

Surplus Books and Supplies Memo

Questions to Consider:

1. Reason for wanting to dispose them, which should include
 - a. The age, condition, and whether the items are still usable for school purposes
 - b. Whether the items are obsolete due to changes in technology, educational standards, health and safety, etc.

2. What the expected disposition is and why; possible dispositions may include
 - a. Use in another BPS building or area
 - b. Give to another Town of Belmont Department for use
 - c. Trade-in towards replacement items
 - d. Pickup by a salvage vendor for scrap (hopefully at no cost)
 - e. Recycled
 - f. Expected cost for disposal and how that cost will be paid
 - g. Disposal must ensure that district information is protected, where applicable (e.g. the hard drives in computers being disposed of must be erased)

3. Have the items already been replaced? Do they need to be? If not, why not? If they do need to be replaced, what will be the funding source?

Social Studies

There are many old social studies textbooks that need to be discarded at Belmont High School because they are no longer usable for school purposes. These books have been replaced with newer, updated versions that better align with the Social Studies Frameworks. These books cannot be sold back to the publisher or donated to a charity due to their copyright dates.

Science

There are many old science textbooks that need to be discarded at Belmont High School because they are no longer usable for school purposes. They have been replaced with newer, updated versions that better align with the changes to AP courses and the 2016 STE Curriculum Frameworks. These books are too old to be sold back to the publisher or donated. They will be recycled. The equipment on the list has been slowly replaced over the years to non-broken, up-to-date equipment, and will be disposed of as it is no longer working, and we have purchased working replacements.

The following items will be repurposed in the district for grades K-8 to use, in consultation with Jess DeFrances:

1	Chest Freezer
8	triple beam balance
20	Hot plates
26	Monocular microscopes

World Language

There are many old language textbooks and teacher resource books that need to be discarded at Belmont High School because they are no longer usable for school purposes. Many of these books have been replaced with newer books or other language resources. The majority of the textbooks are out of date in regards to instructional practices for world language and no longer align with the national recommendations for best practices and the Massachusetts World Language Curriculum Framework. These books cannot be sold back to the publisher or donated to a charity because they do not align with current practices in world language instruction.

Math

There are many old math textbooks that need to be discarded at Belmont High School because they are no longer usable for school purposes. They have been replaced with newer, updated versions that better align with the Mathematics Curriculum Frameworks. These books are too old to be sold back to the publisher or donated. They will be recycled.

English

There are many old ELA paperbacks and textbooks that need to be discarded at Belmont High School because they are no longer usable for school purposes. These items do not need to be replaced. We have incorporated more relevant texts into the curriculum in order to meet state and district standards and to continue to diversify our curriculum to be more culturally responsive. These books are too old to be sold back to the publisher or donated. They will be recycled.