

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent or designee to review the property of the District periodically and to dispose of that material and equipment, which is no longer usable in accordance with the terms of this policy.

Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials. The following criteria will be used to review instructional materials for redistribution and possible disposal:

- A. concepts or content that do not support the current goals of the curriculum
- B. information that may not be current
- C. worn beyond salvage

Equipment

The District 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:

- A. repair parts for the equipment no longer readily available
- B. repair records indicate the equipment has no usable life remaining
- C. obsolete and no longer contributing to the educational program
- D. some potential for sale
- E. creates a safety or environmental hazard

Disposition

The Superintendent or designee is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, by trade in, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

120.10(12), Wis. Stats.

Adopted: 6/18/01

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us