



# MINOOKA

## COMMUNITY HIGH SCHOOL

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**To:** Dr. Robert Shiffbauer & Mr. JohnTroy

**From:** Matt Wikoff, Assistant Principal - Central, Kevin Murphy, Assistant Principal - South

**Date:** 11/7/2025

**Subject:** Proposal for Replacement of Cafeteria Tables

Dear Dr. Schiffbauer & Mr. Troy,

We are writing to propose a phased replacement plan for the cafeteria tables at both Central and South Campus. The current tables are original to the construction of each school's cafeteria (2002 at Central and 2008 at South) and they are reaching the end of their useful life. Many of the tables are sagging, unstable, and beyond repair, creating both functional and safety concerns.

In addition, the existing tables do not have attached seating, which makes daily cleanup more time-consuming and labor-intensive for our custodial staff. The proposed replacement tables include attached seats, which will streamline cleanup, improve efficiency, and enhance the overall appearance and functionality of the cafeteria.

We are recommending the purchase of up to **20 new cafeteria tables per year over the next three years** at each campus to fully replace the existing inventory. This phased approach will help manage costs within the annual budget while steadily improving the condition and usability of our cafeteria space.

Attached, please find a quote for the initial purchase of 20 tables to begin this replacement cycle.

Thank you for considering this proposal. We believe this investment will significantly improve both the safety and efficiency of our cafeteria operations. Please let us know if you need additional information or would like to discuss the proposal further.

Sincerely,

Matt Wikoff & Kevin Murphy  
Assistant Principal  
Minooka Community High School