

PURCHASING PLAN, P-8

Developing the Plan

Annually, each school with any of the grades P-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

Purchasing Plan
Date: November 27, 2017

Livingston County Schools
FORM 1

COVER PAGE

School Name South Livingston Elementary School

School Number 021 District Number 345

Grades PreK-5th grade Enrollment 421.

Adoption Cycle 2017 – 2018

Content Area(s) Reading

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

Becky Dunning-Principal, Kim Hays-2nd/3rd grade teacher/SBDM member, Cortney Vasquez-1st/2nd grade teacher/SBDM member, Kristie Stanfield-Reading Intervention teacher/SBDM member, Joe Moneymaker, 5th grade teacher/SBDM member, Crystal Jennings-SBDM parent member, Kathren Hayes-SBDM parent member, Alicia Paris, SBDM parent member, Geco Ross-Assistant Principal/SBDM Secretary, and all classroom teachers were consulted to determine greatest needs.

Purchasing Plan
Date November 27, 2017

Livingston County Schools
Form 3

School Name South Livingston Elementary School School Number 021

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor The Academic Edge

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Lexia Core 5 UNL	NA	\$6,375.00	1 license shared with NLES	\$5,965.86
Subtotal				\$5,965.86
** Estimated Freight				\$0.00
				\$5,965.86

*** 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 November 27, 2017

Livingston County Schools
Form 4

School Name South Livingston Elementary School School Number 021

BUDGET SUMMARY

Revenue:

Current State Allocation \$12,961.00

Carry-over funds \$0.00

(becomes carry-over on July 1)

Total State Monies \$12,961.00

Projected Cost for:	Categories
Textbooks	\$0.00
Instructional Materials	\$5,965.86
Rebinding & Replacement	\$0.00
TOTAL EXPENDITURES	\$5,965.86

Projected carry-over funds \$6,995.14 .

Purchasing Plan
Date November 27, 2017

Livingston County Schools
Form 5

School Name South Livingston Elementary School School Number 021

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2017 - 2018 adoption cycle.

School Council Members' Signatures:

Kristen Stanfield

Joe Monizmaker

Courtney Vasquez

Kim Hays

Bucky Hunning

School Council Chair

11-27-17

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



ACADEMIC EDGE

PO Box 23605
Lexington, KY 40523-3605

***Your students will read well. Really well.
Let's do this...together! Renew Today!***

Account#

DATE

Proposal #

9/20/2017

10-3382

5609-4188-0326-5014

District

Prepared for:

Livingston County School District
Attn: Accounts Payable
127 East Adair
Smithland, KY 42081

South Livingston Elementary
Rebecca Dunning, Principal
850 Cutoff Road | (270) 928-3500
Smithland, KY 40281
rebecca.dunning@livingston.kyschools.us

Subscription Renewal Proposal - Proforma Invoice

Subscription renewal is due soon, please issue a PO. If you need further info or would like to revise the expire date, contact your representative.

Current Expire

REP

New Expire Date

RP Code

12/31/2017

TRM

Dec. 31, 2018

Valid until Current Expire Date as shown above. If expired, please contact your representative for an update.

ITEM	DESCRIPTION	QTY	Item	Total
Lexia Ren...	Lexia Learning renewal of school unlimited student license (USL) providing access through expiration date above.	1	9,350.00	9,350.00
Transition	Provisional allowance for price increase		-5.00%	-467.50
Transition...	Multi-year purchase discount unlimited site license: Two year Investment \$17,800 less \$1,780 = \$16,020 Three year investment \$26,700 less \$5,340 = \$21,360			0.00
TRM	Tony Minton, Educational Consultant tony.minton@academicedge.com 270-206-2189 (cell) 859-252-3000 (corp. office)		0.00	0.00
Please issue PO's to: Academic Edge, Inc Fax 859-422-4989 success@academicedge.com PO Box 23605 Lexington, KY 40523-3605				

Reading. Literacy. Easier. Thanks for being a team member...

Total

\$8,882.50