

Regulations on the Disposition of School Property

1. School principals will decide after consultation with appropriate staff whether specified pieces of furniture, equipment, and supplies warrant being discarded in accordance with board of education policy.
2. Principals will recommend, in writing, to the superintendent of schools that such school property be declared surplus items. These recommendations will be detailed and will include the following information:
 - a. an itemized list of furniture, equipment, and supplies;
 - b. a clear statement of reasons why the school property warrants being discarded in accordance with board policy.
3. The superintendent will review principals' recommendations and, if s/he concludes that the specified school property warrants being discarded in accordance with board policy, s/he will recommend to the board that it declare the specified school property "surplus."
4. The board will review the superintendent's recommendation and decide whether the specified school property warrants being discarded in accordance with the board policy. If the board accepts the superintendent's recommendation, it will declare the specified school property "surplus."
5. The superintendent will arrange with the mayor or his/her designee for the removal of "surplus" items from school premises.

Rule Approved: 12/17/90