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STEPS TO CALCULATE PER PUPIL ALLOCATIONS FOR CHARTER SCHOOLS

I. COMPUTATION FOR THE BASE BUDGET OF THE PER PUPIL ALLOCATION

- a. Local + State + Federal funds provided to the local school system = Total Revenue → Total Operating Budget for the Local Education Agency (LEA)
- b. Operation Budget broken down into budget category allocations (14) by the total number of students projected for enrollment in the school system for each category Note: the only local school system approved annual budgeted fund categories that are approved by the State Board to be deducted from charter school allocations are the budgeted debt funds and the adult education funds). The sum of all these categories provides the Base Calculation of per pupil allocation minus the restricted funds which are deducted.
- c. The restricted funds are those that are provided to school systems for special purposes and include funds provided by the State, the local city or county government and the federal government. These include such categories used to support programs such as: Special Education, English Language Learners, Title I, etc. These funds are deducted as a whole from the charter schools base per pupil allocations but are later added on based on the schools eligibility as shown in computation section II below.
- d. Base per pupil allocation multiplied (x) by the Projected Student Enrollment of the Charter School = 100% of the per pupil allocation
- e. 100% of the total per pupil allocation minus (-) 2% for administrative centralized support to charter schools = 98% of total per pupil allocation which goes to charter schools

II. COMPUTATION FOR FEDERAL CATEGORICAL FUNDS IS ALLOCATED ACCORDING TO ELIGIBILITY - these funds are allocated on top of the base budget amount.

- a. Title I - school ranking by % the FARM (free and reduced meals) data. In the case of Baltimore City and Anne Arundel County only the free lunch data is used for ranking. The percent of the cut off funding point of the ranking is decided based on the proportion of funds that will allocated to schools directly.
- b. Special Education funds are allocated according to services determined by the IEP for students with disabilities.
- c. Other restricted fund allocations (local, state and federal) according to eligibility.

III. FEES FOR SERVICES FROM THE LEA TO THE CHARTER SCHOOL BEYOND THE CENTRALIZED ADMINISTRATIVE SERVICES PROVIDED. These fees are negotiated with the charter school during the contractual process and may include:

- Leases for building use of school system property

- Use of transportation services beyond that provided to students with disabilities according to the IEP (e.g. field trips, after school events, etc.)
- Purchases of specialize service beyond those required by the student’s IEP
- Other: those not provided by the daily administrative services accounted for within the
- 2% deduction listed above in section I-d or those required by the LEA policy (eg. routine administrative required services (referred to and accounted for as indirect cost*) such as: human resources, procurement, legal, finance, student information services, food service, etc.). A listing of these additional services that may be requested by charter schools can be found in the State’s Model Charter School Performance Contract.
- Fees for services are additional services requested by the charter school during the development and negotiation of the contractual agreement between the charter school operators and the local school system.

Note: In Maryland since employees in charter schools are LEA employees, the school system retains cost associated with the charter school staffing plan.

*Please note that the indirect administrative cost referred to above refers to the charge for routine administrative services provided by the LEA to charter schools and not the amount of funds obtained by the LEA from grant administration.

The State model template below illustrates the approved funding for Maryland Charter Schools. This template can be used as it or the local school system to calculate and communicate budget allocations for charter schools or an alternate method can used at the discretion of the LEA however, the end result of the formula used must be the same.

STATE BOARD OF EDUCATION APPROVED TEMPLATE FOR PER PUPIL FUNDING OF CHARTER SCHOOLS IN MARYLAND*

School Year: _____ Charter School: _____

Local School System: _____

Enrollment for the Charter School: _____ LSS Enrollment: _____

Per Pupil Calculations:

State Approved Funding Categories	Total LSS Budget Approved for Fiscal Year	Per Pupil Calculation (Category total divided by total LEA enrollment)	Per Pupil Allocation by Category (Per pupil x CS projected enrollment)
Administrative Services			
Mid-Level Administration			
Total Instruction			
Special Education			
Student Personnel Services			
Student Health Services			
Student Transportation			
Operation of Plant			
Maintenance of Plant			
Fixed Charges			
Food Service			
Transfer plus Actual			
Community Services			
Capital Outlay			
Undistributed Funds			
Total Allocations			

Reimbursements to the Local Education Agency:

Negotiated Fees for Service Descriptions	Fee for Service Amounts	Comments
1.		
2.		
3.		

Restricted Funds Service Description	Budgeted Fund Allocation	Deducted Amounts
1.		
2.		
3.		
4.		
5.		
Totals		

Funding Base Total Allocation to Charter School = _____ (does not include special categorical fund allocation based on student eligibility which will be calculated separated from the base)

*Per Pupil Template based upon Board decision on the following declaratory and appeal rulings: Opinion No. 05-17, 05-19, and 6-17.