

DISPOSAL OF DIVISION PROPERTY

Background

Rapid changes in technology, program changes or school closures can result in surplus or obsolete furniture, equipment or materials. Disposition of these items is important to maintain an orderly environment within Division facilities.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

The Division supports the allocation of obsolete technology (Chromebooks) to students and their families who required technology but are unable to purchase their own. These Chromebooks would be for use at home and when at school may only access the guest network.

Guidelines

1. School Principals and the supervisor of operations and maintenance will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.

Learning Technology Services Manager will determine obsolete Chromebooks and remove them from Division inventory. Working with the Secretary Treasurer and School Principals together will determine eligibility for these devices.

2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review. (Form F-515)
3. The Secretary-Treasurer and the supervisor of operations and maintenance will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. Items no longer required by the system will be discarded, destroyed or sold.
5. Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division account.

Procedures

1. The Secretary-Treasurer will determine what furniture, equipment and materials are to be destroyed, discarded or sold.

2. Whenever feasible, such furniture, equipment or materials will be disposed of by public auction or sale.

Learning Technology Services Manager will determine obsolete Chromebooks and remove from Division owed databases and remove Division ownership of the device. All devices will be reset to factory settings.

The Secretary Treasurer will work with Principals and the Learning Technology Manager to determine possible students in need to provide these division removed obsolete Chromebooks.

Donated Chromebooks would no longer be services or supported by the Division.