

# memorandum

to: J. Phelan, Superintendent  
from: Karla Koza, Principal, Chenery Middle School  
subject: Surplus Materials  
date: 3/18/22  
cc: J. Darias, A. Dicolgero, D. Blazon, M. McAllister

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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.

The items proposed for disposal are damaged and 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
Chairs in LCR	30 Fabric covered chairs that are torn and worn.		These chairs have been in use since the building was first opened. As we look at this space as a very busy meeting space as well as a classroom space, we would like to dispose of them to make way for other furniture.

