

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL BOARD**

<b>ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 580</b>	
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**REPLACEMENT AND DISPOSAL  
OF BOARD FURNITURE AND EQUIPMENT**

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**PURPOSE**

The James Bay Lowlands Secondary School Board is committed to demonstrating effective stewardship in maintaining Board furniture and equipment in good condition for the use of students and staff. This administrative procedure describes the measures taken by the Board to dispose of surplus or outdated furniture, equipment, and materials.

**PROCEDURES**

**1. Technology Equipment**

1.1. Replacement

- 1.1.1 Requests for the replacement of technology equipment are normally made during the budget development process.
- 1.1.2 Except as noted in paragraph 1.1.4 below, a request to replace a piece of equipment will only be considered after it has been examined by a qualified technician who will determine whether it is reasonable and practical to repair the equipment.
- 1.1.3 Where the technician considers replacement necessary, the principal shall be informed and replacements will be subject to budget allocation.
- 1.1.4 Notwithstanding 1.1.2 above, a determination of whether it is reasonable or not to repair a piece of equipment may be made by the finance and human resources administrator where, in his/her opinion, the need is obvious.

1.2. Disposal

- 1.2.1. Old equipment which has been replaced shall be delivered to the Board office for disposal by the finance and human resources administrator in one of the following ways:
  - a) use as parts for future repairs
  - b) public sale
  - c) if it is determined there is no market value, offered to the public free of charge or disposed of in accordance with sound waste management principles

## **2. Furniture and Equipment**

### **2.1. Replacement**

- 2.1.1. Requests for the replacement of furniture and equipment are normally made during the budget development process.
- 2.1.2. Equipment to be replaced shall be examined by the maintenance and/or custodial staff in consultation with external repair services, if deemed necessary by the finance and human resources administrator, to determine the validity of repairing the equipment.
- 2.1.3. Where repairs are possible and can be made at a reasonable cost and will reasonably increase the life expectancy of the equipment, then no replacement shall occur.
- 2.1.4. When repairs are not the best alternative, then replacement may be made subject to the Board policies and procedures and budget allocations.

### **2.2. Disposal**

Obsolete and surplus Board furniture and equipment considered saleable is to be disposed of as outlined below:

- 2.2.1. The finance and human resources administrator will establish, in consultation with the supervisory officer, a reasonable price for the furniture and equipment and develop a list of the items available for sale and the sale price established.
- 2.2.2. Once the process in 2.2.1 has been completed and if, in the opinion of the finance and human resources administrator, a sale is required, then a public sale of the furniture and equipment shall be arranged stating time, date, and location.
- 2.2.3. The finance and human resources administrator shall dispose of any unsold item(s) as he or she deems proper (e.g. retain for future sale, destroy, or donate to charitable organizations).
- 2.2.4. The finance and human resources administrator shall use his/her discretion in determining the frequency of the above process.

## **3. Renovations and Maintenance**

- 3.1. Surplus material and equipment, resulting from renovations or normal maintenance, may be disposed of in one of the following ways:
  - a) traded in on new equipment
  - b) sold by tender
  - c) sold by public sales with sale price established
  - d) donated to a charity
  - e) destroyed

3.2. The decision to dispose of the equipment and the value assigned to it shall be made by the finance and human resources administrator in consultation with the supervisory officer.

#### **4. Print Materials**

##### 4.1. Definition

For the purpose of this administrative procedure, print materials shall normally be defined as text books and resource materials.

##### 4.2. Replacement

The replacement of print materials is covered through the regular budget and purchase procedures under the direction and control of the school principal.

##### 4.3. Disposal

Material that is current and useable:

4.3.1. The principal shall list the material and send a copy to the supervisory officer.

4.3.2. If the materials are not required by another educational institution, the materials shall be stored at the school.

4.3.3. The procedures outlined in 4.3.1 and 4.3.2 above shall be repeated on an annual basis for two (2) consecutive years, after which any remaining surplus materials may be disposed of in a method determined by the principal in consultation with the supervisory officer.

4.4. The method of disposal of material that is non-current shall be determined by the principal in consultation with the supervisory officer.

#### **REFERENCE DOCUMENTS**

##### **Legal:**

*Education Act, Section 169.1 Duties and Powers of Boards: Ensure effective stewardship of the Board's resources*

*Education Act, Section 265 Duties of Principal: Care of pupils and property*

*Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions*

##### **Board:**

Board Policy GOV-24 Occupational Health and Safety Committee

Board Policy GOV-25 Financial Stewardship: Budget Process

Board Policy GOV-37 Security: Property Damage, Theft, Break-in

Administrative Procedure 515 Purchasing Procedures

Administrative Procedure 530 Staff and Student Use of School Equipment

Administrative Procedure 531 Public Use of School Building and Facilities