

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI

SCHOOL PROPERTIES DISPOSAL

PURPOSE:

This policy shall serve the purpose of setting forth School Committee expectations in regards to disposal of equipment, books and other school properties which have been identified as unusable and of no value to ongoing operation of the Foster-Glocester School District.

PHILOSOPHY:

The School Committee recognizes that an Administrative review of school property, from time to time, will reveal the existence of items which are no longer serving a viable purpose to the instructional program or the general operation of the communities' schools. Further, that available storage space and general cleanliness of facilities would be best served were they to be freed of such unnecessary and unusable materials. To this end, administrators are expected to make periodic inspections of school facilities and give appropriate consideration to dispose of materials no longer serving the needs of their building and/or the district.

POLICY STATEMENT:

When equipment, books or other materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the District's best advantage.

Where reasonable attempts to dispose of surplus properties fail to produce a monetary return to the District, the Superintendent shall be authorized to dispose of them in any other appropriate way.

PROCEDURE:

1. The administrator shall list surplus items on the attached form and shall forward same to the Superintendent of Schools.
2. The Superintendent of Schools shall forward the list to all other administrators in Foster, Glocester and Foster-Glocester to ascertain whether the items can be used at another school site.
3. After Step 2, the Superintendent shall forward the list of remaining items, if any, to the School Committee to be declared as surplus.
4. The Superintendent shall make a recommendation to the School Committee as to disposition of such surplus items and disposition options may include:
 - A. Offer to other town departments
 - B. Offer for sale to high bidder
 - C. Give away to non-profit agency
 - D. Disposal

E. Other

5. All disposition of surplus equipment will be accomplished by adhering to procedures dealing with fixed assets
6. All disposition of surplus school items will be done with full disclosure to taxpayers of the town.
7. Any profits from the disposition of surplus school items shall be used to reduce operating costs for the school department.

(Attached form)

Adopted: May 8, 1991

Revised: November 3, 1998

FOSTER-GLOCESTER PUBLIC SCHOOLS

TO: Superintendent of Schools

DATE: _____

FROM:

SUBJECT: Request for Disposal of Surplus School Equipment/Books

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy:

<u>Item</u>	<u>Qty.</u>	<u>Description</u>	<u>Age</u>	<u>Condition</u>	<u>Reason for Surplus</u>
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Administrator

DO NOT WRITE BELOW

Disposition Action:

____ Transfer to other school or town department: _____
(Location)

____ Sold Price: _____ Purchaser: _____

____ Disposal

____ Other _____

Superintendent of Schools _____