



# Oak Park Elementary School District 97

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**To:** District 97 Board of Education  
Dr. Ushma Shah, Superintendent of Schools

**From:** Jeanne Keane, Senior Director of Buildings & Grounds  
Dr. Felicia Starks, Associate Superintendent of Education

**CC:** Susan Mura, Irving School Principal  
Kendra Simmons, Irving Asst. School Principal

**Re:** Equipment Donation & Recycling Request

**Date:** April 11, 2023

**Type of Report: Informational**

**Purpose of Report:**

The purpose of this report is to provide the Board of Education information regarding the equipment that the Buildings and Grounds department is requesting for disposal. We ask that the Board of Education approve the disposal of the attached music equipment that are over ten years old and are no longer used due to the schools having digital keyboards:

- (1) Upright Piano

**The Process**

The process for disposing of District property that is longer needed for school purposes is provided below:

- Staff identifies the equipment that is damaged or no longer utilized to support student learning.
- Staff completes the Equipment Disposal Request form and submits the form and itemized list of equipment to the principal for approval.
- Senior Director of Buildings and Grounds reviews the Equipment Disposal Request form and itemized list and submits the request for items to be donated or recycled to the Board of Education and Superintendent.
- Principal is notified upon Board of Education approval. The school separates the equipment based on items for donation or disposal.
- Building contacts Buildings and Grounds for item pick up by entering a request into School Dude after final Board of Education approval.