



MADISON BOARD OF EDUCATION
TOWN OF MADISON, CONNECTICUT

FACILITIES OFFICE

William H. McMinn
Director of Facilities



Memo

To: Dr. Craig Cooke
From: William McMinn *W.H.M.*
Date: June 2, 2022
Re: Furniture Donation

Good Morning,

The Facilities Department is requesting the Board of Education to approve Food for The Poor, an international relief and development organization as the company to receive donated furniture located at Jeffrey Elementary School to distribute to countries in need. We have worked with this company in the past to donate school furniture.

A list of furniture to be donated:

- 151 blue/metal student chairs
- 210 individual student desks
- 12 bookshelves
- 18 large tables
- 16 teacher desks
- 10 teacher chairs

Best,

William McMinn



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June 6, 2022

Food For The Poor
Attn: Miguel Vásquez
Gifts In Kind Department
6401 Lyons Road
Coconut Creek, FL 33073

Dear Miguel,

Madison Public Schools is pleased to offer the following used student chairs, student desks, bookshelves, teacher desks and chairs to Food For The Poor, Inc.

This donation will be available for pick up at: Jeffrey Elementary School, 331 Copse Road, Madison CT 06443 in the month of August.

Contact person on the site will be Racquel Stubbs, phone number: 203-245-5697, email: stubbsr@madisonct.org.

This donation is for Food For The Poor's Country of choice for charitable purposes only.

Thank you.

Sincerely,

William H. McMinn
Director of Facilities

Attachments, Inventory Lists or Enclosures

DESCRIPTION (mattress, chair, etc.)	LINE DESCRIPTION (wood, metal, vinyl, plastic, etc.)	QUANTITY	UNIT OF MEASURE (each, box, pallet, etc.)	UNIT COST (per item)	TOTAL VALUE (Qty. x Unit cost)
blue/metal student chairs	Metal	151	each	9	1359
individual student desks	Metal	210	each	38	7980
bookshelves	Metal	12	each	22	264
large tables	Metal	18	each	30	540
teacher desks	Metal	16	each	76	1216
teacher chairs	Metal	10	each	30	300
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