

Pittsfield School District

DISPOSAL OF MATERIAL AND EQUIPMENT

ITEMS PROCURED WITH FEDERAL FUNDS

All items purchased with Federal Funds will be either distributed or destroyed in accordance with guideline required by the stated in policy DAF-6, Inventory Management.

ITEMS PROCURED WITH DISTRICT FUNDS

Equipment for bids

If the District has a piece of equipment that is no longer of use to the District that has a salable cost of more than \$250, the District will inform the public of the item, its' condition and value. The public will be informed of a date at which the public may view and bid on the item. The item will be auctioned off at the designated time and place, the highest bidder will receive the item. The item will be auctioned as is with no warranty and there will be no reserve on the bid. The successful bidder will be responsible for transporting the item off of District property. There will be no preference to whether or not a person is a resident of Pittsfield. Any item of less than \$250 in value will be disposed of as follows with the District taking no compensation for. If there are no bidders, the items will be disposed of in compliance with state and federal regulations at the District's expense.

Technology Equipment- All disposal of technology equipment will be the responsibility of the Technology Director

- Damaged equipment will be disposed of following state guidelines for disposal of such equipment that relate to that item if any.
- Equipment that is no longer of use to the student in the District due to its' age or compatibility with network systems will be identified by the Technology Director. The Technology Director will determine if there is a sale price for the items that are of no use to the District.
 - A public notice will be given to the community through our website and other media outlets indicating what the item is and its' condition.
 - Pittsfield residents will be given 14 days in which to communicate with the Technology Director.
 - After 14 days, requests from citizens outside of Pittsfield will be considered.
 - If no citizen requests that item within 30 days of the public notice, the Technology Director will have the item disposed of through the appropriate means.

Maintenance Equipment/Furniture/Sports Equipment

- Damaged equipment will be disposed of following state guidelines for disposal of

such equipment that relate to that item if any.

- Equipment that is no longer of use to the student in the District due to its' age or compatibility with network systems will be identified by the Maintenance staff in consultation with the Superintendent. The Superintendent will determine if there is a sale price for the items that are of no use to the District.
 - The Town of Pittsfield will be informed of the status of the equipment/furniture to see if the Town has some use for the items. The Town of Pittsfield will have the right of first refusal.
 - A public notice will be given to the community through our website and other media outlets indicating what the item is and its' condition.
 - Pittsfield residents will be given 14 days in which to communicate with the Superintendent.
 - After 14 days, requests from citizens outside of Pittsfield will be considered.
 - If no citizen requests that item within 30 days of the public notice, the item disposed of through the appropriate means.

Books

- Books are broken down into two categories, books that are used for direct instructional purposes and books that are part of the library media center.
- The Principal will determine when instruction books are no longer of use in implementing the curriculum.
- The Library Media Specialist will determine when books in the library media center are no longer appropriate to maintain in the media center collection.
- Once books are determined to be of no use to the District:
 - The public library will be informed to see if they have use for the books that are identified. The library will have the right of first refusal.
 - A public notice will be given to the community through our website and other media outlets indicating what the item is and its' condition.
 - Pittsfield residents will be given 14 days in which to communicate with the Principal
 - After 14 days, requests from citizens outside of Pittsfield will be considered.
 - If no citizen requests that item within 30 days of the public notice, the item disposed of in the school district's refuse.

Reading: October 6, 1997
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