



# Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3030 www.op97.org

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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:** April 25, 2023

**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 We ask that the Board of Education approve the [disposal of library books and DVDs](#) that are outdated and in poor condition at Gwendolyn Brooks Middle School.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.