Scott County Schools

2007 Social Studies Textbook Adoption Handbook

Scott County Schools
Kenneth J. Wright, Director of Instruction
502-570-3036
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February 4, 2007
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TO: District Social Studies Committee
FROM: Kenneth J. Wright, Director of Instruction
502-570-3036 / ken.wright@scott.kyschools.us
DATE: February 4, 2007
CC: Superintendent, Principals
RE: Social Studies Textbook Adoption

I hope you find this Social Studies Textbook Adoption Handbook helpful. Below is a checklist of some important dates to remember:

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Friday, April 27th</td>
<td>Site Based Council Approval Of Textbook Plan Should Be Complete</td>
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<td>Monday, April 30th</td>
<td>Textbook Plans And Requisitions Due To Ken Wright</td>
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<td>Tuesday, May 8th</td>
<td>Textbook Plans Reviewed By Board</td>
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<td>Tuesday, June 12th</td>
<td>Textbook Plans Approved By Board</td>
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<td>Monday, July 2nd</td>
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Suggested Annual Textbook Adoption Timeline

Relates to the purchasing of textbooks and instructional resources.

**By September 20**
State Textbook Commission approves and publishes the State Multiple List.

**October and November**
Various state associations’ conferences are held at which vendors exhibit their products for school personnel to view.

**By November 15**
Online version of Consumer Guide available on the KDE website http:www.education.ky.gov
(Use KDE QuickLinks to go to Textbooks and Instructional Resources menu.)

**November and December**
Begin requesting samples from publishers
Vendor contact information is available as part of the Consumer Guide.

**January through March**
Inform school personnel of regional instructional resources showcases.
Plan visits to regional sample collection sites.

**January and February**
Inform schools of their tentative textbook allocation amount based on tentative district allocation provided by KDE Division of Finance.
High School councils receive allocation from local funds for textbooks.
Provide technical assistance to schools as they begin to develop their purchasing plans.

**March and April**
March 1 – official textbook allocations from districts to councils
Continue to provide assistance to schools in developing their purchase plans.
Begin Off-List Notification Process, if necessary.

**By May 1 (suggested date)**
Schools complete purchase plans, including site-based council approval, if appropriate.

**May and June**
Schools submit completed purchase plans to the district office by the end of May.
Purchase plans approved by local board.
Place orders or assist schools with placing orders, making vendors aware of the need for invoicing and billing dated July 1 or later.

**By July 1**

**July**
Receive the district textbook allocation from KDE finance office.

Following this timeline will help assure that textbook and instructional resources arrive before the start of school.
Six Year Adoption Schedule

Kentucky's Schedule for Textbook Adoption

Six-Year Cycle listing subject areas and suggested time lines for adoption.

Group I - Language Arts, Reading and Literature
(Includes handwriting, spelling, journalism, speech, reading and literature.)
State review in June 2005
Multiple List approved in September 2005
Local Purchasing plans approved by May 2006
State Textbook funds (P-8) available after July 1, 2006

Group II - Social Studies
State review in July 2006
Multiple List approved in September 2006
Local Purchasing plans approved by May 2007
State Textbook funds (P-8) available after July 1, 2007

Group III – Science
State review in July 2007
Multiple List approved in September 2007
Local Purchasing plans approved by May 2008
State Textbook funds (P-8) available after July 1, 2008

Group IV – Mathematics
State review in July 2008
Multiple List approved in September 2008
Local Purchasing plans approved by May 2009
State Textbook funds (P-8) available after July 1, 2009

Group V - Vocational Studies and Practical Living
(Includes all vocational areas, computer education, health, physical education, and drivers ed.)
State review in July 2009
Multiple List approved in September 2009
Local Purchasing plans approved by May 2010
State Textbook funds (P-8) available after July 1, 2010

Group VI - Arts and Humanities
(Includes visual arts, music, foreign language, theatre, dance, and humanities.)
State review in July 2010
Multiple List approved by September 2010
Local Purchasing plans approved by May 2011
State Textbook funds (P-8) available after July 1, 2011
In accordance with **KRS 156.405**, the State Textbook Commission approves a State Multiple List for each of the six adoption groups in Kentucky’s six-year adoption schedule. The State Multiple List recommends basal* instructional resources in accordance with **KRS 156.445**, (*Basal instructional resources are those that serve as the primary means of instruction for a grade level or course for the adoption group under consideration. Basal instructional resources must encompass the standards and expectations for student learning described in the Kentucky Program of Studies and Core Content for Assessment, either integrated across the strands of the adoption group under consideration or within a strand.)*

Publishers submitting bids for the Social Studies State Multiple List were required to identify the TYPE of each basal bid (P1, P2, E1 or E2), selecting from one of four categories.

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a) **Print (P1 and P2) Basal Resources**
Print resources (P1 and P2) are those for which the principal component used directly by the student is in print format.

b) **Electronic (E1 and E2) Basal Resources**
Electronic resources are those for which the principal component used directly by the student is in electronic or digital format.

c) **Essential Components of P2 and E2 Basal Resources**
A resource is identified as a type P2 or E2 resource because it has “essential components” that are identified as supporting the major student edition/version, and the components are included in the single ISBN and the Kentucky contract price for the interrelated set of items. We use the term “program” as a label for such an interrelated set of items, but terms such as “complete set” or “grade level set” or “comprehensive package” are commonly used by publishers to mean the same. Essential components will be identified for each basal in the Social Studies Consumer Guide that will be posted at this same web location in mid-November 2006.
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NOTIFICATION OF AN “OFF-LIST”
PURCHASE OF A BASAL* TEXTBOOK OR PROGRAM

(*) Basal: one that serves as the primary means of instruction in a content area for a grade level or course

Request to purchase textbook and instructional materials not found on the State Multiple List
KRS 156.445(1) states that “No textbook or program shall be used in any public school in Kentucky as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission or unless a school and district has met the notification requirements under subsection (2) of this section . . .” which indicates that “a school council, or if none exists, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications. Hence, please complete the following information, attach the required documents, obtain the required signatures, and send the packet to the KDE instructional resources consultant at the address below. Upon the receipt of the packet, a confirmation will be sent to the local superintendent by the KDE instructional resources consultant. If additional information, documents, or signatures are needed before the “off list” notification can be filed with the State Textbook Commission, a memorandum will be sent to the local superintendent’s office specifying the missing item(s).

NOTE: The purchase of supplemental or reference materials does not require a notification.

Title ___________________________ Grade Level/Course ___________________________
Publisher ___________________________ Copyright/Edition ___________________________
ISBN (International Standard Book No.) ___________________________ Cost ___________________________
Is this textbook or program an updated version of a title on a current state multiple list? Yes No

List school(s) that will include the title in the purchasing plan ___________________________

The following five attachments must be submitted, with this page as the cover sheet:

1. The state-approved evaluation instrument for the appropriate content area, completed, signed, and dated. (Blank evaluation instruments are located in applicable adoption group sections in the Textbook and Instructional Resource section of the KDE website beginning with 2001 State Multiple Lists)

2. A written rationale that states the need for this item and how it better meets the needs of students than items on the state multiple list.

3. A statement from the vendor stating the cost of the item and a list of gratis items if any with purchase.

4. A statement from the vendor indicating the availability of accessible alternative formats of the basal and related items. (See requirements and statement on the next page.)

5. For a textbook, a completed Form B provided by the vendor. For an electronic/digital resource, Form M provided by the vendor.

Signatures Required

School Council Chair or Principal ___________________________ Date ___________________________
Local Superintendent or Designee ___________________________ Date ___________________________

RETURN TO:
Ann Asbeck; Division of Teaching and Learning, KDE
500 Mero Street  Frankfort, Kentucky 40601
Assurance of Availability of Accessible Alternative Formats
(Share with vendor when requesting the statement about the availability of accessible formats.)

Kentucky has elected to meet the federal National Instructional Materials Accessibility Standards [NIMAS] mandates through participation in the National Instructional Materials Access Center (NIMAC) – http://nimac.us in Louisville, Kentucky. With the passage of the Individuals with Disabilities Education Act (IDEA) in 2004, publishers are required to submit a NIMAS-conformant file set for basal print instructional resources and related print resources with a text publication date** after August 19, 2006. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to KDE Instructional Resources Consultant, Dr. Ann Asbeck, within 60 days of the signed statement of assurance below.

For print basals and related print resources with a text publication date** prior to August 19, 2006, publishers continue to have the option of providing these resources in accessible format in accordance with Accessibility statute KRS 156.027 and regulation 704 KAR 3:455. (These files must be approved and accepted by KAMC within 60 days of the signed statement of assurance below.) In lieu of submitting files directly to the Kentucky Accessible Materials Consortium [KAMC] as described in the regulation, a NIMAS-conformant file set may be submitted to NIMAC for validation. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to KDE Instructional Resources Consultant, Dr. Ann Asbeck, within 60 days of the signed statement of assurance below.

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- Use four-digit year for this.
- Often this date will be the same date as copyright date.

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Email  agsmail@agsglobe.com  
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Phone 800-328-1452 Email babroten@emcp.com
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260 Old Mt. Tabor Road, #14
Lexington, Kentucky 40503
Phone       859-268-4848 Email   Irene_Burnett@hmco.com
Notes       Elizabeth Jackson, 1431 St. James Court #3, Louisville, KY 40208  618-982-2137
               Elizabeth_Jackson@hmco.com

Ordering
Barbara Steward
1900 South Batavia Avenue
Geneva, Illinois 60134-3399
Phone       800-733-2828 Email   Barbara_Steward@hmco.com
Notes       FAX #800-733-2098

Sample
Irene Burnett
260 Old Mt. Tabor Road, #14
Lexington, Kentucky 40503
Phone       859-268-4848 Email   Irene_Burnett@hmco.com
Notes       Elizabeth Jackson, 1431 St. James Court #3, Louisville, KY 40208  618-982-2137
               Elizabeth_Jackson@hmco.com

Processing
CT Corporation System, Attn: Arthur W. Howard, Sr.
239 South 5th Street
Louisville, Kentucky 40202
Phone       502-587-5960 Email   arthur_howard@cch-lis.com
Notes

Contract
Irene Brimberry
4503 Rivercliff Drive SW
Lilburn, Georgia 30047
Phone       770-985-9431 Fax    770-978-1483 Email   Irene_Brimberry@hmco.com
Notes       Bids & Contracts Manager
Publisher Name  McDougal Littell

Customer Service
McDougal Littell C/O Customer Service
1900 S. Batavia Avenue
Geneva, IL
Phone  800-462-6595C Email
Notes

KY Representative
Brian Gossage
2122 Cold Stream
Lawrenceburg, KY 40342
Phone  502 839-1068 Email  brian_gossage@hmco.com
Notes

Ordering
McDougal Littell C/O Customer Service
1900 S. Batavia Avenue
Geneva, IL
Phone  800-462-6595 Email
Notes

Sample
Brian Gossage
2122 Cold Stream
Lawrenceburg, KY 40342
Phone  502 839-1068 Email  brian_gossage@hmco.com
Notes

Processing
Lois Novotny
222 Berkeley Street
Boston, MA 02116
Phone  617 351-5109 Email  lois_novotny@hmco.com
Notes

Contract
Debbie Nelson C/O McDougal Littell
909 Davis Street
Evanston, IL 60201
Phone  800 323-5435, ext. 3864 Fax  847 424-3940 Email  debbie_nelson@hmco.com
Notes
Publisher Name  Nystrom Herff Jones Education Div

Customer Service
Ms. Fran Tornabene
3333 Elston Avenue
Chicago, IL 60618
Phone  18006218086 Email  ftornabene@herffjones.com
Notes  Customer Service Supervisor

KY Representative
Mr. Gary Hotopp
728 Middleburg Way
Powell, OH 43065
Phone  17408814694 Email  GPHotopp@herffjones.com
Notes  Area Sales Manager

Ordering
Ms. Fran Tornabene
3333 Elston Avenue
Chicago, IL 60618
Phone  18006218080 Email  ftornabene@herffjones.com
Notes  Customer Service Supervisor

Sample
Mr. Gary Hotopp
728 Middleburg Way
Powell, OH 43065
Phone  17408814694 Email  GPHotopp@herffjones.com
Notes  Area Sales Manager

Processing
Mr. Gary Hotopp
728 Middleburg Way
Powell, OH 43065
Phone  17408814694 Email  GPHotopp@herffjones.com
Notes

Contract
Ms. Melanie Vogt
3333 Elston Avenue
Chicago, IL 60618
Phone  18006218086 Fax  17734630515 Email  mcvogt@herffjones.com
Notes  Sales Services Coordinator
Publisher Name  Pearson Education, Inc., publishing as Pearson Prentice Hall

Customer Service
Pearson Prentice Hall Customer Service
P.O. Box 2500
Lebanon, Indiana 46052-3009
Phone 800-848-9500  Email None
Notes Fax: 877-260-2530

KY Representative
Bill Back
2508 Bridle Court
Lexington, Kentucky 40504
Phone 800-435-3499, x7759  Email bill.back@phschool.com
Notes Fax: 859-253-1454

Ordering
Pearson Prentice Hall Customer Service
P.O. Box 2500
Lebanon, Indiana 46052-3009
Phone 800-848-9500  Email None
Notes Fax: 877-260-2530

Sample
Bill Back
2508 Bridle Court
Lexington, Kentucky 40504
Phone 800-435-3499, x7759  Email bill.back@phschool.com
Notes Forward sample requests in writing to Bill Back, Sales Representative.

Processing
CSC-Lawyers Incorporating Service Company
421 West Main Street
Frankfort, Kentucky 40601
Phone 888-690-2882  Email sop@cscinfo.com
Notes

Contract
Hope Heredia
One Lake Street
Upper Saddle River, New Jersey 07458
Phone 201-236-5445  Fax 201-236-5608  Email hope.heredia@phschool.com
Notes
Publisher Name: Pearson Education, Inc., publishing as Pearson Scott Foresman

Customer Service
Pearson Scott Foresman Customer Service
135 South Mt. Zion Road
Lebanon, Indiana 40245-3009
Phone (800) 552-2259 Email www.scottforesmancatalog.com
Notes

KY Representative
Richard Layne, Sales Representative
1215 Crosstimbers Drive
Louisville, Kentucky 40245-3009
Phone (502) 254-4349 Email richard.layne@scottforesman.com
Notes The following Sales Office is designated to serve Kentucky Schools. Southeast Regional Sales Office

Ordering
Richard Layne, Sales Representative
1215 Crosstimbers Drive
Louisville, Kentucky 40245-3009
Phone (502) 254-4349 Email richard.layne@scottforesman.com
Notes

Sample
Richard Layne, Sales Representative
1215 Crosstimbers Drive
Louisville, Kentucky 40245-3009
Phone (502) 254-4349 Email richard.layne@scottforesman.com
Notes

Processing
Corporation Service Company (CSC)
2711 Centerville Road, Suite 400
Wilmington, Delaware 19808
Phone (800) 927-9800 Email http://www.incspec.com/public/contact.html
Notes

Contract
Grace Salgado
1900 East Lake Avenue
Glenview, Illinois 60025
Phone (847) 486-2844 Fax (847) 486-3947 Email grace.salgado@scottforesman.com
Notes
Publisher Name  Thomson Learning

Customer Service
Shelly Witt
10650 Toebben Drive
Independence, KY 41051
Phone    (800) 543-0487, ext. 5831C Email  shelly.witt@thomson.com
Notes

KY Representative
Sam McGhehey
162 Tando Way
Covington, Kentucky 41017
Phone  (859) 363-1526 Email  sam.mcghehey@thomson.com
Notes      voicemail- (877) 430-0483, ext. 9105

Ordering
Shelly Witt
10650 Toebben Drive
Independence, KY 41051
Phone (800) 543-0487, ext. 5831 Email shelly.witt@thomson.com
Notes

Sample
Stacy Staats
5191 Natorp Blvd.
Mason, Ohio 45040
Phone   (800) 543-0487, ext. 1586 Email stacy.staats@thomson.com
Notes   Bid Analyst, Textbook Services and Adoptions

Processing
Stacy Staats
5191 Natorp Blvd.
Mason, Ohio 45040
Phone   (800) 543-0487, ext. 1586 Email stacy.staats@thomson.com
Notes

Contract
Patricia E. Brandt
5191 Natorp Blvd.
Mason, Ohio 45040
Phone   (800) 543-0487, ext. 1506 Fax (513) 229-1017 Email pat.brandt@thomson.com
Notes   Manager, Textbook Services and Adoptions
Publisher Name     University Press of Kentucky

Customer Service
Teresa Collins, Distribution Manager
University Press of Kentucky, PO Box 11578
Lexington, Kentucky 40576-1578
Phone             800-839-6855C Email  twell1@uky.edu
Notes

KY Representative
Wyn Morris, Sales Manager
University Press of Kentucky, 663 South Limestone Street
Lexington, Kentucky 40508-4008
Phone             859-257-4249 Email  wynmorris@uky.edu
Notes

Ordering
Teresa Collins, Distribution Manager
University Press of Kentucky, PO Box 11578
Lexington, Kentucky 40576-1578
Phone             859-257-8405 Email  twell1@uky.edu
Notes

Sample
Teresa Collins, Distribution Manager
University Press of Kentucky, PO Box 11578
Lexington, Kentucky 40576-1578
Phone             859-257-8405 Email  twell1@uky.edu
Notes

Processing
Craig Wilkie, CFO
University Press of Kentucky, 663 South Limestone Street
Lexington, Kentucky 40508-4008
Phone             859-257-8436 Email  crwilk00@uky.edu
Notes

Contract
Craig Wilkie, CFO
University Press of Kentucky, 663 South Limestone Street
Lexington, Kentucky 40508-4008
Phone             859-257-8436 Fax 859-257-7975 Email  crwilk00@uky.edu
Publisher Name  Wright Group/McGraw-Hill

Customer Service
Customer Service Department
220 East Danieldale Rd.
DeSoto, TX 75115-2490
Phone     1-800-621-1918  Email  wrightgroup@mcgraw-hill.com
Notes

KY Representative
Carla Westphal
7965 Mallard Landing
Indianapolis, IN 46278
Phone     317-753-5247  Email  rpwest3@comcast.net
Notes

Ordering
Wright Group/McGraw-Hill
220 East Danieldale Rd.
DeSoto, TX 75115-2490
Phone     1-800-621-1918  Email  wrightgroup@mcgraw-hill.com
Notes

Sample
Carolyn Davis
8787 Orion Place
Columbus, OH 43240-4027
Phone     1-800-468-5850 x6670  Email  carol_davis@mcgraw-hill.com
Notes

Processing
Prentice Hall Corporation
421 W. Main St.
Frankfort, KY 40601
Phone     609-771-1800  Email
Notes

Contract
Carolyn Davis
8787 Orion Place
Columbus, OH 43240-4027
Phone     1-800-468-5850 x6670  Fax  614-430-6626  Email  carol_davis@mcgraw-hill.com
Notes
Purchasing Plan, P-8

Forms needed to develop a Textbook Plan. A School Textbook Plan must be approved by the School Council and sent the District Textbook Coordinator before a textbook allocation is made available to a school.

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
COVER PAGE

School Name __________________________________________________________

School Number ____________________ District Number _____________________

Grades ___________________________ Enrollment _________________________

Adoption Cycle 20 __________ - ___________

Content Area(s) _________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
**Purchasing Plan**

**SAMPLE FORM**

**Date__________**

**FORM 2**

**School Name  _____________________________  School Number  _____________**

**DETAILED PURCHASE PLAN FOR TEXTBOOKS**

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

**Vendor ___________________________________________**

<table>
<thead>
<tr>
<th>Textbook</th>
<th>*ISBN</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Subtotal**

**Estimated Freight**

**Total Cost**

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* **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%.

---

** 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%.

<table>
<thead>
<tr>
<th>Item</th>
<th>*ISBN or Catalog Number</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
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</tbody>
</table>

Subtotal

** Estimated Freight

Total Cost
School Name _______________________________ School Number _____________

BUDGET SUMMARY

Revenue:
Current State Allocation _________________

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

Total State Monies _________________

<table>
<thead>
<tr>
<th>Projected Cost for:</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks</td>
<td></td>
</tr>
<tr>
<td>Instructional Materials</td>
<td></td>
</tr>
<tr>
<td>Rebinding &amp; Replacement</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
</tr>
</tbody>
</table>

Projected carry-over funds ____________________________
Purchasing Plan

Date __________

School Name ____________________________ School Number ____________

STATEMENT OF ACCOUNTABILITY

We, the undersigned, certify that this Textbook/Instructional Material Purchasing Plan implements the KERA learning goals and academic expectations 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 KERA learning goals and academic expectations 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