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September 22, 2015

**GUIDANCE MEMORANDUM #15-16**

**TO:** All School Districts

**FROM:** Steve Canavero, Ph.D.  
Interim Superintendent of Public Instruction

**SUBJECT:** Clarification SB 133 Teacher's School Supplies Reimbursement

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This guidance memorandum is issued to clarify the per teacher reimbursement amount allowable under the Teachers' School Supplies Reimbursement Account (SB133). On September 1, 2015, the Nevada Department of Education (Department) notified districts and charter schools of their proportionate share of the \$2.5 million appropriated for the reimbursement program for FY16. Since that time, we have received a number of questions as district staff work through scenarios that generally include variations in the number of teachers requesting reimbursement and/or in the amount of reimbursement requested.

The figures communicated to each district on September 1 were determined by dividing the total dollar amount by 24,334 teachers, which yielded a per teacher amount of \$102.73. The per teacher amount was then used to determine each district's and charter school's proportionate share, and the September 1<sup>st</sup> memorandum stated \$102.73 as the maximum each teacher could be reimbursed. However, the Department believes the intent of the bill is for the entire proportionate share to be expended and realizes this may not be possible if all teachers do not apply or if some teachers apply for less than the maximum indicated in the September 1<sup>st</sup> memorandum.

Therefore, the Department would like to allow districts and charter schools to manage the practical nuances of implementation to reimburse as many teachers as possible and exhaust each district's and charter school's Teachers' Supplies Reimbursement Account. As you determine the manner in which to distribute the money, the maximum a teacher receives may be more or less than \$102.73, but may not exceed \$250 as per SB133 Sec. 4.

A handwritten signature in blue ink that reads "Steve Canavero".