



Projecting Your Needs



District Needs

Each district is different.

District needs change from year to year.

How do you know what your district needs are?



Areas to Remember

- Student & Teacher Counts
- New Courses (Course Catalog)
- Consumable Materials
- On line Classes
- Subscriptions
- Technology Equipment
- Technology Services

IMA Team

Senate Bill 6 has given each district an amount of money (IMA) to spend on Instructional Materials, Technology Equipment, and Technology Services.

IMA Team

Each district must bring together a team of departments to make the best choices for their students.

Who is on your IMA Team?

Student Enrollment & Teacher Counts

- Human Resources gathers these numbers
- Enrollment #'s are needed monthly in case of an increase in students
- Projected numbers are needed by the time EMAT opens in April



Student Enrollment & Teacher Counts

- Are you ordering additional % for enrollment growth?
- Are you ordering one per student?
- Are you ordering class sets?
- Are you ordering for off level special education? Will this area be taken care of with district funds?

Consumable Materials

- Online access may not be available without purchasing the consumable materials.
- Check with publishers.
- Some publishers will allow you to purchase the online access if you don't purchase the student materials. (example: Math consumables)

A disbursement would be required.



On-line Classes

Does your district support on-line classes?

How do the students get their materials?

Subscriptions

Remember to discuss with your curriculum & technology departments ordering subscriptions.

Some subscriptions are ordered and then the students do not use them, wasting your IMA.

Subscriptions do not have to be ordered each year.

Technology Equipment

- Technology funds have been rolled into your IMA dollars.
- Instructional materials must be bought first.
- Equipment must be beneficial to student learning.



Technology Services

- Work with your IMA Team to verify IMA funds are available for staffing opportunities.
- Technology salaries must be used for a position which benefits student learning.



Thinking Ahead

- 4 X 4 Plan – Are all courses now covered?
- Check with subject coordinators to see what new courses have been added.
- Order materials as early as possible to ensure they will be delivered to your district before school starts.
- Gather surplus materials from campuses so you will have extra in the warehouse for increased enrollments. (If you do not have a warehouse know where your surplus materials are located)

Key Information

- Make your voice heard.
- You have the information so make sure you feed the information to your allotment team.
- Give ideas about what your district needs are.
- Get the course catalog and look for new added courses.
- Make sure you stay in contact with your publisher.

