

SCHOOL PROPERTIES DISPOSITION

The disposal of surplus material for the Division shall be carried out under the authority and responsibility of the secretary-treasurer and shall be subject to this policy as well as the requirements of the Public Schools Act.

Surplus material is equipment, furniture, print material, or supplies (not including land and fixed buildings) that are obsolete, uneconomical to repair, or in excess of requirements.

Schools/departments shall report to the secretary-treasurer any equipment, furniture, print material, and/or supplies that are surplus to their needs.

The secretary-treasurer shall:

- where possible and economical, arrange pickup from schools/departments all items declared surplus and deliver to a central storage area;
- with assistance from division personnel or outside consultants, determine which items are:
 - re-assignable within the division;
 - of parts value use;
 - of practical and economical value for trade-in with the purchase of new items;
 - of practical and economical value for sale to the public on an “as is, where is” basis;
 - of practical use to nonprofit charities;
 - of scrap value.
- redistribute re-assignable items;
- turn over to the proper personnel those items deemed to have parts value;
- where practical and economical, arrange for trade-in with the purchase of new items;
- where practical and economical, arrange a public sale for those items deemed to be of no further use to the division on an “as is, where is” basis;
- offer to nonprofit charities any items not usable or saleable;
- dispose of in the most economical manner those items deemed as having no further use to the division and declared to be scrap.

Trustee Technology

At the end of trustees' term of office or when trustees' technology equipment is to be replaced, trustees' will be offered the opportunity to purchase their technology equipment at a price established by the Secretary-Treasurer.