



# Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3019 www.op97.org

**TO:** **Members**, Board of Education  
**Dr. Ushma Shah**, Superintendent of Schools  
**Dr. Sheila Johnson**, Assistant Superintendent of Finance & Operations

**FROM:** **Susan Mura**, Washington Irving Principal

**CC:** **Dr. Eboney Lofton**, Chief Learning Innovation Officer

**RE:** Approval Request for Donation to District 97

**DATE:** December 12, 2023

**Purpose:**

This memo corresponds with Policy 8:80 Gift Donation and includes the submission of the requisite acceptance form linked [here](#).

**Request Details:**

The Washington Irving PTO has made a cash donation in the amount of \$6,308.10 to cover the cost of the field trip for families participating in the Outdoor Education Field trip. The donation was reviewed and is supported by district administration.

The administration will be seeking a motion that the Board of Education of Oak Park Elementary School District 97 accepts the donation above.