

## **SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**

### **Sale of School Property**

No school property shall be sold without prior approval of the Board of Education. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.

### **Disposal of District Personal Property**

#### *Equipment*

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.

The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. 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 any manner which he/she deems appropriate.

#### *Textbooks and Library Books*

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and Library books may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

Books can be disposed of for the following reasons:

- Copyright date is over 10 years
- Book has been damaged and cannot be used (missing pages, written on and cannot read the text)
- Context is outdated and cannot be used as a reference

If textbooks or library books are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a) Sale of books. If reasonable attempts to dispose of surplus textbooks and/or library books fail to produce monetary return to the School District; then
- b) Donation to charitable organizations; or
- c) Disposal as trash.

Also refer to Policy 8320 – Selection of Library and Audiovisual Materials

Education Law Section 1709(9) and (11)  
General Municipal Law Sections 51 and 800 et seq.

Adopted: 7/10/2001

Revised: 11/13/2007, 2/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/26/2023. BOE agreed & approved at their 8/22/2023 meeting.