Plan Name:	Equipment Plan
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Evaluate:	Annually
Standard:	Standard 5:B 4

Maintaining, Replacing, and Disposing of Obsolete Equipment Plan

Goals & Objectives

The Waynesville Career Center (WCC) will obtain materials and equipment for the classrooms and library that are current, address the curriculum needs of district instructors and provide the learning resources needed by students.

Process Overview and Applicability

The WCC technology integration specialist, teachers and administrators have the responsibility of recommending and selecting materials for the district, in accordance with state and district guidelines, and reconsidering or reviewing the district's collection as needed. The technology integration specialist will organize and maintain the district's collection and aid students and staff members in locating resources. Suggestions for the selection and reconsideration of materials will be reviewed at least annually. The technology integration specialist is responsible for assisting the instructors with maintenance and technical issues related to equipment. More complex technical issues are handled by a district media specialist.

Procedures and Specific Guidelines

When maintenance is required on a piece of equipment, the teacher submits a help desk ticket on the district website. Following the submission, the job will be delegated to the appropriate professional for repair.

The following procedures will be observed in disposing of equipment and other materials no longer needed or useful at the WCC, as specified in board policy DN-1-AP(1).

1.   Teachers and other school employees shall report to the WCC director all surplus, obsolete or otherwise unneeded items.

2.   The director shall prepare and submit to the superintendent or designee a list of such materials on a periodic basis.

3.   The superintendent or designee will determine whether the items can be used elsewhere within the school system and, if so, will provide for the transfer of the items to the appropriate location.

4.   Personal property may be sold or leased to a public institution of higher education or to a city, state agency, municipal corporation, or other governmental subdivision of the state located within the boundaries of the district, for public uses and purposes.

   The district must give public notice of the sale or lease to the authorized entity, and the sum agreed upon.

   Notice must be given by publication in a newspaper once a week for two consecutive weeks, the last publication at least seven days prior to the sale or lease of the property. The newspaper must be within the county in which all or a part of the district is located which has general circulation within the district.

5.   If not sold to one of the groups listed in item 4, the property must be sold or leased to the highest bidder.

6.   Items having no resale value will be disposed of as deemed appropriate by the superintendent or designee.

7.   The proceeds from the sale or lease of personal property will be credited to the capital projects fund.

Personnel Responsible
The WCC technology integration specialist, teachers and administrators are responsible for the selection and reconsideration of materials for the WCC's library in accordance board policy IIAC-R1. The CFO/Director of Informational Systems is responsible for the maintenance and retirement of technology-related equipment.

Reference Location or Policy
Board Policy (DN-1-AP1) – Surplus District Property
Board Policy (IIAC-R1) – Instructional Media Centers/School Libraries – Selection and Reconsideration of Materials
Submit a Request Form

Q Search

Submit a request

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Location *

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Category *

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Please Select a Category

Subject *

Description *

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Machine Number *

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