

# Memo



**To:** Dr. Karla Guseman  
**CC:** Board of Education  
**From:** Dr. Ilandus Hampton  
**Date:** April 15, 2025  
**Re:** Disposal of Broken and Unused Property

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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.