

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

COVER PAGE

School Name: Cooper High School
School Number: 015

District Number: 035

Grades: 9-12

Enrollment: 1452

Adoption Cycle: 2020 - 2021

Content Area(s): English Department

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

Danielle Dierig, English Department Team Leader

Ashlei Blu-Bryant, English Special Education Collaborator

Jacob Booher, English Teacher

Hayley Dant, English Teacher

Mark Dirksing, English Teacher

Chuck Hamilton, English Teacher

Lauren Jane, English Teacher

Traci Junda, English Special Education Collaborator

Tracy Moore, English Teacher

Olivia Mueller, English Teacher

Kevin Niehaus, English Resource Teacher, Special Education Collaborator

Kristen Nunn, English Special Education Collaborator

Cassie Rodriguez, English Teacher

Caitlin Shipp, English Teacher

Laura Taylor, English Teacher

Victoria Yeomanson, English Teacher

Purchasing Plan
Date: 4/15/2020

SAMPLE FORM
FORM 2

School Name: Cooper High School

School Number: 015

DETAILED PURCHASE PLAN FOR TEXTBOOKS
One completed form for each vendor or use a copy of the purchase order

Vendor Prestwick House
 PO Box 658
 Clayton, DE 19938

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
The Crucible	200014	9.10	200	1820.00
1984	200030	6.49	50	324.50
The Things They Carried	200029	10.39	250	2597.50
They Poured Fire on Us From the Sky	302046	10.39	70	727.30
The Fault in Our Stars	309511	8.44	60	506.40
Cracking the ACT	301312	19.99	95	1899.05
Subtotal				7874.75
**Estimated Freight				0.00
Total Cost				7874.75

*** 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%.



QUOTE DATE: 04/14/20
 QUOTE # 14679
 EXPIRATION DATE 05/14/20
 CUST ACCT # 206446
 CUST PO/REF #
 TERMS: C - Net 30
 CSR: Sue Thomas

QUOTE

BILL TO	
BOONE COUNTY SCHOOL DISTRICT	
ACCOUNTS PAYABLE	
8330 US HIGHWAY 42	
FLORENCE	KY 41042-9286

SHIP TO	
RANDALL K COOPER HIGH SCHOOL	
DANIELLE DIENG	
2855 LONGBRANCH RD	
UNION KY 41091-8634	
USA	

Item	Material/Description	QTY	Unit Price	Amount
200014	Crucible, The	200	USD 9.10	USD 1,820.00
200030	1984	50	USD 6.49	USD 324.50
200029	Things They Carried, The	250	USD 10.39	USD 2,597.50
302046	They Poured Fire on Us From the Sky	70	USD 10.39	USD 727.30
309511	Fault in Our Stars, The	60	USD 8.44	USD 506.40
301312	Cracking the ACT	95	USD 19.99	USD 1,899.05

Customer Notes:

Subtotal	USD 7,874.75
S+H	0.00
Tax	0.00
Total	USD 7,874.75

Please remit to:
 PO Box 658
 Clayton, DE 19938

Purchasing Plan
Date: 4/15/2020

SAMPLE FORM
FORM 2

School Name: Cooper High School

School Number: 015

DETAILED PURCHASE PLAN FOR TEXTBOOKS
One completed form for each vendor or use a copy of the purchase order

Vendor Barnes and Noble Booksellers
Store 2654
7663 Mall Road
Florence, KY 41042

Textbook	*ISBN	Unit Cost	Quantity	Total Cost
50 Essays: A Portable Anthology	9781319043728	40.75	100	4075.00
Batman: The Dark Knight Returns 30th Anniversary Edition	9781401263119	12.99	10	129.90
For the Love of ACT Reading	9780996832274	16.07	90	1446.30
Ghost World	9781560974277	9.74	10	97.40
Making Comics: Storytelling Secrets of Comics, Manga, and Graphic Novels	9780060780944	16.89	30	506.70
Maus I: A Survivor's Tale: My Father Bleeds History	9780394747231	11.02	10	110.20
Persepolis: The Story of a Childhood	9780375714573	10.37	10	103.70
Thank You for Arguing, Third Edition: What Aristotle, Lincoln, and Homer Simpson Can Teach Us About the Art of Persuasion	9780804189934	11.05	65	718.25
Understanding Comics: The Invisible Art	9780060976255	16.24	30	487.20
V for Vendetta	9781401208417	12.99	10	129.90

Watchmen (2019 Edition)	9781779501127	16.24	10	162.40
Graphic Storytelling and Visual Narrative: Principles and Practices from the Legendary Cartoonist	9780393331271	19.96	30	598.80
Subtotal				8565.75
**Estimated Freight				0.00
Total Cost				8565.75

* **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%.

Barnes & Noble Booksellers

Store 2654

Florence 7663 Mall Rd Florence, KY 41042

Message from Store: Hi Danielle, Here is your quote. Like I mentioned in the email there are a few titles I don't know if we can get for sure, but those I think I can get and the ones I know I can get are listed here.

Quote # 1150619

Store Number:	2654	Shipping Address:	
Prepared For:	COOPER HIGH SCHOOL Danielle Dierig		
School/Company:	COOPER HIGH SCHOOL		
Store Contact:	Grace-Marie Thompson		
Contact Phone:	(859) 647-6400		
Store Fax No.:	(859) 647-6903		
Preparation Date:	04/03/2020		
Order Due Date:	03/30/2020	Customer Phone:	(859) 384-5040
		Customer Email:	danielle.dierig@boone.kyschools.us

Product Title	Author	Publisher	Format	Discount Allowed	Destination	Quantity	List Price	% Off	Quoted Price	Extended Price
9781319043728	50 Essays: A Portable Anthology	Samuel Cohen	Bedford/St. Martin's	TP	No Add'l Ship-Discout to-Store	100	40.75	0.0%	40.75	4075.00
9781401263119	Batman: The Dark Knight Returns 30th Anniversary Edition	Frank Miller	DC Comics	TP	Ship-to-Store	10	19.99	35.0%	12.99	129.90
9780996832274	For the Love of ACT Reading	Kyla Haggerty	Private Prep	TP	Ship-to-Store	90	24.72	35.0%	16.07	1446.30
9781560974277	Ghost World	Daniel Clowes	Fantagraphics Books	TP	Ship-to-Store	10	14.99	35.0%	9.74	97.40
9780060780944	Making Comics: Storytelling Secrets of Comics, Manga, and Graphic Novels	Scott McCloud	HarperCollins Publishers	TP	Ship-to-Store	30	25.99	35.0%	16.89	506.70
9780394747231	Maus I: A Survivor's Tale: My Father Bleeds History	Art Spiegelman	Knopf Doubleday Publishing Group	TP	Ship-to-Store	10	16.95	35.0%	11.02	110.20
9780375714573	Persepolis: The Story of a Childhood	Marjane Satrapi	Knopf Doubleday Publishing Group	TP	Ship-to-Store	10	15.95	35.0%	10.37	103.70
9780804189934	Thank You for Arguing, Third Edition: What Aristotle, Lincoln, and Homer Simpson Can Teach Us About the Art of Persuasion	Jay Heinrichs	Crown Publishing Group	TP	Ship-to-Store	65	17.00	35.0%	11.05	718.25

9780060976255	Understanding Comics: The Invisible Art	Scott McCloud	HarperCollins Publishers	TP	Ship-to-Store	30	24.99	35.0%	16.24	487.20
9781401208417	V for Vendetta	Alan Moore	DC Comics	TP	Ship-to-Store	10	19.99	35.0%	12.99	129.90
9781779501127	Watchmen (2019 Edition)	Alan Moore	DC Comics	TP	Ship-to-Store	10	24.99	35.0%	16.24	162.40

Subtotal:	\$7966.95
Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$7966.95

Please direct any questions to Grace-Marie Thompson at (859) 647-6400 or CRM2654@bn.com.

Price valid through 05/03/2020. Delivery date depends upon date of order. Additional fees may apply.

Please make checks payable to "Barnes & Noble" and present your Tax Exempt certificate at payment.

If charging to an Institutional Account. Please present your Institutional Account Card and Tax Exempt certificate at payment.
OR provide a Purchase Order indicating your Account Number and Tax Exempt information.

Barnes & Noble Booksellers

Store 2654
Florence 7663 Mall Rd Florence, KY 41042

Quote # 1155374

Store Number: 2654
Prepared For: COOPER HIGH SCHOOL
Danielle Dierig
School/Company: COOPER HIGH SCHOOL
Store Contact: John Sullen
Contact Phone: (859) 647-6400
Store Fax No.: (859) 647-6903
Preparation Date: 04/14/2020
Order Due Date: 04/21/2020

Shipping Address:
Customer Phone: (859) 384-5040
Customer Email: danielle.dierig@boone.kyschools.us

Product Title	Author	Publisher	Format	Discount Allowed	Destination	Quantity	List Price	% Off	Quoted Price	Extended Price
9780393331271	Graphic Storytelling and Visual Narrative: Principles and Practices from the Legendary Cartoonist	Will Eisner	Norton, W. TP W. & Company, Inc.		Ship-to- Store	30	24.95	20.0%	19.96	598.80

Subtotal:	\$598.80
Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$598.80

Please direct any questions to John Sullen at (859) 647-6400 or CRM2654@bn.com.

Price valid through 05/14/2020. Delivery date depends upon date of order. Additional fees may apply.

Please make checks payable to "Barnes & Noble" and present your Tax Exempt certificate at payment.

If charging to an Institutional Account. Please present your Institutional Account Card and Tax Exempt certificate at payment.
OR provide a Purchase Order indicating your Account Number and Tax Exempt information.

Purchasing Plan
Date: 4/15/2020

Form 4

School Name: Cooper High School

School Number: 015

BUDGET SUMMARY

Revenue:

Current State Allocation

Carry-over funds

(becomes carry-over on July 1)

Total State Monies

Projected Cost for:	Categories
Textbooks	16440.50
Instructional Materials	
Rebinding & Replacement	
TOTAL EXPENDITURES	16440.50

Projected carry-over funds _

Purchasing Plan
Date _____

Form 5

School Name: Cooper High School

School Number: 015

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the Kentucky Academic Standards for the 2020 – 2021 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