

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools



Thomas R. Raab, Ed.D.
Business Manager

Deborah St. Ives
Assistant Superintendent

Joan Woodward, Ed.D.
Director of Student Services

Memorandum

To: Hanover School Committee
From: Thomas R. Raab, Business Manager
Cc: Matthew A. Ferron, Superintendent of Schools
Date: June 6, 2018
Re: Center/Sylvester Obsolete and Surplus Materials

Please find attached 2 spreadsheets listing obsolete and surplus items from Center/Sylvester School. The teachers and administrative staff at Center/Sylvester have worked hard over the past few weeks to categorize all of the furniture and equipment at Center School into 3 categories: (a) obsolete, those things which are at the end of their useful life and are able to be discarded, (b) surplus, those things which are still good and can be used in another building, and (c) those things which need to be brought into the new space temporarily to accommodate grades K & 1 next year. As we approach the end of Phase I of the Center School Building project, grades K, 1, and 2 will be relocated to the new Center addition so the current Center School can be fully renovated. Grades K & 1 are taking their furniture with them temporarily into the new space. Grade 2 and the administrative suite, will be replaced with new furniture as part of the project. As we move through the different phases of the project, lists of obsolete and surplus items will be shared with the Committee as the need arises.

Obsolete

The first page consists of items to be declared obsolete. They are either broken or have reached the end of their useful life. Those things that are beyond repair will be discarded. Our moving company has indicated that they might be able to find a home for some of the student desks in developing country.

Surplus

The second page is a list of items to be declared surplus. The items in yellow have been identified for Cedar. Those items in blue will remain at Center temporarily in the new space next year, and then will be available to the other schools the following year. The Salmond School is taking the used filing cabinets for our storage needs as indicated. The other items will remain unclaimed. We are working on finding homes for these items as well.

This evening I respectfully request that these items be declared obsolete or surplus as indicated on the attached sheets. As the project continues to move forward, I am sure I will have more lists at our next meeting and into the fall.

Room Number	Bookcases	Activity Tables	Student Desks	File Cabinets	Teacher Desk	Teacher Chair	Student Chairs	Horseshoe Table	Dividers	
C20	2	1	1	1		2	20			
C21	3	2	3	1	1	1				
C22	2	2	2		1	1				
C23		2	25		1	1	18			
C24		2			1	1	6			
C25	1	1	23	2		1				
C26	3		22	1	1	1	21			
C27	2	1	2		1	1				
CMusic	4		1	1	1	1	2			misc music-3
C Teachers		5				18				Microwave Toaster
C Cafeteria		1								10 lunch tables, 1 metal cart
Lobby/Hall	6	6								
C14		1		3						
C14A							2			
C5		5		1	1		9		4	
C Building										28+ metal trash cans
C Office		2		4 lateral	3	6				
S21			23							
S25			23				30			
C Nurse	2 cots	1 lateral file w/credenza		2 metal cabinets	4 waiting chairs	1 screen	1 scale	1 refrigerator	1 wheelchair	1 teacher chair
C10					1	1	7			

Room Number	Bookcases	Activity Tables	Student Desks	File Cabinets	Teacher Desk	Teacher Chair	Student Chairs	Horseshoe Table	Dividers	Computer Tables	
C20		2			2		1	2	3	2	
C21			21 to Syl 21				38-to Syl 25	1		2	
C22		2	20 to Syl 25				32-to C gr1	1		2	
C23							20	1		2	
C24				2 to Salmond	1	1				0	
C25	2	1			1		34	1		2	
C26		2		1 to Salmond			23	1		2	
C27		2	20-to Syl				31	1		2	
Music	1										
C Teachers Rm											1 Refrigerator
C Cafeteria											2 lunch tables to HMS
Lobby/Hall		8 blue bench tables (2 to Cedar)									
C14		2		4-to Salmond	3	2	14-small		4	1	1 yellow cart
C14A		1		2-to Salmond	1	1					
C5						1	8		6	1	
C Building											24+ black trash barrels
C Office				3Vert to Salmond		8					Conf table to Salmond
C Nurse											
C10				1-to Salmond	1	1		1			