

Request to Place an Item on the AgendaName: Camille Dillingham

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☒ Board Chairperson

Conferred with following administrators (names): _____

Doug Cotton, Laura Jenkins

Description of Issue: _____

South Todd Elementary requests to purchase instructional materials using textbook funds. Textbook plan approved by South Todd's SBDm Council is attached.

Specific Action Requested: _____

To approve textbook plan for the purchase of instructional materials for South Todd Elementary School.

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
Date - September 19, 2017

SAMPLE FORM
FORM 1

COVER PAGE

School Name **South Todd Elementary**

School Number - **015**

District Number - **551**

Grades - **Pre-K to 5**

Enrollment - **560**

Adoption Cycle - **2017 - 2018**

Content Area(s) Math
 Science
 ELA

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

All South Todd Teaching staff participated in the discussion and selection of the
textbook materials plan.

Doug Cotton – Principal

Laura Jenkins – Assistant Principal

Nicole Osborne – Counselor

Amendment to the 2016-2017 Textbook Plan

Purchasing Plan
Date - September 19, 2017

SAMPLE FORM
FORM 2

School Name - **South Todd Elementary**

School Number - **015**

DETAILED PURCHASE PLAN FOR TEXTBOOKS
One completed form for each vendor or use a copy of the purchase order

Vendor ETA Hand2Mind
500 Greenvview Ct
Vernon Hills, IL 60061

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
Fractions as Numbers	978-1-63406-032-5	9.95	10	90.95
Use & Interpret Data	978-1-63406-033-2	9.95	10	90.95
Problem Solving	978-1-63406-031-8	9.95	10	90.95
Perimeter & Area	978-1-63406-034-9	9.95	10	90.95
Shape & Attributes	978-1-63406-035-6	9.95	10	90.95
Multiply & Divide	978-1-63406-030-1	9.95	10	90.95
				545.70
				54.57
				600.27

*** International Standard Book Number (ISBN)** – In books, the ISBN is found on the backside of the title page. It is extremely important to use this number when ordering; otherwise mistakes could occur with your order.

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

Purchasing Plan
Date - September 19, 2017

Form 4

School Name **South Todd Elementary** School Number - **015**

BUDGET SUMMARY

Revenue:

Current State Allocation - \$ 13,882.00

Carry-over funds - \$ 5412.70
(becomes carry-over on July 1)

Total State Monies - \$ 19,295.70

Projected Cost for:	Categories
Textbooks	
Instructional Materials	600.27
Rebinding & Replacement	
TOTAL EXPENDITURES	

Projected carry-over funds \$ 18,695.43

Purchasing Plan

Form 5

Date SEP. 19, 2017

School Name SOUTH TODD School Number 015

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 20 16 - 17 adoption cycle.

School Council Members' Signatures:

[Signature]
[Signature]
[Signature]
[Signature]

[Signature]
[Signature]

[Signature]
School Council Chair

SEP. 19, 2017
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 Core 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