



Bullitt County Public Schools

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TO: Jesse Bacon, Superintendent

FROM: Adrienne Usher, Assistant Superintendent of Student Learning

DATE: September 12, 2018

RE: Textbook Plan

Please place the attached textbook plan for Zoneton Middle School on the September board agenda for approval. The plan was reviewed by the Director of Secondary Education, Rachelle Bramlage and myself and meet KDE requirements for spending state textbook funds.

Thank You.

ML
9.13.18

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 9/11/2018

COVER PAGE

School Name Zoneton Middle School

School Number 071 District Number 007

Grades 6-8 Enrollment 450

Adoption Cycle 2017 - 2018

Content Area(s) Social Studies

Science

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

Ann Ford, Principal

Ondrea Smallwood, IC

Kyle Stanton, Social Studies Teacher

Nicole Stover, Social Studies Teacher

Holly Moberly, Science Teacher

Purchasing Plan
Date 9/11/2018

SAMPLE FORM
Form 3

School Name Zoneton Middle School

School Number 071

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor The DBQ Project
 1234 Sherman Ave, Suite 100
 Evanston IL 60202
 1.847.475.4007

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
DBQs in American History	online order	750.00	1	750.00
DBQs in World History	online order	750.00	1	750.00
Subtotal				1500.00
Shipping				120.00
Total Cost				1620.00

* **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 9/11/2018

SAMPLE FORM
Form 3

School Name Zoneton Middle School

School Number 071

DETAILED PURCHASE PLAN FOR INSTRUCTIONAL MATERIALS

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

Vendor Tech TCI
2440 W. El Camino Real, Suite 400
Mountain View, CA 94040
PO Box 1327
Rancho Cordova, CA 95741
1.800.497.6138

Item	*ISBN or Catalog Number	Unit Cost	Quantity	Total Cost
Ecosystems: Consumables Kit	RK-0661	299.00	5	1495.00
Ecosystems: Lab Materials	LM-0661	1	1049.00	1049.00
Ecosystems: Reference Text	067-8	1	27.00	27.00
Ecosystems: Teacher Subscription	0661-01	1	69.00	69.00
Ecosystems: Student Subscription	0678-01	10	9.00	90.00
Space: Consumables Kit	RK-0072	5	129.00	645.00
Space: Lab Materials	LM-0722	1	1049.00	1049.00
Space: Reference Text	073-9	1	27.00	27.00
Space: Teacher Subscription	0722-01	1	69.00	69.00
Space: Student Subscription	0739-01	10	9.00	90.00
Adaptations: Consumables Kit	RK-0609	5	179.00	895.00
Adaptation: Lab Materials	LM-0609	1	1049.00	1049.00
Adaptations: Reference Text	061-6	1	27.00	27.00
Adaptations: Teacher Subscription	0609-01	1	69.00	69.00

Adaptations: Student Subscription	0616-01	10	9.00	90.00
Subtotal				6740.00
Shipping				313.15
Total Cost				7053.15

* **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 PlanDate 9/11/2018

Form 3

School Name Zoneton Middle SchoolSchool Number 071**BUDGET SUMMARY****Revenue:**

Current State Allocation \$0.0

Carry-over funds \$8,981.54
(becomes carry-over on July 1)**Total State Monies** \$8,981.54

Projected Cost for:	Categories
Textbooks	
Instructional Materials	\$8673.15
Rebinding & Replacement	
TOTAL EXPENDITURES	\$8673.15

Projected carry-over funds \$308.39

Purchasing Plan
Date 9/11/2018

Form 5

School Name Zoneton Middle School

School Number 071

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Core Academic Standards for the 2018 - 2019 adoption cycle.

School Council Members' Signatures:

Karissa Davis

[Signature]

[Signature]

Ann Michael

[Signature]

School Council Chair

9.12.18

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