

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H115 - Disposal of School-Owned Property
Code	H115
Status	Active
Adopted	November 11, 2020

Policy Number: H115

Title: Disposal of School-Owned Property

Section: Property

Purpose

When EASTERN property such as textbooks, instructional materials, equipment, or supplies become obsolete or unnecessary for educational or operational purposes, EASTERN shall sell or dispose of the such items in both an environmentally responsible and secure manner, in accordance with applicable law.

Delegation of Responsibility

The Joint Operating Committee delegates to the Executive Director or designee the responsibility to ensure that any confidential, proprietary, or other personally identifiable information is removed from EASTERN property prior to disposition and to dispose of such property in accordance with the guidelines of this Policy.

Guidelines

Whenever any obsolete or unnecessary property is located, the staff member who identified such property shall inform the Business Manager or designee. The Business Manager or designee shall first determine whether such property can be used elsewhere in the school.

If the obsolete or unnecessary property is unable to be used elsewhere in the school and the property is considered to have resale value or can be sold at a profit, as reasonably determined by the Business Manager or designee, it may be sold or otherwise disposed of by public sale (which may include electronic platforms such as Amazon or eBay), salvage scrap, auction, or sealed bids, as determined by the Executive Director or designee. The property may also be traded in for new property, or offered free-of-charge to any of the EASTERN sending districts. The manner in which obsolete or unnecessary property is sold or otherwise disposed of shall be at the discretion of the Executive Director or designee.

If the obsolete or unnecessary property does not have resale value, or cannot be sold at a profit, as reasonably determined by the Business Manager or designee, it may be donated to nonprofit agencies, any of the EASTERN sending districts that have an interest in such property, or properly discarded.

The disposal of any equipment or other property must be done in a manner consistent with environmental rules and regulations and other applicable law. If the property contains hazardous waste materials, it may require special handling in disposal.

All personally identifying, proprietary, and confidential information and licensed software shall be removed from the property before any disposal. The Technology Manager or designee shall ensure that any electronic files on any technology devices containing personally identifying, proprietary, or confidential information are erased or otherwise permanently inaccessible from such devices.

Real Estate

The disposal of all real estate shall require approval of the Joint Operating Committee and is regulated by the Pennsylvania Public School Code, as well as all other laws and regulations governing the sale of land or buildings.

Recordkeeping

The Business Manager or designee shall be responsible for maintaining records of all obsolete and unnecessary property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition, and value received. Such records shall be maintained in accordance with Board Policy.

Records of fixed assets and electronic equipment shall be removed from EASTERN inventories upon disposal.

Legal	24 P.S. Sec. 709
	24 P.S. Sec. 708
	24 P.S. Sec. 707