



Oak Park Elementary School District 97

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

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

From: Dr. Luis Fernando De Leon, Assistant Superintendent of Middle Schools
Patrick Robinson, Assistant Superintendent of Elementary Schools
Dr. Tawanda Lawrence, Senior Director of Teaching and Learning

CC: Dr. Sheila Johnson, Assistant Superintendent of Finance and Operations

Re: Curriculum Donation and Recycling Request

Date: March 19, 2024

Type of Report: Informational

Purpose of Report:

The purpose of this report is to provide the Board of Education information regarding the resources the core instruction department is requesting for disposal. We ask that the Board of Education approve the following:

- Library books that are outdated and in poor condition at [Horace Mann Elementary School](#) and [Percy L. Julian Middle School](#)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 Teaching and Learning 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 Assistant Superintendent of Finance and Operations (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.

- School contacts Buildings and Grounds for item pick up by entering a request into School Dude after final Board of Education approval.