



District School Number

155

School Name

Northwestern Middle School

Parent and Family Engagement Plan Budget Template 2017-2018

PFEF Amount: \$3,323.00

Date Submitted: 01/26/2017

MR

The budget should correspond with the Parent and Family Engagement Plan's Building Capacity.

Purchases should be supplemental, reasonable, allowable, and necessary.

The amendment periods for modifications are: September, November, and January.

The approved Parent and Family Engagement Plan and Budget must be posted in digital compliance, in the Family Engagement Area, and on the school's website.

The final date for encumbering is March 30, 2018.

Number of Workshops or Family Activities:

Elementary (2 every 9 weeks = Total 8); Secondary (1 every 9 weeks = Total 4)

*****The P-Card can only be used for Fund 48773 (Parent and Family Engagement Fund) for both non-food and food/food-related items.*****

This area (Childcare and Translators) works hand in hand with 6100/310 and 6100/390.

6100/160 & 6100/200 Salary & Benefits	Childcare (Specify name and date of events) Hourly rate = \$8.10; a PCF must be entered (NN75MA job code)		
	Translators/Translations (Specify name and date of events) Hourly Rate = \$10.00, a PCF must be entered (NN67 job code)		
Benefits must be included in the amounts for Multiple Assignments at a rate of 16.3%			
	Name of Event	Date of Event	Amount
1	Science Night	2018 February	\$18.89
2	FSA/SSA Night	2018 March	\$18.89
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
Total Cost for 6100/160 & 200			\$37.78

6100/310	Vendors classified as professionals, i.e. well-known speakers, authors, etc.		
	Please confer with Policy and Compliance at 390-2111 if a contract is needed		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Cost for 6100/310			\$0.00

6100/360	Software licenses for family's usage within current grant period July 1, 2017 to June 30, 2018.		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
Total Cost for 6100/360			\$0.00

6100/370	Postage for Family Mail outs (Specify name and date of events)		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Cost for 6100/370			\$0.00

6100/390 Transportation for family (Specify name and date of events)			
	Name of Event	Date of Event	Amount
1	Science Night	2018 February	\$50.00
2	FSA/SSA Night	2018 March	\$50.00
3			\$0.00
Sub Total			\$100.00

6100/390 Printing for Family Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc. - Title I must review and approve all printing prior to being submitted to vendor			
	Name of Event	Date of Event	Amount
1	Paper, Flyer (ELA/Reading Night)	2017 November	\$125.00
2	Paper, Flyer (Math Night)	2017 November	\$125.00
3	Paper, Flyers (Science Night)	2018 February	\$125.00
4	Paper, Flyers (FSA/SSA Night)	2018 March	\$200.00
Sub Total			\$575.00
Total Cost for 6100/390 (Non-food)			\$675.00

6100/510 Supplies for Family Workshops (provide detail list below / storeroom order form; All supply purchases & storeroom orders must be approved by Title I prior to the purchase being made or order being placed)			
Examples: Storeroom orders for family workshop(s) or supplies; copy paper; printer ink; pens; pencils; etc.			
	Item		Amount
1	Copy Paper		\$50.00
2	Printer Ink		\$173.00
3	Whiteboard, Bulletin Board, Outdoor enclosed dry erase moveable sign stand, etc.		\$300.00
4	Writing Utensils		\$250.00
Sub Total			\$773.00

6100/510 Printing for Family Workshops (using District Print Shop) - Title I must review and approve all printing prior to being submitted to Print Shop			
	Item		Amount
Examples: Printing - i.e. family notices, flyers, handouts, etc.			
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$0.00

6100/510 Family Engagement Materials to include:			
Examples: Educational Materials for family to borrow that are purchased from a vendor (Specify vendor and items); board games, read-a-long books, parenting resources, books, etc.			
	Item	Vendor	Amount
1	Books	Amazon	\$300.00
2	Board Games	Walmart	\$200.00
3	Parenting Pamphlet	Amazon	\$237.22
4			\$0.00
Sub Total			\$737.22
Total Cost for 6100/510 (Non-Food)			\$1,510.22

This section applies to Title 1 schools (current and new)

6100/640

Family Engagement Equipment /Furniture (for family resource room only)

Computer for Family Engagement Center/Family Resource Room (If entering PR, check bid list.)

	Item	Vendor	Amount
1			\$0.00

Printer/Fax/Scanner for Family Resource Room (If entering PR, check bid list.)

	Item	Vendor	Amount
1			\$0.00

Furniture - chair, desk, bookshelf for Family Resource Room

	Item	Vendor	Amount
1	Book shelf		\$300.00
2	* WHIRLWIND > 100		\$0.00
3			\$0.00

Sub Total

Total cost for 6100/640

\$300.00
\$300.00

The PCARD can be used for light refreshments and catering as described below

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.

* 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 is not allowed using Title I funds.

* No more than \$800 of the PFEP allocation can be used for food/food related items.

* Items cannot be purchased for children.

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

6100/510

Family Engagement *light Refreshments* (Specify name and date of events):

	Name of Event	Date of Event	Amount
1	ELA/Reading Night	2017 November	\$100.00
2	Math Night	2017 November	\$100.00
3	Science Night	2018 February	\$150.00
4	FSA/SSA Parent Night	2018 March	\$150.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00

Sub Total

\$500.00

The commitment item 390 is used when a vendor is providing services, i.e. a pizza delivery place, a sandwich shop ("an order is placed.")

6100/390

Family Engagement *catering services* (Specify name and date of events):

	Name of Event	Date of Event	Amount
1	FSA/SSA Parent Night	2018 March	\$300.00
2			\$0.00
3			\$0.00
4			\$0.00

Sub Total

\$300.00

Total Cost for Food (6100/510 AND 6100/390)

\$800.00

Grand Total Family Engagement Allocation
Difference between PFEP Amount and Grand Total (must equal zero)

\$3,323.00
\$0.00

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