

Memo



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

Brian Shaw, Director of Support Services, is requesting permission to dispose of broken kitchen equipment at Joliet West; replacement equipment was purchased. 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.