

Policies

Newport Public Schools Facilities – School Property Disposal

No. 7220

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PURPOSE:

It shall be the purpose of this policy to establish School Committee expectations regarding the disposal of equipment, books and other school materials which are worn out, broken beyond reasonable repair and/or are otherwise outdated to the extent that they have been declared unusable by students and employees and of no further value or use to the School Department.

PHILOSOPHY:

The School Committee expects that all school properties will be appropriately utilized and maintained to the maximum effort of students and staff. The Committee also recognizes, however, that things do wear out, get broken beyond repair, become outdated and otherwise become inappropriate for continuing use by students and staff. In such cases, said items should be appropriately discarded as school property. In consideration thereof, the Newport School Committee sets forth this policy.

POLICY STATEMENT:

1. When equipment, books or other materials become worn out, obsolete, or unusable in the schools, subject to School Committee notification, the Superintendent shall contact the City Manager offering the City the right of first refusal of said items. The Superintendent shall then be authorized to dispose of all remaining items, or if they have a resale value by selling them to the highest bidder.
2. The availability of such equipment for sale, or to be sold, shall be made known to the public.
3. Where reasonable attempts to dispose of surplus properties fail to produce a monetary return to the School Department, the Superintendent may authorize their disposal in a manner to the School Department's best advantage.

4. A final walk through shall be conducted with both school and city administration at the conclusion of the school property disposal process.

SPECIAL CONSIDERATION:

In recognition of the fact that our society's "knowledge bank" is constantly expanding, causing continued change in textbook or reference book content, it is expected that any textbook or reference book considered to be in good repair, carrying a publication date of less than six (6) years, shall be maintained in use as available supplementary books for Department-wide use for as long as they are considered to be making a contribution to the educational program.

At any point in time a textbook or reference book exceeds six (6) years copyright date and is deemed inappropriate or undesirable for use, by the Superintendent or his/her designee, it shall be disposed of in accord with the general stipulations of this policy.

History:	First Reading:	01/11/2011
	Second Reading:	02/08/2011
	Third Reading & Adoption:	03/08/2011