

SCHOOL PROPERTY DISPOSAL

When schools have used books, equipment, or furniture for which there is no further foreseeable use, the Principal may request permission to dispose of same under the following guidelines:

1. The principal will submit an itemized list of materials to be discarded to the superintendent who will certify that these items are not needed by other schools or other town departments.
2. The list will be presented to the North Middlesex Regional School District School Committee, which will consider declaring the books, furniture or equipment surplus and grant permission for disposal as warranted.
3. Disposal of books will be conducted under the direction of the principal with the approval from the superintendent in one of the following ways, listed in order of preference:
 - a. Obsolete library books may be offered free of charge to students.
 - b. Sale to a used book company.
 - c. By exchange for goods and services with any district Educational Collaborative or other school systems.
 - d. Donation to non-profit private schools within the community.
 - e. Donation to other schools or charitable organizations.
 - f. Public book sale to students, parents, and taxpayers in the community.
 - g. Disposal through waste removal if all other possible alternatives fail.
 - h. Any unusable books shall be discarded through waste removal.
4. Equipment and furniture will be disposed of by the superintendent in one of the following ways listed:
 - a. Publicly advertise, seeking bids for the entire lot of furniture and/or equipment. Sell to the highest bidder.
 - b. By donation to town departments. All towns will be offered goods equally and distribution will be based on first come/first serve basis after official written notification to town officials.
 - c. Establish a reasonable price for each piece of equipment or furniture and conduct a public sale.
 - d. By exchange for goods and services with any district Educational Collaborative or other school district.
 - e. By donation to non-profit private schools within the community.

- f. By donation to other schools or charitable organizations.
- g. By disposal through waste removal if all other possible alternatives fail.
- h. Any unusable equipment/furniture shall be discarded through waste removal.

5. Items not covered above may come to the school committee for consideration.

Adopted by the School Committee:

Informational review: July 8, 2021

NMRSD first vote: July 19, 2021

NMRSD second vote: September 13, 2021
