

San Felipe Del Rio CISD  
233901

EQUIPMENT AND SUPPLIES MANAGEMENT  
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

CMD  
(EXHIBIT)

See the following pages for information addressing care and accounting of instructional materials:

Exhibit A: Resolution of the Board Designating an Instructional Materials Coordinator—1 page

Exhibit B: Resolution of the Board Determining Circumstances Required for Instructional Materials Fee Reduction or Waiver—1 page

San Felipe Del Rio CISD  
233901

EQUIPMENT AND SUPPLIES MANAGEMENT  
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

CMD  
(EXHIBIT)

EXHIBIT A

RESOLUTION OF THE BOARD DESIGNATING AN  
INSTRUCTIONAL MATERIALS COORDINATOR

WHEREAS, Education Code 31.104(a) provides that the Board may delegate authority to an employee to requisition, distribute, and manage the inventory of instructional materials;

NOW, THEREFORE, BE IT RESOLVED that the Board of San Felipe Del Rio Consolidated Independent School District delegates to the *Chief Instructional Officer for Elementary and Chief Instructional Officer for Secondary* authority to requisition, distribute, and manage the inventory of instructional materials.

---

---

The authority granted by this resolution is effective until the Board revokes such authority by further action.

---

---

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board of Trustees.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

EXHIBIT B

RESOLUTION OF THE BOARD DETERMINING CIRCUMSTANCES REQUIRED  
FOR INSTRUCTIONAL MATERIALS FEE REDUCTION OR WAIVER

WHEREAS, Education Code 31.104(d) provides that the Board may determine circumstances under which the District may waive or reduce the payment required for instructional materials not returned in acceptable condition if the student is from a low-income family;

WHEREAS, the District defines a "low-income family" as a family with a student who is eligible to participate in the national school lunch program for free or reduced-price lunch;

NOW, THEREFORE, BE IT RESOLVED that the Board of San Felipe Del Rio Consolidated Independent School District will authorize the reduction or waiver of the payment required for instructional materials not returned in acceptable condition if the parent or guardian provides information that the student is currently eligible for or participating in the free or reduced-price lunch program.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board of Trustees.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary