



Oak Park Elementary School District 97

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

From: Dr. Eboney Lofton, Chief Academic and Accountability Officer
Dr. Tawanda Lawrence, Senior Director of Curriculum, Instruction and Assessment

CC: Jeanne Keane, Senior Director of Buildings & Grounds

Re: Curriculum Donation and Recycling Request

Date: December 13, 2022

Type of Report: Informational

Purpose of Report:

The purpose of this report is to provide the Board of Education information regarding the resources the teaching and learning department is requesting for disposal. We ask that the Board of Education approve the disposal of the attached library books that are outdated and in poor condition at [Henry Wadsworth Longfellow School](#).

The Process

The process for disposing of District property (library books and curricular resources) that are no longer needed for school purposes is provided below.

- Teacher identifies the library books or curricular resources that are damaged or no longer utilized to support student learning.
- Teacher completes the Curriculum Disposal Request form and submits the form and itemized list of library books or curricular resources to the principal for approval.
- Senior Director of Curriculum, Instruction and Assessment reviews the Curriculum Disposal Request form and itemized list of library books or curricular resources and submits the request for items to be donated or recycled to the Board of Education, Superintendent, and Senior Director of Buildings & Grounds (copied).
- Principal is notified upon Board of Education approval. The school separates the library books or curricular resources based on items for donation and recycling. Damaged materials are recycled and the remaining materials are donated to SCARCE or to an organization in Africa that is responsible for the cost of shipping.
- Building contacts Buildings and Grounds for item pick up by entering a request into School Dude after final Board of Education approval.