

District School Number School Name

Parent and Family Engagement Plan Budget Template 2020-2021 (Fund 48877)



PFEP Amount:

Original Date Submitted:

Revision Date:

The budget should correspond with the Events on the Parent and Family Engagement Plan (Building Capacity section). Purchases should be allocable, supplemental, reasonable, allowable, and necessary.

The final date for encumbering is March 31, 2021. P-Card usage is permissible if prior approval is received.

| | | | | | |
|---------------------|--|----------------------|--------------------|-------------------|-------------------|
| 6100/160 & 6100/200 | Childcare for Parents attending approved Parent & Family Events (Specify Name and Date of Events) | | | | |
| | Childcare - Hourly Rate = \$8.46; A PCF must be entered. (NN75MA - Job Code) | | | | |
| | Please note rate of pay will increase effective January 1, 2020. | | | | |
| | Name of Event | Date of Event | Hourly Rate | # of Hours | # of Staff |
| 1 | | | 8.46 | | |
| 2 | | | 8.46 | | |
| 3 | | | 8.46 | | |
| | Total of Salary | | | | \$0.00 |
| | Benefits (@ 17.06%) | | | | \$0.00 |

| | | | | | |
|---------------------|--|----------------------|--------------------|-------------------|-------------------|
| 6100/160 & 6100/200 | Translators for Parents attending approved Parent & Family Events (Specify Name and Date of Events) | | | | |
| | Translators - Hourly Rate = \$10.00; A PCF must be entered. (NN67MA - Job Code) | | | | |
| | Name of Event | Date of Event | Hourly Rate | # of Hours | # of Staff |
| 1 | | | 10 | | |
| 2 | | | 10 | | |
| 3 | | | 10 | | |
| | Total of Salary | | | | \$0.00 |
| | Benefits (@ 17.06%) | | | | \$0.00 |

Total Cost for 6100/160 & 200 **\$0.00**

| | | | |
|----------|--|----------------------|---------------|
| 6100/369 | Software Licenses for Parents' Usage Within Current Grant Period July 1, 2019 to June 30, 2020. | | |
| | On the quote or receipt, the license term must be stated. | | |
| | Name of Event | Date of Event | Amount |
| 1 | | | \$0.00 |
| 2 | | | \$0.00 |
| 3 | | | \$0.00 |

Total Cost for 6100/369 **\$0.00**

| | | | |
|----------|---|----------------------|---------------|
| 6100/370 | Postage for Parent Mail Outs; cannot replenish. Must be purchased prior to events. (Specify Name and Date of Events) | | |
| | Name of Event | Date of Event | Amount |
| 1 | Parent Breakfast with Principal | 1st semester | \$300.00 |
| 2 | Stem day | 2nd semester | \$300.00 |
| 3 | | | \$0.00 |

Total Cost for 6100/370 **\$600.00**

| | | | |
|----------|---|----------------------|---------------|
| 6100/390 | Vendors providing Services/Training to Parents & Family. CONTRACT REQUIRED FOR SERVICES. | | |
| | All vendor contracts must be submitted with your PFEP Plan & Budget to Title I office for review 4 weeks prior to the event. Title I will submit the contract to Policy and Compliance. Once approved, your school will be contacted. The PR must be entered at the time the contract is submitted for initial releases. | | |
| | Name of Event | Date of Event | Amount |
| 1 | | | \$0.00 |
| 2 | | | \$0.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |

Sub Total **\$0.00**

| | | | |
|----------|--|--|--|
| 6100/390 | Transportation for Parents, one day JTA bus pass or school bus. (Specify Name and Date of Events) | | |
|----------|--|--|--|

| | Name of Event | Date of Event | Method of Transportation | Amount |
|---|---------------|---------------|--------------------------|--------|
| 1 | | | | \$0.00 |
| 2 | | | | \$0.00 |
| 3 | | | | \$0.00 |

Sub Total

\$0.00

6100/390

| Printing for Parent Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc. | | | | |
|--|---|---------------|--|----------|
| | Name of Event | Date of Event | | Amount |
| 1 | Copy paper, pen, pencils, crayons, printer ink, markers, chart paper, etc | as needed | | \$500.00 |
| 2 | | | | \$0.00 |
| 3 | | | | \$0.00 |
| 4 | | | | \$0.00 |

Sub Total

\$500.00

Total Cost for 6100/390 (Non-food)

\$500.00

6100/510

Purchasing from DCPS Storeroom - Materials for Parent Workshops/and/or Resource Room (please attach a storeroom order form to the PFEP Budget when submitting.) Cannot stockpile. Examples: Storeroom orders for Parent workshop(s); supplies; copy paper; printer ink/toners; pens; pencils; etc. Commitment 519 is for toners.

& 519

| | Item | Purpose | Amount |
|---|------|---------|--------|
| 1 | | | \$0.00 |
| 2 | | | \$0.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |

Sub Total

\$0.00

6100/510

| Printing for Parent Workshops (using District Print Shop) | | | |
|---|------|---------|--------|
| A purchase order must be entered for a blanket printing PO. | | | |
| | Item | Purpose | Amount |
| 1 | | | \$0.00 |
| 2 | | | \$0.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |

Sub Total

\$0.00

6100/510

Purchasing from a Vendor - Materials for Parent Workshops &/or Resource Room. Please attach a quote. Examples: Educational materials for parents to borrow that are purchased from a vendor (Specify Vendor and Items); board games; read-a-long books; parenting resources; books, etc. (Please attach a quote to the PFEP Budget when submitting.)

| | Item | Vendor | Amount |
|---|--------------------|----------------|----------|
| 1 | SAT Prep Books | Amazon | \$500.00 |
| 2 | Parent guide books | Woodburn Press | \$800.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |

Sub Total

\$1,300.00

Total Cost for 6100/510 (Non-Food)

\$1,300.00

6100/640

**Equipment for Parent Resource Center/Room (6100/640)
Computer and/or Printer/Scanner for Parent Involvement Center/Resource Room (If entering PR, check bid list.) Do not include toner cartridges they belong in the supplies lines.
Please attach a quote to the PFEP Budget when submitting.**

| | Item | Vendor | Amount |
|---|------|--------|--------|
| 1 | | Emtec | \$0.00 |
| 2 | | Emtec | \$0.00 |

Total cost for 6100/640

\$0.00

FOOD & FOOD-RELATED ITEMS

- * According to FLDOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided. If meals other than light refreshments are served, a justification must accompany the PFEP Budget.
- * Cost for food must be economically reasonable.
- * Events and funds can be listed in one or both areas below based on the type of food being purchased for the event.
- * DCPS is tax exempt - Always contact vendor before making PCARD purchases.
- * Gratuity and tax are NOT allowed using Title I funds.
- * No more than \$800 of the PFEP allocation can be used for food/food related items.

The commitment item 510 is for the purchase of light refreshments & other items from the store(s) related to parent and family engagement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")

| 6100/510 | Parent and Family Engagement Light Refreshments (Specify Name and Date of Events): | | |
|------------------|--|----------------|-----------------|
| | Name of Event | Date of Event | Amount |
| 1 | Parent Principal Breakfast | 1st Semester | \$300.00 |
| 2 | Home Visits | Aug thru March | \$200.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |
| 5 | | | \$0.00 |
| 6 | | | \$0.00 |
| 7 | | | \$0.00 |
| 8 | | | \$0.00 |
| Sub Total | | | \$500.00 |

The commitment item 390 is used when an order is placed with a vendor to provide services, i.e. pizza, sandwiches, wings, donuts and muffins ("an order is placed.")

| 6100/390 | Parent and Family Engagement events "Orders are Placed" (Specify name and date of events): | | |
|--|--|---------------|-----------------|
| | Name of Event | Date of Event | Amount |
| 1 | Family Picnic | 1st Semester | \$300.00 |
| 2 | | | \$0.00 |
| 3 | | | \$0.00 |
| 4 | | | \$0.00 |
| 5 | | | \$0.00 |
| 6 | | | \$0.00 |
| 7 | | | \$0.00 |
| 8 | | | \$0.00 |
| Sub Total | | | \$300.00 |
| Total Cost for Food (6100/510 AND 6100/390) | | | \$800.00 |

| | |
|---|------------|
| Grand Total for Parent and Family Engagement Allocation | \$3,200.00 |
| Difference between PIP Amount and Grand Total (must equal zero) | \$0.00 |

For any questions related to this PFEP budget, please feel free to contact the Title I office at 390-2123.