

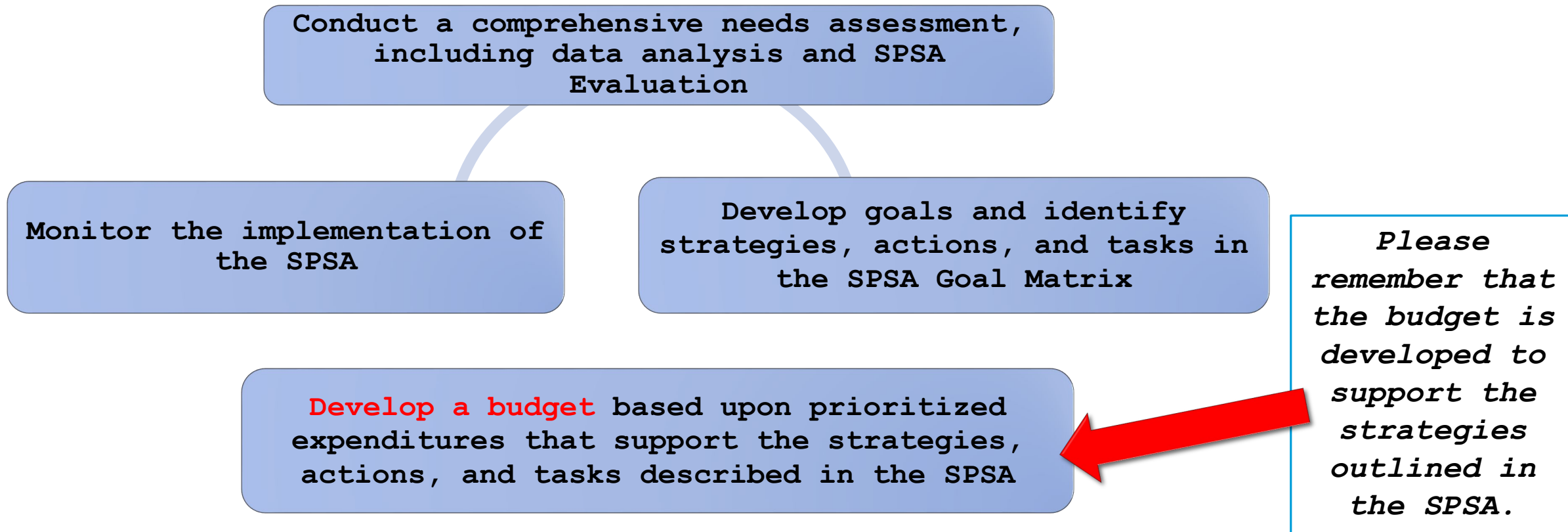
Budget Development
Program 7E046
2023-2024

Objectives

Appendix B Budget Planning for Parent and Family Engagement

- **Explore** Appendix B of the *Program and Budget Handbook* for Program 7E046
- **Learn about** other parent engagement funds
- **Explore** Budget Development best practices

The Cycle of Continuous Improvement



Engagement and Collaboration Page (formerly Parent, Community and Student Engagement)

LAUSD
UNIFIED

School Plan For Student Achievement (2023-2024) dpanossi

Dashboard SPSA Report Exception Report Logout

SPSA Components

Menu

Your Session will expire in 59 minutes

School Identification

Recommendations and Assurances

Funding Allocated to School

Budget Summary

School Vision and Mission Statement

School Review Process Recommendations

Comprehensive Needs Assessment

Pillars

Resource Inequities and Evidence-Based Interventions

Academic Excellence

Joy and Wellness

Engagement and Collaboration

Engagement and Collaboration

Select all data sources reviewed to address the Pillar.

Select

Please type new data and click Add New

Add New

What implications do these results have for next year's SPSA Plan?

1. List key findings related to Engagement and Collaboration based on objective, factual data drawn from the current school year (e.g., student outcome data, observations, surveys, focus groups, etc.). CA Dashboard data must be included when available. * Required

2. For areas in need of improvement, identify the root causes/underlying issues related to key findings. * Required

California School Dashboard Indicators:

The activities outlined in Engagement and Collaboration pillar pages are to support the following indicators on the CA Dashboard.

Improving Performance in (select all that apply)

Select

Based on the findings, select the student groups that will be the primary focus of progress monitoring. You must include student groups with Very Low or Low status in Academic Indicators (Graduation, ELA, Math, English Language Proficiency, etc.) or Very Low or Low status for Chronic Absenteeism or Suspension Rate.

Main Points to Consider for Budget Planning

INTER-OFFICE CORRESPONDENCE Los Angeles Unified School District

TO: School Principals **DATE:** February 1, 2023

FROM: Antonio Plascencia, Jr., Director
Office of Parent and Community Services

SUBJECT: Parent and Family Engagement Activities Supported by Categorical Programs

All parent and family engagement programs and activities funded through Title I programs must be developed with meaningful involvement, consultation, and advice of parents of participating children. To address this requirement, and specifically the role of engaging families in developing equity-centered school plans, the Office of Parent and Community Services (PCS) has provided a series of modules for use by each school community to support parent outreach and input. The modules assist schools with facilitating conversations about assets and needs, use of data to inform practice, and to develop budgets which invest equitably in the highest opportunity for students and families. Beginning in the 2021-22 school year, school sites are to bring together their school communities to show how all funding streams develop a coherent strategic plan for the school campus. These modules are titled "Budget Development Module Series for School Community" and are located under the Tools For Schools tab on the [PCS website](#). According to [MEM-6750.5, Notification of Federal Title I Parent Involvement Mandates](#), completion of this requirement must be verified in the Principal's Portal under a new heading called the Annual School Goals and Budget Consultation Meeting. In addition to engaging the broader school community and verifying this engagement within the Principal's Portal, schools must ensure the English Learner Advisory Committee (ELAC) submits recommendations to the School Site Council (SSC) and the SSC members are fully involved in 1) planning the program using data, 2) making modifications to the School Plan for Student Achievement (SPSA), 3) monitoring implementation of the SPSA, and 4) assessing the impact of funded programs and activities on student achievement.

Strategic Plan 2022-26 Ready for the World

The following Title I strategies for family engagement are integrated into the Strategic Plan entitled *Ready for World*. Review pages 40-48 and specifically focus on priorities 3A: *Strong Relationships* and 3D: *Honoring Perspectives*. While each priority is essential to building strong home-to-school communication, [engagement](#) and partnership, these are mostly aligned to Title I family engagement.

Main Points:

- ✓ ☒ Ensure that recommendations are made by the **English Learner Advisory Committee (ELAC)**.
- ✓ ☒ Title I funds are used to strengthen parent capacity to engage with schools.
- ✓ ☐ Funds allocated for parent activities may **not** be used for other purposes.
- ✓ ☐ The school planning sheet for parent engagement activities should be developed with parent recommendations.
- ☐ Categorical funds are to supplement, **not** supplant, educational services for parents, so consider focusing the use of funds to support the needs of

Budget Planning Sheet (7E046)

Budget Planning Sheet 2023-2024

Attachment A

Office of Parent and Community Services
BUDGET PLANNING SHEET FOR 2021-2022

SCHOOL NAME: _____ LOCATION CODE: _____

ITEM NO.	RESOURCES	TITLE I (7E046)		Other	
		QTY	Amount	QTY	Amount
21468	Clerical X/Z Time				
50073	Parent Conference Attendance				
50163	Parent Training Allowance				
50059	Mileage				
11275	Professional Expert (Certificated) (For Parent Engagement Activities)				
10365	Teacher Parent Activity Differential (For Register-Carrying Teacher Only)				
27784	Community Representative Pay (Class A) Rate \$				
27785	Community Representative Pay (Class C) Rate \$				
26594	Parent Resource Liaison (This position is subject to seniority rights.)				
26957	Parent Resource Assistant (This position is subject to seniority rights.)				
27144	Itinerant SS Parent Resource Liaison				
40269	Supplemental Instructional Materials (SIM) (No office supplies; for parent activities only)				
40127	General Supplies-Technology				
40125	Non-Capitalized Equipment for Parent Center				
40110	Non-Capitalized Equipment-Audio Visual for translation only				
50002	Contracted Instructional Services				
50035	Independent Contract (Professional Services): LAUSD-approved contracted individuals defined in school plan for parent engagement.				
50254	Phone Expenses (For Parent Center; No postage allowed)				
60018	Capitalized Equipment-Audio Visual (for translation only; need prior approval from PCS)				
TOTAL BUDGET			\$		\$

This planning sheet is intended to allow for parent and family engagement budgeting at a glance.
Please present this page for programmatic and fiscal review.

Appendix B-3

Attachment A

OFICINA DE SERVICIOS PARA PADRES Y COMUNIDAD
HOJA PARA LA PLANIFICACIÓN DEL PRESUPUESTO 2021-2022

NOMBRE DE LA ESCUELA: _____ CÓDIGO DE LA ESCUELA: _____

Núm. de Punto	RECURSOS	TÍTULO I (7E046)		Other	
		Cantidad	Suma	Cantidad	Suma
21468	Horas extras para los oficinistas				
50073	Asistencia de los Padres a Seminarios				
50163	Fondo por Cuidado de Niños Durante Capacitación de Padres				
50059	Millas Recorridas				
11275	Experto Profesional (Titulado) (Para actividades de inclusión de los padres)				
10365	Maestro Padre Actividades Pago Diferencial (Para maestros de clase a cargo de alumno y sus registros)				
27784	Salario del Representante Comunitario (Class A) Tarifa \$				
27785	Salario del Representante Comunitario (Class C) Tarifa \$				
26594	Mediadores de Recursos para Padres (Este puesto se sujeta a derechos de empleo.)				
26957	Asistente de Recursos para Padres (Este puesto se sujeta a derechos de empleo.)				
27144	Mediadores de Recursos para Padres Itinerante				
40269	Materiales de Instrucción Suplementarios (SIM, Solamente para apoyar las actividades de padres, no para material de oficina)				
40127	Utiles Generales- Tecnología				
40125	Equipo no capitalizado para el centro de padres				
40110	Equipo Audiovisual / Solamente para interpretación				
50002	Servicios de Instrucción Contratados				
50035	Contratos Independientes (Servicios Profesionales) Personas aprobadas para contratarse, según lo definido en el plan escolar para la inclusión de los padres.				
50254	Gastos por servicios de teléfono (Para el Centro de Padres, no se permiten costos de envío)				
60018	Equipo capitalizado— Audio y video (solamente para traducción; se necesita previa aprobación por parte de PCS)				
TOTAL DEL PRESUPUESTO			\$		\$

Esta hoja de planificación se realiza con el propósito de permitir la inclusión de los padres en la planificación del presupuesto a primera vista. Presente esta hoja para programación y revisión fiscal.

Appendix B-4

7E046 Items

21468	Clerical X Time
50073	Parent Conference Attendance
50163	Parent Training Allowance
50059	Mileage
11275	Professional Expert (Certificated) (For Parent Engagement Activities)
10365	Teacher Parent Activity Differential (For Register-Carrying Teacher Only)

X Time must support parent engagement **outside of one's regular assignment basis**. It is paid on **unassigned days**.

Schools must upload the **required Title I documentation** in the Shopping Cart and/or P-Card/Imprest reconciliation to have parent conference attendance approved.

Parents must furnish a **birth certificate** for reimbursement for childcare of children 0-5 under Parent Training Allowance. **Mileage** reimbursement can be provided to parents who attend training or conferences away from the school site.

A **differential** is provided to a register-carrying teacher **only** for purposes of coordinating parent engagement activities.

This is a payment to persons working on **special projects** that are **non-repetitive** on a **temporary** basis and that are not performed by classified or certificated employees **in the scope of their duties**. The person must be a current or retired employee of the District.

7E046 Items

- Classified position with benefits
- Schools can purchase 1-, 2-, 3-, 4-, 6-, and **8-hour (only if already in this position)** positions for Class-A or Class-C positions.
Descriptions:
https://www.lausd.net/lausd/offices/personnel/class/class_comp/cds/indexcd.html
- **Total cost with benefits: Consult fiscal.**

- Classified position with benefits
- 8 hours per day
- **Total cost with benefits \$75,793**

- Classified position with benefits
- 6 hours per day
- Different total cost based on bilingual (Armenian, Korean, Spanish)
- **Total cost with benefits \$54,448**

27784	Community Representative, Class A (Number of hours_____)
27785	Community Representative, Class C (Number of hours_____)
26594	Parent Resource Liaison (This position is subject to seniority rights.)
26957	Parent Resource Assistant (This position is subject to seniority rights.)
27144	Itinerant SS Parent Resource Liaison

SS Parent Resource Liaison is a centrally managed position that's typically shared among multiple sites.

7E046 Items

Supplemental Instructional Material (SIM) is for parent education **ONLY**; no office supplies are allowed. **The titles of the materials must be listed in the School Plan.**

Computers and projectors can be budgeted for use in the Parent and Family Center.

Costs must be below **\$500 per item including all shipping, tax and additional charges.**

Non-Capitalized Equipment is equipment costing **\$500 or more, up to \$4,999 with shipping, tax and all additional costs per item.**

40269	Supplemental Instructional Materials (SIM) (No office supplies; for parent activities only)
40127	General Supplies-Technology
40125	Non-Capitalized Equipment for Parent Center
40110	Non-Capitalized Equipment-Audio Visual/for translation only

Translation equipment must be used to support **parent engagement** costing **between \$500 and \$4,999, including tax, shipping and other ancillary charges.**

7E046 Items

50002	Contracted Instructional Services
50035	Independent Contract (Professional Services): LAUSD-approved contracted individuals defined in school plan for parent engagement.
50254	Phone Expenses (For Parent Center; No postage allowed).
60018	Capitalized Equipment-Audio Visual (for translation only; need prior approval from PCS)

These contracts are with vendors providing instructional programs/services for parents.

These contracts are with people who are experts in their fields and must be non-District employees, **who cannot perform the work of District employees**, to provide services for a school. **Only the Procurement Services Division can contract** with these people for a school.

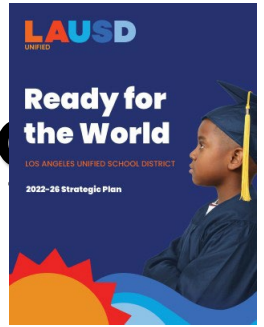
Schools may allocate funds for Parent and Family Center phone expenses.

Some translation equipment costs **more than \$5,000, including tax, shipping and other ancillary charges**.

Cultivating Higher Impact Family Engagement

**Strategies: Integrated Engagement and
Services**

Honoring Perspectives: Promising Practices for Budget Planning



Are your engagement strategies informational and transactional?

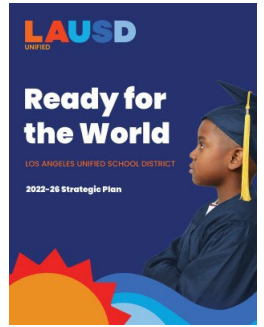
Are your engagement strategies targeting high need families with personal invitations, with ongoing events fostering two-way communication, and with strategies to apply at home?

Low-Impact Strategies

High-Impact

1. Informational Coffee with the Principal	1. Coffee with the Principal: Practicing Grade Level Reading Strategies at Home
2. General Attendance Workshop for Active Parents	2. Attendance workshop/intervention with parents whose children have poor attendance, contacted and RSVPd
3. A-G Workshop Presentation	3. Session to study and analyze a student's transcript, focused on A-G. This workshop would lead to a meeting with a school counselor.

3 Modules to Support Honoring Perspectives



Modules with Facilitation Guides, in English and Spanish, developed for virtual engagement-

1. Asset and Needs Assessment

- Templates for conducting Asset and Needs Assessment
- Template for Reflection and Analysis

2. Examining Data

- Data examination protocol

3. School Plans and Budget

- School site budget data sheets

Personalize each presentation with your school data.

<https://achieve.lausd.net/Page/9653>



Back-to-School Staff Guidance and Modules for Parents/Families

Budget Development Module Series for School Community
SSC/ELAC, Volunteer Program, Parent Organizations and Parent and Family Center Guidance
LAUSD Parent Portal
Schoology Basics

LAUSD
UNIFIED

Ready for the World

LOS ANGELES UNIFIED SCHOOL DISTRICT

2022-26 Strategic Plan

Chart Responses

2. I indicate the extent to which you are familiar with the following quality frameworks, models and related concepts.

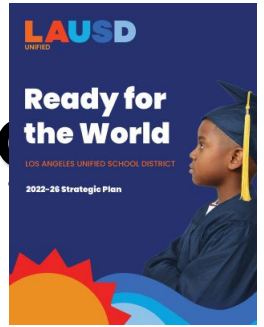
2.2 Indicate which of the following aspects are used in your workplace:

2.3 If you use standards of practice in your work, please indicate from the options listed below where they are obtained from (indicate any/all that apply):

2.4 If you use minimum standards and/or written policies in your work, please indicate what areas of OT service they are for (indicate any/all that apply):



Honoring Perspectives: Promising Practices for Budget Planning



- Review the Comprehensive Needs Assessment (data) findings and SPSA goals and strategies with families **before** conversations regarding budget alignment.
- Explain to families **why specific amounts** of funding are assigned to support school strategies in the SPSA.
- **Show stakeholders** how you have considered ELAC recommendations while budget planning.
- **Encourage the ELAC members** to attend the SSC meetings when you are reviewing the Plan and the budget.

✓ **Teach families where to find the SPSA, TSP Plan, and school budgets online, in addition to providing them with easy-to-understand summaries and handouts.**

Family Engagement Reminders

Highlights for Budget Planning

- Be sure that items purchased using Program 7E046 are **described in detail** in the SPSA.
- Documenting decisions made by the SSC is critical! **Maintain** physical and digital copies of sign-ins (Zoom Usage Reports or handwritten), agendas and minutes for the meetings showing budget and plan approval for 5 years.
- *Path to Recovery* funding is available to support families in Program 16181, Expanded Learning Opportunity (**ELO**), and **ESSER III** in Program 15659. Complete the *Path to Recovery Plan for Parent and Family Engagement* located on the SPSA template to describe how funds are to be expended. [\(Link to funding guidance on PCS webpage\)](#)

Highlights for Budget

Planning

Complete the *Path to Recovery Plan for Parent and Family Engagement* located on the SPSA template **prior to** your budget appointment

Other Plans

Path to Recovery Plan for Family Engagement

TSP Plan

Needs Assessment

Funding Allocation Amount(\$)	Community of School
25,028	Boyle Heights CoS

Engagement of School Community in Plan Development

Directions:

Briefly describe when and how the school community, including families and personnel (e.g., to providing feedback on priority needs, etc.). Also share how school community input is reflected attend the engagement session.

Date of Engagement	Who was engaged?	Select the forum or type of engagement session
		<input type="checkbox"/> Workshop

Reminders

Don't forget:

Schedule one or two School Site Council meetings before the budget development appointment date.

Don't forget:

Principal Portal Certification: Each campus is to host an *Annual School Goals and Budget Consultation Meeting* as a part of the budget development process.

Don't forget:

Emergency School Site Council meetings are **not allowed**; therefore, a 72-hour advanced notice/agenda posting is required.

Reminders

Principal Portal Certification: SSC and ELAC formation documents must be uploaded and information up to date.

Language for SSC Meeting Agenda: Ensure that the meeting agenda items for SPSA and budget approval have the term, *Action*, next to them.

Language for Minutes: Use **specific language in SSC minutes** to show SPSA and budget approval. *Sample:* The motion to approve the (SPSA or budget) was made by (name) and seconded by (name). The results were (# of members) in favor, (# of members) opposed and (# of members) abstentions. The motion carried/failed.

Don't forget:

Don't forget:

Don't forget:

