


# REQUEST FOR BOARD ACTION

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**To:** ESD Board of Education  
**From:** ESD Finance Director, Ron Patera   
**Date:** May 19, 2017  
**Business Date:** May 22, 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.

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**Superintendent's Review:** \_\_\_\_\_

The following is a list of items Running Creek does not want any longer due to their condition.

6 two drawer File cabinets  
5 four drawer file cabinets  
5 metal teacher's desks  
7 old maps  
1 old office chair  
3 kidney tables

SHE is wanting to dispose of the following items because they are out of date and have not been used in many years. Our plan is to throw them out as they are not items that anyone would buy, since they are outdated.

- Approximately 100 books from the library that are out of date or too damaged to keep in circulation. I can get you the names if you want.
- Box of outdated Handwriting Without Tears books
- Old National Geographic maps
- Box of Geoboards (math manipulatives)
- Math Exploration books
- Science slides
- Various teacher books that are no longer used
- Dictionaries
- ECAW (Every Child a Writer)
- Explore Curriculum
- Seeing Red
- Drop in the Bucket - math curriculum
- Language Series Program Guide
- 92 Scott Foresman Science student