

DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the Corporation periodically and recommend to the Board that material and equipment which is no longer usable in accordance with the terms of this policy. The Board will declare such property as surplus so that it can be disposed of properly.

A. Instructional Material

The Corporation 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. a copyright date ten (10) or more years old
2. concepts or content that does not support the current goals of the curriculum
3. information that may not be current
4. worn beyond salvage

B. Equipment

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current education 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 equipment has no usable life remaining
3. obsolete and/or 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 disposal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

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