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Board Action Required: **X**

No Action Required: \_\_\_\_\_

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To: Coppel ISD Board of Trustees  
From: Larry Guerra, Director of Purchasing  
Date: June 22, 2015  
CC: Dr. Mike Waldrip, Ms. Kelly Penny & Mr. 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 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 by the TEA, approximately 10 pallets of Out of Adoption instructional materials will be donated to the Non-profit organization Children International through the Follett Corporation. There is small section of materials that the Follett Corporation is willing to pay for separately that would give the District a monetary amount of \$465.20. Regardless of whether CISD sells or donates the Out of Adoption materials listed, the purchase amount of \$465.20 offered by Follett remains the same.

Note: All compensation received by the District from the sale of our instructional materials must be returned to CISD's designated account for textbooks and must 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 Children International via the Follett Corporation along with the sale of the designated items specified above to Follett directly. Upon Board approval, CISD will then submit the approved recommendation to the Texas Education Agency (TEA) for their required approval.**

RepLink - Chris Jackson  
Buy Report for COPPELL IND SCHOOL DISTRICT  
As of 5/5/2015 7:31 PM

Not assigned to a shipment.

Name of Buy          Coppel  
Type of Buy          Buy                      Date Created          5/5/2015  
Number of Titles    3                              Quantity              95                      Total Price            \$465.20

FES Book ID	ISBN	Publisher	Title	Copyright	Unit Price U/B	Qty U/B	Ext. Price
1955744	0131164740	PREN	REALIDADES (WB) 1	2004	\$1.30 / \$0.00	25 / 0	\$32.50
1791485	0131164635	PREN	REALIDADES (WB) 1	2005	\$1.17 / \$0.00	50 / 0	\$58.50
4111213	0205116140	PREN	AMERICAN GOVERNMENT READINGS AND CASES	2012	\$18.71 / \$0.00	20 / 0	\$374.20
<b>Total</b>						95 / 0	\$465.20

## 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](mailto: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	FOLLETT
Total dollar amount collected from the sale	465.20	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 LQUERRA@COPPELLISD.COM  
 Phone Number 214-496-6000

Print Form

# 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

<b>Grade</b>	<b>Title</b>	<b>Quantity</b>
1st	Harcourt Science	284
2nd	Harcourt Science	360
3rd	Harcourt Science	323
3rd	Envision Math	183
4th	Harcourt Science	254
4th	Envision Math	190
4th	Scott Foresman Social Studies	16
5th	Scott Foresman Social Studies	15
5th	Harcourt Science	273
5th	Envision Math	231
6th	Science Explorer	11
6th	Our World Today	49
7th	B.K. English	13
8th	B.K. English	536
8th	American Nation	93
6th	P.H. Course 1 math	24
7th	P.H. Course 2 math	65
8th	P.H. Course 3 math	60
8th	Pre-Algebra	85
High School	World History	6
High School	American Pageant	2
High School	World Geography	17
High School	Tradition and Encounters	1
High School	American Republic	23
High School	Pre AP Biology	217
High School	Prentice Hall Biology	126
High School	Conceptual Physic	162
High School	Dynamics of Life	35

