



# College Station Independent School District

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

## PURCHASING OFFICE INTER-DEPARTMENTAL MEMO

DATE: June 1, 2021  
TO: Amy Drozd, CFO  
FROM: Carmella Shafer, Director of Purchasing  
SUBJECT: Disposal of Out of Adoption Instructional Materials

CMD(LLEGAL) CSISD Board policy states the Board shall determine how the district will dispose of discontinued printed instructional materials by either sale or disposal.

Example of such items includes:

- Out of adoption textbooks and workbooks
- Other out-of-date instructional materials

In the past, out-of-adoption materials were picked up by publishers and were donated or recycled at the cost of the publisher. Due to the lowered recycling price for paper the publishers have determined it is cost-prohibitive for them to pick up the instructional materials and pay the shipping costs.

The Pre-K instructional materials, Scholastic Big Day for PreK Texas Program is going out-of-adoption this year due to the 2021 Proclamation (state adoption) of **Pre-K materials**.

The District is contacting a couple of vendors who may be interested in taking the instructional materials and recycle at no additional cost to the district.

The District intends to use vendors to recycle out-of-date instructional materials currently stored in the Warehouse and or dispose of them as necessary. This recommendation excludes any materials that are currently adopted. No currently adopted materials by the State Board of Education will be disposed of through this recommendation.

### **Recommendation:**

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

A handwritten signature in blue ink that reads "Carmella Shafer".

Carmella Shafer, Director of Purchasing

Carmella Shafer, RTSBA  
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**Mike Martindale**  
Superintendent of Schools