

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes the superintendent or the superintendent's designee to dispose of obsolete items according to the following priority actions:

1. First, by offering the items to the Town of Wakefield or any of its municipal departments for use. If they decline the item(s);
2. By selling to the highest bidder or whatever other business arrangement is in the best interest of the school district, including but not limited to selling items to local residents. If the item has still not been disposed of;
3. When practicable, the Board shall donate such items to charitable organizations and schools. If not practical;
4. By giving such items to local citizens. If the item(s) have still not been disposed of, then the item(s) will be disposed of
5. By removal to the town dump.

Sale of real estate shall be by the vote of the electorate of the school district at an annual or special school district meeting and the revenue derived from the sale of school property shall be returned to the general fund.

The recipient of any item must sign a form releasing the school district from any liability.

Fixed asset inventories will be amended to reflect changes in values through disposal.