

Request to Place an Item on the AgendaName: Camille Dillingham

Address: _____

Telephone number: 270 265 2434

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☒ Board ChairpersonConferred with following administrators (names): Kadi Ralston
Les BroadeyDescription of Issue: Approve textbook plan
to use Instructional resource
funds to purchase literacy
materials for TLMS students.Specific Action Requested: To Approve TLMS textbook
plan to purchase literacy materials
for the 2017 2018 school year.Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

PURCHASING PLAN, K-8

Developing the Plan

Annually, each school with any of the grades K-8, must complete a Purchasing Plan which identifies the purchases to be made with textbook/instructional material funds allocated for the current adoption cycle. Local boards shall approve all plans as to sufficiency of funding to support purchases, and a copy of each school's plan must be filed at the local district office. Purchasing plans may be revised.

As a school's purchasing plan is developed, the needs in the adoptive content area(s), as well as the replacement needs of other content areas, must be considered. The following questions should be addressed during the planning process:

- Have replacement needs for all content areas been addressed?
- Are additional materials needed to provide for potential increases in enrollment?
- Are curricular/instructional design changes planned for the future that might necessitate additional purchases?
- How durable are the selected items? Has this issue been addressed in purchasing?
- Is the necessary hardware for electronic instructional materials available?

Completing the Plan

The following pages provide forms that may be used in the development of a school's purchasing plan. Every school's purchasing plan must be submitted to the district office for approval by the local school board and then kept on file. It is recommended that a school's purchasing plan be a part of its Comprehensive School Improvement Plan.

A school's plan must:

- provide opportunities for cooperation among teachers during the selection process,
- indicate the persons involved in the development of the plan,
- identify the purchases on district purchase orders or by using Sample Forms 2 and/or 3,
- stay within the funding allocation,
- include Form 4, "Budget Summary" and,
- include Form 5, "Statement of Accountability".

Questions regarding the completion of the purchasing plans should be addressed to one of the following:

- District Textbook Coordinator
- Kentucky Department of Education Instructional Resources Consultant

COVER PAGE

School Name _____ Todd County Middle School _____

School Number _____ District Number _____

Grades _____ 6-8 _____ Enrollment _____ 480 _____

Adoption Cycle 20 _____ - _____

Content Area(s) _____ Writing Intervention _____

_____ Reading/Library _____

Names and titles of persons responsible for the development of the plan:

_____ Kadi Ralston, Asst. Principal

_____ Kelley Groves, Writing Interventionist

_____ Melanie Vincent, Library/Media Specialist

_____ Camille Dillingham, Chief Academic Officer

Purchasing Plan
Date 8.28.17

Form 3

School Name Todd Co. Middle School School Number

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

One completed form for each vendor or use a copy of the purchase order

Vendor Voyager Sopris Learning

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Step Up to Writing				
Grades 6-8 Classroom Kit	331871	\$439.00	1	\$439
Grades 6-8 Handy Pages	331811	\$42.95	2	\$85.90
Subtotal				\$577.39
** Estimated Freight				
Total Cost				\$577.39

*** Note on ISBN** – All items listed on the State Multiple List have an ISBN that should be used when placing orders. For supplementary items, a catalog number is appropriate.

**** State bid prices** do not include shipping costs. A good estimate of freight is 10%.

Purchasing Plan
Date 8.28.17

Form 3

School Name Todd Co. Middle School School Number

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

One completed form for each vendor or use a copy of the purchase order

Vendor Renaissance Learning – Accelerated Reader

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Accelerated Reader – student licenses		\$9.35	150	\$1402.50
Subtotal				\$1402.50
** Estimated Freight				
Total Cost				\$1402.50

*** Note on ISBN** – All items listed on the State Multiple List have an ISBN that should be used when placing orders. For supplementary items, a catalog number is appropriate.

**** State bid prices** do not include shipping costs. A good estimate of freight is 10%.

Purchasing Plan
Date 8.28.17

Form 4

School Name _____Todd Co. Middle School_____ School Number _____

BUDGET SUMMARY

Revenue:

Current State Allocation \$5314.49

Carry-over funds \$5314.49
(becomes carry-over on July 1)

Total State Monies \$5314.49

Projected Cost for:	Categories
Textbooks	
Instructional Materials	\$1979.89
Rebinding & Replacement	
TOTAL EXPENDITURES	\$1979.89

Projected carry-over funds \$3334.60

School Name Todd Co. Middle School School Number

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Academic Standards for the 20 - adoption cycle.

School Council Members' Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
School Council Chair	Date

The cost of this plan is within the appropriation for this school.

_____	_____
School Board Chair	Date

In the absence of a school council, _____ Board of Education certifies that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Academic Standards for the 20 - adoption cycle. The cost of this plan is within the appropriation for this school.

_____	_____
School Board Chair	Date

_____	_____
School Board Secretary	Date