

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF UNUSED AND UNNECESSARY PROPERTY AND EQUIPMENT

ADOPTED: August 19, 2009

REVISED:

<p>1. Purpose 24.P.S. Sec. 707-709</p> <p>2. Authority</p> <p>Guidelines</p>	<p>706.1 DISPOSAL OF UNUSED AND UNNECESSARY PROPERTY AND EQUIPMENT</p> <p>This policy summarizes the School Code requirements for the sale of unused and unnecessary real estate and equipment.</p> <p><u>Unused and Unnecessary Lands and Buildings</u> The Board of School Directors may sell unused and unnecessary land and buildings by any of the following methods:</p> <ol style="list-style-type: none"> 1. Public auction – Public notice of the public auction shall be provided at least once a week for three (3) successive weeks in at least one (1) newspaper of general circulation and in the legal newspaper for the county in which the school district is located. In addition, handbills advertising the public auction shall be posted on the property and in at least five (5) conspicuous places within the vicinity of the property. The terms and conditions for the sale shall be fixed by the Board of School Directors in the motion or resolution authorizing the sale. 2. Sealed bids – The Board of School Directors may request sealed bids in a public notice published at least once a week for three (3) successive weeks in at least one (1) newspaper of general circulation and in the legal newspaper for the county in which the school district is located. In addition, handbills shall be posted on the property and in at least five (5) conspicuous places within the vicinity of the property. The terms and conditions for the sale shall be fixed by the Board of School Directors in the motion or resolution authorizing the sale. 3. Private sale – The Board of School Directors may sell unused and unnecessary lands and buildings through a private sale provided that: (a) the sale is approved by the Court of Common Pleas upon petition by the Board of School Directors and (b) at least two (2) persons who are familiar with real estate values in the locality of the land and buildings execute affidavits demonstrating that they have examined the property, that the price offered is fair and reasonable and that, in their opinion, the private sale price is a better price than could be obtained at the public sale.
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Special Provisions for the Sale of Unused and Unnecessary Lands and Buildings
Upon the approval of the Board of School Directors by a vote of two-thirds (2/3) of its members, the School District may sell unused and unnecessary land and buildings to a charitable organization holding exempt status under §501(c)(3) of the Internal Revenue Code or to the city, borough, town or township (the boundaries of which are coterminous with or within those of the school district) or a volunteer fire company, volunteer ambulance service or volunteer rescue squad located with the School District.

Lease of Unused and Unnecessary Lands and Buildings
The Board of School Directors may lease for any lawful purpose **in addition to** educational use, unused and unnecessary lands and buildings pending the sale of property or until such time as the Board of school Directors shall decide to make use of the land and buildings for school purposes. The terms and conditions shall be fixed by the Board in the motion or resolution authorizing the lease. All rents collected pursuant to the lease shall be paid into the general fund of the School District.

Disposal of Obsolete and Surplus Items
The Administration of the School district shall, as necessary, establish a list of furniture, equipment and other non-consumable items considered to be obsolete, irreparable or surplus. The list of such items shall be circulated internally within the School District for the purpose of determining interest in the available items for use in other buildings or programs.

The Administration shall arrange for:

1. the public sale via an auction process (live or electronic auction) or sealed bids for any items not repurposed as described above.
2. disposal of unsalable or unusable items. Some items have no market and no saleable value. Such unmarketable items may be disposed of through current trash removal processes **subject to appropriate protections relating to the privacy of information contained on any data storage media.** These items also may be donated to charitable organizations.

Record Keeping
The District shall be responsible for maintaining summary records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition and value received.