

Los Gatos Union School District
School Site Funds and Processes – Revised October 2, 2017

Purpose:

The School Site Fund of \$150 per student provided by the district is a discretionary fund for the sole purpose to provide each school principal autonomy to allocate funds based on student needs for supplies, materials, resources, and professional development. Principals retain control of how to allocate site funds as well as retain control of how to allocate Home & School Club funds as indicated in the chart below.

Process for Allocating Funds:

The development of a school budget is a critical component in the district budget process. How to develop a school budget is driven by school-based needs, the annual district goals and policies approved by the Board of Trustees in September, as well as contractual obligations. Each year, Principals work with their School Site Advisory Council, which includes teachers, staff and parents to annually develop goals in alignment with available funding and district goals. With the support of Home & School Clubs, Principals are provided with additional site-based funds to support the annual goals and needs of the teachers and students.

Examples on How to Use Funds

Source	2017-2018	2018-2019	2019-2020
School Site Funds	<p>Examples include:</p> <ul style="list-style-type: none"> • Hourly wages for classified employees in accordance with contractual obligations such as hourly pay for noontime supervisors, lunch time supervision of students • Teacher hourly for before, after or lunch time supervision • Teacher hourly/stipends based on contractual obligations • Consultants for assemblies, and teacher professional development • Materials, supplies, and other incidentals based on student/teacher needs • Substitute teachers for teacher professional development • Trainings/conferences for teachers <p>Limitations:</p> <ul style="list-style-type: none"> • Adding new personnel is dependent upon additional funding sources (i.e., LGEF and district) and contractual obligations required to fulfill the goals approved by the Board. Principals are encouraged to present a Justification Request to the Administrative Team (comprised of Principals and district staff) for discussion throughout the year as the district budget development process unfolds and continues through June for Board approval. 		
Home & School Club Funds	<p>Examples include:</p> <ul style="list-style-type: none"> • For 2017-2018, supplemental personnel grants in alignment with School Site Action Plan and District Goals • Materials and supplies • Technology devices for students • Consultants • Professional development grants for teachers • Student assemblies • School facility projects in compliance with public school contract laws <p>Limitations:</p> <ul style="list-style-type: none"> • Beginning with the 2018-2019 school year, LGEF/District will be funding all personnel. 		