



Memorandum

Date: July 14, 2025

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: Surplus Property

Recommendation: Michelle Jones, Director of Business Services, recommends the declaration and approval of the surplus property as listed below:

4	piano keyboards - no charging cords
2	autoharps and cases
76	wooden rhythm stick
6	drums
6	plastic shakers
25	wooden xylophones

Motion: I move that the above property be declared surplus and approve the disposal and/or sale of.

Motion for Approval:

Made by _____ Seconded by _____

Motion for Rejection:

Made by _____ Seconded by _____

Motion for Further Consideration:

Made by _____ Seconded by _____