



Community Schools Budget Guidance 2021-2022

Background Information

Based on the UTLA-LAUSD Community Schools MOU dated 01/20/19:

Community Schools in Cohort 1

1. allocated \$150,000 in 2019-20 fiscal year. Unspent Funds will carry over to the next fiscal year.
2. allocated \$250,000 in 2020-21 fiscal year. Unspent Funds will carry over to the next fiscal year.

(Side Note: carry over funds from 2019-2020 / 2020-2021 will carry over into 2021-2022. The first funding priority is to fully fund or multi-fund a full time Community School Coordinator. Other uses of the funds should only be considered after the Coordinator position has been funded.)

Community Schools in Cohort 2

1. will be allocated \$150,000 in the 2021-2022 fiscal year to fund a full time Community Schools Coordinator. The remaining funds are to be used to support the engagement of students, families, community, and staff in the needs and asset assessment. Unspent Funds will carry over to the next fiscal year.
2. will be allocated \$250,000 in the 2022-23 fiscal year to fund a full time Community Schools Coordinator. The remaining funds are to be used to support the engagement of students, families, community, and staff in work around the 4 Pillars and must be based on an identified need. Unspent Funds will carry over to the next fiscal year.

General Guidelines for Expending Funds

1. Expenditures on items other than a full time Community Schools Coordinator, are only allowed once proof of Coordinator funding is verified.
2. All expenditures must be aligned to:
 - a. one or more of the 4 Pillars.
 - b. one or more of the LAUSD LCAP Goals.

General Guidelines for Expending Funds, cont.

3. All expenditures must advance the work of Community Schools.
4. The Local School Leadership Council and the Site Administrator must sign off on the
 - a. initial budget plan: **2021-2022 School-Level Plan for Use of Community Schools Program Funds** (included in this packet)
 - b. subsequent Budget Adjustment Request (BAR). This link will take you to the School Fiscal Services Resources page: [BAR 2122](#)
5. If multi-funding a position, the portion purchased with Community School funds must be equal to or greater than .1FTE (which is a ½ day per week)
6. If/when carry over funds are approved, the first priority for use must be to fund the Community School Coordinator Position.
7. Prohibited Expenditures
 - a. Administrator Positions
 - b. Clerical Positions
 - c. Custodial Positions
 - d. Alteration and Improvement Expenditures (A and I)
 - e. Advisory Committee Expense
 - f. General Supplies
 - g. Maintenance and Operations Supplies
8. Allowable Expenditures

All funds are to be used to support the engagement of students, families, community, and staff in work around the 4 Pillars and must be based on an identified need.

A “shopping list” of allowable expenditures is attached [FY 21-22 Community Schools Allowable Budget Item List-021921 v2 - sent.xlsx](#). The purchase of anything on the list does not require prior approval. However, prior approval from the Division of Instruction must be obtained for any expenditure not found on the “shopping list”. Contact Cora Watkins at cwatkins@lausd.net for support.

Budget Approval Process

1. Initial Budget Plan
After the Local School Leadership Council (LSLC) and site administrator approve the School Level Plan, the signature of the Community of Schools (CoS) Administrator is required. Once the CoS Administrator's signature is obtained, the Fiscal Specialist will place the funds in the specified lines.

2. Budget Adjustments
After the Local School Leadership Council and site administrator approve the movement of funds from one object code to another object Code, the signature of the Community of Schools (CoS) Administrator is required. Once the CoS Administrator's signature is obtained, the Fiscal Specialist will process the Budget Adjustment Request (BAR).

Note: For the initial budget plan and all subsequent Budget Adjustment Requests, the school is to submit a copy of the LSLC agenda, sign-in, and meeting minutes along with the corresponding budget form.

2021-2022 Cohort 1 School Plan for Use of Community Schools Carry-Over Funds

Student Group(s) to be served <input type="checkbox"/> All Students <input type="checkbox"/> Low Income <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> African Americans	Community Schools Pillar Work <input type="checkbox"/> Integrated Student Supports <input type="checkbox"/> Active Family and Community Engagement <input type="checkbox"/> Expanded and Enriched Learning Time <input type="checkbox"/> Collaborative Leadership Practices	LCAP Goal(s) to be addressed <input type="checkbox"/> 100% Graduation <input type="checkbox"/> Proficiency for All <input type="checkbox"/> 100% Attendance <input type="checkbox"/> Parent, Community and Student Engagement <input type="checkbox"/> School Safety
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Object Code of Budget Item (Describe the Resource and How It is Used to Advance the Community School Initiative at your School)	Describe the Identified Need (What is the data that shows the need?)	Describe how the effectiveness of resource will be measured	State the Amount of CS Funds (\$) to be Allocated

The signatures below indicate that the plan was developed collaboratively with the LSLC and is based on identified needs. The meeting agenda, sign-in and minutes indicating LSLC approval are attached. Expenditures support Community Schools work.

Principal Printed Name	Principal Signature	Date
CoS Administrator Printed Name	CoS Administrator Signature	Date

Click link for a Word version of this page: [Community School Budget Plan 2021-2022.docx](#)