
MEMORANDUM

TO: J. PHELAN, SUPERINTENDENT
FROM: MICHAEL E. MCALLISTER, DIRECTOR OF HUMAN CAPITAL
SUBJECT: SURPLUS MATERIALS
DATE: 6/3/2021
CC: A. DICOLOGERO

At their next meeting, please request that the Belmont School Committee declare the materials and equipment listed in the attached file as surplus and authorize their disposal.

The items proposed for disposal have no re-sale value, and the method of disposal (recycling) is the lowest cost.

Please let me know if you have any questions or concerns.

Belmont High School Existing Furniture Summary

Item	Total #	Relocate	Donate	Trash
Student desks	1,310	402	465	443
Student chairs	710	389	212	109
Teacher desks	84	14	14	56
Teacher chairs	111	35	14	62
File cabinets	74	22	12	40
Bookshelves	86	15	7	64
Stools	128	103	15	10
Tables	170	61	12	97
SMARTBoards	44	32	10	2
Carts	23	11	2	10

Total items: 2,710

- To be redistributed to other schools within Belmont: 1,084 (40%)
- To be offered to surrounding communities: 759 items (28%)
- To be disposed of: 867 items (32%)

Existing BHS Equipment & Supply Inventory to be Moved to the New School

- Science: Microscopes, Terrariums, Glassware/beacons/test tubes, Skeletons, 3D Printer
- Theater: Sound and Lighting Control Panels, Stage Props, Costumes, Make Up,
- Photography: Enlargers, Cameras, Tripods, Flat Files, Roto-Trim Paper Trimmers, Printing Trays
- Band: Brass Instruments, Drums, Uniforms, Sheet Music Library, Percussion Storage Racks
- Chorus: Costumes, Cellos, Guitars, Violins, 2 Grand Pianos, Digital Pianos, Xylophones, Choral Risers
- Athletics and Physical Education: Weightlifting Equipment, Seasonal Sports Equipment, Exercise Mats, Uniforms
- IT: Large Copiers, Printers
- Kitchen: Stacked Convection Ovens, Steamer, Tilt Skillet, Slicer, Table Mixer, Misc. Supplies

