

Memo



To: Dr. Karla Guseman
CC: Board of Education
From: Dr. Ilandus Hampton
Date: November 18, 2025
Re: Disposal of Broken and Unused Property

Julie Adelman, Director of Support Services, is requesting permission to donate previously utilized kitchen items to Day Break Shelter.

Brian Paczesny, Director of Buildings and Grounds, is requesting to donate 18 (twelve-seat) and 8 (eight-seat) cafeteria tables. The tables have been in storage for 10 years and are not used in our buildings. Our sender schools were contacted and have no interest in the tables. The tables will be donated to Crete Monee High School.

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.