

Request to Place an Item on the Agenda

Name: Camille Dillingham

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names):
Deatrik Kinney

Description of Issue: TCHS Social Studies department is requesting purchasing textbooks in the amount of \$9,292.52 Classroom sets of US History + Geography Civics and Economics and World History.

Specific Action Requested: to approve the purchase of social studies textbooks in the amount of \$9,292.52

Check if you are: Board Member District Employee Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

Purchasing Plan
Date 10/2019

SAMPLE FORM
FORM 1

COVER PAGE

School Name Todd County Central High School

School Number 095 District Number 551

Grades 9-12 Enrollment 560

Adoption Cycle 20 19 - 2020

Content Area(s) Social Studies

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

PURCHASING PLAN, K-8

Developing the Plan

Annually, each school with any of the grades K-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 10/19

Form 4

School Name TCCHS School Number 095

BUDGET SUMMARY

Revenue:
Current State Allocation - 0 -

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

Total State Monies - 0 -

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

Projected carry-over funds - 0 -

Funds to purchase the textbooks are from carry-over ABDM money and general fund money. No funds from the State were given.

Camille [Signature]

Purchasing Plan
Date _____

Form 5

School Name _____ School Number _____

STATEMENT OF ACCOUNTABILITY

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

School Council Members' Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
School Council Chair	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 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 10/2019

Form 5

School Name Judd County Central HS School Number 095

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Academic Standards for the 2019 - 20 adoption cycle.

School Council Members' Signatures:

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
School Council Chair

[Signature]

10/24/2019
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 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



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QUOTE PREPARED FOR:

Todd Central High School
806 S MAIN
ELKTON, KY 42220
ACCOUNT NUMBER: 285998

SUBSCRIPTION/DIGITAL CONTACT:

Scott Fleming
scott.fleming@todd.kyschools.us

CONTACT:

Scott Fleming
scott.fleming@todd.kyschools.us

SALES REP INFORMATION:

Salina Huebner
salina.huebner@mheducation.com
(859) 533-1300

Section Summary	Value of All Materials	Free Materials	Product Subtotal
United States History & Geography (Full Survey) © 2018	\$3,481.74	(\$433.59)	\$3,048.15
Building Citizenship: Civics & Economics © 2018	\$3,017.16	(\$295.56)	\$2,721.60
World History & Geography: Modern Times © 2018	\$3,447.09	(\$432.54)	\$3,014.55
PRODUCT TOTAL*	\$9,945.99	(\$1,161.69)	\$8,784.30
ESTIMATED S&H**			\$508.22
ESTIMATED TAX**			\$0.00
GRAND TOTAL*			\$9,292.52

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 09/20/2019

ACCOUNT NAME: Todd Central High School

EXPIRATION DATE: 11/04/2019

QUOTE NUMBER: SHUEB-09202019-003

ACCOUNT #: 285998

PAGE #: 1



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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
United States History & Geography (Full Survey) © 2018					
UNITED STATES HISTORY STUDENT EDITION	978-0-07-668102-0	35	\$87.09	\$0.00	\$3,048.15
UNITED STATES HIST & GEOG TEACHER SUITE WITH LEARNSMART 6 YR SUBSCRIPTION BUNDLE	978-0-07-678033-4	1	\$433.59	\$433.59	*Free Materials
United States History & Geography (Full Survey) © 2018 Subtotal:				\$433.59	\$3,048.15

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Building Citizenship: Civics & Economics © 2018					
BUILDING CITIZENSHIP CIVICS AND ECONOMICS STUDENT EDITION	978-0-07-668053-5	35	\$77.76	\$0.00	\$2,721.60
BUILDING CITIZENSHIP CIVICS & ECONOMICS TEACHER LESSON CENTER 6YEAR SUBSCRIPTION	978-0-07-676835-6	1	\$295.56	\$295.56	*Free Materials
Building Citizenship: Civics & Economics © 2018 Subtotal:				\$295.56	\$2,721.60

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
World History & Geography: Modern Times © 2018					
WORLD HISTORY AND GEOGRAPHY MODERN TIMES STUDENT EDITION	978-0-07-676824-0	35	\$86.13	\$0.00	\$3,014.55
WORLD HISTORY & GEOGRAPHY MODERN TIMES TEACHER SUITE WITH LEARNSMART 7 YR BUNDLE	978-0-07-906407-3	1	\$432.54	\$432.54	*Free Materials
World History & Geography: Modern Times © 2018 Subtotal:				\$432.54	\$3,014.55

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ACCOUNT NUMBER: 285998

CONTACT:

Scott Fleming
scott.fleming@todd.kyschools.us

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FREE MATERIALS	(\$1,161.69)
PRODUCT TOTAL*	\$8,784.30
ESTIMATED SHIPPING & HANDLING**	\$508.22
ESTIMATED TAX**	\$0.00
GRAND TOTAL	\$9,292.52

SUBSCRIPTION/DIGITAL CONTACT:

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School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

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