

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROPERTY
7310/PAGE 1 OF 1

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

Annual meeting or special school district authorization is required for the sale of ANY property belonging to the district but no longer needed by the district.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

120.10(12), Wis. Stats.

Adopted: 08/27/98

REVISED: 08/26/02, 02/05/09