



## Horizon Montessori Public Schools

"Tomorrow's Education Today"

2402 E. Business Hwy. 83 Weslaco, Texas 78596

### 2021 -2022 DISTRICT PROPOSAL

DATE: October 18, 2021  
TO: Alim Ansari – Superintendent of Schools  
FROM: Yolanda Cantu – Assistant Superintendent  
SUBJECT: 2021 – 2022 HMPS Warehouses (2) Cleaning and Organizing

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Our district has 2 warehouses that are used as working stations for our maintenance crew and as storage for our district items. As the years pass by, we have accumulated so many items that the workspace has been shrinking. We need to start cleaning and organizing both of our warehouses. The items that we would like to either keep, donate, auction or dispose are:

1. In operable computers
2. In operable freezers
3. In operable adoption textbooks
4. In operable machinery
5. In operable school buses

First, we will complete an inventory of all the items on both warehouses. Second, we will organize items by four groups: Keep, donate, auction or dispose. Third, we will start the process by getting city/county dumpsters to take care of the dispose group items. Then, we will start the process of donating and/or auction.

This is a goal that will need manpower and time. We would like for our maintenance crew and custodians to work during weekends to start this process. They will need to be compensated.

This will be a one-year project to complete. At the end of this process, we will have more working space for our future projects.

Warehouse 1: Mile 4

Warehouse 2: Mile 1

Sincerely,

  
Yolanda Cantu  
Assistant Superintendent

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