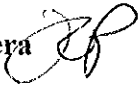


REQUEST FOR BOARD ACTION

To: ESD Board of Education
From: ESD Finance Director, Ron Patera 
Date: May 3, 2017
Business Date: May 8, 2017
Subject: Disposition of District Property

RECOMMENDATION:

To declare the district property enumerated in the attached lists as obsolete and approve of their disposal.

BACKGROUND AND FINDINGS:

Pursuant to District Policy DN, the Board of Education for the Elizabeth School District has the authority to dispose of any District property not needed in the foreseeable future. The property in the attached documents is being recommended for disposal because of the reasons identified in the lists. Once the property has been declared surplus, staff will properly dispose of the items.

Superintendent's Review: _____

Elizabeth School District C-1



MEMO

TO: Ron Patera, Finance Director

FROM: Janel Chisholm, Special Services Coordinator

DATE: May 3, 2017

RE: Item Disposal Request

This is a request to dispose of the following items that we currently have at the Special Services Office:

- 1 - 2 drawer file cabinet - damaged, not salvageable
- 1 - TrippLite Battery Backup Unit - Not serviceable

Thank you,
Janel

May 2, 2017

Mr. Ron Patera
Director of Finance
Elizabeth School District C-1
634 S. Elbert Street
PO Box 610
Elizabeth, CO 80107

RE: Request to discard books

Dear Mr. Patera:

I am respectfully asking to discard the following books due to damage (the books have been repaired multiple times and they are truly falling apart).

- A Light in the Attic (destroyed) - replaced with new copy
- Star Wars Battles for the galaxy (destroyed)
- Legos Multiple different how to books (destroyed)
- Star Wars Legos (destroyed)
- Lego Harry Potter (destroyed)
- Hawks - Scholastic (destroyed)
- Deer - Scholastic (destroyed)
- 3 copies - various years of Guinness World Records (destroyed)
- Lions - Scholastic (destroyed)
- Animorphs (destroyed)
- Wimpy Kid Dog Days (destroyed) - we have another copy on the shelf
- 2 copies The Broccoli Tapes (never checked out)
- Sometimes I wish (destroyed)
- 2 copies Amulet Graphic novel (destroyed) - replaced with a new copy
- Fire Fighting (destroyed)
- Cheetahs Scholastic (destroyed)
- Parrots Scholastic (destroyed)
- 6 Ripley's Believe it or not - multiple years (destroyed)
- Wolves Scholastic (destroyed)
- Parrots Scholastic (destroyed)
- Grizzly Bears Scholastic (destroyed)
- Dinosaurs (destroyed)
- Nate the Great The Sticky Case (destroyed)
- Butterflies Scholastic (destroyed)
- Pooh and Piglet go hunting (destroyed)
- Dear Dumb Diary (destroyed) - replaced with new copy
- Big Nate Strikes Again (destroyed) -replaced with new copy

- Everyone Loses a Tail (destroyed)
- Pooh Goes Visiting (destroyed)
- The Missing Piece (destroyed) - replaced with new copy
- 8 various copies Captain Underpants Series (destroyed) - replaced with new copies
- The Ghost Train (destroyed)
- Junie B Cheater Pants (destroyed) - have another copy on the shelf
- 3 copies of various Ninjago titles (destroyed)
- Goosebumps The Barking Ghost (destroyed)
- Creative Plastic Scale - never checked out
- Elephants Scholastic (destroyed)
- American in World War II (destroyed)
- 3 Star Wars Visual Dictionaries (destroyed)
- Ostrich Scholastic (destroyed)
- VHS Movie Physical Science (outdated)
- Garfield Graphic Novel (destroyed)
- Dare to Look (destroyed)
- Goosebumps (destroyed)
- Tiny Titans Graphic Novel (destroyed)
- Arctic Foxes Scholastic (destroyed)
- The Yoda Chronicles (destroyed)
- Crocodiles Scholastic (destroyed)
- Lego Book (destroyed)
- Lynx Scholastic (destroyed)
- First Big Book of Animals (destroyed)
- Dinosaurs (destroyed)
- 3 various copies of the Wimpy Kid Series (destroyed) - another copy of each book is on the shelf
- Reptiles (destroyed)
- 2 Star Wars Attack of the Clones (destroyed)
- Piglet is entirely surrounded by Water (destroyed)
- Little Miss Spider (destroyed)
- Scary Short Stories (destroyed) - replaced with a new copy
- How to Draw Truck and Cars (destroyed)
- Super Diaper Baby (destroyed)
- Best Loved Children's Stories (destroyed)
- Weird but True (destroyed)
- Myths (destroyed)
- Lego Minifigures (destroyed)
- Pikachu's vacation (destroyed)
- The Yoda Chronicles (destroyed)
- America in World War I (destroyed)
- A light in the Attic (destroyed) - Replaced with a new copy
- Wings of Fire Book One (destroyed) - another copy on the shelf

- Matilda (destroyed)
- The Super joke Book never checked out
- Baby Bear, Baby Bear What Do you See? (destroyed)
- Olivia Claus (destroyed)
- The Knight at Dawn (destroyed)
- Mr. Popper's Penguins (destroyed)
- 1964 Collier's Encyclopedia No. 22 (outdated and only book in set)
- 2 copies of 1987 Reader's Digest Illustrated Encyclopedic Dictionary L-Z (outdated and we don't have A-K)
- Peterson First Guide insects 1987 not checked out in over 10 years
-

As the above books are either too damaged or out of date, I am requesting to throw the books away. My personal definition of "Damaged" would be: the books have been repaired until I am no longer able to repair them, or the books were wet so mold is growing on them. I would request an alternative home or a give-away open to students within our community; however, I believe the above books are just too far gone.

Respectfully,

Tracy Brend
SHE Library