



Lewiston-Porter Central School District

Our Purpose, Your Pathway, Our Promise.

C. Douglas Whelan, Ed.D.

Interim Assistant Superintendent for Administrative Services

Memorandum

Date: June 1, 2022

To: Paul J. Casseri, Superintendent of Schools

From: C. Douglas Whelan, Interim Assistant Superintendent for Administrative Services

Subject: Request for Approval to Dispose of outdated textbooks and testing materials

This memo serves as a request for approval to dispose of outdated textbooks and testing materials at the Primary Education Center.