

# Agenda Request Form

## Cherokee County School District

Meeting Date
November 16, 2017

Agenda Item Number
D-2

Title
Authorization to Declare Surplus Property
Requested Action
School Board Consideration of Superintendent's Recommendation to Declare Surplus Property - Police Department
Summary Explanation and Background
<p>As the Board of Education has previously authorized weapons for use by sworn officers of the School District Police Department pursuant to O.C.G.A. 20-8-5, and the current weapons utilized by CCSD School Police Officers were last purchased in 2006, the Superintendent recommended as part of the FY2017-18 Annual Budget the purchase of new weapons.</p> <p>After a departmental review of ammunition costs and availability, as well as local inter-agency comparability, the Superintendent recommends that the School District move forward with surplusizing the current weapon inventory and purchasing replacement weapons for its officers. The School District will be able to realize savings at this time through trade-in credits for its surplusized weapons.</p>
Major System Priority
To provide a safe and secure environment for teaching and learning
Financial Impact
Estimated General Fund Revenue of \$4,250 (mitigates 61% of cost associated with new weapons)
Exhibits: (List)
Surplus Property Form

Board Action
<i>(For Official School Board Records Only)</i>

Source of Additional Information	
Chief Mark E. Kissel	770.479.1871
Lt. Jay Baker	770.479.1871

### OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: \_\_\_\_\_ (Date)

By: \_\_\_\_\_ (School Board Chairman)

## CHEROKEE COUNTY SCHOOL DISTRICT FURNITURE-EQUIPMENT SURPLUS PROPERTY REMOVAL FORM

SCHOOL/DEPARTMENT:	POLICE	DATE:	11/1/2017
LOCATION CONTACT:	MARK E. KISSEL 770-704-4346		
PRINCIPALS/DEPARTMENT HEAD AUTHORIZATION:	MARK E. KISSEL	DATE:	11/1/2017
PURCHASING SUPERVISOR AUTHORIZATION:	<i>Shannon P. Nolan</i>	DATE:	<i>11-7-17</i>
WAREHOUSE COORDINATOR AUTHORIZATION:	<i>NOT Required</i>	DATE:	<i>11-7-17</i>

- ☛ Special Education Equipment requires the approval of the Director of Special Education
- ☛ All text materials should be submitted on the Textbook and Media Materials Surplus Form.
- ☛ Technology Equipment should be submitted separately by the School's Technology Specialist.
- ☛ A Serial Number is required for copiers/fax/radios and other electronics not categorized as Technology Equipment.
- ☛ Surplus property should be staged in one area when possible.
- ☛ Items that are required to be disassembled/uninstalled by Facilities Maintenance must be noted in the "Comments" field.
- ☛ Surplus property should not be exposed to weather or placed in area that may cause a fire hazard.
- ☛ Personal items should not be submitted for pickup with Surplus property.

NOTE: All property approved for surplus becomes property of the Cherokee County School District. Surplus property will be transferred, inventoried, sold, or destroyed per county, state, and federal regulations. It is essential for all the information requested on this form to be completed. Upon approval by the Purchasing Supervisor, the Warehouse Coordinator will schedule the removal of the surplus property within two weeks of the approval date. If scheduling conflicts delay the removal, the Warehouse Coordinator will reschedule with the Facility Administrator. Submit original form to Central Distribution Warehouse.

								WAREHOUSE USE ONLY
Detailed Item Description (including size/color) Example: Teacher Desk-Single Pedestal, 4 Drawer Lateral File Cabinet, 16" Chair-Blue Teacher Chair-Burgundy, 6' Folding Table	Model/Serial Number <small>required for copiers/fax/radio/other electronics not categorized as Technology Equipment</small>	QTY	Item Location (Room#/Area)	Item Condition (poor, fair, excellent)	Purchase Price	Source of money used to purchase property (i.e.: PTA, Local NDEAA, etc)	Surplus Disposition (Repurpose, Recycle, Sell)	
1) SEMI-AUTOMATIC PISTOL w/magazines, night sites	GLOCK 22 (GEN 3)	15	POLICE	GOOD		GENERAL FUND		
2) SEMI-AUTOMATIC PISTOL w/magazines, night sites	GLOCK 23 (GEN 3)	2	POLICE	GOOD		GENERAL FUND		
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								

Comments:

Removed By \_\_\_\_\_

Date \_\_\_\_\_

Removal Verified by Location Contact (Sign & Date) \_\_\_\_\_