

Memo



To: Dr. Karla Guseman
CC: Board of Education
From: Dr. Ilandus Hampton
Date: July 21, 2026
Re: Disposal of Broken and Unused Property

Susi Montano, Curriculum Director of English, is requesting permission to donate 17 file boxes of older novels to the Will County Reuse and Recycle Annual Event; and dispose of 20 file boxes of novels that are damaged. Before these items can be donated or disposed of, the Board of Education must approve the recommendation.

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.