

## **HIRING STAFF WITH PRIVATE FUNDS**

The Bend-La Pine School District (District) utilizes an allocation for staffing schools that is primarily based upon the number of students enrolled in a particular school. The staffing allocation may not always allow the flexibility that is required to offer as many courses as requested or to lower class sizes in specific areas. In those instances wherein fundraising efforts result in additional resources to pay for instructional staff, the District will allocate the staff in accordance with the following guidelines:

1. The Education Foundation for the Bend-La Pine School District (Foundation) is the only approved vehicle for fundraising efforts or donations to assist in the payment of additional instructional staff for schools. Funds raised by the Foundation may be used to pay for either full-time or part-time instructional staff.
  - 1.1. Definition of staff
    - 1.1.1. Any position or portion of a position that would normally be filled by a certificated or classified employee of the District under state law and current labor contracts;
    - 1.1.2. Any individual providing a service which is part of the core instructional program (Language Arts, Foreign Language, Mathematics, Science, Social Studies, Fine and Performing Arts, Physical Education) of the school or for which academic credit will be granted to students or staff by their reception of that service.
  - 1.2. Questions regarding whether or not a position falls within this definition shall be directed to the Office of the Superintendent. Any waivers or exceptions to this definition must be granted by the Superintendent with approval of the Foundation and documented in the record.
  - 1.3. Distribution of funds will be only to schools within the District that are under the sole jurisdiction of the Bend La Pine Public Schools Board of Directors.
  - 1.4. Position(s) to be filled by donated funds will be determined by building principals in consultation with the Superintendent or designee.
2. It is preferable that funds be donated without specific parameters and for needed staff positions as determined by the schools.
  - 2.1. However, funds donated for staff positions at a specific school will be apportioned on a 2:1 ratio (67% to the school and 33% to the Foundation for staff hiring purposes at other schools within the District).

- 2.1.1. Funds donated for a specific school will be subject to the determination of the building principal in consultation with the Superintendent or designee.
  - 2.2. All funds raised for staff will be handled through the Foundation which will donate the funds in a lump sum to the District.
  - 2.3. Funds otherwise raised outside of the Foundation activities will not be subject to the 1/3-2/3 split, as long as they are not used to pay for staff.
3. Foundation payments are for staff positions, not for specific individuals.
  - 3.1. The District will hire staff in accordance with its current hiring practices, and retains the control over all personnel decisions.
  - 3.2. The number of additional positions hired will be limited to the amount fundraised and donated to the district.
  - 3.3. The payment for staff from the Foundation must be made within the current fiscal year.
  - 3.4. Donations of funds for staff positions will not obligate the District for continued funding of the position(s).
    - 3.4.1. Positions filled are for the specific time period for which funds are provided and will not continue unless further funds are provided.
  - 3.5. The District will provide, on an annual basis, an accounting for the use of the donated funds.
4. In accordance with Foundation Principles, there will be an annual review of the practice and adjustments will be made as necessary.

Cross References: BDGOV A.3; GCCE-AR; IFCA/CFA; KH-AR