



**NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M**

TO: Robyn Burke, President
Members of the School Board

THROUGH: David Vadiveloo, Chief School Administrator DsV

THROUGH: Tammy Stromberg, Director of Finance TJS

FROM: Caitlin Santos, Director of Curriculum & Instruction CS

DATE: April 25, 2023

SUBJECT: Purchases of Over \$10K - Curricular Materials Refresh **Memo No: SB23-180
(Informational Item)**

NSBSD Policy Manual:

BP 3300 Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

BP 3310, Purchasing Procedures: The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with the law. The Superintendent or designee may issue and sign purchase orders.

BP 3311, Bids: All purchases in the amount of \$20,000 or more shall be based, when possible, on three competitive bids. The Superintendent or designee shall establish procedures to ensure that formal advertised bids are solicited for purchases over \$50,000. When competitive sources do not exist to allow for a bid process, Business office procedures provide for sole source purchases.

Issue Summary:

The textbook purchases are outlined below. All purchases support previously adopted materials and are meant to refresh existing supplies:

Northwest Text Book Depository is a competitively priced vendor where we purchase the bulk of our teacher and student text book editions. They offer reliable and affordable shipping. Please see attached quotes which are broken down by school site.

The Math Learning Center is the vendor for Bridges in Mathematics, our adopted curricular resource in grades K-2 and Number Corner which is used in grades K-5. In addition to the parts and pieces required by many of our sites, we are purchasing an entire set to be used for modeling and recording lessons by C&I staff.

Houghton Mifflin Harcourt is the publisher of both our adopted MS Social Studies texts, as well as our MS/ HS Science texts. Our initial contract with the company for online access to texts expired this year, and so this is reflective of a 1 year extension to our existing licenses.

Funding Source and Text Purchase Amount:

Curriculum & Instruction Supplies/Materials/Media account code:	100.200.351.000.450
Available budget:	\$203,163.56
Northwest Textbook Depository	\$11,003.38

The Math Learning Center	\$16,361.82
Houghton Mifflin Harcourt Science	\$11,319.00
Houghton Mifflin Harcourt Social Studies	\$24,384.00
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Total Budget Remaining	\$140,095.36

Grant Funds:

There are no grant funds associated with the funding of the attached purchases.

Compliance with BP 3311:

The above complies with Board Policy 3311. The single purchase over \$20,000 is for online access to a specific series of texts and must be purchased through the manufacturer/ publisher of those texts.

Proposed Motion:

No motion is required. This is an informational Item as the purchases of supplies, materials, and equipment are within the discretion of the Chief School Administrator or designee.

Signature: David Vadiveloo
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