

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 187</p> <p>CROSS REFERENCE: CA, School - Based Leadership</p>	<p>CODE: DN-Policy</p> <p>TITLE: School Property Disposal</p> <p>ADOPTION DATE: January 24, 2001</p> <p>REVISION DATE:</p>
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The Board supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

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1. Principals and facility managers will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review.
3. The Secretary-Treasurer will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. Items no longer required by the system will be sold, donated, discarded or destroyed. Environmentally conscious procedures shall be used for destruction.
5. Revenues derived from the sale of surplus goods will be returned to the site location.