



Oak Park Elementary School District 97

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

From: Karen Kvam, Administrative Assistant

CC: Dr. Sheila Johnson

Re: Washington Irving School PTO Donation

Date: August 8, 2023

Type of Report: Informational & Action

Purpose of Report:

The Washington Irving School PTO has made a cash donation in the amount of \$3,763.00 to help cover costs for transportation for field trips in the 2022-2023 school year. The donation was reviewed and is supported by administration.

A motion to approve the Washington Irving School PTO's donation in the amount of \$3,763.00 will be considered this evening under Action Items.

Gift Acceptance Guidelines

8:80-ED1 Exhibit - Gift Acceptance Form

Date 6/26/23
 Donation to school/location Irving Elementary School
 Detailed description of the gift cost of buses for field trips
 Estimated/actual gift value \$3,763.00
 Intended use covering buses for field trip to reduce the cost

How will the gift impact the district? Please check the following items that apply and provide a brief description of the impact the gift will have on the district.

☐ Professional development or staff training ☒ Equity across all schools
☐ Installation and/or construction work ☐ District-curriculum
☐ Coordination of scheduling work ☐ Ongoing maintenance/replacement
☐ District and/or school computer network ☐ Ongoing financial or staff support
☐ Hire additional staff ☐ Other

Outside vendor required ☐ Yes ☒ No

District performing the work ☐ Yes ☒ No

Donation timeline

ASAP
Jordan Mun 6/26/23
 Principal/Administrator Signature Date

Principal/Administrator – Please use the space below to provide your reason/rationale for either approving or denying the proposed donation.

This donation decreases the cost of the field trip for families

For Internal Use Only

Superintendent Approval ☐ Yes ☐ No

Board Approval Needed ☐ Yes ☐ No

Work Session Agenda Date _____

Board Approval Date _____

Donor Notification _____

 Superintendent Signature Date

 Administrator Signature Date

(if applicable)

DATED: December 6, 2016