

**Request to Place an Item on the Agenda**Name: Deatrik Kinney

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: TCCHSCheck if request was submitted to: ☐ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Makka Wheeler  
Jennifer PopeDescription of Issue: Declare SurplusSpecific Action Requested: Declare Surplus of old  
video tapes in the library  
No longer useableCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06