

memorandum

to: J. Phelan, Superintendent
from: Karla Koza, Principal, Chenery Middle School
subject: Surplus Materials
date: 9/24/21
cc: J. Darias, A. Dicolgero, D. Blazon, M. McAllister

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

All of these items have been offered to each Belmont school and no Principals expressed any interest in them.

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

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

Manufacturer	Description	Model/Serial Number <i>(where applicable)</i>	Additional Information
	Library shelving (metal and wood)		Removed from library. Due to Chromebook usage, the need for encyclopedias and large collections is no longer necessary.

