

R277. Education, Administration.

R277-459. Teacher Supplies and Materials Appropriation.

R277-459-1. Authority, Purpose, and Oversight Category.

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

(c) Section [53F-2-527](#), which appropriates funds to distribute money to classroom teacher for teaching supplies and materials;

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

(e) 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.

(3) This Rule R277-459 is categorized as Category 2 as described in Rule R277-111.

R277-459-2. Definitions.

(1) "Classroom teacher" means the same as the term is defined in Section [53F-2-527](#).

(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) 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 the same as the term is defined in Section [53F-2-527](#).

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

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

R277-459-3. Distribution of Funds.

(1)(a) The Superintendent shall distribute funds consistent with Subsection [53F-2-527](#)(2) to LEAs based on data submitted to the CACTUS or USIMS database, as appropriate.

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

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

- (i) school counselors; and
- (ii) school specialists.

(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 teaching supplies and materials 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 teacher supplies and materials funds, if necessary.

KEY: teachers, supplies

Date of Last Change: August 7, 2024

Notice of Continuation: November 15, 2024

Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-501\(1\)\(b\)](#);
[53F-2-527](#)