

# Memo



**To:** Dr. Cheryl McCarthy  
**CC:** Board of Education  
**From:** Dr. Ilandus Hampton  
**Date:** May 21, 2019  
**Re:** Disposal of Broken and Unused Property

---

Attached is a memorandum from David Gray, Director of Support Services, requesting permission to dispose of two full size upright food warmers and one milk cooler located in the Joliet West HS kitchen. Before these items can be disposed of, the Board of Education must approve the disposal.

The administration recommends that the Board of Education approve the disposal of the equipment listed on the attached memorandum.

If you have any questions, please contact me at your convenience.

Thank you.