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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 14, 2016  
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 25 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, 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](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

Seller county district ID  Receiving company name

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  Email Address

Phone Number

# 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	Scott Foresman Social Studies	81
2nd	Scott Foresman Social Studies	699
3rd	Estudios Sociales	11
3rd	Scott Foresman Social Studies	725
4th	Scott Foresman Social Studies	765
5th	Scott Foresman Social Studies	751
6th	Math Course 1	43
6th	Science Explorer	30
6th	Our World Today	852
7th	Lone Star	775
7th	Math Course 2	144
8th	American Nation	873
8th	Math Course 3	41
8th	Pre-Algebra	40
8th	Science Explorer	15
High School	Pre-Calculus	452
High School	Psychology	163
High School	The American Pageant	350
High School	World History	499
High School	Government in America	95
High School	Discovering Adv. Algebra	135
	The Basic of Speech	27
High School	Geometry	725
High School	Discovering Geometry	105
High School	World Geography	595
High School	Modeling with Math	30
High School	Algebra 1	945
High School	Intro to Psych.	84
High School	Principles in Action	393
High School	American Republic	318
High School	Magruder American Govt	428