



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: Horace Mann School PTO Donation

Date: August 8, 2023

Type of Report: Informational & Action

Purpose of Report:

The Horace Mann School PTO has made a cash donation in the amount of \$3,808.15 to help cover transportation costs for various school field trips in the 2022-2023 school year. The donation was reviewed and is supported by administration.

A motion to approve the HoraceMann School PTO's donation in the amount of \$3,808.15 will be considered this evening under Action Items.

Gift Acceptance Form

Date 6-21-23

Donation to school/location

Mann School

Detailed description of the gift

Bus costs from field trips during school year

Estimated/actual gift value

\$3,808.15

Intended use

Transportation for various school field trips.

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

Transportation services for students across the school.

Outside vendor required? Yes ☒ No

District performing the work? Yes ☒ No

Donation timeline

ASAP

Donor (name and address)

Mann School PTO
921 Kenilworth Ave

Principal/Administrator Signature Date

Jessica Ali

6-21-23

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

The PTO has been gracious to support our school with multiple transportation costs.

For Internal Use Only

Superintendent Approval Yes No

Board Approval Needed Yes No

Work Session Agenda Date _____

Board Approval Date _____

Donor Notification Date _____

Superintendent Signature Date _____

Administrator Signature Date (if applicable) _____