

1 **R277. Education, Administration.**

2 **R277-459. Teacher Supplies and Materials Appropriation.**

3 **R277-459-1. Authority and Purpose.**

4 (1) This rule is authorized by:

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

7 (b) Subsection [53E-3-401\(4\)](#), which allows the Board to make rules to execute  
8 the Board's duties and responsibilities under the Utah Constitution and state law;

9 (c) Section [53F-2-526](#), which appropriates funds to distribute money to  
10 classroom teacher for teaching supplies and materials;

11 ~~([b]d)~~ Subsection [53E-3-501\(1\)\(b\)](#), which directs the Board to establish rules and  
12 minimum standards for school programs; and ~~[by]~~

13 ~~([e]e)~~ intent language included in [2017 H.B. 2](#), Public Education Budget  
14 Amendments, which required the Board to establish a rule governing allowable  
15 expenditures of teacher classroom supplies and materials money appropriation.

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

18

19 **R277-459-2. Definitions.**

20 (1) "Classroom teacher" means ~~[a teacher who:~~

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

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

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

25 ~~—— (d) is primarily responsible to provide instruction or a combination of instructional~~  
26 ~~and counseling services to students in public schools.] the same as the term is defined~~

27 in Section [53F-2-526](#).

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

31 (b) A CACTUS file includes:

32 (i) personal directory information;

33 (ii) educational background;

34 (iii) endorsements;

35 (iv) employment history;

36 (v) professional development information; and

37 (vi) a record of disciplinary action taken against the educator.

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

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

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

45 (5) "Teaching supplies and materials" means ~~[both consumable and~~  
46 ~~nonconsumable items that are used for educational purposes by teachers in classroom~~  
47 ~~activities as approved by the LEA.]~~ the same as the term is defined in Section [53F-2-](#)  
48 [526](#).

49 (6)(a) "Utah Schools Information Management System" or "USIMS" means a  
50 comprehensive tool maintained by the Superintendent for collecting, processing,  
51 providing oversight, and report on education data for the state.

52 (b) "USIMS" is the successor to the CACTUS database, which maintains data on  
53 educator licenses as described in Subsection (2).

54

55 **R277-459-3. Distribution of Funds.**

56 (1)(a) The Superintendent shall distribute funds consistent with Subsection 53F-  
57 2-526(2) to LEAs based on data submitted to the CACTUS or USIMS database, as  
58 appropriate.

59 (b) Only k-12 and pre-kindergarten classroom teachers are eligible for teaching  
60 supplies and materials funds.

61 (c) The following positions are not eligible for teaching supplies and materials  
62 funds:

63 (i) school counselors; and

64 (ii) school specialists.

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

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

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

72 (i) August 15 annually; or

73 (ii) within two weeks of hire.

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

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

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

81 (7)(a) The ~~[funds and]~~ teaching supplies and materials purchased with the funds  
82 are the property of the LEA.

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

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

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

90

91 **R277-459-4. Other Provisions.**

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

94 (2) An LEA may carry over [~~these~~] teacher supplies and materials funds, if  
95 necessary.

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97 **KEY: teachers, supplies**

98 **Date of Last Change: July 22, 2022**

99 **Notice of Continuation: May 1, 2015**

100 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-501\(1\)\(b\)](#)**