

# School Board Executive Summary



**Topic:** Sale / Disposal of District Equipment (Policy 3450)

**Date:** May 11, 2026

**Presented by:** Mike Lucas, Matt Lee

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**Recommended Action:**

- ☐ Information Only
- ☐ Presentation/Discussion
- ☒ Discussion/Action by Board of Education
- ☐ Presentation/Action Next Meeting

**Recommendation(s):** Board approval for the sale / disposal of district equipment. Per Board Policy #3450 (Disposition of Damaged and Outdated School Books, Furniture and Equipment), the Board must approve the sale / disposal of all district property.

**Background:** The District has a significant supply of surplus equipment and furniture from all school buildings and the Service Center that will be sold at two separate public sales. The sale will be advertised to other area school districts / teachers, community centers, churches, etc. Westside staff will have the opportunity to claim items at no charge, only if the item is to be used in their classroom or building. At that time, our Building Service staff or designated moving company will move these items to the identified classroom or building. Staff will have the opportunity to purchase any items they wish to claim for their own personal use.

The public sales will be held on:

- **Friday, May 29, 2026** - 9:00 a.m. to 2:00 p.m.  
Westbrook Elementary - 1312 Robertson Dr.
- **Saturday, May 30, 2026** - 9:00 a.m. to 2:00 p.m.  
Loveland Elementary - 8201 Pacific Street

Additionally, the Skilled & Technical Sciences (STS) Department at Westside High School has a 3D printer that has become unreliable and they no longer use it. They recently purchased a new one and will be donating the used printer to the STS instructor at Battle Creek High School, who can utilize it with his students.

**Attachment(s):** Furniture and Equipment Sale flier





# Used School Furniture Sale

Student desks, metal teacher desks, file cabinets, bookcases, tables, adult chairs and student chairs, cabinets, etc.



Two days... two different buildings:

**FRIDAY, MAY 29 @ WESTBROOK**

**SATURDAY, MAY 30 @ LOVELAND**

**9 AM – 2 PM: Open to the public**

**\*\*\* Bring your own truck, cart and loading crew \*\*\***

For more information, contact: [fox.jennifer@westside66.net](mailto:fox.jennifer@westside66.net)