


# FY25 SCHOOLWIDE PROGRAM BUDGET GUIDANCE

**OFFICE OF COMMUNITY SCHOOLS' VISION**

*Revised August 2024*

# FY25 SCHOOLWIDE PROGRAM BUDGET GUIDANCE

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The Prince George's County Public Schools Community Schools Initiative will be a national model where schools serve as the community's hub, providing academic and social-emotional support for students and their families.

**OFFICE OF COMMUNITY SCHOOLS' MISSION**

To provide resources and learning support for Community Schools that develop both academic and non-academic competencies, build social capital that support learning, and offer comprehensive wraparound services that promote social, emotional and academic wellbeing.

## Forward

Community Schools are required to ensure that funds support efforts to improve the quality of students, parents, and the community. Community School expenditures must align with the Six Pillars and Wrap Around Services in the schools with high concentrations of poverty. All expenditures are subject to review by internal and external auditors. Expenditures should be made so that they impact the academic, economic, and social empowerment of schools and their communities in the current year.

All requisitions utilizing Community Schools funds must be approved by the Office of Community Schools and/or other offices within Prince George's County Public Schools. **Upon approval, Community School Coordinators MUST share the approval with the school administrator and the bookkeeper/principal's secretary within 24/48 hours.**

Recommended Expenditures:

- Extended Learning Opportunities (ELO)- Before, during, and after school, weekends, and/or summer and related expenditures (i.e., teacher salaries, instructional supplies, snacks, and transportation)
- Safe transportation
- Vision and dental care services
- Enhancing physical wellness, including providing food fork in-school and out-school time
- Providing family and community engagement and support
- Professional development activities and supplies
- Parent training/activities and supplies
- Enhancing Student Enrichment Experiences
- Technology (software)
- Improving student attendance

Plan ahead and adhere to purchasing policies and procedures outlined by Prince George's County Public Schools. Use Oracle iProcurement only.

Community School expenditures **must** be identified through the comprehensive Needs Assessment, and Implementation Plan and articulated in the School Performance Plan (SPP). *All expenditures are subject to review by internal and external auditors.* Expenditures should be made so that they positively impact the instructional program in the current school year supported by Specific, Measurable, Attainable, Relevant, and Time-bound (S.M.A.R.T.) goals.

**Examples (Based on the Needs Assessment):**

- Parent and family engagement activities/supplies, family literacy/numeracy programs
- Instructional materials/supplies, intervention programs and or resources aligned to Community Schools' Wraparound Services
- Increased learning time for students who are at risk of meeting state academic standards
- Activities designed to increase access to prepare students for success in high-quality advanced coursework while in high school (e.g., Advanced Placement, International Baccalaureate, early college high schools, and dual or concurrent enrollment programs)
- Cultural enrichment activities and field trips supplemental to the curriculum aligned to state standards
- School climate interventions and/or social-emotional learning
- High-quality, school-based professional development

All requisitions, Extended Learning Programs, Professional Development sessions, Parent and Family Engagement events, and transportation costs utilizing Blueprint for Maryland Schools funds (formally known as Kirwan) **must** be approved by the Office of Community Schools and **must** be reasonable, necessary, allowable, and allocable.

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
COMMUNITY SCHOOLS

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## *SY24-25 TIMELINE FOR EXPENDING COMMUNITY SCHOOL FUNDS*
## *Personnel Grant $36,000*

*NOTE: Recommended that all requisitions and supporting documentation be submitted to the Office of Community Schools seven (7) business days before the deadline. Requisitions rejected and not submitted before the deadline will not be honored.*

| SUB-OBJECT | DESCRIPTION | DEADLINE |
|---|---|---|
| 5127 | Community School Liaison (Names Due to OCS) | **October 18, 2024** |
| 5458 | Software (License) | **December 6, 2024** |
| 5686 | Dues/Subscriptions | **December 6, 2024** |
| 5736 | Educational Communication Equipment | **December 6, 2024** |
| 5401 | Instructional Contracted Services ***(Educational Consultants)*** | At least four (4) weeks before the services; The final submission date is **February 28, 2025** |
| 5429 | Other Contracted Services ***(Cultural Enrichment)*** | At least four (4) weeks before the services; The final submission date is **February 28, 2025** |
| 5561 | Office Supplies **(Community School Coordinator Supplies ONLY)** | **February 28, 2025** |
| 5568 | Student Supplies | **February 28, 2025** |
| 5571 | Awards & Recognition Certificates | **February 28, 2025** |
| 5574 | Staff Development Supplies | **February 28, 2025** |
| 5599 | Other Miscellaneous Supplies (***Parent & Family Engagement Only)*** | **March 21, 2025** |
| 5612 | Registration Fees | **March 22, 2025** |
| 5616 | Non-local Travel | At least six (6) weeks prior to the conference; Final submission date is **March 21, 2025** |
| 5484 | School Activity Transportation | At least four (4) weeks prior to the field trip; Final submission date is **March 28, 2025** |
| 5696 | Entrance Fees for Field Trips | At least four (4) weeks prior to the field trip; Final submission date is **April 15, 2025** |
| 5417 | Catering Services ***(Parent & Family Engagement Only)*** | **April 11, 2025** |
| 5575 | Non-catered Miscellaneous Food Supplies ***(Parent & Family Engagement Only)*** | **April 11, 2025** |

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| | | |
|---|---|---|
| 5562 | Classroom/Teacher Supplies<br>***(for Summer Programs only)*** | **April 11, 2025** |
| 5568 | Student Supplies<br>***(for Before ,Extended Learning,Enrichment)*** | **April 30, 2025** |
| 5127 | Stipend Paid to Community School Liaison | **April 30, 2025** |
| **--Final Community School Budget Workbooks Due--** | | **April 30, 2025** |
| 5111 | Workshop/Staff Development Stipends<br>***(50% expended by January 28, 2024)*** | **May 9, 2025** |
| 5127 | (Extended Learning-PGCEA ONLY)<br>***(50% expended by January 28, 2024)*** | **May 9, 2025** |
| 5611 | Local Travel | **May 9, 2025** |

***In effect July 1, 2024 and subject to change throughout the school year.**

## *Per Pupil*

*NOTE: Recommended that all requisitions and supporting documentation be submitted to the Office of Community Schools seven (7) business days before the deadline. Requisitions rejected and not submitted before the deadline will not be honored.*

| SUB-OBJECT | DESCRIPTION | DEADLINE |
|---|---|---|
| 5458 | Software (License) | **January 17, 2025** |
| 5686 | Dues/Subscriptions | **January 17, 2025** |
| 5736 | Educational Communication Equipment | **January 17, 2025** |
| 5401 | Instructional Contracted Services<br>***(Educational Consultants)*** | At least four (4) weeks before the services;<br>The final submission date is **May 9, 2025** |
| 5568 | Student Supplies | **May 9, 2025** |
| 5484 | School Activity Transportation | At least four (4) weeks before the field trip;<br>The final submission date is **April 11, 2025**<br>For After School Activities **May 9, 2025** |
| 5696 | Entrance Fees for Field Trips | At least four (4) weeks before the field trip;<br>The final submission date is **May 9, 2025** |
| 5417 | Catering Services<br>***(Parent & Family Engagement Only)*** | **May 9, 2025** |
| 5575 | Non-catered Miscellaneous Food Supplies<br>***(Parent & Family Engagement Only)*** | **May 9, 2025** |
| 5111 | Workshop/Staff Development Stipends<br>***(50% expended by January 28, 2024)*** | **May 9, 2025** |
| 5429 | Other Contracted Services<br>***(Educational Consultants)*** | At least four (4) weeks before the services;<br>The final submission date is **May 9, 2025** |
| 5127 | 2nd Assignment/Extended Learning-PGCEA ONLY)<br>***(50% expended by January 28, 2024)*** | **May 9, 2025** |
| 5611 | Local Travel | **May 9, 2025** |

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| --Final Community School Budget Workbooks Due-- | April 30, 2025 |
|---|---|

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## OCS Vendors and Resources

Please utilize these recommended links below for a list of vendors/resources. Please note that these are not a full list of all the vendors or resources, but a snapshot to assist you with your community's needs.

***NEW*** OCS **APPROVED** Mental Health and Health Services Providers

Mental Health and Health Services Provider Request

Office of Community Schools-Community School Coordinator Resources

PGCPS Community Schools Directory

## Calming/Sensory Room

Please follow the recommendations and resources listed about Calming Rooms linked here.

Items/Materials for a calming room cannot be for an entire classroom; only one room. Please be sure to adhere to the guidelines listed in the document linked above. Approved items are still at the discretion of the Director of Community Schools.

# SUB-OBJECT CODES APPROPRIATE FOR KIRWAN GRANT FUNDS
# ORACLE SUB-OBJECT CODES SY25

Community Schools prioritize meaningful and ongoing engagement of families and community members and establish the systems, structures, and supports to make it happen. Educators and other staff at Community Schools understand that engagement happens on a continuum—from partnering with parents to develop and promote a vision for student success to offering courses, activities, and services for parents and community members, to creating structures and opportunities for shared leadership. Families and community members, for their part, feel welcome, supported, and valued as essential partners. For example, providing workforce development opportunities (food service certifications, language classes, computer skills classes, parent leadership courses, and technical assistance for addressing inequities.

## Parent & Family Engagement

**5561** **Office Supplies:** Supplies ordered for the Community School Coordinator to perform his/her duties to support the Community School Model not to exceed $500. New Community Schools in year 1 may purchase office supplies to establish a Parent Resource Center not to exceed $5,000.

**5599** **Other Miscellaneous Supplies *(Parent and Family Engagement)*:**

- Supplies for parent and family training sessions
- Family literacy/numeracy materials (Materials and resources that can be used in the home)
- Educational materials provided to parents/guardians for helping their children learn at home; multi-language materials/resources are allowable
- Materials for Parent Resource Centers

***NOTE:*** *$1000 budgetary restriction on the purchase of copy paper for parent & family engagement mandated allocation*
***NOTE:*** *Pens, pencils, and notebooks are not allowable for this category.*

**5417** **Catering Services:** Fees paid to outside contractors for food preparation services. The requisition must include an invoice and a detailed agenda with the principal's signature approved by the Office of Community Schools. The following OCS Agenda Template MUST be used and uploaded with the requisition.

***NOTE:*** *Food ordered for students cannot interfere with the breakfast/lunch program at the school --AND--cannot be served or delivered during the hours of breakfast or lunch. Fried foods, elaborate catered meals (i.e. crab cakes & lobster tails), sternos, paper products and utensils are not allowable.*

**5575** **Non-catered Miscellaneous Food Supplies:** Light snacks and water ordered through Food & Nutrition Services and/or approved Oracle vendors. All purchases should be in alignment with USDA guidelines for healthy food items that are reasonable for the number of anticipated participants and the event should be scheduled for at least one hour. Examples of allowable light snacks: are granola bars, crackers, pretzels, popcorn, water, 100% natural juice, trail mix, fruit snacks, baked chips, etc.

***Note:*** *Candy, gum, and sodas are not allowable.*

***Use Food & Nutrition Bulk Order as a guide***

*Bulk Order - Elementary 24-25SY* *Bulk Order - Middle & High School 24-25SY* *Bulk Order - Ice Cream*

USDA guidelines state that food costs must be reasonable and necessary. The following is the "rule of thumb" for purchasing all food items:

- Healthy snacks: < $6 or less per student
- Breakfast: $13 or less;
- Lunch: $15 or less; and
- Dinner: $26 or less per person

**Note:** Non-Catered Misc Food Supplies may not exceed 15% of the budget allocation (does not include food boxes). The purchase of food will be beneficial for activities/events that support student achievement; food purchases are not allowable for social activities and school celebrations. Food purchases must align with the goals and implementation strategies listed in the school performance plan. (revisit social activities & school celebrations)

**5736** **Educational Communication Equipment:** Costs of translation equipment for parent and family engagement activities and sessions. All equipment purchased with Community Schools grant funds must be labeled, "Property of the Office of Community Schools."

**5611** **Local Travel-Per Mile Basis:** Fees paid for official business travel which is reimbursable at an established amount per mile, including tolls and parking fees; associated with the Community School Coordinator conducting, but not limited to the following: community asset mapping in order to connect with and community partners, collect donations from organizations and attend community meetings/events to support the Community School strategy.

# Instructional Program

**5127** **2nd Assignment - Instructional:** Used for teachers only in the Extended Learning Programs for students (i.e., before and after school, Saturday) for improving academically at-risk performance on state standards. Clubs and other school-related activities are not allowable. All Extended Learning Programs must be approved by the Office of Community Schools prior to the session starting. A detailed description of the program is due at the time the Community Schools budget request is submitted. Community School Extended Learning Programs must end by May 9, 2025. Please note fringe and benefits will be deducted.

**NOTE**: 2nd Assignment funds may not exceed **25%** of the budget for the Concentration of Poverty Blueprint Personnel Grant and **5%** of the Per Pupil Allocation.

**Also, $1,200 must be allocated in the Personnel budget for the Community School Liaison.*

**5568** **Student Supplies:** Student supplies such as, *but not limited to*, Agenda Books, take-home folders, pencils, pens, scissors, crayons, rulers, protractors, compasses, composition books, educational consumable workbooks, student journals, and science display boards that are provided directly to students for use outside of the classroom and/or becomes the property of the student. *Materials and resources do not include items used by the teachers for delivering content instruction.*

**Purchasing undergarments for students is an allowable expense as it supports their physical wellness and perhaps promotes regular attendance (if it were a barrier for a student attending due to extenuating circumstances). In collaboration with the school nurse, a CSC could determine an appropriate inventory to be responsive to the potential needs of the school.* **Purchases are limited to half of the student enrollment.**

**5571** **Awards and Recognition Certificates:** Student awards and recognition certificates [paper] for academic achievement, academic growth, and attendance such as small medallions, pins, certificates, and small trophies.

**5429** **Other Contracted Services:** PGCPS-approved vendors only. Costs associated with school-based cultural enrichment activities for students should be noted in the School Performance Plan aligned to curriculum and state standards. For approval in Oracle, submit a requisition for services via Oracle iProcurement with an approved, signed Consultant Agreement and justification memo. Include a detailed description of services to be performed and the date of activity at least sixty (60) days prior to the contracted date. If any new Mental Health or Health-Related Services vendors are considered for service, please consult with your assigned Community School Specialist.

**NOTES:**

**Consultant Agreements**: **SUBJECT TO CHANGE** (No Consultant Agreement is needed for purchases or services under **$5,000**; anything over $5,000 must have a consultant agreement.)

- All **Consultant Agreements** will be emailed directly to Purchasing at **purchasi@pgcps.org** for review. When submitting contracts, the following supporting documents are required:
- Contract
- Letter of Justification (a signature must be included on the cover letter from the originator)
- Price quote from the partnering agency. The price quote must equal the amount included on the contract.

- Contracts should be signed by the partnering agency.

- The start date for the contract must be in the future.
- When submitting the email to Purchasing, please copy the Chief of Schools at **cssl@pgcps.org**. Each office should maintain a lot of all of their contracts.
- If schools utilize mental health and/or health/wellness services the Consultant Agreement must come to the Office of Community Schools for approval.
    - **Health and wellness services** are designated for students of PGCPS **ONLY**.
    - Rescue One Training for Life is a recommended vendor by PGCPS Safety and Security , *but not limited to utilize* for Stop Bleed, First Aid Training, CPR, etc.; other vendors are allowed. Jeremey Gruber is the contact for Rescue One. He can be reached at 301-740-3390. This vendor is recommended, but not limited to Please note the following items cannot be ordered: AEDs or any equipment related to AEDs and Stop the Bleed Kits. Only Mr. Vince Curl from the Safety Office can order these items. PGCPS already has a contract in place with an organization that includes the required quality assurance component and replacement of any pads or faulty equipment. They can also provide training.
- Before and after-school care licensed providers already existing in schools must be utilized for services (Champions, Alphabest, YMCA, Sanbridge Early Learning). This pertains to all elementary schools. If you are interested in one of the providers listed above please contact Sandra Osborne, Childcare Program Liaison, VMCCP Supervisor sosborne@pgcps.org.* Subject to change
- Cultural enrichment funds cannot be used as field trip entrance fees for school-based performances and activities.
- **Moon bounce/Inflatable Guidance-** Approval from PGCPS Risk Management MUST be authorized prior to a vendor's services being rendered. Contact Philip Hughes at philip.hughes@pgcps.org for authorization. Be sure to provide the vendor's website, contract, and any photos of activities that are being considered for approval. Please visit the PGCPS Risk Management's website for allowable and non-allowable items. High Risk Activities and Trips List.
    - The vendor should be required to set up and break down the equipment.
    - Ensure that the moon bounce is properly anchored.
    - We recommend that the vendor stay on-site to monitor and control the number of students in the moon bounce.
    - Instruction should be given to each child explaining proper behavior while using the moon bounce.
    - The Vendor must be PGCPS approved.
    - The Vendor must be in good standing with the Department of Labor, Licensing & Regulations (DLLR)
    - The vendor must submit a Request for Inspection to DLLR.
    - You have the vendor sign our PGCPS contract

***NOTE:*** *Contracts must be signed by the Purchasing Director (submit to Purchasi@pgcps.org).*

**5458** **Software (Software License):** Costs to purchase licenses for the software identified in the School Performance Plan. Check the approved list from the Technology Office, PGCPS website, or Curriculum and Instruction Sanctioned List. For approval in Oracle, submit a requisition for services via Oracle iProcurement with an approved, signed Consultant Agreement and justification memo **at least four (4) weeks prior to the contracted date.**

**NEW Process Changes to Digital Tool and Software Application Procurement**

In addition to conducting training, school districts in Maryland have to overhaul their approach to

digital tool and software procurement to meet these new accessibility standards. Changes primarily entail a much more rigorous review process on the part of the school systems BEFORE entering into a contract with a software provider, including products that have digital components to them. In short, a separate evaluation by the Department of Special Education and the Division of Information Technology is now required for each digital product offered by a vendor that requires installation and/or integration into a school system's digital ecosystem.

To comply with COMAR 7-910, PGCPS has made significant changes to the procurement process for digital tools and software applications that will go into effect July 8, 2024 for FY2025. Please see the steps below for the NEW process for digital tool and software procurement.

1. Principal, director, or supervisor identifies a digital tool for evaluation and purchase. 2. Visit https://www.pgcps.org/IT to access the Procurement of Digital Tools page. 3. Review https://www.pgcps.org/IT first to see to determine if the digital tool is already approved for use in PGCPS.
4. If the digital tool is not already approved for use in PGCPS, the principal, director, or supervisor completes the PGCPS Request for Digital Tool Review form.
5. After a request is received, a confirmation email will be sent to the user making the request that the review process has been initiated.
6. The PGCPS evaluation team will contact the vendor of the digital tool to request required documentation and/or clarification on policies and technical requirements. (Please allow at least 4-6 weeks for the review. Times may vary based on findings and vendor responsiveness.)
7. If approved, the PGCPS evaluation team will work with the vendor and the PGCPS Department of Purchasing to create a contractual agreement, including a data privacy addendum, that will be used when submitting a requisition.
8. The PGCPS user will be notified that the digital tool has been approved, along with the contractual agreement signed by the Director of Purchasing. Directions will be provided to submit the requisition and directions on how to request the digital tool be integrated into the PGCPS technology environment.
9. The PGCPS user will submit the requisition for approval in Oracle. The requisition will be forwarded to the Division of Information Technology, as the final approver, to confirm the digital tool is approved for use by PGCPS.
10. The PGCPS user will submit an integration request to the Division of Information Technology.

**5686** Dues/Subscriptions: Costs of professional development subscriptions, educational journals, and memberships of educational value and correlated to county/state curriculum Costs. Purchase and/or renew through Oracle at the beginning of the school year.

**5696** **Entrance Fees for Field Trip Expense:** Entrance fees for trips directly related to and supporting the school curriculum. ***Trips to amusement parks and entertainment venues will be approved for STEAM activities/performances (i.e. Education Days at Six Flags).*** *They MUST be aligned to Administrative Procedure (AP) 6153 and* adhere to school system guidelines for all field trips. Submit approved field trip documentation to the Office of Community Schools at least four (4) weeks prior to the field trip. A field trip packet needs to be reviewed by the Community Schools Specialist and approved by the Director of Community Schools prior to submission in Oracle. The packet includes a Field Trip Request form, lesson plan, and description of the program with educational outcomes. After approval, submit a requisition through Oracle iProcurement with approved documentation attached.

***NOTE:*** *Funding allocated in this category is allowable for field trips only and not for Virtual Assemblies.* Any Field Trip considered to be a High Risk Activities and Trips List, MUST be authorized by PGCPS Risk Management before a field trip request is submitted. Contact Philip Hughes at philip.hughes@pgcps.org for authorization. Be sure to provide the vendor's website, contract, and any photos of activities that are being considered for approval. Please visit the PGCPS Risk Management's website for allowable and non-allowable items.

- All transactional documents (Workshop Pre-approvals and Student Field Trips) for the Office of Community Schools will be reviewed and signed by the Director of Community Schools and then the respective Area Associate Superintendent. Once approved by the Area Associate Superintendent, documents will be returned to the Office of Community Schools Director and Specialist/Assistant who will send the approval to the requesting school/office.

***NOTE:*** *Bus Contracts must be signed by the Purchasing Director (submit to Purchasi@pgcps.org).*

**5484** **School Activity Transportation:** Costs of transportation using school system vehicles. Trips should relate directly to the county curriculum and standards. Transportation *MUST be aligned to AP 6153.*

***NOTE:*** *Bus Contracts must be signed by the Purchasing Director (submit to Purchasi@pgcps.org).*

# Professional Development

**5111** **Workshop/Staff Development Pay:** Stipends for professional development workshops facilitated or attended by instructional personnel. All workshop sessions must be pre-approved by the Office of Community Schools prior to the session occurring. S.A.N.E.(Sign-in Sheets, Agenda, Notes, and Evaluation) documentation must be submitted that aligns with the pre-approval submission prior to timecard approval. A description of the session must be captured on the school's professional development plan included with the School Performance Plan. The Professional Development calendar is due at the time the Community School budget request is submitted. *County employees, other than administrators, who facilitate workshops should be identified as instructors and paid at the appropriate workshop rate.* Half-day is three and a half (3.5) hours; a full-day is seven (7.0) hours. *Refer to the Process for School-Based Workshops document.* Please note fringe and benefits will be deducted.

- All transactional documents (Workshop Pre-approvals and Student Field Trips) for the Office of Community Schools will be reviewed and signed by the Director of Community Schools and then the respective Area Associate Superintendent. Once approved by the Area Associate Superintendent, documents will be returned to the Office of Community Schools Director and Specialist/Assistant who will send the approval to the requesting school/office.

**5574** **Staff Development Supplies:** Cost of books and online training materials *only* related to professional development activities. Supplies should align with the school's implementation plan and needs assessment. *Copy paper is excluded from this sub-object code.*

**5401** **Instructional Contracted Services:** Costs of educational consultants used for instructional workshops/training should be noted in the School Performance Plan aligned to curriculum and state standards. After you have received the approved, signed contract from the Purchasing Department, submit a requisition for services via Oracle iProcurement. Attach the approved Consultant Agreement and justification to the requisition. Include a detailed description of services to be performed and the date of activity at least sixty (60) days prior to the contracted date.

***NOTE:*** *Contracts must be signed by the Purchasing Director (submit to Purchasi@pgcps.org).*

**5612** **Registration Fees:** Costs of conference registration fees for instructional staff and/or school teams to attend local and non-local educational conferences. Conference registration packets must be submitted to the Office of Community Schools for approval and in compliance with Administrative Procedures 4134 Non-Local Travel for overnight and/or out-of-town conferences. The packet includes a travel memo, non-local travel request form, conference announcement, and registration form for each participant.

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**5616** **Non-local Travel:** Costs of registration fees, hotel accommodations, transportation, and per diem for meals to attend a national conference in compliance with Administrative Procedure 4134. The Non-local travel packet must be submitted to the Office of Community Schools for approval. The packet includes a travel memo, non-local travel request form, conference announcement, and registration form for each participant.

**5619** **Other Travel Related Expenses:** Costs of transportation (to and from the airport) as well as parking to be entered into I-Expense for PGCPS employee reimbursement.

***NOTE: 20% Personnel Grant and 5% for Per Pupil Allocation budgetary restriction of the allocation may be allocated for registration fees, non-local travel and other travel related expenses. Submit required conference documentation to the Office of Community Schools at least six (6) weeks prior to the scheduled date of the conference for reasonable costs. Requisitions will not be approved by the Office of Community Schools until approved documentation is received.***

**5686** **Dues/Subscriptions (Program Code 2601):** Costs of professional development subscriptions, educational journals, and memberships of educational value and correlated to county/state curriculum.

***NOTE:** 5% Personnel Grant and 1% for Per Pupil Allocation budgetary restriction of the allocation may be allocated for Dues/Subscriptions*

# OTHER EQUIPMENT OVER $499

**5759** **Mis.Other Equip Over $499:** Fees paid for furniture for miscellaneous equipment not classified above and over $499.

Property/Equipment is defined as not being movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus or set of articles which meet all of the following conditions;

- Last more than one year.
- Better to repair than replace.
- Retains its original shape, appearance, and characteristic with use.
- Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- Per unit cost exceeds $500.00 in value.
- Equipment may be further classified as either built-in or movable:
- Built-In: integral part of a building; permanently attached to a site and functions as part of the building.
- Moveable: not an integral part of a building;transportable.
- School Marquee must indicate sponsorships by, "In partnership with PGCPS Office of Community Schools" or "Proud PGCPS Community School" See allowable designs linked here.
    - PGCPS Guidelines for Marquees
- **Classroom Rugs:** School Specialty is a recommended vendor to purchase rugs, *but not limited to*. The size, shape and type of rug is what will be approved. See examples of Community School Rugs here. A limit of only **10** rugs can be ordered/purchased.

- **Mats/Rugs:** The size, shape and type of rug is what will be approved. A limit of only **2** rugs can be ordered/purchased. An oversized school mat/rug may be purchased for the entryway of the school. Factors that must be considered include: durability, size, safety features, ease of maintenance, design, and message. An entryway welcome mat/rug can enhance the school's environment and create a positive experience for students, staff, and visitors alike. The entryway mat/rug must indicate sponsorships by, "In partnership with PGCPS Office of Community Schools" or "Proud PGCPS Community School" and include the community school logo. See examples of Community School Mats/Rugs here.

- **School Retractable Banners:** Schools can use these banners at community events, fairs, or outreach activities to represent the school and share information with a broader audience. Retractable banners can serve as welcoming signage at school entrances or reception areas, greeting visitors and newcomers to the school community, etc. The portability of retractable banners allows for flexible placement in various locations both within and outside the school premises. Banners must indicate sponsorships by, "In partnership with PGCPS Office of Community Schools" or "Proud PGCPS Community School" and include the community school logo. See examples of Community School Retractable Banners here.

***NOTE:*** *Maximum of 10 walkie talkies and there is a one-time replacement opportunity for batteries. Signage must abide by the information provided .* (Personnel Grant Only)

# Non-Allowable Purchases

Non-Allowable funds are funds that do not support sustained grant funding in the event that funds are audited by internal and external auditors.

***As a reminder***: All requisitions, Extended Learning Programs, Professional Development sessions, Parent and Family Engagement events, and transportation costs utilizing Blueprint funds must be approved by the Office of Community Schools and must be reasonable, necessary, allowable, and allocable.

Please see the below sample list that includes, *but is not limited to*, non-allowable purchases:

**Some Examples of Non-Allowable Purchases Utilizing Community Schools Grant Funds**

- Imprinted/engraved trophies, medallions, school pencils, set-up fees, imprinted folders set-up designer fees, glow in the dark folders, mechanical pencils, stylus pens, fancy gel pens, scented markers, and electric hole punchers.
- Electric pencil sharpeners are limited to no more than two using Office Supplies (ONLY 2 electric pencil sharpeners can be ordered).
- Laminating machines, poster makers, label makers, button-making machines, and wireless microphones.
- Steel privacy partitions, bean bags, hall passes, PPEs, refrigerators/freezers, microwaves, coffee pots, coffee makers, a new playground, school uniforms, household cleaning supplies, backdrops, tents, retractor kits, barrier kits, picnic tables, yard signs, murals, tents/canopy, paper products, table cloths, flatware, cups, napkins, facial tissue, balloons, table weights, popcorn machines/carts, photo booths, AED kits, umbrellas, etc.
- Purchasing individual tickets to attend events.
- Party rental equipment.
- Physical education materials, sports equipment, and musical instruments.
- Televisions, television equipment
- Computer ink, toner, cartridges, and/or hardware.
- Utility carts, building equipment (i.e. handtrucks, etc.)
- Decorations (No "party" decorations).
- Fried foods, candy, gum, sodas, coffee, funnel cakes, \and elaborate catering requests and food purchases (i.e. crab cakes, lobster, etc.). Limited purchase of food, the average food order should be in accordance with the attendance of parents/families based on registrations.
- **T-shirt and hoodie purchases are limited to half of the student enrollment utilizing the Concentration of Poverty Maryland Blueprint Personnel Grant funds only.** No clothing apparel (i.e. blazers, vests, shirts, etc.). Any other clothing purchase requests are on an individual basis and require the approval of the Director of Community Schools.
- Food ordered for students cannot interfere with the breakfast/lunch program at the school --AND--cannot be served or delivered during the hours of breakfast or lunch.
- Health services ***CANNOT*** be provided for adults; services can ***ONLY*** be provided for PGCPS students.

***All requisitions are subject to review and approval by the Director of Community Schools.***