



Murdock Elementary School Foundation, Inc.

Procedure: Needs Assessment and Funding

How the MESF determines what it will fund is a two-step process: 1 – Needs are identified, documented, and researched; and 2 – Needs are presented to the Board of Directors for analysis, prioritizing, and decision-making regarding funding.

The MESF has established a Needs Assessment Committee (NAC) made up of a chairperson and committee members and a member of the Board of Directors, who presides over all functions of this committee and is responsible for all communications between the Board and the NAC.

The purpose of the NAC is to accept requests made by the Murdock Community, research the requests, and provide that research along with all pertinent documentation to the Board. The NAC does not have the authority to approve nor reject any request.

The Request Process

The NAC has two methods of accepting requests from the Murdock Community: 1 – The Teacher Priority List; and 2 – Murdock Community Requests.

The Teacher Priority List

The Teacher Priority List (TPL) will be presented to the NAC once annually at or before the end of the current school year.

Formation of the TPL will occur through existing procedures and/or through any procedure designed by the school administration and faculty.

Additionally, the NAC will require documentation in support of the TPL. This documentation will provide the NAC and the Board of Directors with the information needed to analyze each request. This documentation must be in the form of the “MESF Teacher Priority List Request Form”. Note: A separate “MESF Teacher Priority List Request Form” is required for each item on the TPL at the time it is presented to the Board of Directors.

Murdock Community Requests

Murdock Community Requests may be made by a parent, guardian, Murdock staff member, or any individual or group desiring to make a request.

The request must be submitted by completing the “MESF Community Request Form”. This form is available on-line at our website (www.mesf.org) or by contacting the NAC Chairperson.

The completed form must be returned to the School Office. A confirmation of the receipt of the request will be sent to the applicant. The applicant will be notified when a decision regarding the request has been made.

The Review Process

The Teacher Priority List

Once the TPL is presented to the NAC, the committee will forward the TPL immediately to the Board of Directors for initial review. The committee will then begin an analysis of each item and its supporting documentation, and will conduct any additional research needed to clarify the request. In the event that additional information is needed regarding a specific request of a teacher(s), the committee will contact the Teacher Liaison. The Teacher Liaison will then assume the role of intermediary for all communications between the teacher and the NAC.

Murdock Community Requests

Once received, the NAC will begin reviewing the request for proper documentation. Should additional research be necessary, the NAC will perform the research and gather the needed support documents/information. In the event that such additional research is required for a request made by a teacher, the NAC will contact the Teacher Liaison. The Teacher Liaison will then assume the role of intermediary for all communications between the teacher and the NAC.

Presentation to the Board of Directors

Once a request (either the TPL or a Murdock Community Request) has been submitted to the NAC, reviewed, researched, and all necessary support information compiled, the Director over Needs Assessment will present the request package to the Board of Directors.

The Board of Directors will review the request to examine several factors including but not limited to the following:

Compliance with our Mission Statement

Cost(s) Involved

Population Served by Filling the Request

Educational Benefits, Outcome or Impact

Implementation Ramifications

Urgency of Request

Once these analyses are made, the Board will determine by majority vote which requests can be fulfilled and, subsequently, placed on the MESF "Master Funding Plan" (MFP). This list will be made up of items/programming from the TPL and from the pool of Murdock Community Requests. It is understood that the intentions of the MESF are to fund all items registered in the MFP; however, all MESF spending plans are contingent upon analysis of fundraising efforts and their results.

The “Master Funding Plan”

Once compiled, the MFP will serve as the guide for MESF financial allocations. Items included in the plan will be prioritized by vote of the Board of Directors based on cost/available funds as well as the specifics of an implementation schedule.

The MFP can be revised as determined and voted on by the Board of Directors as the Board of Directors deems necessary.

The MFP will be reviewed periodically. A new MFP will be created each year upon receipt of the TPL. At that time, past approved requests will be assimilated into the new, revised MFP.

Allocating Funds

The Board of Directors will determine by majority vote the order in which items from the MFP are purchased. The Board of Directors may also decide, by majority vote, to create a separate spending fund to accumulate monies to fund a future MFP program/item.

To fund a request, a motion must be made by a Board Member, and the motion must be seconded by another Board Member. Once the vote has occurred, the approval or denial of the request will be documented and the sponsor of the request will be notified. Upon approval, a designated member of the Board of Directors will begin the process of attaining the requested items and/or implementing the requested program.

3/05