

**Request to Place an Item on the Agenda**

Name: Melissa Weathers - Director of School Nutrition

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

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: \_\_\_\_\_

Specific Action Requested: Request to surplus 2 proofing boxes at Tectis in the Cafeteria. Equipment is no longer working. Asset tags - 10940 & 10777

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.

Review/Revised: 3/13/06