



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report: Declaration of Surplus Items

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Todd Latham, Assistant Superintendent – Business Services

Date: Wednesday, June 7, 2023

Meeting: Monday, June 12, 2023

Agenda Item: *Declaration of Surplus Items*

Policy Reference: 4:80 – Accounting and Audits

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent or designee shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

- A. Instructional Material: The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:
 - a. Concepts or content that do not support the current goals of the curriculum
 - b. Information that may not be current
 - c. Worn beyond salvage
- B. Equipment: The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:
 - a. Repair parts for the equipment no longer readily available
 - b. Repair records indicate the equipment has no usable life remaining
 - c. Obsolete and no longer contributing to the educational program
 - d. Some potential for sale at a school auction
 - e. Creates a safety or environmental hazard
- C. Disposition of items purchased with federal funds: Disposal of surplus property purchased with federal funds shall be disposed of in accordance with Federal guidelines.

The Business Office recommends the Board approve the list of items for sale in Auction in July.

ATTACHMENT(S): Surplus Inventory List Master
