



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

TO: Keith Davis, Superintendent

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

DATE: April 11, 2018

RE: Textbook Plan

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

Thank you.

SH
4.12.18

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 _____

SAMPLE FORM
FORM 1

COVER PAGE

School Name Freedom Elementary

School Number 006 District Number 071

Grades Kindergarten- Fifth Enrollment 450

Adoption Cycle 2018 - 2019

Content Area(s) English/Language Arts

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

Matthew Treadway (Principal), Megan Harris (2nd Grade), Ashley Andriot (4th Grade), Leslie Thomas
(3rd Grade), Kristen Axline (1st Grade), Amanda Hoskins (RTA Interventionist), and Dionna Bickley
(Instructional Coach)

Purchasing Plan
Date _____

**SAMPLE FORM
FORM 2**

School Name Freedom Elementary School Number 006

DETAILED PURCHASE PLAN FOR TEXTBOOKS

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

Vendor Pioneer Valley Books
155A Industrial Drive
Northampton, MA 01060

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
Subtotal				
Total Cost				

* **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 _____

SAMPLE FORM
Form 3

School Name Freedom Elementary School Number 006

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Pioneer Valley Books
155A Industrial Drive
Northampton, MA 01060

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Literacy Footprints K-3 Complete Collection	LFP-K3-Complete- CP	\$9,450	1	\$9,450
Subtotal				\$9,450
** Estimated Freight				
Total Cost				\$9,450.00

* **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 _____

SAMPLE FORM
Form 3

School Name Freedom Elementary School Number 006

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor _____

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
				\$
Total Cost				

* **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%.

School Name Freedom Elementary School Number 006

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor:

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Subtotal				
** Estimated Freight				
Total Cost				

* **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 _____

Form 4

School Name Freedom Elementary School Number 006

BUDGET SUMMARY

Revenue:

Current State Allocation \$ 8642.24

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

Total State Monies \$8642.24

Projected Cost for:	Categories
Textbooks	
Instructional Materials	9,450.00
Rebinding & Replacement	
TOTAL EXPENDITURES	\$9,450.00

Projected carry-over funds **\$0**

STATEMENT OF ACCOUNTABILITY

Date _____