

Program Grant Guidelines from CSF Policy Manual April 2018

II. Program Grant Funding

CSF Program Grants: The primary purpose of classes or programs funded through CSF is to address funding deficiencies in the instructional program of Coronado's public schools and to enrich the quality of the curriculum, as identified in CSF's Mission Statement. The amount of Program Funding available for the CUSD schools will be based on the fiscal year-end income projections as of the first week of May of the prior school year. Accordingly, Site Funding Program Grant Proposals should address the highest educational funding priorities as primarily identified by the Site Strategic Local Control Accountability Plan (LCAP) of each CUSD school which have been approved by the Strategic LCAP Committee at each school site, consisting of teachers, students, parents, administrators, and community members as well as the CUSD Governing Board.

1. CSF Program Grants

As of spring 2015, site funding was allocated into one funding pool as "Site Program Grants". This encompasses what was formerly broken down into Site Block Program Grant, STEAM Funding, and The Lipp Family Foundation Program Grants.

With the receipt of the Frances G. Harpst major gift in 2010 and CSF's endowment reaching \$1M for a total of \$5M, the district requested that these funds be used to propel a district-wide STEAM program, focusing on science, technology, engineering, arts, and mathematics, as well as integrated STEAM courses and activities. Accordingly, a percentage of the corpus is returned annually per the Investment Policy and determined each spring based on the Endowment Fund balance, per recommendation of the Finance Committee and approval of the CSF Board of Directors.

2. Allocation of CSF Program Grants

CSF Program Grant funding is allocated into per-site and per-capita components in order to ensure stable funding that is responsive to student needs in an environment of fluctuating enrollment levels. The per-site component will equate to twenty percent (20%) of the total CSF funds appropriated to CSF Program Funding with each site receiving five percent (5%): Coronado High School, Coronado Middle School, Silver Strand Elementary School, and Village Elementary School. The remaining eighty percent (80%) of the funds will be allocated on a per-capita basis to the four campuses, with Silver Strand Preschool and the Early Childhood Development Center included in Silver Strand and Village proposals, respectively

3. CSF Program Grant Requirements

- a. Site Program Grant proposals should address high priority needs as identified in the Site's Strategic LCAP. CUSD is a STEAM district; accordingly, Program Grant funding emphasis should be given to STEAM-related classes and programs to fulfill the pathways identified by the CUSD. However, Site Program Grants may be used to fund supplemental programs for the remediation or enrichment of student learning. Proposed classes, projects, and expenditures should not have adequate funding available through the state, federal, or District revenues or other sources (i.e., required base educational plan courses, services, etc.).
- b. Proposed classes, projects, and expenditures should provide maximum direct educational benefits in relation to dollar cost and should directly benefit students as fully as possible (note: previous item letter f.).
- c. Each Program Grant should have a five percent (5%) minimum allocation for VAPA-related programs as a line item on the proposed budget.
- d. Program may include all costs with providing the class including salaries and benefits, curriculum development, professional learning related to the class/program, equipment, and required supplies.

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- e. Program Grant proposals that encourage interdisciplinary or team-teaching projects or those that involve various age groups, are encouraged to the extent they are consistent with the Site Strategic LCAP goals.
- f. Program Grants may also be used to compensate experts who coach teachers to improve instructional practices in accordance with Site Strategic LCAP goals.
- g. Any materials purchased with CSF funds will become the property of CUSD and will be available to all CSF-funded or sponsored programs based on availability.
- h. Requests for technology purchases must be approved by the CUSD Assistant Superintendent and/or Director of Learning who will confirm alignment with the District LCAP and Technology Plan.
- i. CSF does not grant funding to individual teachers outside of the Site Grant Funding process. However, it is expected that ample opportunities for faculty-wide input exist as part of any site's proposal process so that staff has a voice through the CSF Program Grant Committee.
- j. The Lipp Family Foundation Program Grant – CSF has been the beneficiary of this \$60,000 annual Program Grant since 2005-06. Each site will be allocated a portion of this annual designated Program Grant; the site administrator will include separate line item descriptions and costs with these funds specifically designated for math and science as well as music at the elementary levels. In addition to the criteria outlined above, the proposal may give consideration of innovative programs, clubs, or projects. Annually, 50% or \$30,000 goes into STEAM funding (Program Funding moving forward as of 2015-16) which supports these programs, with the balance of funds (\$30,000) going directly back to the school sites in the fall. These funds are allocated equitably based on enrollment with slightly increased funding to the elementary grades. Please note that while Program Funding is based on funds raised and the endowment contribution, LIPP Program Grants are based on funding provided in the next school year.
- k. The Technology Resource Teacher (TRT) – Since 2005-06 and as part of the CUSD STEAM initiative started in 2010, CSF funds TRTs to support the integration of technology at each site for all students. Each site must allocate a portion of their funding to this program as a separate line item, the percentage of which is based on site needs. CSF encourages an instructional model of technology integration in the classroom.
- l. Professional Learning—Professional learning is essential for teachers to be able to provide instruction that is current and innovative, as well as meeting district initiative and goals, and state and federal requirements. Site Program Funding may include professional learning connected to CSF-funded courses and programs. Professional learning may not exceed more than 5% of a site's overall Program Funding amount.

4. CSF Program Grant Funding Application Process

- a. Each year, each Site Leadership Team will act as the site's CSF Program Grant Committee, consisting of faculty members (representing each grade level or department), support staff, and administrators who also serve on the Strategic LCAP Committee for that school. Site Principals and CSF Program Grant Committee members are responsible for ensuring the input of site faculty and their awareness of the proposal. The school principal shall chair the Committee and each Committee member, including the principal, shall have one vote. This Committee will identify how the site Program Grant Proposal will allocate funds per the requirements above. The Math and Science department chairs will give input as to The Lipp Family line item requests, with specific input from music instructors at the elementary school sites, if applicable.
- b. The completed proposal will be submitted to the CUSD Director of Learning and CSF CEO, with CUSD Assistant Superintendent/Director of Student Services approval required if there are technology or special education-related line items. The Director of Learning will verify alignment to CUSD Strategic LCAP and CUSD Technology Plan and communicate with site principals regarding any concerns, questions, or recommended changes.
- c. The application forms (Attachment A) are then completed and submitted no later than one week prior to the CSF Program Grant Proposal Board Presentation Meeting in the spring.
- d. Once the Program Grant Proposals are approved by CUSD as noted above (b), CSF CEO, Program Chair, and/or the Board Chair (if available) will review the submissions in accordance with the criteria set forth in this document.

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5. Presentation of CSF Site Program Grant Proposals

- a. A selected and voluntary Leadership Committee Member(s) and the Principal (or AP) shall present the CSF Site Program Grant Proposal for their school site to the CSF Board during a regularly scheduled May Board meeting (unless another date is set by board action). This comprehensive proposal will incorporate all Site Grant Funding requests, including designated donations (if applicable) as well as The Lipp Family Foundation as separate line item(s). The Site Program Grant Funding Proposal will identify how these funds will be utilized in the following school year, how many students will be impacted, the STEAM pathway(s) the proposal supports, the dollar amount spent in each category the prior year, and the dollar amount attached to each line item.
- b. In presenting the Site Program Grant Funding Proposal, the Principal and the Committee Member(s) shall provide an overview as to how the proposed funding will support the Site Strategic LCAP and CUSD STEAM Initiative.
- c. The CSF Board appreciates the increased rigor in the approval process by CUSD since spring 2014. As such, the CSF Board serves in an oversight capacity in the approval process for Site Program Grant Funding Proposals. Approval of Site Grant Funding Proposals require a quorum or majority of the number of directors on the CSF Board. The Board shall convene in closed session following the presentation of the Site Funding Grant Proposals to vote on the proposals. Should a quorum not be reached, funding decisions may be tabled until a quorum can be established. If a quorum is established but funding of a specific site funding proposal is not approved, any questions/concerns will be addressed by the CSF Board Chair, Program Chair, and CEO to the school principal and selected site Committee Members. The CSF Chair and Program Chair shall be empowered to represent concerns of the full CSF Board in order to move the funding process forward to resolution.
- d. Following CSF Board Approval, the CEO notifies each site principal within three working days as to the outcome of the Site Funding Proposal vote and notifies the principal if any additional information is needed.

6. Funding Process

- a. **Upon approval by the CSF Board of the Site Grant Funding Proposals**, the funds will be distributed to the CUSD Senior Director of Business Services, who then administers the distribution of funds to each site consistent with the approved CSF Site Program Grant Funding under accounting guidelines in compliance with the San Diego County Education Code.
- b. **Changes to CSF Site Program Grant after Approval.** Any changes to the approved CSF Site Program Grant which would result in a funding change that exceeds ten percent (10%) per category of the proposal must receive approval from the CSF Board. A written request outlining the dollar amount as well as the reason for the change in funding is submitted to the CUSD Liaison on the CSF Board, CEO, and Program Chair.
- c. **Carryover Funds:** For funds to be carried over that are less than ten percent (10%) per category of the approved Site Program Grant, the site principal will notify the CSF CEO no later than May 1st annually; CSF Board approval is not required. However, the amount will be included in the Site Program Grant Proposal for the following year will include this carryover dollar amount, indicating how it will be utilized. For carryover funds exceeding ten percent (10%) per category of the approved Site Program Grant, a written request will be made to the CSF CEO by April 1st with an explanation as to why the funds were not utilized in the current year, pending CSF Executive Committee approval.

7. Reporting and Auditing Procedures

- a. Principals and selected site representatives shall be invited to present an update of programs funded by CSF Site Program Grants to the CSF Board on a biannual basis. Mid-Year Reporting (January/February): Presentations should be focused on how programs represent the site strategic LCAP and STEAM goals; the number of students directly impacted by the program, the metrics requested by the CSF Board (see End of Year Reporting below) and used by the site to demonstrate program success to date, and any evidence of cross-threading or

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integration with other CUSD programs both within and external to the Common Core standards. At this time, principals complete the column on the EXCEL spreadsheet submitted for the Site Program Grant entitled, "Mid-Year Impact" and, submit a copy to the CEO no later than the business day prior to the January/February CSF Board meeting. End of year Reporting: So that CSF is able to report the impact of Site Program Grants on CUSD learning to its stakeholders and the community at large, starting in June 2019, the CSF Board will require principals to submit a written report of data related to three (3) site funding areas by June 30 of each year. Metrics/desired data will be determined by the CSF Board and reported to principals at the time of Program Grant funding approvals in May for the coming school year.

- b. Principals, through their site administrative assistants, shall submit an interim accounting report in writing to the CEO to advise if they anticipate any carryover/rollover Site Program Grant funds that will not be used in the current school year by May 1st.
- c. At the conclusion of the CUSD academic year, the CEO shall determine, with the approval of the Board, whether any funds not expended in that year's CSF Site Program Grant will be returned to the CSF general budget.
- d. If Site Program Grant funds not expended in the current fiscal year of the CSF Site Program Grant exceed 10% of a sites previous funding total (excluding carryover), these funds shall be returned to CSF unless a specific plan has been presented by the site principal by May 1st each year to the CEO, approved by CUSD, and the CSF Board approves a rollover for the funds to be used in the next school year. On an annual basis, the CSF Board of Directors will have the discretion to shift future funding allocations by site based on carryover funds (in any amount) not expended in the previous fiscal year.
- e. By June 30 of each school year, a report of confirmation that the CSF funds awarded to each school site have been expended in full is required from the CUSD Senior Director of Business Services. The confirmation should be submitted to the CSF CEO.

8. Other Programs

- a. **Discretionary Program Grants.** Discretionary Program Grants are intended to fund those requests falling outside the purview of the Guidelines outlined above, and are typically time-critical in nature. These requests may be reviewed by the Executive Committee, and are subject to approval by the Board, targeted at 1% or less of total program spending for any fiscal year.
- b. **Board Projects.** Funds may be established in the annual budget for a Board project that will have an impact throughout CUSD. The Board project may be reviewed by the Executive Committee, and will be approved or disapproved by the Board.
- c. **Other Programs.** Other programs, such as educational awareness and workshops, may have funding established in the annual budget. Presentation of these programs to the Board will normally be the responsibility of the CEO. The Board will approve or disapprove funding.