

**Montgomery County Education Association**  
**Bargaining Proposal to Montgomery County Public Schools**  
**December 5, 2022**

**Article 14: Instructional Materials & Supplies**

- A. The Board will budget funds to the superintendent and staff to provide for the purchase of new and/or replacement textbooks, media materials, other instructional materials, supplies, and equipment of sufficient quality and quantity to support the instructional program, both during the regular school year and in summer school programs. Such supplies may also include but are not limited to consumables and electronic instructional materials.

The Board agrees to submit, in its budget requests through FY2023, no less than the dollar amount provided on a per-pupil basis in the previous fiscal year.

1. Instructional materials and supplies will be funded to maintain the present rate and to provide for increases in rate as needs indicate and as budget funding will allow.
  2. The various programs of instruction supported by the Board will be funded according to purposes and needs.
  3. At the time of initial allocation of the materials of instruction funds, a report to the principals of how these funds are allocated will be provided to the schools by the superintendent.
  4. Summer school materials and supplies shall be funded in addition to the regular school allocation. An additional allocation will be made for summer school laboratory courses.
- B. Distribution of those materials of instruction funds allocated on a per-pupil basis shall be based on the projected enrollment for the school year, with the final allocation of these funds based on the actual enrollment on September 30.

Principals will share the instructional material and supply budget allocation with the ILT at their schools prior to finalizing decisions on how available money will be utilized. The instructional material and supply fund budget will be discussed during ILT meetings so that the ILT has the opportunity to provide feedback on the prioritization of funds, keeping in mind the strategic goals set by MCPS and/or the school's SIP.

- C. Unit members using personal funds to purchase materials and/or supplies with the advance approval of their principal or immediate supervisor will be reimbursed for the amount of the purchase upon submission of an appropriate receipt. Unit members cannot be required to spend personal funds for classroom materials or supplies.

- D. No unit members shall be required to use their personal phones or other devices for any work-related activities.
- E. Cell phones will be made available for non-school based staff who are required to make home visits as funding permits.
- F. **New Curriculum**—The parties agree that bargaining unit members will not be required to implement new curriculum if—
  - 1. Vendor Purchased:
    - a. educators who are expected to implement new curricula at the beginning of the year, shall be provided access to training opportunities starting at least four (4) weeks before the expected implementation date.
    - b. educators who are expected to implement new curricula mid-year, shall be provided training opportunities starting at least four weeks before the expected implementation date.
  - 2. MCPS Developed:
    - a. detailed outlines (including common tasks or required summative assessments, and a list of required readings) with timelines are not provided to the teachers starting at least four weeks prior to the beginning of the semester during which the curriculum is scheduled to be taught, or
    - b. The MCPS curriculum materials for a unit are not available to teachers who are expected to teach it starting at least four weeks before the unit is scheduled to be taught.
  - 3. The parties agree that it is ideal when implementing a new curriculum that during the initial implementation, where appropriate and affordable, training may be provided by the vendor.
- G. **Technology**
  - 1. Educators shall have access to technical support to allow for the utilization of the technology in an efficient and effective manner.
  - 2. ~~As budget permits, w~~**When** the curriculum requires the use of technology and/or access to technology, unit members will be provided with enough devices for each student in the class in order to successfully implement the curriculum.
  - 3. **No unit member shall be required to use their personal cell phone for work-related activities.**
  - 4. **Cell phones will be made available to staff who are required to make home and community-based visits and communications, as well as to social workers and itinerant unit members.**