



Bullitt County Public Schools

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TO: Keith Davis, Superintendent

FROM: Sheri Hamilton, Director of Elementary Education *SH*

DATE: February 12, 2018

RE: Textbook Plan

Please place the attached plan for Brooks Elementary School for approval on the February Board Agenda. Director of Elementary Education and Assistant Superintendent, Adrienne Usher have reviewed this plan.

Thank you.

ok for Feb
AK
2.14.18

Purchasing Plan
Date: February 7, 2018

FORM 1

COVER PAGE

School Name Brooks Elementary School

School Number 010

District Number 071

Grades PreK-5

Enrollment 521

Adoption Cycle 2017-2018

Content Area(s) Reading

Mathematics

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

Melissa Boyle, Principal

Jodee Slone, Instructional Coach

Purchasing Plan

Date: February 7, 2018

FORM 2School Name Brooks Elementary SchoolSchool Number 071010**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

Vendor Academic Edge

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
Lexia/Core 5 – 1 school-wide site license		\$8,900.00	1	\$8,900.00
Academic Edge – Reading Plus		\$ 50.00	58	\$2,900.00
Subtotal				\$11,800.00
** Estimated Freight				
Total Cost				\$11,800.00

* **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%.

* **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: 2017-2018

Form 4

School Name: Brooks Elementary School

Number 071010

BUDGET SUMMARY

Revenue:

Current State Allocation \$9,161.17

Carry-over funds \$0
(becomes carry-over on July 1)

Total State Monies \$9,161.17

Projected Cost for:	Categories
Textbooks	
Instructional Materials	\$11,800.00
Rebinding & Replacement	
TOTAL EXPENDITURES	\$11,800.00

Projected carry-over funds \$0

* The additional \$2,638.83 will be supplemented by Title I funds.

Purchasing Plan
Date: February 7, 2018

Form 5

School Name Brooks Elementary School

School Number 071010

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2016-17 adoption cycle.

School Council Members' Signatures:

Joseph Brall

Robin Crisp

Tiffany Brown

Whitah Dawson

Marla Brown

Anna Lyle

Melissa Boyle

School Council Chair

2.8.18

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

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