

## ANW

### INSTRUCTIONAL MATERIALS CENTER

The Instructional Materials Center offers many services to the professional staff of ANW Special Education Cooperative. These services are offered to assist you in meeting the challenge of teaching today's children and youth. This manual is a listing of our services and the proper procedures to access these services.

#### INSTRUCTIONAL MATERIALS

One of the main duties of an Instructional Materials Center is to provide the instructional materials that a teacher needs to effectively teach students. With today's advancing technology, ever changing ideas and increasing prices, it is very difficult to stay current, especially with the budget cuts that are ever looming. The IMC is using a computerized inventory, which allows for the tracking of materials in a much more efficient manner. Hopefully this will allow materials to be shared among teachers to get the most productivity from the materials as possible.

If you feel new materials are needed for purchase during the school year please fill out a Textbook Requisition form and send to the IMC. First attempt will be made to meet your needs with materials that are already available. If this is not possible, the IMC will check your budget to see if you have funds available for other purchases. If funds are available your order will then be processed after approval has been obtained from the Director. **A TEACHER SHOULD NEVER ORDER MATERIALS FROM A COMPANY PERSONALLY WITHOUT OFFICIAL APPROVAL BY THE ANW-IMC INCLUDING RENEWAL OF ALL MAGAZINE SUBSCRIPTIONS.** In all cases a Textbook Requisition form must be filled out completely and administrative approval must be given.

#### NEW MATERIALS PROCESSING

All new materials purchased by the ANW Cooperative must be processed by the IMC before delivery to a teacher. Processing includes checking the invoice, purchase order, and shipment to assure the order was shipped properly before payment is made. Each item is then placed on inventory and a number assigned. (Some consumable items, such as workbooks, will be placed on inventory but will not receive a number.) When processed and inventoried, these items will automatically be added to the teacher's inventory that requested the item. Each spring, classroom inventories are conducted. In February each teacher will receive an updated printout of his or her inventory from the IMC. Teachers will be expected to make sure it is correct by deleting items that have been consumed, lost, destroyed, etc. The computer inventory will then be updated accordingly. **All questions regarding inventory please contact Pam, at the IMC.**

#### TRANSFER OF MATERIALS

Teachers may find themselves trading materials without going through the IMC. Teachers may do this as long as the IMC is given proper notice. **The IMC must be notified in order to keep each teacher's inventory updated.** Please use the **TRANSFER OF MATERIALS** form. Fill out this form each time you loan/give materials to another teacher, even if you expect to get it back. The same form must be completed when the materials are returned. This is the only way to ensure that your inventory is kept current.

## **IMC VAN ROUTE**

The IMC has a van that makes deliveries and pick-ups. Each building (except those where staff are on itinerant) will have a regularly scheduled visit. Generally the route is run Tuesday through Thursday, with Monday and Friday being days to prepare for the route. Each year a schedule will be sent notifying the day the van is at each location. The time will vary due to weather and other factors. The van driver will visit your classroom unless otherwise requested not to do so. This depends on your personal preference. If you prefer that the driver not stop in but leave your items in the office, please let the IMC know.

The van route may be used to send materials to the office or for the Coop to send materials to you. Mail is another main purpose of the IMC route. Teachers may get information to other teachers using the IMC route. Remember to account for the time factor involved. It may take up to a week to get mail to someone. If time is vital, please make other arrangements or visit with the van driver to see if special arrangements can be made. If sending mail to someone else in your own school district, it is much more time efficient to use the district's inter school mail if available.

During the winter, the route may be canceled due to bad weather. If snow and/or ice are on the roads, we will not send the van. If possible it will run the route missed, the following day with each day thereafter being one day late. You will receive notice of this type of schedule change. Other schedule changes may occur due to holidays, etc. You will be notified of these changes at least one week prior to the change.

The IMC van driver may be able to answer questions about various IMC procedures, but other types of questions should be referred to appropriate office personnel.

## **VAN SCHEDULE**

- **TUESDAY** (Humboldt, BAIT Office, Iola, Crest, Moran)
- **WEDNESDAY** (Fairfield, Erie, Galesburg, Altoona Elem, Altoona Midway, Yates Center)
- **THURSDAY** (Chanute)

## **BASIC SUPPLIES**

Basic supplies (paper, pens, glue, computer cartridges, testing protocol, ANW forms, etc.) that teachers need, are supplied by either your local building or the Instructional Materials Center. These supplies are ordered each year in the spring and are ready for pick-up or delivery at the beginning of school. Extra supplies are kept on hand at the Coop office and may be requested throughout the year. Remember that local buildings often make some of these supplies available to you. If they do, please take advantage of their generosity!

Basic Supply orders for the next year are due to the IMC sometime in April. A form will be sent to each teacher in late February or early March with a list of all supplies available through the IMC.

The procedure for receiving basic supplies is to complete a **REQUISITION FORM** and send via the IMC van to the IMC. The order will be filled and returned the following week. If the order can not be filled, your form will be returned with an explanation (temporarily out of stock, not available, etc.). You may e-mail or call in orders to the IMC. Please call or e-mail the IMC at least by 3:00 p.m. the day before the van route is to be at your school.

## **FOOD & COOKING SUPPLIES**

A small percentage of staff routinely uses cooking as part of their curriculum. These staff members should speak directly to the IMC to set up the procedures for obtaining their supplies. **ONLY STAFF THAT HAVE RECEIVED PERMISSION MAY CHARGE FOOD AND SUPPLIES TO THE COOP.** All receipts need to be sent in once a week with a Grocery Purchase receipt.

## **POSITIVE REINFORCERS**

The use of positive reinforcers is a very important part of the many special educational programs. The IMC makes an attempt to work with teachers in providing a variety of reinforcements. These should be distributed with discretion as funds for this is limited. Types of reinforcers the IMC attempts to keep on hand are pens, pencils, assorted inexpensive jewelry, small inexpensive toy items, etc.

Procedures for obtaining reinforcers are much the same as basic supplies. IMC will send you a list of items each month. We will try to fill orders and deliver the next week. In the case we run out of certain items we will replace with equal value of a different item. **THERE IS A LIMIT OF \$10.00 PER MONTH FOR EACH TEACHER ON REINFORCERS.** If you have a specific request for a difficult student, please discuss this with the Assistant Director.

**Remember these are not presents for holidays in the school year, use them only for positive reinforcement.**

## **LAMINATING**

The IMC has a nice laminating machine and will laminate items sent to the IMC. The laminating machine will handle widths up to 23 inches. Items wider than 23 inches should be cut in half before being sent to the IMC for lamination. Send in on van route and we will return the following week. We do not allow you to personally come in and laminate, only trained IMC staff does laminating.

## **INFORMATION & RESOURCES**

The IMC will attempt to be an information and resource center, if you need more information about certain topics. In order to help the IMC be knowledgeable about various resources, please inform the IMC about helpful resources you come across.