# M E M O R A N D U M

**DATE:** **May 20, 2014**

**TO:** **Dr. Mark Mansell**

**FROM:** **Dave Holmes, Asst. Supt. of Teaching & Learning**

**SUBJECT:** **Surplus math materials**

With the adoption of new math materials K-12 this spring we will be removing our old adoption materials from classrooms at the end of this school year.

As you are aware, storage space within the district is very limited and as we have no future plans to use these materials again, I am asking that these materials be declared surplus. Doing so will allow me to broker a deal with one of a number of companies that will pay a small amount for these materials and pick them up at our location.

Of course, teachers may wish to keep certain parts of the old materials for resource and use with individual students on a case-by-case basis in unique circumstances, which will be accommodated.

Thank you.