

REVISED POLICY - VOL. 28, NO. 1

DISPOSITION OF SURPLUS PROPERTY

The School Board requires the ~~Superintendent~~Executive Director to review the property of the ~~School Corporation~~Career Center periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The ~~Corporation~~Career Center 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 ~~Corporation~~Career Center 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 equipment has no usable life remaining

4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Textbooks

The ~~Corporation~~Career Center shall dispose of textbooks in accordance with the procedures ~~described~~prescribed by statute.

~~Before the CorporationCareer Center mutilates or otherwise destroys a textbook, it shall provide at no cost and subject to availability one (1) copy of each textbook that is no longer scheduled for use in the School CorporationCareer Center to:~~

- ~~1. the parent of each child who is enrolled in a CorporationCareer Center School and who wishes to receive a copy of the textbook; and~~
- ~~2. if any textbooks remain after such distribution to parents, to any resident who wishes to receive a copy.~~

~~If any textbooks remain after such distribution, each school shall store the remainder for at least three (3) months, before disposing of them. A school may sell any of the undistributed texts to another school corporationCareer Center at any time during the period of storage.~~The CorporationCareer Center shall dispose of textbooks determined by CorporationCareer Center officials to no longer be of use in the CorporationCareer Center pursuant to Section D below.

D. Disposition

The ~~Superintendent~~Executive Director 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.

I.C. 20-26-5-4

I.C. 36-1-11

~~I.C. 20-26-5-4, 20-26-12.1 et seq., 36-1-11-6~~