



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: Angel Banks, Executive Coordinator
April Capuder, Brooks Middle School Principal

Re: Equipment Donation & Recycling Request

Date: October 11th, 2022

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 gym equipment that are over ten years old and in poor condition at the following middle school. The principal is working with the Business Office on the replacement of the bikes.

- [Brooks](#)

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.