**Board Memo**

**DATE:** 3/14/2024

**AGENDA ITEM DETAILS:**

**School/Department**

Conner High School

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration as Surplus

**Date/Term (Beginning and End Dates/Year)**

N/A

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

04.32-Model Procurement Code Purchasing

4E Boone County will provide safe, clean, learner-ready facilities.

2. Perform monthly evaluations of each facility to determine supports and resources needed to ensure safe and clean learning environments.

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Shonda Dunn, Assistant Principal of Conner High School requests that the items below be declared surplus. The books are outdated, no longer being taught, or a newer version is currently used.

|  |  |
| --- | --- |
| **School/ Department** | **Items** |
| Conner High School | Textbooks: Merriam Webster’s Dictionary  Publisher: Prentice Hall  ISBN# 978-0-87779-851-4  Reason for disposal: no longer needed for state testing  Qty: 354  Textbooks: Merriam Websters’s Thesaurus  Publisher: Glinco McGraw-Hill  ISBN# 0-425-11769-3  Qty: 129  Textbooks: New Pocket Thesaurus  Publisher: Wilcom Company Inc  ISBN: 978-0-470-17767-9  Qty: 30 |

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend the board declare the items shown as surplus, and approve the disposal per board policies, as presented.

**CONTACT PERSON: (submitter)**

Donny Grant, Purchasing Administrator