WOODRIDGE
SCHOOL DISTRICT 68

memo

To:	The Board of Education and Dr. Patrick Broncato, Superintendent
From:	Curt Saindon, Assistant Superintendent for Business Services/CSBO
Date:	November 13, 2026
Subject:	Recommendation to Dispose of Surplus Items

As required by the Illinois School Code, school districts wishing to dispose of unneeded or surplus property must follow established procedures prior to their sale, donation or disposal. Additionally, through the Illinois Intergovernmental Cooperation Act, school districts may sell or donate items to any other school, school district, public body, or not-for-profit organization directly without need of a public offering. However, if they want to offer the items for sale to the general public or any private sector business, or if they want to simply donate or dispose of the items, they must first declare the items as surplus and unneeded for school district operations. In general, a Resolution declaring the items as surplus and unneeded for school operations is all that is required.

As we prepare for Winter Break, now is our normal time of year to identify surplus items sitting in storage and needing to be discarded. We typically undergo this process twice a year, each fall and spring. Our plan is to formally declare the items as surplus in November, per the attached Resolution, and then sell, donate, trade-in, recycle or scrap the items over Winter Break, as needed. These are typically old, obsolete, and/or broken items, both technology related and building related, that are unneeded for school operations. By declaring the items on the attached lists as surplus it gives us the flexibility to get rid of the items as the opportunity arises. The potential value of these surplus items is very minimal and any nominal funds raised will be deposited into the Education Fund.

As always, please let me know if you have any questions. Thank you.

RECOMMENDATION

It is the recommendation of the Administration for the Board to approve the attached Resolution declaring the attached items as surplus and unneeded for school operations. Upon approval, the Administration will then make plans to sell, donate, trade-in, recycle or scrap the items, when appropriate and convenient to do so. Any funds generated by their sale will be deposited into the Education Fund or Operations and Maintenance Fund, as appropriate

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