

**Request to Place an Item on the Agenda**Name: Katrena Smith

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

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

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

Group represented: \_\_\_\_\_

Check if request was submitted to: ☒ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

Description of Issue: Kodak Zi8 Packet Video Camera has been discontinued. The battery is dead & will not charge & parts are not available at an acceptable price.

Specific Action Requested: Approve surplus of District camera  
Kodak Zi8 : Asset tag # 14454  
Packet Video : Serial # KCZKZ022K1763  
Camera

Check 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.