

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

Authorization for Disposal of Equipment

Instructions for Building/Department Requesting Authorization:

X	Prior to making edits, please SAVE A COPY of this form, and RENAME "Disposal of Equipment Request Your Name Date", then complete form in full.
X	Send fully completed and signed form to Operations Coordinator for approval. *Retain disposal items until board approval for disposal has been secured*
X	Retain a copy of the final reviewed form in Building/Department files. Do not dispose of any assets with a BBHCSD Asset tag still attached.

Requesting Building and Department

Lawrence School - 1551 E Wallings Rd Broadview Hts. OH 44147

ASSET(S) TO BE DISPOSED:

No.	SYSTEM NUMBER	TAG NUMBER	ASSET DESCRIPTION	CONDITION	INTENDED DISPOSAL
12	Purchased Pre 2017	978-1-4391-8254-3	E is for Ethics	Fully depreciated	Donate
13	Purchased Pre 2017	978-1-60958-083-4	The Care and Keeping of You 1	Fully depreciated	Donate
17	Purchased Pre 2017	978-1-60958-042-1	The Care and Keeping of You 2	Fully depreciated	Donate
25	Purchased Pre 2017	978-1-68337-026-0	Guy Stuff The Body Book for Boys	Fully depreciated	Donate
12	Purchased Pre 2017	Not found	Sarah, Plain and Tall	Fully depreciated	Donate
11	Purchased Pre 2017	0-87779-178-3	Merriam Webster's School Thesaurus	Fully depreciated	Donate
6	Purchased Pre 2017	0-673-12449-5	Junior Dictionary	Fully depreciated	Donate
1	Purchased Pre 2017	0-8388-2287-8	Primary Analogies Book 1, 2, 3	Fully depreciated	Donate
3	Purchased Pre 2017	0-8388-1700-9	Success Stories 1 & 2	Fully depreciated	Donate
1	Purchased Pre 2017	0-439-57727-6	Box of Little Levels Readers:A, B, C, D	Fully depreciated	Donate
1	Purchased Pre 2017	Not found	Communication with Common Expressions	Fully depreciated	Donate
6	Purchased Pre 2017	0-673-12379-0	Writers Thesaurus	Fully depreciated	Donate
14	Purchased Pre 2017	0-395-90210-X	First Dictionary	Fully depreciated	Donate
1	Purchased Pre 2017	978-1-57091-6	Ox, House, Stick The History of Our Alphabet	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-54846-3	Writing Paragraphs	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-53513-5	Four Kinds of Sentences	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-53505	Subjects and Predicates	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-53548-7	Word Endings	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-51332	Compounds	Fully depreciated	Donate
1	Purchased Pre 2017	0-15617-51146-7	Clipped Words	Fully depreciated	Donate
1	Purchased Pre 2017	0-439-43112-3	Test Taking	Fully depreciated	Donate
2	Purchased Pre 2017	Not Found	Language Handbook for Writers	Fully depreciated	Donate
2	Purchased Pre 2017	0-673-36039-3	Writing Poetry	Fully depreciated	Donate
1	Purchased Pre 2017	0-590-26266-1	Here Comes the Snow	Fully depreciated	Donate
1	Purchased Pre 2017	0-8114-1192-3	Language in Daily Living	Fully depreciated	Donate
2	Purchased Pre 2017	0-8388-2531-1	Words Are Wonderful Book 1	Fully depreciated	Donate
1	Purchased Pre 2017	Not Found	Vocabulary Building Exercises for the Young Adult Book E	Fully depreciated	Donate
1	Purchased Pre 2017	0-8388-2376-9	Claims to Fame Book 3	Fully depreciated	Donate
1	Purchased Pre 2017	Not found	Sequence Plus	Fully depreciated	Donate
1	Purchased Pre 2017	0-8251-2306-2	Ideas Won't Keep a Young Writer's Journal	Fully depreciated	Donate
1	Purchased Pre 2017	0-590-49350-7	325 Creative Prompts For Personal Journals	Fully depreciated	Donate
1	Purchased Pre 2017	Not Found	Creative Story Starters II	Fully depreciated	Donate
1	Purchased Pre 2017	1-55799-284-3	How to Write a Story	Fully depreciated	Donate
1	Purchased Pre 2017	1-55799-288-6	First Steps to Story Writing	Fully depreciated	Donate
1	Purchased Pre 2017	0-89598-794-5	Paragraphs from Pictures	Fully depreciated	Donate
1	Purchased Pre 2017	0-86734-611-6	A Creative Writing Classroom: Ninety Minutes of Writing a Week	Fully depreciated	Donate
2	Purchased Pre 2017	1-55799286-X	Forms of Report Writing	Fully depreciated	Donate
2	Purchased Pre 2017	0-8215-0760-5	A Student Guide to Writing a Research Report	Fully depreciated	Donate
1	Purchased Pre 2017	1-57110-340-6	Knowing How	Fully depreciated	Donate
1	Purchased Pre 2017	Not found	Capitalization and Punctuation	Fully depreciated	Donate
1	Purchased Pre 2017	0-8224-5101-8	Grammar Makes Sense	Fully depreciated	Donate
8	Purchased Pre 2017	978-0-7645p6149-8	Webster's New World Notebook	Fully depreciated	Donate
1	Purchased Pre 2017	0-88160-172-1	Think on Your Feet	Fully depreciated	Donate
1	Purchased Pre 2017	0-673-36128-4	Writing Style and Grammar	Fully depreciated	Donate
1	Purchased Pre 2017	1-57110-323-6	Teeth Wiggly as Earthquakes	Fully depreciated	Donate
1	Purchased Pre 2017	0-87779-169-4	Merriam-Webster's Collegiate Thesaurus	Fully depreciated	Donate
1	Purchased Pre 2017	0-8388-2368-8	Poetry in Three Dimensions	Fully depreciated	Donate
1	Purchased Pre 2017	978-0-399-25058-3	Twenty Odd Ducks	Fully depreciated	Donate
2	Purchased Pre 2017	978-1-4258-0727-6	Read and Succeed Comprehension	Fully depreciated	Donate
1	Purchased Pre 2017	Not Found	Writing Sentences Book 1	Fully depreciated	Donate
5	Purchased Pre 2017	Not Found	Writing Sentences Book 2	Fully depreciated	Donate
1	Purchased Pre 2017	0-02-635506-X	Grammar Reteaching	Fully depreciated	Donate
1	Purchased Pre 2017	0-02-635507-8	Grammar Practice	Fully depreciated	Donate

1	Purchased Pre 2017	978-0-936981-32-1	Daily Grams	Fully depreciated	Donate
3	Purchased Pre 2017	Not Found	First Level Phonics for Reading	Fully depreciated	Donate
3	Purchased Pre 2017	Not Found	Second Level Phonics for Reading	Fully depreciated	Donate
5	Purchased Pre 2017	Not Found	Third Level Phonics for Reading	Fully depreciated	Donate
1	Purchased Pre 2017	0-835-94873-0	Mastering Spelling	Fully depreciated	Donate
1	Purchased Pre 2017	0-8359-0890-9	Writing for Proficiency	Fully depreciated	Donate
1	Purchased Pre 2017	1-55999-408-8	Access: Literary Concepts	Fully depreciated	Donate
3	Purchased Pre 2017	1-55999-278-6	Access: Writing	Fully depreciated	Donate
2	Purchased Pre 2017	0-8251-1900-6	100 Writing Starters for Middle School	Fully depreciated	Donate
2	Purchased Pre 2017	0-673-36062-8	Daily Journals K-3	Fully depreciated	Donate
2	Purchased Pre 2017	0-669-38594-8	The Launching Pad	Fully depreciated	Donate
1	Purchased Pre 2017	0-02-280084-0	McGraw Hill Science Grade 1 Copyright 2002	Fully depreciated	Donate

*Electronic Waste: Please make sure e-waste is disposed of responsibly and not thrown away in general waste. E-waste recycling is often available at retailers or you can also research e-waste mail-back recycling programs.

Explain in detail the reason(s) for disposal (i.e. "Items quoted by XXX and found to have no sale value"):

All assets above are books, all are in fair condition, books are 9 + years old, no longer used by the student body, need to make room for newer editions and new books that are relevant to the current curriculum. Purchased using auxiliary funds through BBHCSD in 2017 or prior years. On 10/9/26, spoke to Colleen at the Kids Book Bank of Cleveland and she informed us that they cannot accept this donation. Noelle at the Brecksville Branch of the Cuyahoga County Public Library also rejected the donation offer on 10/9/26. Books will therefore donated to Revolve Books via complimentary donation pickup following Board Approval.

If an asset being disposed of is technology equipment, you must contact IT prior to submitting this form. If applicable, please indicated here if IT has been contacted and their suggested disposal method:

IT Contacted?	Suggested Disposal	IT Person Reached	If other, please specify:
Not Applicable	Make selection	Other	

By signing below, I am agreeing to adherence to the policies named in Board Policy items AG7310 and AG7455, which are provided below.



Principal/Supervisor Signature



Date

OPERATIONS USE ONLY:

No.	Approval Status	Disposal Method Required	Operations Coordinator Signature	Date
All above	Approved	Donate		10/9/2026

7310 - DISPOSAL OF NON FIXED-ASSET PROPERTY

The Brecksville-Broadview Heights Board of Education may authorize by resolution the Superintendent and Treasurer to advertise and sell Board-owned fixed assets that are no longer of use by the School District and have an aggregate value of \$10,000 or more as prescribed by Ohio law. All sales of real property (i.e., land and/or buildings), regardless of values, shall require approval by the Board.

The procedure used to sell items of less than \$10,000 value is left to the discretion of the Superintendent or his/her designee. The following procedures, however, shall generally be followed:

Fixed assets of less than \$10,000 value may be sold by taking sealed bids or at a public sale. This should involve giving at least one (1) week's notice in a newspaper of general circulation and in a notice or newsletter to staff members.

Fixed assets of less than \$10,000 value that fail to be purchased under provisions outlined in Step A may be sold on an individual and private sale basis.

Individual fixed assets of \$750 or less, such as old student desks and chairs, may be sold to individuals upon their request, if such items are no longer needed within the District.

Individual fixed assets of no value may be disposed of by the most efficient method.

The fixed asset accounting system of the District shall be updated reflecting all disposal of fixed assets.

7455 - ASSET ACQUISITION AND DISPOSAL

Fixed assets are defined as those tangible assets of the District with a useful life in excess of one (1) year that the District intends to hold or continue in use over an extended period of time. Such fixed assets have an initial cost equal to or exceeding \$1,000. This threshold amount shall be reviewed every three (3) years, to determine whether modification to the amount is necessary.

Although some assets may not meet all of the criteria for "fixed" assets, they shall be identified as "controlled" assets and recorded in the same manner as other assets on the fixed asset system.

Disposal

A request for asset disposal (transfer) is to be submitted to the Director of Business Services for approval. After approval/denial of the request, a copy is returned to the originator for appropriate action.

Assets approved for disposal shall be subject to AG 7310.

The disposal of items requiring auction or public sale must be approved by Board Resolution prior to sale.

When an auction has taken place, the Treasurer shall prepare a list of assets sold and the amount of money received for each. Upon receipt of the list of assets sold, the Director of Business Services shall update the list of assets held for sale and the asset inventory list.

Annually, the Director of Business Services shall prepare a master list of all entity assets, a report of assets purchased, and a report of assets disposed of.

As needed, but not less than annually, the Director of Business Services shall review asset acquisitions and dispositions for the purpose of updating insurance coverage.

Any evidence of lost, stolen, or damaged assets shall be immediately reported to the Director of Business Services. The Director of Business Services shall investigate the matter and determine the appropriate action.

Periodic physical inventories shall be conducted to account for the assets of the entity. The District shall adopt inventory guidelines to become a part of these procedures.



Rachel Blanchette <blanchetter@bbhcsd.org>

Book Donation

3 messages

Rachel Blanchette <blanchetter@bbhcsd.org>
To: "colleen@kidsbookbank.org" <colleen@kidsbookbank.org>

Fri, Oct 9, 2026 at 9:19 AM

Good morning Colleen!

The Lawrence School of Broadview Heights has about 200 literacy, grammar and other textbooks they are looking to dispose of. Some examples of titles are listed below. Is this a donation that the Kids Book Bank can, and would like to, accept?

Merriam Webster's School Thesaurus
Junior Dictionary
Primary Analogies Book 1, 2, 3
Success Stories 1 & 2
Box of Little Levels Readers:A, B, C, D
Communication with Common Expressions
Writers Thesaurus
First Dictionary
Ox, House, Stick The History of Our Alphabet
Writing Paragraphs
Four Kinds of Sentences
Subjects and Predicates
Word Endings
Compounds
Clipped Words
Test Taking
Language Handbook for Writers
Writing Poetry
Here Comes the Snow
Language in Daily Living
Words Are Wonderful Book 1
Vocabulary Building Exercises for the Young Adult Book E
Claims to Fame Book 3
Sequence Plus

Thanks for all of your help!
Rachel

--

Rachel Blanchette
Operations Coordinator
Brecksville-Broadview Heights CSD
blanchetter@bbhcsd.org
O: 440-740-4015

Colleen Watt <colleen@kidsbookbank.org>
To: Rachel Blanchette <blanchetter@bbhcsd.org>

Fri, Oct 9, 2026 at 9:56 AM

Hi Rachel,

Unfortunately we cannot accept textbook donations, or other teacher resources. Thank you so much for thinking of us, and if you ever have books to donate that are not reference materials please let us know!

Colleen

[Quoted text hidden]

[Quoted text hidden]

Confidentiality & Public Records Notice: This message may be privileged and is subject to Ohio public records law (ORC 149.43). If received in error, please notify the sender and delete. [\[Read full disclosure\]](#)

--
Colleen Watt
Operations Director
Cleveland Kids' Book Bank
colleen@kidsbookbank.org



Books Change the Narrative | [DONATE TODAY](#)

216.417.1803
13913 West Parkway Rd.
Cleveland, OH 44135
www.kidsbookbank.org



**Buy your tickets for
Bet on Books today!**

Rachel Blanchette <blanchetter@bbhcsd.org>
To: Colleen Watt <colleen@kidsbookbank.org>

Fri, Oct 9, 2026 at 10:13 AM

Thanks for letting me know, Colleen! I appreciate you getting back to me so quickly, and we will absolutely let you know if we have future donations that you might be interested in!

Take care,
Rachel

[Quoted text hidden]