



**Prospect Heights School District 23
Buildings & Sites and Board Memorandum
Action Item**

Date: May 2, 2022

Subject: Disposal of Outdated Curriculum Materials

Prepared by: Dr. Amy M. Zaher, Asst. Superintendent for Curriculum and Instruction

Due to the recent adoptions of new instructional materials, we have a need to find a home for several older sets of curriculum materials. We always do our best to try to make the best use of materials that we are no longer using. Our first step is to work with our vendors who buy back books, refurbish them and sell them at a minimal cost to other districts. We contacted two different vendors, Follet and Textbook Warehouse. Due to the age of the materials, neither of the companies were interested in purchasing these materials.

Instead of throwing out or recycling these materials, we would like to donate our entire collection of ELA textbooks and associated materials such as Teacher's guides and unused workbooks to a company named School and Community Assistance for Recycling and Composting Education (SCARCE).

SCARCE is an organization that was started as a "Book Rescue" in 1991 by a DuPage County educator named Kay McKeen. She had the idea of "rescuing" gently used books (text, reference and library) from going in the landfill, and instead putting them into the hands of those who need them, both domestically and in other countries.

Next Steps:

We are currently in the process of boxing up the outdated instructional materials in storage and in the classrooms that teachers are not currently using. We are coordinating dates with SCARCE for our District 23 Staff to drop off at their location in Addison, Illinois. Additional trips may be necessary as teachers are still utilizing some of the material until the end of the school year.

This request for approval will allow staff to continue clearing out their storage areas over the next few months with the intention of donating the outdated resources to SCARCE.



Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and operations. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

A. Description of Equipment

Description of equipment:	Varied ISBNs (outdated textbook inventory) 2012 Pearson Reading Street (K-5th) 2012 Prentice Hall Literature (6th-8th) 2005 Write Source (6th -8th)
Asset tag number(s):	
Reason for disposal:	Due to the age of the materials, there was no vendor that was in need of the textbooks and related materials.

B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	SCARCE (www.SCARCE.org)
<input type="checkbox"/> Use for parts described as:	
<input type="checkbox"/> Junk:	

<input type="checkbox"/> Sell or trade in:	
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	\$ Account Number:

C. Approval

Requested by: Dr. Amy Zaher

Administrator Approval: _____

Date: _____

Business Office Approval: Amy McPartlin

Date: 04/27/2022

Submit to the Business Office