

# Memo



**To:** Dr. Karla Guseman  
**CC:** Board of Education  
**From:** Dr. Ilandus Hampton  
**Date:** December 17, 2024  
**Re:** Disposal of Broken and Unused Property

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Michael Kuziel, Academy Coordinator at Joliet West, is requesting permission to dispose of old and damaged bicycles at Joliet West. Replacement equipment is not necessary as the equipment is no longer needed or utilized. 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.