

**5250R**

**Non-Instructional/Business Operations**

**SALE/LEASE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**

**Rationale**

Building administrators and support staff supervisors are responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility.

Periodically, a determination will be made as to what equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the School District. Such equipment, supplies or materials will be sold through bid procedures, if possible, for the highest possible price.

**Sale and Lease of School Buildings and Property**

Each application for the sale or lease of school buildings and/or property will be screened to assure:

1. Compatibility with the residential character of the immediate neighborhood
2. Compatibility with present usage
3. Provision of a needed service to the community. Toward that end, preferential treatment will be given to those organizations whose business pertains to education, health or recreation and are not primarily commercial.
4. Conformance to state law and town ordinance.

Reference checks of the applicant will be completed by the Superintendent or his designee. Assuming the proposed tenant is in "good standing," the application will be reviewed by the Board attorney. If deemed to be appropriate, the lease will be forwarded to the Board of Education for consideration.

Whenever a lease is being considered, a letter will be forwarded by the Superintendent of Schools to the residents of the neighborhood. This letter will be mailed in sufficient time to permit the attendance of residents at study sessions and business meetings of the Board of Education at which the proposed lease is to be discussed.

The proposed tenant will be responsible for meeting all legal requirements including licenses, permits, and/or variances, including any required action by the appropriate town authorities.

**Guidelines**

The Superintendent/designee will be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Reassign the items, as needed, to other locations within the School District;
2. Centralize the storage of items of potential usefulness;
3. Discard or sell as surplus those items determined to be of no further use or worth.

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

1. Items sold at a public sale. 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, will be eligible to bid on the equipment, supplies and/or materials.
2. Remaining items will be sold as scrap for the highest obtainable amount or discarded in the safest, least expensive manner.

Adopted: 1999

Revised: 03-01-18