

JORDAN SCHOOL DISTRICT

Intradistrict Communication

Date: August 2, 2019
 To: Principals and Administrative Assistants
 From: John Larsen, Business Administrator
 Subject: **Classroom Supplies Appropriation for 2019-20**

The way in which classroom supply funds were distributed to teachers and tracked during the last school year will continue again for the 2019-20 year. Rather than providing the supply funds to each school and having administrative assistants issue reimbursements, each teacher will have his/her total supply allocation deposited to the account on record with the Payroll Department. We expect the supply allocations to be deposited to teacher accounts on or about the 26th of September. Each teacher will be issued a pre-printed envelope (supplied by the District and distributed by school administrative assistants) in which to keep receipts and to record expenditures. The total amount each full-time teacher will receive for the 2019-20 school year is as follows:

FTE	ELEMENTARY ALLOCATION		SECONDARY ALLOCATION	
	Salary Levels 1-3	Salary Levels 4+	Salary Levels 1-3	Salary Levels 4+
1.0*	\$250.00	\$175.00	\$200.00	\$150.00

*Teachers working less than full-time will receive a portion based on the FTE rate listed on the school's Skyward FTE report.

We appreciate the help of each school administrative assistant with the following:

- 1) Provide each teacher with a tracking envelope at the beginning of the year.
- 2) Collect the envelopes by May 1 of each year.
- 3) Keep a record of teachers who have principal-approved carry-over amounts.
- 4) Prepare a list for submission to the Payroll Department of those teachers who have unused funds that require a payroll deduction to reimburse the District.

The number of envelopes included with this memo was based on the total number of teachers listed on the enclosed Skyward FTE list, plus an additional ten envelopes. Hopefully the list is fairly accurate but there will likely be changes between now and September 25. If you did not receive enough envelopes, please contact Jeri (contact info listed below). Please note that the Record of Receipts side of the envelope now includes a box to record carry-over amounts. With four new schools opening this year, the number of teacher transfers has increased and there will need to be communication between administrative assistants to insure that carry-over amounts are communicated and recorded on each teacher's envelope. Please also encourage teachers to keep their envelopes in a place for safe-keeping throughout the school year.

Immediately following the distribution of supply money at the end of September, you will receive a Skyward report specific to your school that lists the employee' names and the amount of money each received, and you will also receive another updated FTE report.

Also enclosed is an updated version of the document, "Helpful Information about Legislative Supply Money." This was created from the input and questions received from administrative assistants and others. As always, if you have questions, please feel free to contact my administrative assistant, Jeri Clayton, at 801-567-8120 or jeri.clayton@jordandistrict.org. Thank you for your assistance with the legislative supply money.

jl/jc
 Encs.

cc: Anthony Godfrey
 Mike Anderson
 Laura Finlinson
 Rebecca Gerber
 June LeMaster

Lisa Robinson
 Brad Sorensen
 Doree Strauss
 Dan Ellis
 Derek Anderson

Mike Heaps
 Sarah Palmer
 Vicki Olsen, JEA