MEMORANDUM

To: Mr. Gary French, Superintendent

From: Kristin Froedge, Director of Special Programs

Re: Request for Surplus Sale at Valley View

Date: May 29, 2013

Valley View Education Center is an older building in which has housed many programs and classes throughout the years. As we prepare for a new year, I recommend that we hold a surplus sale for the attached list of inventory items. The sale would give us much needed space that has been used for storage of old furniture/equipment for years. This would also provide funds to support Valley View Education Center in a variety of ways since we do not receive SEEK or Section 6 money.