

# Office Of Student, Family And Community Engagement



# Title I Program 7E046

Parent and Family Engagement Funds

## Objectives

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



# **Purpose of Parent and Family Engagement**

# Purpose of Parent and Family Engagement

**Strategy Focus Area:** Parent and family engagement

**Goal:** Student academic achievement and attendance

**Decades of research show that when parents and families are engaged as partners, student academic achievement and attendance improve.**

Specific strategies and actions have greater impact on student academic achievement and attendance than others.

Review student and family engagement data to determine specific strategies and related actions.



# Strategic Plan Alignment



The 2022–2026 Strategic Plan’s Pillars are the basis for our School Plan for Student Achievement, which is built on the District’s strategies and targets to meet the needs of the school community.

# Priorities: Strong Relationships, Accessible Information & Honoring Perspectives

## Pillar 3: Engagement and Collaboration

Strong Relationships

Accessible Information

Leading for Impact

Honoring Perspectives

PILLAR 3

### Engagement and Collaboration

Authentic Engagement to Leverage the Power of Our Families, Communities, and Educational Partners

## Priorities

3A

**Strong Relationships:** Strengthen relationships between families, students, and their schools to improve student success

3B

**Accessible Information:** Provide clear, consistent, and accessible information to the community

3C

**Leading for Impact:** Lead and leverage our role as an impactful, key member of local, state, national, and global communities

3D

**Honoring Perspectives:** Honor and act upon the perspectives of students and everyone we serve

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the World**

LOS ANGELES UNIFIED SCHOOL DISTRICT

2022-26 Strategic Plan



# School Plan for Student Achievement

District Pillar	Engagement and Collaboration
District Priority	3A: Strong Relationships
District Strategy	3A.S3: Link every student to a parent or guardian on the Los Angeles Unified App and Parent Portal
School Strategy	Build parent capacity to engage in and support student learning by: <ol style="list-style-type: none"> <li>1. Registering parents of students in grades K-5 on the Parent Portal through informational and hands-on workshops and access to technology devices</li> <li>2. Outreach to parents and incentives to increase Parent Portal registration</li> <li>3. Ongoing monitoring of Parent Portal registration</li> </ol>
School Actions	<p><b>Professional Development/Planning:</b></p> <p><b>1. Planning Parent Portal Informational and Hands-On Workshops:</b></p> <ul style="list-style-type: none"> <li>A Community Rep., Parent and Family Center (PFC) staff, and Categorical Program Adviser will plan 3-4 parent workshops per semester to provide an overview of the Parent Portal and opportunities for guided hands-on practice using the various portal features. An IT Tech. Assistant will support parents with use of technology devices to register for the parent portal and use the various features.</li> <li>Community Rep. C 6 hrs. 5 Days: \$28,341</li> <li>Categorical Program Adviser: 3 hrs. 5 days \$74,156; Categorical Program Adviser Differential: \$785</li> <li>IT Support Tech 6 hrs. 5 days: \$66,507</li> </ul> <p><b>2. Outreach/Communication to Parents:</b></p> <ul style="list-style-type: none"> <li>School staff will invite parents/legal guardians to attend the workshops through: personal invitations, Blackboard Connect, school website, school marquee, monthly Parent and Family Center calendars, flyers, bulletins, and newsletters.</li> </ul> <p><b>3. Provide Access to Technology Devices to Register for the Parent Portal:</b></p> <ul style="list-style-type: none"> <li>The school will equip the Parent Center with 5 Chromebooks to support parents in registering for the Parent Portal.</li> <li>General Supplies Technology: 10 Chromebooks x \$189 per Chromebook = \$1,890; 1yr Chromebook Services \$24.50 x 10 Chromebooks = \$245; e-Waste \$4 x 10 Chromebooks = \$40; Estimated Tax: \$180; 10% overage for incidental costs = \$236; Total: \$2,591</li> <li>Non-Cap Equipment- Chromebook. Cart: \$1,225 unit cost + \$117 tax + \$135 (10% overage) = \$1,477</li> </ul> <p><b>Implementation:</b></p> <p><b>4. Deliver Parent Portal Workshops:</b></p> <ul style="list-style-type: none"> <li>The Community Rep. and Categorical Program Adviser will deliver Parent Portal workshops that will include the step-by-step registration process, ways to access the information required to register, and the features/icons.</li> <li>The Community Rep. and Categorical Program Adviser will review all the features, which include Attendance monitoring, Schoology, the online forms and applications available (School Volunteer Application, LAUSD School Choice Programs/CHOICES, School Meal Application, etc.), student testing, progress reports, Special Education services, and all the other resources. Parents will also learn how to link to Schoology using the Parent Portal and about the features on Schoology to support parents in monitoring their child's academic progress and grades.</li> </ul> <p><b>5. Outreach and Incentives to Increase Parent Portal Registration:</b></p> <ul style="list-style-type: none"> <li>Categorical Program Adviser will work with the school leadership team to outreach to parents/legal guardians to support them in registering on the Parent Portal. School will provide incentives such as highlighting the classroom(s) with the highest Parent Portal registration percentages in school announcements, sharing the progress toward 100% Parent Portal registration on the P.A. and bulletins/newsletters, and creating a bulletin board dedicated to the school's Parent Portal progress.</li> </ul> <p><b>Monitoring/Evaluation:</b></p> <p><b>6. Ongoing monitoring of Parent Portal Registration:</b></p> <ul style="list-style-type: none"> <li>Categorical Program Adviser will generate weekly Parent Portal reports from the Focus Dashboard, such as the report titled, "Parent Portal Registration by Student", which indicates the parents who are linked to their student in the Parent Portal. The Categorical Program Adviser will work collaboratively with members of the school leadership team (Administrator, Comm. Rep./PFC staff, and support staff) to review the report and strategically target the parents/legal guardians who have yet to register and/or link their student in the Parent Portal.</li> </ul>

FSEP Digital Notebook:

<https://www.lausd.org/Page/12036>

Sample page with focused school strategies, related actions and associated funds.

Use your school data to support the selection of strategies and actions.




**Explore  
Appendix B of  
the Program  
and Budget  
Handbook**



# Program and Budget Handbook

## Appendix B:

# Budget Planning for Parent and Family Engagement



INTER-OFFICE CORRESPONDENCE  
Los Angeles Unified School District

TO: School Principals

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

SUBJECT: Parent and Family Engagement Activities Supported

All parent and family engagement programs and activities developed with meaningful involvement, consultation, and support. To address this requirement, and specifically the role of a centralized school plan, the Office of Parent and Community Services has developed a series of modules for use by each school community to support parent and family engagement. These modules are designed to develop budgets which invest equitably in the highest opportunity in the 2021-22 school year, school sites are to bring together funding streams to develop a coherent strategic plan for the "Budget Development Module Series for School Community Schools" tab on the [PCS website](#). According to [MEND 1.6.74 Involvement Mandates](#), completion of this requirement is a new heading called the Annual School Goals and Budget the broader school community and verifying this engagement ensure the English Learner Advisory Committee (ELAC Council) (SSC) and the SSC members are fully involved making modifications to the School Plan for Student Achievement implementation of the SPSSA, and 4) assessing the impact achievement.

**Strategic Plan 2022-26 Ready for the World**  
The following Title I strategies for family engagement are *Ready for World*. Review pages 40-48 and specifically for *3D: Honoring Perspectives*. While each priority is essential communication, engagement and partnership, these are not.

**Title I Funds**  
Schools receiving Title I funds will receive a separate all support their schools' Title I Parent and Family Engagement engagement, including programs and activities that stress learning at home and at school. Such programs and activities the meaningful involvement of parents and families. We family engagement that provides Title I families with ongoing and socioemotional needs of students at each grade level, additional opportunities to extend services for families be families at the school site. The School Plan for Student Achievement plan for parent and family engagement and is to make decisions on Title I funds. Please ensure to organize family engagement which shows how instructional, social investments are linked to serving families. Plans often list family engagement strategies leveraged to accelerate student provided with a welcoming environment and capacity building verification of SSC and ELAC in the Principal Portal prior required each year. If the SSC and ELAC are not formed school campus may not be able to expend their Title I funds.

Appendix B-1

Office of Parent and Community Services  
BUDGET PLANNING SHEET FOR 2023

SCHOOL NAME: \_\_\_\_\_

ITEM NO.	RESOURCES	TITLE I (7E046)	
		QTY	Amount
21468	Clerical MZ 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 Regular-Carrying Teacher Only)		
27784	Community Representative Pay (Class A) Rate 5		
27785	Community Representative Pay (Class C) Rate 5		
26594	Parent Resource Liaison (This position is subject to seniority rights.)		
26957	Parent Resource Assistant (This position is subject to seniority rights.)		
27144	Intersect SS Parent Resource Liaison		
40269	Supplemental Instructional Materials (SDI) (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. Please present this page for programmatic and financial review.

Appendix B-3

Attachment B

The following is a task list of responsibilities and deadlines we are required to fulfill in the area of parent and family engagement. Our funding and home-to-school ties are dependent on these foundational responsibilities:

Activity/Task	Description	Deadline <a href="#">REF-674915</a>
School Site Council Verification and Training	Principal or designee upload membership information and documentation to the Principal Portal serving as evidence council is fulfilling its responsibilities. Required training modules for the SSC are available at the Tools for Schools tab found at <a href="#">achievethecore.org/pcs</a> . Training modules are also available to train members on topics like parliamentary procedures, understanding data, and writing SMART comments.	End of September
English Learner Advisory Committee Verification	Principal or designee upload membership information and documentation to the Principal Portal serving as evidence committee is fulfilling its responsibilities.	End of September
School Site Professional Development for Parent & Family Engagement	School sites are to host at least two professional development sessions in the area of parent and family engagement for school staff.	End of January
Title I Parent & Family Engagement Policy	Each year, Title I schools are to develop a policy with families and staff. For the 2022-23 school year, and due to the pandemic, the policy is to be posted on a website visible to the public.	End of January
Title I School Parent Compact	Each year, Title I schools are to develop a School Parent Compact with families and staff. For the 2022-23 school year, and due to the pandemic, the policy is to be posted on a website visible to the public.	End of January
Monthly Workshops for Families	Schools are tasked to upload workshop dates and topics for each month from August-May covering academic, social emotional, and attendance related topics. Title I course modules are available for school sites to engage families as cohorts. To download the course modules, visit Tools for School tab at <a href="#">achievethecore.org/pcs</a> .	End of Academic Year
English Learner Advisory Committee Required Training	There are 4 required training topics that need to be presented to the English Learner Advisory Committee. Required training modules for the SSC are available at the Tools for Schools tab found at <a href="#">achievethecore.org/pcs</a> . Training modules are also available to train members on topics like parliamentary procedures, understanding data, and writing SMART comments.	End of Academic Year
Annual Title I Parent and Family Meeting	This meeting must be held at the start of the school year where school sites guide families to learn about the specific Title I investments and strategies the school site is leading to accelerate student achievement and the engagement for families to support their child's development. It is recommended for this meeting to inform families and to also facilitate exercises such as a side-by-side lessons between families and students focused on school strategies, and classroom learning walks to name a few. These help families use their senses to see how Title I supports the school community.	End of January
Annual School Goals and Budget Consultation Meeting	This meeting must be held with the school community in the winter/early spring before budget development sessions begin.	End of Academic Year

Appendix B-6



# Program and Budget Handbook

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 to support parent engagement **outside of one's regular assignment/basis**. It is paid on **unassigned days**.

**Required Title I documentation** for the Shopping Cart and/or P-Card/Imprest reconciliation

A **birth certificate** for reimbursement for childcare of children 0-5

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

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.

# Program and Budget Handbook

Schools can purchase 1-, 2-, 3-, 4-, 6-, and 8-hour (only if already in this position) positions for Class-A or Class-C only. Total Cost with Benefits: **Consult fiscal.**

8 hours per day; increased responsibilities. Total Cost with Benefits: **\$84,805**

6 hours per day; different total cost based on bilingual (Armenian, Korean, Spanish); Total cost with benefits **\$63,590**

Centrally managed position shared among sites which split the position costs

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.)
26958	Parent Resource Assistant (This position is subject to seniority rights.)
27144	Itinerant SS Parent Resource Liaison

**Review Personnel Commission** website on **class description link** for job duty descriptions.



# Program and Budget Handbook

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

**For parent education only.** The titles of the materials must be listed in the SPSA and be clearly supporting parent learning.

GST can be **purchased for the Parent and Family Center** and must be described in the SPSA.

**Describe in detail** in the SPSA, explaining how it will be used to support parent engagement.

**For translation equipment, consult with District Translations Unit** to learn more about approved vendors and products.



# Program and Budget Handbook

Vendors who provide parent and family engagement workshops must be approved by the Procurement Division and have an active vendor identification number. **Only the Procurement Services Division can contract** with organizations for a school.

Funds **for Parent and Family Center phone expenses**, not including alterations and improvements.

Capitalized equipment purchases **require pre-approval** from the CA Department of Education.

50002	Contracted Instructional Services
50254	Phone Expenses (For Parent Center; No postage allowed).
60018	Capitalized Equipment-Audio Visual (for translation only; need prior approval from PCS)



**Learn About  
Other Parent  
and Family  
Engagement  
Funds**

# Expanded Learning Opportunity Funds


- ❑ Expanded Learning Opportunity (ELO) funds will be provided in February for schools to use with families through June of 2024.
- ❑ Funds can only be used to provide services to families on the weekend or after hours.
- ❑ \$2,000 to cover the cost of classified overtime, SIM, general supplies, refreshments, and contracts with family engagement providers
- ❑ More information is forthcoming in mid-February.



# **Review Budget Development Best Practices**



# Promising Practices for Budget Planning with Families

- ☐ **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 families** how you have **considered ELAC recommendations** while budget planning.
  - ☐ **Invite ELAC members to attend the SSC meetings** when you are reviewing the SPSA and the budget.
-  ☒ Teach families **where to find the SPSA, TSP Plan, and school funds** online, in addition to providing them with easy-to-understand summaries and handouts.

# School Site Council Reminders



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



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



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

# School Site Council Reminders

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

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

**Language for Minutes:** Use specific language in minutes. *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:

# Region Family and Community Engagement Administrators

REGION	NAME	EMAIL
EAST	MEGAN GUERRERO AMARIS MEDINA	<a href="mailto:MGUERR3@LAUSD.NET">MGUERR3@LAUSD.NET</a> <a href="mailto:AMARIS.MEDINA@LAUSD.NET">AMARIS.MEDINA@LAUSD.NET</a>
NORTH	LAURA FUENTES Dr. JEREMIAH GONZALEZ	<a href="mailto:LXF1109@LAUSD.NET">LXF1109@LAUSD.NET</a> <a href="mailto:JJG2443@LAUSD.NET">JJG2443@LAUSD.NET</a>
SOUTH	LETICIA ESTRADA DE CARREON	<a href="mailto:LDECARRE@LAUSD.NET">LDECARRE@LAUSD.NET</a>
WEST	VACANT (CONTACT JILL O'BRIEN)	<a href="mailto:JAO8869@LAUSD.NET">JAO8869@LAUSD.NET</a>
OPTIONS/VIRTUAL ACADEMIES	LAURA BANUELOS	<a href="mailto:LXB0446@LAUSD.NET">LXB0446@LAUSD.NET</a>

# Q&A

