



Montgomery County Board of Education

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www.preparingstudentsforlife.com

MONTGOMERY PUBLIC SCHOOLS

October 6, 2020

Dear Certified Employee,

Montgomery Public Schools is using ClassWallet, an online funds management platform, for you to access and spend your Classroom Instructional Supply funds.

*****PLEASE READ THIS IMPORTANT INFORMATION*****

You will be receiving your funds through the **ClassWallet** platform. On October 12th you will receive an email notifying you when funds are available. Be sure to add info@classwallet.com to your address book. Once you receive the email, do the following steps:

- Step 1: Establish your ClassWallet account-**Go to www.classwallet.com and click on Login which can be found in the upper right corner.
- Step 2:** On the next page, click on "First Time Login" and enter your school email address and then follow the prompts.
- Step 3: Verify your account-** ClassWallet will send you an email to verify your account. Click on the link in that email in order to complete your ClassWallet registration process.
- Step 4: Funding-** Your Classroom Instructional Supply funds will be deposited into your ClassWallet Account by October 15, 2020.
- Step 5: Shop Online -** School Specialty, Scholastic, Staples, Office Depot, Really Good Stuff, and many of the vendors you utilize most have partnered with ClassWallet. You will find links to all the stores through your ClassWallet dashboard. Shop online and pay with ClassWallet.
- Step 6: Training and Support -** Click the following link to view on-demand videos, join a live webinar, access FAQs or to contact ClassWallet: <https://www.classwallet.com/getting-started>

Please note that you will be required to sign an electronic affidavit regarding the expending of your Classroom Instructional Supply Funds. Funds will not be available until the affidavit has been signed.

Sincerely,

Dr. Ann Roy Moore
Superintendent



**MONTGOMERY
PUBLIC SCHOOLS**

**PROCEDURES FOR EXPENDITURE OF FY 2020-2021 CLASSROOM INSTRUCTIONAL
SUPPLY FUNDS THROUGH THE CLASSWALLET PORTAL**

PURPOSE: To establish procedures for the proper expenditure for funds allocated to purchase instructional, classroom, or technology-related materials or supplies that directly benefit students.

SCOPE: These procedures apply to all Montgomery Public School Board employees who are allotted classroom instructional supply funds through the ClassWallet portal.

PROCEDURE:

1. Classroom instructional supply funds in an amount determined by the State Department of Education will be allocated to teachers and other certified personnel for the purchase of instructional materials and supplies. The allocated funds will be available on the ClassWallet portal (www.classwallet.com) by October 15, 2020.
2. **With the exception of technology-related equipment (computers, printers, etc.),** all purchases must be made using the ClassWallet portal, by purchasing from vendors in the ClassWallet marketplace. **Technology-related equipment** must be purchased through the current requisition process and must be approved by the Interim Director of Technology, Mr. Solomon Raife.
3. **All purchases made through the ClassWallet portal must be made in compliance with the State of Alabama Code 16-1-8.1 regarding classroom instructional support.** "Monies allocated for classroom instructional support may be spent for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher's respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is actually utilized with students in the teacher's classroom."
4. Classroom instructional supply funds will be available to spend on the ClassWallet portal between October 15, 2020 and May 31, 2021. **Please ensure that all funds are spent by May 31, 2021.**

5. **Employees who expend classroom instructional supply funds on anything other than instructional, classroom, or technology-related materials or supplies that directly benefit the students are subject to the following actions, at the discretion of the Superintendent or Superintendent's Designee:**
- a. **Immediate payment of any personal or unauthorized purchases;**
 - b. **Reduction or elimination of the dollar amount of classroom instructional supply funds in future school year(s);**
 - c. **Written conference documentation placed in the employee's personnel file;**
 - d. **Suspension;**
 - e. **Termination; and/or**
 - f. **The pursuit of criminal charges.**
6. **Transfer with Teacher not allowed** According to Section 16-1-8.1 paragraph 10, items purchased with classroom instructional supply funds must remain in the school. If transferred to a different school, teachers must not take the items purchased with these funds to the new school. The same rule applies if a teacher moves out of district. All items purchased with classroom instructional supply funds must remain at the school where the teacher was assigned.



APPROVED:

Dr. Ann Roy Moore,

When you initially sign in to your ClassWallet account you will have to accept the online affidavit which references this document before continuing with the registration process. **By checking the "Click to Accept" checkbox on the online affidavit, I (1) agree to receive an allotment for classroom instructional supplies; (2) understand that these funds may be spent only on instructional, classroom, or technology-related materials or supplies that directly benefit students; and (3) understand the consequences if I fail to use the funds for anything other than instructional, classroom, or technology-related materials or supplies that directly benefit students.**

Please note: While you may see training videos for submitting reimbursement requests and the use of Debit Cards, Montgomery Public Schools will not be using those features of the ClassWallet system.



MONTGOMERY PUBLIC SCHOOLS

Montgomery Public Schools Affidavit

I agree to adhere to and comply with the Code of Alabama, Section 16-1-8.1, which specifies that all elements of classroom instructional support as provided in the Foundation Program, including, but not limited to, student materials and other classroom instructional support approved by the State Board of Education:

“All funds allocated in the Foundation Program shall be spent only for the purposes for which they were allocated. Any funds allocated by the Legislature for student materials shall be given directly to each teacher as specified in the allocation for use directly in his or her classroom as determined exclusively by the teacher.” Additionally, per Section 16-1-8.1, “All monies allocated for classroom instructional support may be spent for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher’s respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is actually utilized with students in the teacher’s classroom.”

I have read and agree to comply with the Montgomery Public Schools classroom instructional supply procedures as shown here: [Click to view/download.](#)

Click to Accept

State Classroom Instructional Support Funds

Funds for Classroom Instructional Purposes only:

To be used for instructional materials, supplies, equipment or electrical equipment which is actually utilized with students in the teacher's classroom.

Allowable Expenditures include but not limited to:

- Copy paper
 - Staplers
 - Paper cutters
 - Hole punches
 - TV's and media devices used in the classroom (or counselor's office) for instructional purposes, and the stands, carts, and cabinets used to hold and store them
 - Computers and peripherals used in the classroom (or counselor's office) for instructional purposes, **if consistent with the technology plan**
 - File cabinets
 - Plastic storage containers and shelves used to store tests and instructional items in the classroom
 - Black-out shades
 - Rug for kindergarten classroom
 - Refrigerator to store biology and chemistry supplies (Science Labs Only)
 - Surge protector/power strip for instructional equipment
 - Classroom bulletin board materials
 - Classroom banners and posters
 - Canned air spray for keyboards
 - Batteries for instructional media
 - Ink cartridges for classroom printers
 - Educational apps
 - Academic incentive items
 - Flash drives
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- **The main question to ask when deciding if the purchase is allowable with instructional funds is: Will the item being purchased be used for instruction?**

Unallowable Expenditures:

- Field trip costs such as bus rental, food, and admission charges, etc.
- Membership dues to any organization or association
- Extra-curricular activity expenses
- Registration fees and other conference expenses
- Student Desk
- Candy/Food

The following vendors have invested to partner with ClassWallet in order to make tracking of educator spend as easy as possible for funders and administration. Each accepts ClassWallet as form for payment. As a result, when an educator uses ClassWallet to purchase from any one of these vendors online, through the ClassWallet platform, funders and administration receive SKU-level accounting of the purchase for reporting and audit purposes.

Vendor	Description
ABC	A School Specialty Store
Abilities	The largest selection of Special Education and Special Needs Classroom Products Available at School Specialty.
ACE Educational Supplies	ACE Educational Supplies is a superstore filled to the brim with learning fun for ages 1 to 100.
Beckers	Becker's School Supplies is a one-stop shop for all of your early learning materials and elementary school needs.
Blick Art Materials	Blick Art Materials is a family-owned retail and catalog business that supplies professional and amateur artists, students, scholastic art programs
Booksource	National book wholesaler distributing to retail bookstores, schools and libraries.
Books4School	Interstate Books4School is an educational, infant through 12th grade, Tradebook, Valu-Book and ESL supplier. We are dedicated to budget stretching prices, prompt service and speedy delivery of all orders
Carson Dellosa	The leading provider of supplemental educational products for educators for over 35 years. Now available on Staples website.
Childcraft	The largest selection of Early Childhood Education, Early Childhood Furniture and Early Childhood Development Products from School Specialty.
ClassWallet Sourced Classroom Resources	Stretch your budget with specially sourced name brand office and classroom supplies. Over 30,000 products, including arts & crafts, supplies, learning materials, toys & games, and more.
ClassWallet Sourced Supply Essentials	With a huge selection of over 40,000 products, including office supplies, technology, maintenance & breakroom, Supply Essentials has competitive pricing as well.
ClassWallet Sourced Discount Ink	Buy printer ink at up to 60% off. Features generic and remanufactured inks and toners for most major brands.
Davie's School Supply	Alabama teacher store, with classroom materials, office supplies, and arts & crafts.
Demco	From supplies, furniture and equipment to innovative library design services and software and Maker Spaces
Discount School Supply	The Discount School Supply website offers the most comprehensive presentation of our products in addition to a wide variety of content resources for teachers and parents.
Engineering Is Elementary	Offering Wee Engineer, preschool EiE for kindergarten, after school curriculum products, engineering adventures.
eNasco	Online catalogs for Arts & Crafts, Science, Healthcare, Farm & Ranch, Special Education, Physical Education & Sports and much more.



Eastern Shore School Supply	Shop for school supplies, such as furniture, games, early learning, mathematics, science, special needs.
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Essential Skills	Classroom early learning teaching software for teaching of reading, spelling, phonics and grammar.
Frey Scientific	Scientific supplies and other materials for middle and high schools.
Get Smart	School Supplies for all grades and ages
Home Depot	Shop online for all your class improvement and class project needs.
Lakeshore Learning	Shop quality educational products for children from birth through 6th grade! You'll find classroom furniture, teaching supplies, classroom decor & more.
Nearpod	Nearpod is an interactive classroom tool for teachers to engage students with interactive lessons.
Parent-Teacher Store USA	A full line of educational materials and supplies that encourage imagination and education in children of all ages both in the classroom and the home
Quizalize	Save time with personalized learning and mastery data. Engage your students with fun quizzes while instantly obtaining valuable mastery data.
Really Good Stuff	One of the country's most popular teacher resource online stores. Teacher Supplies Designed By Teachers For Teachers Since 1992
Sax Arts & Crafts	Inspire the artist in every student with our comprehensive line of affordable, high-quality arts and craft supplies featuring SAX products.
Scholastic	Scholastic has been delivering literacy resources for kids and outstanding children's books to schools, teachers, and families for more than 90 years.
School Specialty	Save on the largest selection of School Supplies and Teacher Supplies at School Specialty.
Spelling City	An award-winning, game-based learning program for vocabulary, spelling, phonics, writing, and language arts
Sportime	The largest selection of Physical Education, Sports Equipment, PE Equipment from School Specialty.
Staples Business Advantage	A comprehensive supplier of Office supplies, Janitorial supplies, Breakroom items, Technology products, Printing services and more
Teacher Tools	School Supplies for all grades and ages
Teachers' Exchange	Wide variety of all resources needed for the classroom.
Teach the Children	Top selling school and educational supplies, including active play, arts & crafts, headphones, learning resources.
The Turtle Shell	Parent teacher store, featuring home school supplies, teacher resources and educational materials.
West Music	Equip yourself or your pupils with the finest of music instruments. West Music provides a wide range that appeals to professionals and teachers.