



Michael Herbstman
Chief Financial Officer

November 2, 2018

MEMORANDUM

TO: Classroom Teachers

FROM: Michael Herbstman
Chief Financial Officer 

RE: Classroom Teacher Supply Reimbursements

On October 9, 2018, Dr. Monica Goldson, Interim Chief Executive Officer, announced \$2.4 million in savings from a central office reorganization. In consultation with labor partners, funds have been set aside to reimburse those PGCEA bargaining unit employees who have direct student instructional schedules and bought supplies for their classroom and/or student use.

Beginning Monday, November 12, 2018, through Friday, February 15, 2019, eligible teachers can submit a request to be reimbursed up to \$100 for the purchase of classroom supplies through iExpense. Please use a PGCPS computer on the school system's network to submit your request. A list of those teacher positions eligible for reimbursement is attached.

Classroom supplies are considered to be those items that are used to enhance student performance such as calculators, student awards, art supplies, manipulative materials or any other instructional item, whether consumable or non-consumable.

In order to be reimbursed, please review the following guidelines:

- Submission of receipts by currently active classroom teachers will be received through iExpense beginning November 12, 2018, until February 15, 2019.
- Classroom teachers may submit for reimbursement an itemized receipt based on purchases made between July 1, 2018, and January 25, 2019.
- Multiple receipts or an individual receipt up to \$100 may be submitted only once.
- Classroom teachers may view the iExpense training video by going to the following link: <https://sites.google.com/a/pgcps.org/oracle/iexpense>.

Questions regarding iExpense should be submitted to the Help Desk Customer Portal at <http://help>, or call 301-386-1549. Please note, reimbursements will be processed within 10 business days of principal approval and funds will be deposited into the employee's primarydirect deposit account. An email notification will be sent to eligible employees when payment is made. Payments are processed on a first-come, first-served basis until all funds are depleted.

c: Division Chiefs
 Principals
 Associate Superintendents
 Instructional Directors

PGCEA Position Titles Eligible for the Stipend

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| <ul style="list-style-type: none"> ● Academic Resource Teacher ● Adapted Physical Education Teacher ● Adaptive Equipment Resource Teacher ● Art Teacher ● Assistive Technology Teacher ● Athletic Director/Classroom Teacher ● Classroom Teacher ● Classroom Teacher - Architecture & Design ● Classroom Teacher - Art ● Classroom Teacher - Business ● Classroom Teacher - Business & Finance ● Classroom Teacher - Chinese ● Classroom Teacher - Computer Science ● Classroom Teacher - Consumer Serv, Hospitality & Tourism ● Classroom Teacher - Dance ● Classroom Teacher - Drama/Theater ● Classroom Teacher - Engineering & Science ● Classroom Teacher - Environmental Studies ● Classroom Teacher - Family and Consumer Science ● Classroom Teacher - French ● Classroom Teacher - Global Studies ● Classroom Teacher - Grades 1 - 3 ● Classroom Teacher - Grades 4 - 6 ● Classroom Teacher - Graphic Arts, Media & Comm ● Classroom Teacher - Health ● Classroom Teacher - Health & Biosciences ● Classroom Teacher - Homeland Security & Military Science ● Classroom Teacher - Information Technology ● Classroom Teacher - Instrumental Music ● Classroom Teacher - Italian ● Classroom Teacher - Kindergarten ● Classroom Teacher - Law, Education & Public Serv ● Classroom Teacher - Math ● Classroom Teacher - Non-Core Academic Subjects ● Classroom Teacher - Physical Education ● Classroom Teacher - RELA/English ● Classroom Teacher - Russian ● Classroom Teacher - Scheduler ● Classroom Teacher - Science ● Classroom Teacher - Social Studies ● Classroom Teacher - Spanish ● Classroom Teacher - Technology Education ● Classroom Teacher - Transportation ● Classroom Teacher - Vocal Music ● Classroom Teacher - World Languages ● Classroom Teacher - Italian | <ul style="list-style-type: none"> ● Classroom Teacher - ESOL ● Classroom Teacher - Art ● Classroom Teacher - AVID ● Classroom Teacher - STEM ● Computer Lab Teacher ● Computer Teacher ● CRI Specialist ● Crisis Intervention Resource Teacher ● Crisis Intervention Teacher ● Dual Language Teacher Specialist ● Foreign Language Teacher ● Hearing Teacher ● Home and Hospital Teacher ● Instructional Lead Teacher ● Instrumental Music Teacher ● Intervention Resource Teacher ● Intervention Teacher ● JROTC Instructor (Non-Commissioned Officer) ● JROTC Instructor (Officer) ● Media Specialist ● Music Teacher ● Occupational Therapist ● Orientation and Mobility Instructor ● Outdoor Education Specialist ● Phys Ed Teacher ● Physical Ed Teacher ● Physical Therapist ● Planetarium Operator ● Preschool Teacher ● Professional School Counselor ● Pupil Personnel Worker ● Pupil Personnel Worker, Transition Worker ● Reading Recovery Teacher ● Reading Specialist ● Resource Math Teacher ● Resource Teacher ● Resource Teacher - Title I Technology Learning ● School Psychologist ● School Psychologist - 11 month ● School Psychologist - 12 month ● School Social Worker ● Speech Therapist ● TAG Specialist ● Testing Coordinator ● Trades & Industry Teacher ● Vision Teacher ● Vocal Music Teacher |
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