



Board Action Required: **X**

No Action Required: _____

To: Coppel ISD Board of Trustees
From: Larry Guerra, Director of Purchasing
Date: July 8, 2014
cc: Vern Edin, Kelly Penny, Sid Grant

Re: Approving the Sale of Out of Adoption Instructional Materials

According to Chapter 66 of the Texas Administrative Code (TAC) for State Adoption and Distribution of Instructional Materials, Subchapter DD (Commissioner's Rules Concerning Instructional Materials Allotment), Subsection 66.1317 designates that the Board of Trustees of a school district must notify the Texas Education Agency of its intent to sell instructional materials.

Attached are the Instructions for the Sale or Disposal of Instructional Materials and the Sale or Disposal Request Form which are required to be completed and signed by the Board of Trustees. After Board signatures are completed, these forms will be submitted to TEA for approval and permission to sell the Out of Adoption instructional materials listed.

Once approval has been granted by TEA, approximately 25 pallets of Out of Adoption instructional materials will be sold to International Paper for \$35.00 per ton. At that time, it is expected that the District should receive approximately \$700.00 from International Paper for these Out of Adoption instructional materials. In addition, select 2 out of adoption materials will be sold to the Follett Corporation for an additional \$879.81. This would give the District an estimated total of \$1,579.81.

All funds received by the District from the sale must be used to purchase instructional materials and technological equipment allowed under Texas Education Code Section 31.0211.

Recommendation: That the Coppel ISD Board of Trustees approve the sale of Out of Adoption Instructional Materials to International Paper and the Follett Corporation after approval by TEA at the July 21, 2013 Board meeting.