



MEMORANDUM

TO: Brian Ruttman, Superintendent
Board of Education

FROM: Jay McCaskill, Director Facilities Management

AUTHOR: Katie Waibel, Assistant

DATE: September 28, 2026

SUBJECT: Declare items as surplus

Recommended Action:

Declare Items as surplus property and authorize the sale or donation.

Background:

The following inventory items have been evaluated and determined to be no longer of use within the district. This decision is based on one or more of the following factors age, condition, capability or compatibility.

1. Miscellaneous Lot of Dental Tools, Books, and Consumables
2. GX-Pan Dental X-Ray Machine
3. Standard Industrial Corp. Metal Shear – Welding Program
4. Projector Screen (1)
5. Miscellaneous chairs (18)
6. Miscellaneous desks (20)
7. Small clear storage containers (20)
8. File cabinets (2)
9. Book Shelf (3)
10. Large storage shelf
11. Wicker room divider
12. Podiums (2)
13. Metal Shelf
14. Wall-mounted physical training mats (BPOC)