

Teacher Supply Brainstorming Session

Today's Agenda

- Introductions
- The Purpose of Today's Meeting
- Why now?
- Format for Brainstorming
- What's next?

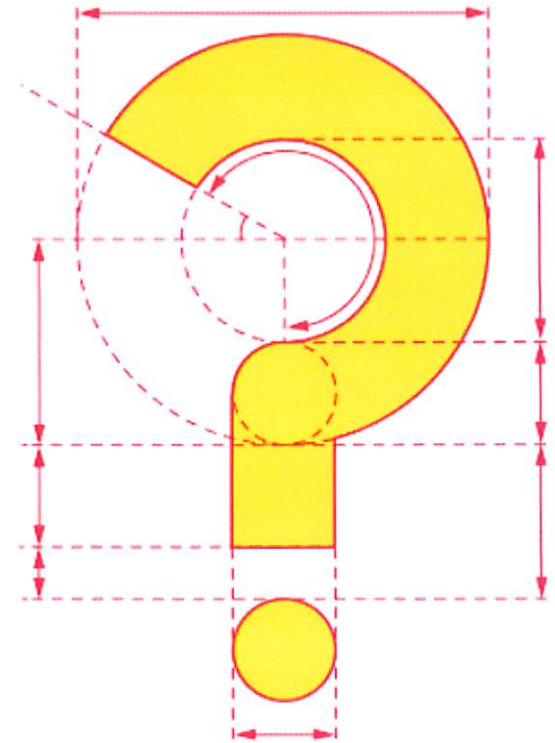


Purpose of Today's Discussion

Identify the needs of our teachers related to classroom materials and supplies

Determine the obstacles for using district funds to meet those needs

Brainstorm ideas on how the business services department can better assist in meeting the teacher's needs



STEP 2: Data Collection & Analysis

Teacher Surveys

- Two areas with significant response or consideration needed:
 - Personal Spending by Teachers
 - Planning/Preparation Time

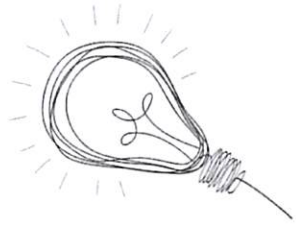


STEP 2: Data Collection & Analysis

Teacher Surveys

Personal Spending by Teachers

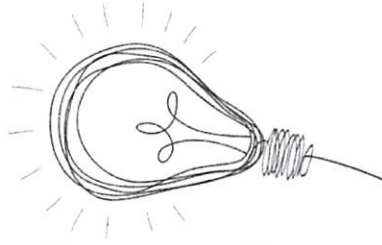
- Purchasing lesson plans/activities online (TpT, etc.)
- Student Supplies (pens, pencils, markers, notebooks, etc.)
- Classroom Supplies (furniture, organizational materials, decor, etc.)



STEP 2: Data Collection & Analysis

Personal Spending by Teachers (FOLLOW UP REASONS)

Don't / Didn't know the process or could order	3%
Classroom Aesthetics	10%
Students don't bring supplies / Parents don't provide	14%
Student Incentives / "Help" students	16%
No budget / Told no	16%
Easier (saves time) / Faster / Takes too long	32%
Supplement Curriculum / Needed for lesson	42%



Brainstorming Guiding Questions

What are the needs? How do they arise – lessons, student supplies??

Do you ask for money? If so, who do you ask?

If you were not able to use district funds, what were the reasons?

Have you used a district p-card? Did this work well? Why or Why not?

Do you obtain purchase orders? Does this work well? Why or Why not?

Have you been reimbursed for purchases?

What type of stores do you use for classroom purchase made from your personal funds?

Is the process for using district funds clear and easy to understand?

Brainstorming Guiding Questions

On average, how much do you spend out of pocket?

Are there times the district simply would not be able to meet the need and a teacher using their own funds acceptable?

Is there an amount you could recommend that should be available for each teacher?

Outside of a purchase order or use of pcard, have you received supplies through the district any other way?

Are there standard items you could recommend each teacher should be supplied at the beginning of the year? Replenished throughout the year?

What about items other than supplies – furniture, technology? Are these items you buy with your own money?

What's Next

Identify stakeholders to assist us with improving resources

Identify actionable steps the business office can take in partnership with campuses and departments to decrease the amount of teacher out of pocket spending on classroom supplies and materials

QUESTIONS?

