



# College Station Independent School District

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*Success...each life...each day...each hour*

## **MEMORANDUM**

To: College Station ISD Board of Trustees

From: Mike Martindale, Interim Superintendent *MM*

Date: April 15, 2020

Subject: Disposal of Discontinued Instructional Materials

Agenda Item: J – 3.

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## **BACKGROUND**

As per policy CMD (LEGAL), the board shall determine how the district will dispose of discontinued printed instructional materials.

The Purchasing Department has identified the need to dispose of out-of-adoption instructional materials currently housed in the warehouse. For example, out of adoption textbooks and workbooks. Previously, out-of-adoption materials were picked up by publishers and were donated or recycled at the cost of the publisher. However, publishers have determined it is cost-prohibitive to continue this practice.

We currently have approximately 130 pallets of out of adoption instructional materials due to the 2019 Proclamation (state adoption) for K-8 English, Reading, and Writing materials. (Please find the attached list of book titles and approximate count in inventory attached).

The District has contacted a local recycler who has agreed to take all the pallets at no cost to the district, except for the fuel to transport them to the recycling station.

Carmella Shafer, Director of Purchasing, has recommended that the district recycle the identified out of adoption instructional materials.

## **RECOMMENDATION**

It is recommended that the College Station Independent School District Board of Trustees approve that the district recycle the identified out of adoption instructional materials.