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GUIDANCE MEMORANDUM #19-09

To: Local Education Agencies

From: Jhone M. Ebert, Superintendent of Public Instruction

Date: November 1, 2019

Subject: Senate Bill (SB) 324 (2019) regarding Teachers' School Supplies Assistance Account, formerly known as the Teachers' School Supply Reimbursement Account

Summary of Senate Bill 324

The passage of Senate Bill (SB) 324 during the 80th Legislative Session revised NRS 387.1253, 387.1255, and 387.1257 regarding the Teachers' School Supplies Assistance Account. Revisions include, but are not limited to the following:

- Allows funds to be disbursed to a teacher in additional ways, including:
 - Use of a purchasing or debit card;
 - Paying the balance on a credit card issued to a teacher by the school;
 - Depositing money directly into the account of a teacher maintained at a financial institution; or
 - Providing a check written to the teacher.
- Authorizes a teacher who has used the entirety of their allotted disbursement or reimbursement to request an additional disbursement or reimbursement if there is money remaining in the special revenue fund.
- Revises the requirements for fiscal tracking.
- Requires the board of trustees of a school district and the governing body of a charter school to adopt a policy that establishes the manner in which to account for disbursements or reimbursements of money using each form of payment approved by the board of trustees or the governing body.

Purpose & Guidance

The purpose of this memo is to provide guidance to districts and public charters to ensure alignment with the intent of SB324 (2019).

Teachers' school supplies assistance funding was allocated based on the number of licensed contracted teachers as defined by NRS 387.1251, as of August 23, 2019:

- \$4,959,303 is available for FY20 (\$4.5M appropriated through the legislative session, \$447,303 carried over from FY19 and \$12,000 in interest);

- 25,853.5 teachers were reported as employed and contracted by districts and charter schools as of August 23, 2019;
- The amount per teacher used in issuing grant awards to each district and charter school will be \$191.82 (\$4,959,303 divided by 25,853.5), but may be modified by a district by following the below guidance.

In the event that new teachers were hired from outside the district after August 23, 2019, a school district or public charter may make a one-time adjustment to establish a new per teacher allocation by taking the total amount of the district or public charter grant award and dividing it by the total number of eligible teachers. The new per teacher allocation must be equal for all eligible teachers within the school district or public charter school. Any adjustment made by a district or public charter school must be reported to NDE and completed no later than December 31, 2019.

Districts and public charter schools shall distribute these funds in accordance with NRS 387.1255, NRS387.1257, and SB324 (2019). Based on the allocation description above, each eligible teacher within a district or public charter school shall receive an equal amount of funds, but may apply to receive additional funding (up to the maximum amount of \$250.00) if funds are available. The allocation per teacher shall follow the individual teacher if they transfer schools within a district or public charter after the August 23, 2019 count day. Supplies purchased with these funds may remain with a teacher as long as the teacher continues to teach at a public or public charter school in Nevada.

These funds are allocated to the teacher for the purpose of reimbursement or purchasing supplies for the students the teacher instructs. The individual teacher has the sole discretion to spend these funds in accordance with NRS 387.1255.

The Nevada Department of Education will conduct monitoring to ensure funds are disbursed and expended in alignment with SB324, NRS 387.1251 – 387.1257, and NRS 353.50 – 353.246.

Timeline for Implementation

Adopted policies that establish the manner in which to account for disbursements or reimbursements of money using each form of payment approved by the board of trustees or the governing body must be submitted to NDE by December 31, 2019.

For additional details please refer to the text of [Senate Bill 324](#).

Contact

Please contact Jeff Briske at edprep@doe.nv.gov or 702-486-6489 with any questions.