

District School Number

3076

School Name

Southside Estates Elementary



Parent and Family Engagement Plan Budget Template 2018-2019 (Fund 48820)

PFEP Amount: \$3,000.00

Original Date Submitted: 08/27/2016

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

The final date for encumbering is March 29, 2019. P-Card usage is permissible if prior approval is received.

6100/160 & 6100/200	Childcare for parents attending Engagement Events (Specify name and date of events)					
	Childcare - hourly rate = \$8.25; a PCF must be entered (NN75MA job code)					
	Name of Event	Date of Event	Hourly Rate	# of Hours	# of Staff	Amount
1	Transition Night		8.25	2	1	\$16.50
2	ESOL Family Night		8.25	2	1	\$16.50
3						\$0.00
	Total of Salary					\$33.00
	Benefits (@ 16.3%)					\$5.38

6100/160 & 6100/200	Translators - for parents attending Engagement 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	Amount
1	Transition Night	Jan-19	10	2	1	\$20.00
2	ESOL Night	Mar-19	10	2	1	\$20.00
3						#VALUE!
	Total of Salary					#VALUE!
	Benefits (@ 16.3%)					#VALUE!
Total Cost for 6100/160 & 200						#VALUE!

6100/360	Software licenses for parents' usage within current grant period July 1, 2018 to June 30, 2019.		
	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 Parent Mail outs (Specify name and date of events)		
	Name of Event	Date of Event	Amount
1	Mailing of Student Assessment Scores	Dec-18	\$150.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Cost for 6100/370			\$150.00

6100/390	Vendors providing services/training for parents		
	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
Sub Total			\$0.00

6100/390	Transportation for Parents (Specify name and date of events)			
	Name of Event	Date of Event	Method of Transportation	Amount
1	Tranistion night	January	Bus Token	\$5.00
2	FSA Night		Bus Token	\$5.00
3				\$0.00
Sub Total				\$10.00

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				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
Sub Total				\$0.00
Total Cost for 6100/390 (Non-food)				\$10.00

6100/510	Purchasing from the Storeroom -Materials for Parent Workshops/and/or Resource Room (please attach a storeroom order form to the PFEP Budget when submitting.)			
Examples: Storeroom orders for Parent workshop(s) or supplies; copy paper; printer ink; pens; pencils; etc.				
	Item	Purpose		Amount
1	Labels	stickers for agenda dates		\$40.00
2	Index Cards	Make and take activities		\$40.00
3	Ziplock Baggies	Make and take activities		\$50.00
4	File Folders	Make and take activities		\$75.00
5	Pens/Pencils/Markers	Make and take activities		\$35.00
6				
Sub Total				\$240.00

6100/510	Printing for Parent Workshops (using District Print Shop)			
	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/and/or Resource Room to include:			
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	Novels for Curriculum/ Standards Questions	Amazon		\$299.79
2	Parent Engagment Complete Kits	Lakeshore Learning		\$786.64
3	Table Signs /Door Hanger/Paper	Office Max		\$368.72
4	STEM resources	Lakeshore Learning		\$259.95
Sub Total				\$1,715.10
Total Cost for 6100/510 (Non-Food)				\$1,955.10

6100/640	Equipment/Furniture for Parent Involvement Center/Resource Room (6100/640)			
Computer and/or Printer/Scanner for Parent Involvement Center/Resource Room (If entering PR, check bid list.)				
Please attach a quote to the PFEP Budget when submitting.				
	Item	Vendor		Amount
1		Emtec		\$0.00
2		Emtec		\$0.00

Continued from 2 of 3

Furniture - chair, desk, bookshelf for Parent Involvement Center/Resource Room; **for chairs and desks, please contact the Project Manager over furniture for the district.**

	Item	Vendor	Amount
1			\$0.00
2			\$0.00
3			\$0.00
Sub Total			\$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 PIP.

* 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 refreshments & other items from the store(s) related to parent involvement 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	FSA Night	March	\$100.00
2	Transition Night	January	\$100.00
3	Technology/Blended Learning Night	November	\$100.00
4	ESOL Family Night	01-Mar-19	\$100.00
5	Math & Literacy Family Game Night	Mar-19	\$100.00
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 **Parent and Family Engagement events' catering services (Specify name and date of events):**

	Name of Event	Date of Event	Amount
1	Literacy Night	October	\$100.00
2	Science Night	December	\$100.00
3	Wax Museum Night	February	\$100.00
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 Parent Involvement Allocation

#VALUE!

Difference between PIP Amount and Grand Total (must equal zero)

#VALUE!

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