



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: Rachelle Bramlage-Schomburg, Director of Secondary Schools

DATE: June 6, 2018

RE: Textbook Plan

Handwritten signature: HBS

Please place the attached plan for Hebron Middle School for approval on the June Board Agenda. Director of Secondary Education and Assistant Superintendent, Adrienne Usher have reviewed this plan.

Thank you.

Equal Education and Employment Institution

Handwritten notes in bottom right corner:
OK to June Agenda
xll
6.6.18



Hebron Middle School

**Developing Learners and Leaders
Building Relationships, Respect and Perseverance**

TO: Adrienne Usher
FROM: Kelland Garland
DATE: June 6, 2018
RE: Hebron Middle School Textbook/Instructional Plan

Please place the attached plans for Hebron Middle School for approval on the June Board Agenda.

This plan has been reviewed and approved by our SBDM Council.

Thank You.

Kelland L. Garland, Principal ♦ Elizabeth Starnes, Assistant Principal ♦ Michele Taylor, Counselor

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 _____

Form 4

School Name Hebron Middle School Number 025

BUDGET SUMMARY

Revenue:

Current State Allocation —

Carry-over funds \$ 1591.52
(becomes carry-over on July 1)

Total State Monies \$ 1591.52

Projected Cost for:	Categories
Textbooks	
Instructional Materials	\$6399.00
Rebinding & Replacement	
TOTAL EXPENDITURES	\$6399.00

Projected carry-over funds \$

Remainder of
\$4807.48 will
be paid out
of SBPM Funds

Purchasing Plan
Date _____

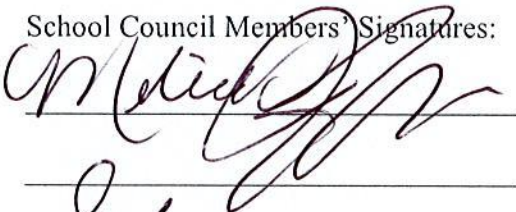
Form 5

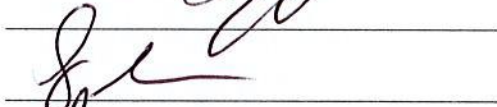
School Name Hebron Middle School Number 025

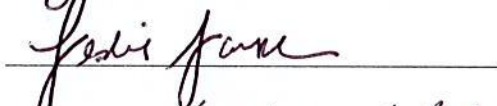
STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

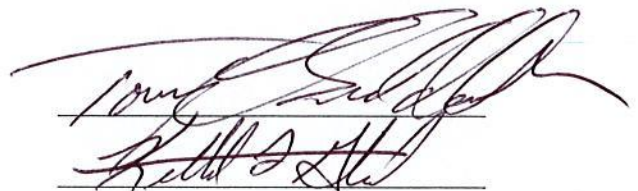








School Council Chair



6/5/18
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
Date _____

SAMPLE FORM
FORM 1

COVER PAGE

School Name Hebron Middle

School Number 025 District Number _____

Grades 6-8 Enrollment 485

Adoption Cycle 20 18 - 2019

Content Area(s) Math

LA

Social Skills

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

Elizabeth Starnes Assistant Principal

Purchasing Plan
Date _____

SAMPLE FORM
Form 3

School Name Hebron Middle School Number 025

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor

Why Try LLC
5455 North River Run Drive
Provo, UT 84604-7726

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Why Try Level 1 Training: Reg. Fee		\$ 300. ⁰⁰	1	\$ 300. ⁰⁰
Why Try Annual Renewal		\$ 99. ⁰⁰	1	\$ 99. ⁰⁰
Subtotal				\$ 399. ⁰⁰
** Estimated Freight				—
Total Cost				\$ 399. 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%.



WhyTry LLC

5455 North River Run Drive

Provo, UT 84604-7726

Quote

Date

5/23/18

Bill To Name and Address

Name: Hebron Middle School

Elizabeth Starnes

Street Address: 3300 E. Hebron Lane

City: Shepherdsville

State/Prov: KY Zip: 40165

E-mail Address: elizabeth.starnes2@bullitt.kyschools.us

Phone Number: 502-869-4202

Ship To Name and Address

Name: SAME

Street Address:

City:

State/Prov: Zip:

E-mail Address:

Phone Number:

Training Dates:

TBD

Training City & State:

TBD

Rep

Mark

Item	Description	Qty	Rate	Total
TR01	WhyTry Level 1 Training: Registration Fee	1	300.00	300.00
1YRWTR	WhyTry Annual Renewal	1	99.00	99.00

All online curriculum subscriptions will renew for \$99 annually.

Subtotal \$399.00

Phone #	Fax #	FEIN
866.949.8791	801.437.3222	45-3668537

Sales Tax 0.00% \$0.00

Shipping \$0.00

Total \$399.00

Purchasing Plan
Date _____

SAMPLE FORM
Form 3

School Name Hebron Middle School Number 025

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor

IXL
777 Mariners Island Blvd.
Suite 600
San Mateo, CA 94404

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
1 Year IXL Site License math & LA		\$ 6000. ⁰⁰	1	\$ 6000. ⁰⁰
Subtotal				\$ 6000. ⁰⁰
** Estimated Freight				
Total Cost				\$ 6000. 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%.



RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 875075-0518
DATE: MAY 24, 2018

TO:

Kelland Garland
Hebron Middle School
3300 East Hebron Ln
Shepherdsville, KY 40165

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
William Smalls	A13-875075	August 29, 2018 – August 29, 2019	June 24, 2018

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license (Grades 6-8: 500 students) Subjects: Math and ELA <i>Unlimited instructor accounts included</i>	\$6,000.00	\$6,000.00
SUBTOTAL			\$6,000.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$6,000.00

Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order.