

Each teacher receives a classroom budget. The budget is based on enrollment.

The initial budget will be calculated based on the enrollment of twelve (12) students.

On October 4th, Norm Day, enrollment will be reviewed and your budget will be adjusted accordingly. Norm Day is the count of actively-enrolled students.

HOW IS THE BUDGET CALCULATED

The budget is based on \$48 per student. If your class enrollment is *24 students* your classroom budget will be **\$1,152.00**.

PURPOSE OF BUDGET

Your classroom budget is available for you to purchase items for your classroom. This can include, but is not limited to, border decorations, arts & crafts, student incentives, applications to enhance students learning and teachers pay teachers. Items that will enhance your success in your classroom that you might be interested in purchasing may include: lamp, organizational material, speaker, speaker, homework inbox, classroom library books, etc.

WHEN CAN I BEGIN PURCHASING?

Ready to shop? You may begin shopping **on August 8th**.

Why August 8th? This is when you will receive your classroom budget and will have gone through the Accounts Payable training that includes: access to SpendBridge, updates and fiscal policies and guidelines.

HOW DO I PURCHASE ITEMS USING MY CLASSROOM BUDGET?

- **SpendBridge**
- Director's Credit Card
- Reimbursement

You are highly encouraged to utilize SpendBridge for ALL of your shopping. We understand that there are certain items that are not found in the catalogs. Discuss your need with your Director and request the use of their credit card **before** you purchase the item on your own.

If you are granted approval (in writing) by your Director to purchase the item on your own, you will submit a reimbursement. Once a reimbursement is submitted, the item becomes Extera property.

Do NOT make purchases from Staples, Lakeshore or Amazon outside of SpendBridge. These purchases will not be reimbursed. SpendBridge must be used at all times for these vendors. No exceptions will be made.

If you place orders with items from the Classroom Supply Request, you will receive an email advising you to complete the form and submit it to the office. These item(s) will be removed from your cart. If it is needed for a very specific reason, make sure you add a note to your request for the approvers to have a clear understanding of why an exception needs to be made.

This year many new items have been added. Review the Teacher Supply Cabinet Request to get a clear understanding of everything that is now available to you.

HOW IS THE BUDGET MANAGED?

Each classroom budget is managed by the Director of Operations, Accounts Payable – Lucrecia Torres.

You will be receiving an email with the link to your budget. For every order or reimbursement that you submit, a copy will be placed in your folder. Your ledger will be updated accordingly. Your campus Director, Office Manager and office support staff will have viewing access.

When you reach a balance of \$200 or less, you will be notified.

Extra money will not be added to your budget. Any surplus funds will be absorbed back into the general budget. Order supplies that will aid you in your success for 2019-20 academic year. Don't order for 2020-21.

NEED LIBRARY BOOKS?

Before you order books, stop by the Home Office and visit our inventory. It's on a first come first serve basis. All of the books have been researched in Scholastic Books and have been leveled.

TEACHER SUPPLY CABINET

The Teacher Supply Cabinet was created to assist you with your classroom budget. It became apparent that a lot of your spending was for student's basic needs. Those items were identified and have been updated.

Your input in 2018-19 was very helpful. Many items were added to the supplies you automatically receive. In a proactive approach to ensure you are even more prepared to begin the school year repeated items were added to the list. All of these items are available to you and they will not be deducted from your classroom budget.

Binder - 3-Ring 1" Green
Binder - 3-Ring 1" Navy Blue
Binder - 3-Ring 1" Red
Cardstock - Astro Brights
Chair Bands
Color Code Dot Labels
Color Splash 8oz. Washable Tempera Paint - 12 pack
Crayons - Individual Boxes
Crayons - Jumbo Individual Boxes
Disinfecting Wipes
Drawing Paper
Electric Pencil Sharpener
Felt Tip Markers
File Folders - Blue
File Folders - Green
File Folders - Manila
File Folders - Red
Hanging Folders
Highlighters - Fine Point - Green
Highlighters - Fine Point - Orange
Highlighters - Fine Point - Yellow
Laminating Sheets



CLASSROOM BUDGET 2019-20

Mailing Labels
Mr. Sketch Markers - Class Pack
Name Tags
Paint Brushes
Pallet Trays
Pentel Arts Oil Pastels Carrying Case, Assorted Colors
Play-Doh School pack, 3 oz. 48/pack
Post-it Notes 1.5"x2" Cape Town Collection
Post-it Notes 1.5"x2" Marseille Collection
Post-it Notes, 3"x3" Jaipur Collection
Post-it Pop-up Notes, 3"x3" Cape Town Collection
Post-it Recycled Super Sticky Notes, 4"x4" Bali Collection, Lined
Rubber Bands
Ruler - Wood/Clear
Science Journals (1st Grade)
Sentence Strips - Color
Sentence Strips - Dry Erase
Sentence Strips - White
Sharpie - Black
Sharpie - Fine Point, Black
Sharpie - Multicolor
Sharpie Flip Chart Water Based Markers, Bullet Point, Assorted
Student Disposable Cups 5oz
Student Snacks - Granola Bars
Student Snacks: Cheez-it
Student Snacks: Pretzel Bags
Student Snacks: Welch's Fruit Snacks
Sweeper
Zip Lock Bags - Gallon Size
Zip Lock Bags - Sandwich Size
Zip Lock Bags - Snack Size

Any time you run out of any of these supplies and the other items on the list, complete the **2019-20 CLASSROOM SUPPLY REQUEST FORM** and submit it to your office staff.

It may take 2-3 days for the supplies to be given to you. Plan ahead to ensure you have what you need in a timely manner.

These items are NOT deducted from your classroom budget.



CLASSROOM BUDGET 2019-20

Any items you receive on either August 2019 that are not needed can be returned to the office. A credit for these items will *not* be applied to your classroom budget. A survey will be sent out to you in November 2019 in preparation for the supplies you'll be needing in January 2020.

NOTE: Due to the response received back regarding the Student Agenda survey sent out by Curtis Rhodes, Director of Communications, no agendas will be ordered this year for 3rd– 8th grade.