a fair and equitable manner to the local elementary districts receiving services from the Region.

## PHILOSOPHY:

The Region may, upon approval of the School Committee, provide certain services to the local elementary districts. These services may include, but are not limited to, Central Office Administration, Business Office services and Maintenance.

Allocation of costs to the Region and local elementary districts for shared services must be done on a fair and equitable basis, with each district paying for the services they utilize.

A formal written agreement will be entered into between the Region and the local elementary districts on a yearly basis. This agreement will detail the services to be provided and the costs to the local district.

## POLICY STATEMENT:

A subcommittee will perform an initial study of services provided by the Region to the local elementary districts. This subcommittee will review the costs of these services and the appropriate apportionment of costs to the local elementary districts. A document will be prepared which will be known as the Regional/Local apportionment formula.

Yearly Review

Each year, the Regional Superintendent will review and adjust the apportionment formula for the following year's budget. A subcommittee, which includes School Committee members from both Foster and Glocester may be appointed to assist in this process. The Business Office will provide data and support, as needed, during this process.

The apportionment formula will be adjusted yearly to incorporate changes in personnel costs (raises, new hires, resignations, waiver of benefits, etc.).

## Yearly Review (continued)

The apportionment formula will be adjusted yearly with regard to the apportionment percentages between the districts (i.e., do the local districts still utilize the services, are the local allocation percentages correct).

### Timeline

Yearly appointment of the subcommittee will take place at the regular September School Committee meeting. The Superintendent/subcommittee will review the Regional/Local apportionment formula during the month of September.

After the review has been completed, the revised apportionment formula will be brought to the full committee for approval at the regular October meeting.

Within two weeks after approval by the Regional committee, a formal written agreement detailing the services to be provided and the associated costs will be forwarded from the regional Superintendent to the local School Committees/Superintendents.

The local School Committees/Superintendents have the option to accept or reject individual services and the associated costs from the region. If accepted, the signed agreements must be returned to the Region by the first week in December so that the formal agreements are in place for the Regional budget process.

The monies to be received from the local districts as approved in the written agreements will be clearly indicated within the Regional budget document each year as income.

1<sup>st</sup> Reading: October 1, 2002

2<sup>nd</sup> Reading: November 6, 2002

Adoption: November 6, 2002