

## Organization of Department

Tom Mills – Distribution Center Coordinator

- Distribution Center, Textbooks and Fixed Assets Staff
  - Buyer
  - Distribution Center Foreman
  - Distribution Center Warehouseman (6)
  - Clerk
  - Textbook Specialist
  - Textbook Clerk
  - Textbook Warehouseman (2)
  - Fixed Assets Specialist

## Department Purpose and History

The department was established in 1977 based on a need by the District to:

- Purchase supplies in bulk in order to help reduce the escalating cost of supplies due to an increase in the number of students and employees.
- Consolidate in one location the purchase of frequently used supplies for students, teachers and staff.
- Aid the Business Office by improving the procedure for tracking purchases made by campuses/departments, and to expedite payments to the vendors.
- Provide for an adequate location to receive, distribute, and inventory large quantities of textbooks, and teacher materials.
- Provide a location to receive large UPS and freight shipments.
- Provide an adequate location for the storage and transfer of district owned surplus property.

In 1977, the department had a staff of four employees. The original facility had 5,000 square feet of storage space, one forklift, and two delivery trucks for the entire district. About twelve years ago, textbook operations were transferred to this department.

## Current Overview and Challenges

The facility has approximately 73,000 square feet of usable storage space. There are 15 employees in the department and each one strives to meet the needs of the students, teachers, and staff in the most efficient, timely, and cost effective manner. In an effort to provide timely information to the teachers and staff, we have an Inventory Supply Catalog that is online and updated weekly.

With the potential for increasing budgetary restrictions, our challenge will be to continue to provide services that minimize disruptions to the campuses and its students, teachers, and staff. In addition, a growing challenge will be the management of the Instructional Materials Allotment and the resulting changes in the manner in which instructional materials funds are provided by the state.

## Department Responsibilities

- **Warehouse Inventories**
  - Conduct Annual Inventory Audit
  - Conduct Cycle Counts
  - Establish inventory re-order points to keep inventory at a minimum
  - Maintain good public relations with the vendors, campuses, and departments.
  - Meet with sales representatives
  - Conduct surveys concerning the quality of the products that we provide through our vendors

- Maintain and update an online Inventory Catalog
- Rotate inventory regularly (using a First-In, First-Out basis)
- Evaluate the continued stocking of products based on usage, need, and obsolescence
- Provide annual or periodic training to District Financial Clerks with regard to requisitioning warehouse supplies
- Purchase supplies valued at \$1.2 million annually for use by the campuses and departments
- Participate in the Harris County Department of Education purchasing cooperative program to help keep purchasing costs to a minimum
- Research products on the market to determine the best quality and best dollar value
- Interview and hire summer workers to assist with office supply and surplus deliveries during the summer months
- Purchase products in bulk to help keep costs low and competitive. Examples include copier paper, paper towels, floor wax, HVAC filters, and art supplies
- **Warehouse Deliveries**
  - Establish and update, as needed, an annual delivery schedule to 74 district locations per week
  - Use mechanical equipment efficiently (electric pallet jacks and forklifts) when possible to reduce the number of man-hours involved in loading and unloading trucks at district facilities.
  - Pull from inventory and deliver custodial supplies each week to the campuses.
  - Provide assistance in the form of special deliveries throughout the year for the following departments
    - SERS Department
    - Research, Assessment and Accountability Department (Test Materials)
    - Purchasing Department
    - Textbook Department
    - Curriculum Departments
    - Fixed Asset Department
  - Provide US Mail service to and from the ESC and the Post Office twice each day.
- **Warehouse Shipping and Receiving**
  - Oversee UPS shipments.
  - Receive textbooks as needed.
  - Receive and deliver campus furniture and equipment as needed.
- **Fixed Asset Furniture & Equipment**
  - Coordinate the transfer of surplus furniture and equipment between facilities.
  - Assist in setting up furniture and equipment for annual auctions.
- **Records Management**
  - Maintain an online Records Storage Procedures Manual.
  - Establish, coordinate and maintain a records retention schedule for the campuses and departments in accordance with the requirements of the Texas State Library and Archives Commission.
  - Conduct Records Management training within the District.
  - Provide storage boxes to the campuses and departments.

- **Textbook Responsibilities**

- **Textbook Warehouse and Inventory** - The Textbook Department is responsible for maintaining textbook inventory. This includes approximately 350,000 textbooks that are inventoried and tracked and which represent a value of around \$22,000,000.  
Responsibilities include
  - Receive textbook deliveries from publishers
  - Distribute textbooks and teacher materials based on requisitions turned in by the campuses
  - Pick up excess books that campuses accumulate and store these books in the KISD Warehouse for quick access by other campuses
  - Conduct an annual audit of all textbooks at the campuses and in the warehouse and verify the counts with the records provided by the Texas Education Agency
  - Assist the Curriculum Department in the implementation of the state-provided Instructional Materials Allotment
- **Textbook Adoption Process** - The Textbook Department, in conjunction with the Curriculum Department, is involved in the process of adopting student textbooks.
  - Inform curriculum specialists of subjects being adopted per the Texas Education Agency
  - Attend up-for-adoption textbooks meetings
  - Obtain up-for-adoption textbooks/samples from the publishers and arrange for public display at the ESC
  - Meet with each publisher representative and curriculum specialist after final vote and board approval to determine which materials (teacher editions, workbooks, resource kits) will be received by the district
- **EMAT** is a function of the online textbook ordering process
  - Obtain enrollment statistics from course reports for each new school year via student enrollment database
  - Obtain projection numbers for junior high and elementary campuses
  - Determine the quantity of textbooks needed based on projected numbers
- Assist with the textbook duties of the **Campus Textbook Clerks**.
  - Textbook Department personnel meet with all the campus clerks at least 3 times a year to review new textbook information provided by the State
  - Coordinate with the campuses for the collection of textbooks orders and worn-out textbooks and the replacement of lost textbooks
  - Throughout the school year, Textbook Department personnel pickup excess textbooks from the Campuses and return them to the warehouse.

- **Administer TIPWEB**
  - The Textbook Department provides training for this web-based software used by the district for textbook inventory purposes.
  - The Textbook Department maintains and tracks books and materials in the KISD Warehouse via TIPWEB.
  
- **Employ Summer Workers**
  - Interview and hire high school and college students to help full time employees process textbook orders for delivery to 53 campuses during the summer.
  - Summer workers are needed to help conduct audits on 53 campuses by counting textbooks, teacher editions and resource kits.
  - Summer workers are also needed to assist in picking up out-of-adoption textbooks from each campus and delivering them to the warehouse. These out-of-adoption books will be picked up by an outside source for use in a third world country
  
- Maintain and account for **Surplus Textbooks**, including collecting and re-distributing as appropriate
  
- Account for and Replace **Worn-Out Books** as appropriate

## **Department Initiatives**

- Disposal of unneeded, surplus furniture and equipment using online auctions
- Coordination with local charities and service groups for the redistribution of surplus educational materials such as purged library titles and out-of-adoption textbooks to overseas, lesser-developed countries
- Receiving and distribution assistance for the many special needs educational materials funded from stimulus grant funds
- Delivery assistance of furniture or equipment to off-campus sites in connection with the District's Junior Achievement program
- Warehouse modifications to allow for comfortable, secure work areas for testing personnel to receive, store, distribute and collect testing materials