



Maynard Public Schools

3R Tiger Drive, Maynard MA 01754

File: DN

School Committee Policy: Disposal of School Property

The Maynard Public Schools authorizes the disposal of old or **outdated textbooks and instructional materials** valued at less than \$10,000.00 in accordance with the Uniform Procurement Act of the General Laws of Massachusetts.

Old or outdated textbooks and instructional materials are defined as:

1. Beyond repair;
2. Content is outdated, or the specific edition is no longer in print;
3. Texts that have been replaced by adopted texts.

Procedure to be followed for disposing of old or outdated textbooks and instructional materials:

1. Where possible, every effort will be made to contact a used textbook distributor for purchase, with any proceeds to be returned to the School Department's General Fund.
2. If the textbooks or instructional materials are determined to have no value, the following will occur in this order:
 - a. Donate to worthy civic, charitable, or needy educational organizations with School Committee permission.
 - b. Distribute at no charge to interested students.
 - c. All remaining old or outdated textbooks and materials will be recycled.

All school administrators will submit a report to the Superintendent indicating the intention to discard textbooks and instructional materials in quantities equivalent to classroom sets or larger will be reported to the School Committee. Old or outdated textbooks and materials of lesser quantities need not be reported to the School Committee. Permission must be obtained from the School Committee prior to disposal.

Equipment and furniture

Equipment and furniture will be disposed of by the Superintendent in one of the following ways listed:

1. By donation to town departments. All towns will be offered goods equally, and distribution will be based on a first come/first serve basis after official written notification to town officials.

2. Publicly advertise, seeking bids for the entire lot of furniture and/or equipment. Sell to the highest bidder.
3. By donation to non-profit private schools within the community.
4. By donation to other schools or charitable organizations.
5. By exchange for goods and services with any district Educational Collaborative or another school district.
6. By disposal through waste removal or recycling when appropriate if all other possible alternatives fail.
7. Technology equipment, including student devices determined to have little or no resale value, will be offered to MPS students and families for a nominal processing fee prior to being disposed of or recycled.

All school administrators will submit a report to the Superintendent indicating the intention to discard equipment and furniture. Permission must be obtained from the School Committee before the equipment/furniture can be released/disposed of.

LEGAL REFS: M.G.L. 30B:15-16

Adopted: 1/05/2023