

**Battenkill Valley Supervisory Union
Arlington School Town District
Sandgate School Town District**

**Sale and Disposal of School District Property
Code E12**

- A. Administrators are responsible for identifying obsolete or surplus materials, equipment or other personal property of the Arlington School District. Such materials, equipment and/or supplies that are obsolete, are valued under \$500, and cannot be salvaged or utilized effectively shall be sold through bid procedures, if possible, for the highest possible price.
- B. A determination shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively by the respective administrator and reported to the Superintendent. The Superintendent shall consider disposal of such equipment or supplies in one of the following manners:
1. Reassign the items, as needed, to other locations within the school District;
 2. Sell as surplus those items determined to be of no further use, or discard those items determined to be worthless.
- C. Following approval by the board of Directors, items may be sold in the following manner:
1. Offer to sell the items to the local municipality or local nonprofit organizations;
 2. Sell the items at a public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests or bids shall be disseminated through announcements in local newspapers and such other appropriate means at least of one (1) week before the sale. The general public, as well as staff members who are not Board members, officers or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and /or materials; and
 3. Sell the remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.
- D. Textbooks
1. Textbooks may lose their value to the educational program because of changes in the curriculum or because they contain outdated material and/or are in poor condition.
 2. If textbooks are no longer useful or usable the procedures for disposal shall adhere to the following order of preference:

- a. Sale of textbooks may include:
 - 1. The issuance of a RFP for a contracted vendor to inventory, collect and resell the district's obsolete textbooks; or
 - 2. The sale of obsolete textbooks through a public auction that is advertised and conducted on a bi-annual basis.
- b. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the school district, then donations to charitable organizations may be made, or
- c. Obsolete textbooks may be disposed as recyclable material or trash.

	Date Adopted	Replaces Policy
Battenkill Valley Supervisory Union		
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Sandgate Town School District		