



## Guidelines for School Foundations Hiring Employees and Contracting with Vendors

### Background

Educational foundations are a critical part of the public education community supporting San Diego Unified School District schools. Foundations are created to benefit the entire District, a specific school, or support or sustain a variety of purposes, such as the arts, music, sports, and/or computer programs; or to develop programs which meet new educational needs.

The District desires to work cooperatively with educational foundations in determining purposes for which funds may be used to meet the changing needs of the District and its students. The District recognizes that an educational foundation is a separate legal entity, independent of the District. However, foundations at specific schools are encouraged to work with the school principal and provide regular reports on the status of its work and how the foundation can support the goals of the school.

### Foundation Guidelines

#### **1. Foundation Procedures for funding District-paid employees-**

- a. Professional Experts: When a foundation elects to support the hiring of hourly "professional expert" employees, district procedures must be followed.
  - i. Funds may be paid quarterly if approved by the principal and the district finance department.
- b. Certificated and Classified Employees: When a foundation elects to support the hiring of full or part-time certificated or classified employees, district hiring procedures and associated collective bargaining agreements must be followed.
  - i. Foundations are required to provide a written commitment statement to support the funding of a district employee position by March 30 or within 30 days of the submission of the site budget by the principal.
  - ii. The commitment statement must include a plan for the payment of funds for committed positions.
  - iii. Funds for positions on temporary one-year contracts must be submitted by the beginning of the new school year (before Sept. 1).
  - iv. Foundation funding is for a position, not a specific individual employee.

#### **2. Foundation Procedures for positions funded by direct Foundation contracts-**

- a. When a foundation elects to support the school by contracting with outside vendors (IRS form 1099 independent contractor paid by the foundation), district policies related to insurance and liability must be followed.
- b. A foundation must provide a copy of its contract with a consultant to the respective school principal who will acknowledge the receipt and review of the contract and then submit it to the Strategic Sourcing and Contracts Department for inclusion into the district's database of contracts and agreements. (Reference Sample Consultant Contract, Article IX and X.)
- c. Any individual in a foundation funded contract position who works directly with students must go through the district background check as outlined in District Procedure No. 4595.