

R277. Education, Administration.

R277-459. Teacher Supplies and Materials Appropriation.

R277-459-(1). Authority and Purpose.

(1) This rule is authorized by:

(a) Utah Constitution Article X, Section 3, which gives general control and supervision of the public school system to the Board;

(b) Subsection 53E-3-501(1)(b), which directs the Board to establish rules and minimum standards for school programs; and by

(c) intent language included in 2017 H.B. 2, Public Education Budget Amendments, which required the Board to establish a rule governing allowable expenditures of teacher classroom supplies and materials money appropriation.

(2) The purpose of this rule is to establish guidelines regarding the materials, supplies and money.

R277-459-2. Definitions.

(1) "Classroom teacher" means a teacher who:

(a) is assigned by an LEA in a permanent teacher position filled by one teacher or two or more job-sharing teachers employed by an LEA;

(b) is licensed, and paid on an LEA's salary schedule;

(c) is employed for an entire contract period; and

(d) is primarily responsible to provide instruction or a combination of instructional and counseling services to students in public schools.

(2)(a) "Comprehensive Administration of Credentials for Teachers in Utah Schools file or "CACTUS file" means the electronic file maintained by the Superintendent on all licensed Utah educators.

(b) A CACTUS file includes:

(i) personal directory information;

(ii) educational background;

(iii) endorsements;

(iv) employment history;

- (v) professional development information; and
- (vi) a record of disciplinary action taken against the educator.

(c) All information contained in an individual's CACTUS file is available to the individual, but is classified private or protected under Section 63G-2-302 or 305 and is accessible only to specific designated individuals.

(3) "Field trip" means a district, or school authorized excursion for educational purposes.

(4) "LEA" for purposes of this rule, includes the Utah Schools for the Deaf and the Blind.

(5) "Teaching supplies and materials" means both consumable and nonconsumable items that are used for educational purposes by teachers in classroom activities as approved by the LEA:

R277-459-3. Distribution of Funds.

(1) The Superintendent shall distribute funds to LEAs based on data submitted to the CACTUS database.

(2) Individual teachers shall designate the uses for their allocations consistent with the criteria of this rule. LEAs and other eligible schools may develop policies, procedures and timelines to facilitate the intent of the appropriation.

(3)(a) An LEA shall ensure that each returning classroom teacher receives the teacher's proportionate share of the appropriation by August 15 annually.

(b) An LEA shall ensure that each newly hired classroom teacher receives the teacher's proportionate share of the appropriation by the later of:

- (i) August 15 annually; or
- (ii) within two weeks of hire.

(4) If a teacher has not spent or committed to spend the individual allocation by April 1, the school or LEA may make the excess funds available to other teachers or may reserve the money for use by eligible teachers the following year.

(5) These funds shall supplement, not supplant, existing funds for identified purposes.

(6) These funds shall be accounted for by the LEA or eligible school using state and school district procurement and accounting policies.

(7)(a) The funds and supplies purchased with the funds are the property of the LEA.

(b) Employees do not personally own materials purchased with designated public funds.

(c) An LEA may by policy allow individual teachers to use supply funds to protect teacher health with consumable materials that may not be able to be reused by the school.

(8) An LEA may distribute funds to eligible teachers through a Board-approved competitively-bid software solution procured using Board funds.

R277-459-4. Other Provisions.

(1) A classroom teacher may combine the classroom teacher's allocation with another classroom teacher to buy supplies or materials.

(2) An LEA may carry over these funds, if necessary.

KEY: teachers, supplies

Date of Enactment or Last Substantive Amendment: April 9, 2020

Notice of Continuation: May 1, 2015

Authorizing, and Implemented, or Interpreted Law: Art X Sec 3; 53E-3-501(1)(b)