

# Memo



**To:** Dr. Karla Guseman  
**CC:** Board of Education  
**From:** Dr. Ilandus Hampton  
**Date:** January 20, 2026  
**Re:** Disposal of Broken and Unused Property

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Chris McGuffey, Curriculum Director of Career and Technical Education, is requesting permission to donate 23 sewing machines to a Family & Consumer Science class and teacher at Drauden Point Middle School and dispose of 2 broken sewing machines. JTHS acquired 30x new sewing machines as a part of the Fall 2025 Joliet West Fashion Construction lab remodel. Before these items can be donated and disposed of, the Board of Education must approve the disposal.

The administration recommends that the Board of Education approve the donation and disposal of the equipment listed on the attached memorandum.

If you have any questions, please contact me at your convenience.

Thank you.