

VCS 411



News and Information for VCS Employees

February 20, 2017

Teacher Lead Funds

Teacher Lead funds are specifically designated to reimburse teachers for purchasing classroom materials and supplies to be used by students assigned to them. They may not be used to purchase equipment. All forms and detailed instructions are available on the Finance website at the following link: <http://myvolusiaschools.org/finance/Pages/Teacher%20Lead.aspx>.

REMINDER

All teacher lead forms and receipts are to be submitted to your school designee by March 1.

Teacher Lead Q & A

Documentation of Expenses

- Q: Can a teacher turn in a copy of their bank debit card/credit card statement highlighting their teacher lead purchases instead of receipts?**
- A: No, a statement is not acceptable. The teacher needs to provide legible copies of itemized receipts, as indicated on the Teacher Lead consent agreement from the ePortal.
- Q: Can a teacher include the sales tax paid on classroom supplies in their receipt totals?**
- A: Yes, since personal expenses for teachers are normally taxable, they can include the sales tax paid on classroom supplies as part of their reimbursement.

Certificate Renewals/Conferences/Memberships/Donations

- Q: Can a teacher pay for their Teacher certificate renewal with Teacher Lead funds?**
- A: No, professional license renewals are not an allowable purchase with Teacher Lead funds.
- Q: Can teacher conference registrations be paid for with Teacher Lead funds?**
- A: No, conference registration fees are not an allowable purchase with Teacher Lead funds.
- Q: Can a teacher claim a membership to a professional organization as a Teacher Lead purchase?**
- A: No, professional memberships are not an allowable expense with Teacher Lead funds.
- Q: Can donations to educational organizations or causes be made with Teacher Lead funds?**
- A: No, Teacher Lead funds were not intended to be used for donations. The state specifically designated these funds to reimburse teachers for classroom supplies to be used by students assigned to them.

(cont'd on page 2)

Teacher Lead Q & A

(cont'd from page 1)

Permissible Purchases

Q: Are teachers allowed to purchase software with Teacher Lead funds?

A: Software subscriptions are allowed, as long as they are for temporary access to the site. Software licenses are not permitted because they are considered equipment.

Q: Can teachers purchase electric pencil sharpeners, wireless pointers and a mouse for a student station?

A: Yes, as long as these items are being used by students in their classroom for instructional purposes and they are under \$100 they are acceptable teacher lead purchases.

Q: Are teachers allowed to purchase printers under \$100?

A: Yes, as long as the printer is under \$100, it would be allowed this year. However, adding individual stand-alone classroom printers are in conflict with the district's Go Green Initiative and the purchase of them with any funding is discouraged and not cost effective or efficient.

Impermissible Purchases

Q: Can food for incentives/reinforcements/treasure box be purchased using Teacher Lead funds?

A: No, food should not be purchased with Teacher Lead funds unless it is being used as a supply that is included in part of their class lesson plan/curriculum.

Q: Are teachers allowed to purchase a peripheral computer accessory for teacher use, such as a portable hard drive or wireless speakers?

A: No, these items are considered electronics and are being used by the teacher, not students in the classroom.

Q: Can a teacher pay for their own school uniform t-shirt with Teacher Lead funds?

A: No, Teacher Lead funds should be used for classroom supplies for students.

Q: Are teachers allowed to purchase tablets (kindle fire, iPad, etc.) with Teacher Lead funds?

A: No, these would be considered electronics, which are not an allowable expense for Teacher Lead funds.

Q: Can Teacher Lead funds be used to purchase a rolling cart/bag to transport their records?

A: No, the funds are to be used for classroom materials and supplies to be used by students in the classroom.

Questions?

Visit <http://myvolusiaschools.org/finance/Pages/Teacher%20Lead.aspx>

Or call Heather Knight at extension 20336