

Site and Other Real Estate Acquisition and Lease Transactions

It is the policy of the Board that no facility site(s) or other real property may be purchased, exchanged, leased, lease optioned, or rented without formal board authorization except as otherwise provided in this policy.

All proposals for board approval of real estate transfers, leases, lease-options or rental shall be accompanied by a written report to the Board except for such short-term rental requirements as provided in this policy. At a minimum, the report shall provide the Board with the following information:

1. A clearly documented evaluation and determination of the real estate property need for present and or future use of the school district.
2. A plot or map, at an appropriate scale, showing the property boundaries.
3. A detailed description of the existing land uses and land use classification of all property adjoining the property boundaries.
4. Where multiple tracts of real estate property or multiple site options are available for acquisition in a geographical area to be served by a District facility, the Board shall be given information on all of the sites.
5. All real estate property descriptions shall include a brief analysis of the property's construction suitability for its intended use.
6. The Board may also want to consider a professional appraisal of the property.
7. After the Board approves the purchase of the property, a title opinion, an updated abstract, or an updated title and insurance policy shall be obtained.

Short-Term Lease

When district administration requests involves rental of existing buildings or commercial office space for instruction, administration, or other support functions, such request shall identify the need and evaluate alternatives to the proposed action that address the long term facility costs of rental, lease, lease option, purchase or construction of a facility to meet those long term needs. Administrators may rent or lease temporary short term storage space for use during a budget cycle provided such needs are identified in the budgeting process and such leases or other rental agreements are limited in their scope and terms to the specific budget cycle. Any identified need to retain the temporary facilities beyond the specific budget cycle shall be subject to the written request provisions of this policy.