

HIGH BRIDGE SCHOOL DISTRICT

HIGH BRIDGE ELEMENTARY SCHOOL

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HIGH BRIDGE MIDDLE SCHOOL

50 Thomas Street
High Bridge, NJ 08829
Ph: 908-638-4101
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Gregory A. Hobaugh, Ed.D.
Superintendent
Elementary School Principal

Emma A. Alparone
Supervisor of Elementary Education

Lisa M. Fallon
Supervisor of Special Education

Richard J. Kolton
Middle School Principal
Director of Curriculum and Technology

March 7, 2019

Dear Mrs. Sharkey, Dr. Hobaugh, Mr. Kolton, Board of Education Members,

This year I find the middle school in need of a wheelchair with legs that raise up. We currently have two wheelchairs, but one is quite old and in disrepair so I sought to replace it. The cost of a new wheelchair is in the price range of \$400.00 to \$800.00 new. Considering the cost, I placed an email to our district staff and PTO in hopes of a donation of a used wheelchair and received two offers. The offer that I accepted was facilitated by Jacklyn Carruthers who contacted Kathleen Seelig at Hunterdon Healthcare System.

I received the wheelchair yesterday and it is in good condition. It is an Everest & Jennings Traveler large size chair. It will need some cleaning, oil on the parts and a small repair on the seat, but otherwise is in very good operating condition and met my specifications.

In considering my role in health and medical supplies for this building, I take my custodianship of the durable medical equipment of the school seriously, by caring for, maintaining, placing equipment where it is most likely to be needed. I ensure that equipment is used only for its purpose and stored correctly. I also consider cost and strive to make the most cost effective decision, carefully considering budget.

I would like to thank Ms Carruthers for her assistance.

I have email my thanks to Ms Seelig and I have attached Ms Seelig's contact information for your reference.

Sincerely,

Mrs. L. Gresko, R.N., C.S.N.

Kathleen A. Seelig, MA
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Marketing and Public Relations
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