



Board Action Required: **X**

No Action Required: _____

To: Coppel ISD Board of Trustees
From: Larry Guerra, Director of Purchasing
Date: June 26, 2017
CC: Dr. Mike Waldrip, Ms. Kelly Penny & Mr. Sid Grant

Re: Approving the Disposal 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 or dispose of instructional materials.

Attached are the Instructions for the Sale or Disposal of Instructional Materials which is required to be completed and signed for by the Board of Trustees. After Board signatures are completed, these forms will be submitted to the Texas Education Agency (TEA) for final approval and permission to sell or donate the Out of Adoption instructional materials listed.

Once approval has been granted, approximately 8 pallets of Out of Adoption instructional materials will be picked up free of charge by Franklin Media Textbook Solutions and recycled. Currently, there aren't any non-profit organizations in the State of Texas who are picking up textbooks for donation or redistribution. Franklin Media provided the best option, and at no cost to the District.

Note: Should any compensation be received by the District from the sale of instructional materials, it would be returned to Coppel ISD's designated account for textbooks and would be used towards the purchase of new instructional materials and/or technological equipment and/or software allowed under Texas Education Code Section 31.0211.

Recommendation: That the Coppel ISD Board of Trustees approve as presented, the donation of the District's Out of Adoption Instructional Materials to Franklin Media Textbook Solutions. Upon Board approval, CISD will then submit the approved recommendation to the Texas Education Agency (TEA) for their required approval.

Instructional Materials or Technological Equipment Sale or Disposal Notification Form

General Information

Prior to the sale or disposal of instructional materials, the district or open-enrollment charter school must notify Texas Education Agency (TEA) of its intent to sell or dispose of instructional materials or technological equipment. Upon notification, TEA will enter inventory adjustments into EMAT for each transaction of instructional materials that are sold, disposed of, or acquired through the sale of instructional materials.

The local board or governing body president and secretary must sign the completed Instructional Materials or Technological Equipment Sale or Disposal Notification Form(s). Submit all sale or disposal forms via email to instructional.materials@tea.texas.gov as an attachment.

Districts and open-enrollment charter schools must consider the following before selling or disposing of instructional materials:

- Instructional materials used by the district should collectively cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each subject and grade level.
- Worn-out materials may be sold for recycling when the district declares them unsuitable for student use. Alternatively, worn-out materials may be sold to a reseller that will re-bind the materials and make them suitable for classroom use.
- The local board of trustees or governing body must reasonably expect that these materials will not be needed for several years. Some elective subject materials may qualify as materials the district will not need for several years if the electives will not be offered.
- Any funds received by the district or school from the sale of instructional materials must be used to purchase instructional materials or technological equipment allowed under Texas Education Code §31.0211.

District Information

Seller district or open enrollment charter school name	COPPELL ISD		
Seller county district ID	057922	Receiving company name	FRANKLIN MEDIA
Total dollar amount collected from the sale		Select one (if sale)	
Total dollar amount collected from the recycle		Select one (if recycle)	
Total dollar amount collected from the disposal	∅	Select one (if disposal)	✓

A district or charter school shall report actual amounts to TEA after the transaction has been completed.

Check here if you are submitting a revised form with actual dollar amounts.

The funding from this transaction will be used to purchase the following (select all that apply):

- Instructional Materials
 Technology Services
 Technological Equipment

District or open enrollment charter school contact information:

Name	LARRY GUERRA	Email Address	LGUERRA@COPPELLISD.COM
Phone Number	214-496-6000		

Instructional Materials or Technological Equipment Sale or Disposal Notification Form

Instructions for In-Adoption and Out-of-Adoption Materials

Complete the appropriate sections below for all instructional materials that the local board of trustees or governing body is selling or disposing of. Districts are not required to report any items that were purchased with local funds or free materials (ancillaries) sent by publishers directly to the district or charter school. For technological equipment, districts are only required to report equipment purchased through their instructional materials allotment (IMA).

In-Adoption Materials or Technological Equipment ONLY

Select one

ISBN (if applicable)	Title or Description	Subject Area	Qty	Asset Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Item

Out-of-Adoption Materials Only

Select one

Subject Area(s)	Qty
SEE ATTACHED LIST	<input type="text"/>

Authorized Signatures

Local Board President (print name)

Secretary (print name)

Local Board President (signature)

Secretary (signature)

Out of Adoption

Grade	Title	Quantity
Kinder	SRA Art Connection	2
1st	SRA Art Connection	25
2nd	SRA Art Connection	25
3rd	SRA Art Connection	24
4th	SRA Art Connection	25
5th	SRA Art Connection	26
2nd	Making Music	25
3rd	Making Music	26
4th	Making Music	26
5th	Making Music	26
4th	Scott Foresman Art	37
	Lone Star	66
	People and Places	21
	Communities	35
	United States	73
	Texas	10
8th	American Nation	5
High School	Pre-Calculus	30
High School	Psychology	256
High School	Art Talk	9
High School	Grammar & Composition	21
High School	Harmony in Context	19
High School	Sociology and You	5
High School	MicroEconomics	6
High School	Geometry	36
High School	Chemistry in the Community	24
High School	World Geography	444
High School	Calculus Variable	35
High School	Algebra 1	144
High School	Algebra 2	20
High School	Principles in Action	179
High School	Calculus 8th ed.	25
High School	Human Geography	54
High School	Chemistry Matter and Change	20
High School	Graphic Communication	23
High School	Technology Interactions	57

6/13/2017

