

Board of Education Policy

DISPOSAL OF SCHOOL DISTRICT PROPERTY

Introduction

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of equipment, supplies, and/or materials that are obsolete and cannot be salvaged or utilized effectively or economically by the school district.

Sale of Real or Personal District Property

No real or personal District property shall be sold without prior approval of the Board of Education. The net proceeds from the sale of school property shall be deposited in the general fund. When real property is sold, the Board of Education in its discretion may direct that the proceeds of the sale of such real property be deposited in a reserve fund to reduce District real property taxes for a period of up to ten (10) school years.

Any former school site or other real property, the title to which is vested in the Board shall be sold only if authorized by a vote of the qualified voters of the District at the price and the terms as said voters prescribe, and such property shall be conveyed by deed executed by a majority of the members the Board. Only District real property which the Board of Education determines is no longer in use may be sold. The Board of Education recognizes that it has a fiduciary responsibility to obtain the best price possible when selling District real property.

Equipment

District equipment that is declared by the Board of Education to be obsolete, surplus, or unusable by the District, shall be disposed of in such a manner that is advantageous to the District, and as directed by the Board of Education, in accordance with the manners described below.

After the Board of Education determines that the equipment is obsolete (etc.) and authorizes its sale, the Superintendent of Schools or designee will be charged with the responsibility for selling the equipment in such a way so as to maximize the net proceeds of the sale, which may include a bonafide public sale preceded by adequate public notice. All sales must be bonafide for adequate consideration, and sold in the manners described below. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in a manner permitted by law and in the safest, least expensive manner. The sale of equipment to a School Board member or other school official or employee involved in the purchasing function is prohibited.

Following approval by the Board of Education, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations;
2. Sell items at a public sale or on a Board-approved public online auction site. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board

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members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and

3. Sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Prior to discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.

Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If it is determined by the Board of Education, after recommendation by the Superintendent of Schools, that textbooks are no longer useful or usable, and the Board authorizes disposal of such textbooks, the procedures for disposal shall adhere to the following order of preference:

1. Sale of textbooks, in the manner described above for Equipment;
2. However, if responsible attempts to dispose of surplus textbooks fails to produce monetary return to the District, then:
 - a. Donation to charitable organizations or public corporations;
 - b. Disposal as trash, as a last resort.

Every effort will be made to dispose of school district property in an environmentally friendly manner.

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