Disposal of Surplus Land and Other Real Property

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SOP Number	SOP-FAC-7315
Responsible Office	Division of Facilities
Administering Offices	Facility Planning & Real Estate Department (FP&RE)
Effective Date	Sep 17, 2026
Review Cycle	At least annually and whenever Policy 7315, F.S. 1013.28, appraisal law, State Board of Education requirements, SREF, or related Board policies and procedures change
Supersedes	Adopted
Approval	Mark Dorsett Mark Dorsett (Sep 17, 2026 06:36:15 EDT)

1. Purpose

This SOP establishes a controlled, transparent, and auditable process for identifying Board-owned land or other real property that may no longer be needed for educational purposes; confirming educational plant survey and legal prerequisites; obtaining School Board declarations and approvals; selecting and administering a governmental transfer, trade, public sale, or private sale; obtaining and reviewing appraisals; conducting sealed bidding, negotiation, or auction when authorized; completing conveyance and financial closeout; and notifying the Florida Department of Education under School Board Policy 7315. The Division of Facilities oversees implementation, and Facility Planning & Real Estate administers the disposal process

2. Authority and Related Materials

- School Board Policy 7315, Disposal of Surplus Land and Other Real Property.
- F.S. 1013.14(1)(a) – Appraisal and Public Records Exemption for School Districts
- F.S. 1013.28(1), Disposal of property—real property.
- F.S. 1013.31 (Educational Plant Survey and Five-Year Work Plan)
- F.S. 1001.41, General powers of district school board.

- F.S. 253.025, including current appraisal provisions applicable through Policy 7315, subject to confirmation by General Counsel.
- F.S. 119.071(1)(b) – General Exemptions from Inspection or Copying of Public Records (Sealed Bids, Proposals, and Quotes)
- School Board Policy 1070 (or district equivalent) – Public Records Policy
- F.S. 50.011 / F.S. 50.031 (Publication of Legal Notices)
- F.S. 73.013 / F.S. 127.01 (Eminent Domain / Right of Repurchase)
- F.S. 112.313 (Standards of Conduct for Public Officers and Employees)
- F.S. 286.011 (Florida Sunshine Law / Public Meetings)
- F.S. 689.01 (Conveyance of Real Estate)
- F.S. 692.01 (Conveyances by Corporations/Public Bodies)

3. Scope

This SOP applies to the disposal of land or other real property to which the School Board holds title and that may be unnecessary or unsuitable for educational purposes. It covers transfer to another governmental agency, trade with a public or private entity or person, and public or private sale.

It applies from candidate identification through educational plant survey confirmation, due diligence, Board resolution, valuation, marketing or negotiation, Board acceptance, closing, deposit of proceeds, and State notification. It does not govern real property acquisitions (governed by separate Board policy), leasing under Policy 7511, temporary facility use, easements or other limited property interests unless treated as a disposal by General Counsel, or tangible personal property governed by other law and procedures.

4. Definitions

Term	Definition
Appraisal	A written, independent opinion of value prepared by a qualified real estate appraiser in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), applicable Florida law, and District independence requirements.
Board Resolution	A formal, recorded legislative action adopted by the School Board in an open public meeting, certifying that identified real property is unnecessary or unsuitable for educational purposes and authorizing its disposal pursuant to F.S. 1013.28 and Policy 7315.
Disposal	A Board-approved transfer, trade, public sale, or private sale of Board-owned land or other real property under Policy 7315.
Educational Plant Survey	The District's state-required facilities planning document that identifies educational facility needs and includes the recommendation required before property may be disposed of under Policy 7315 and F.S. 1013.28.

Term	Definition
Fair market value	The value established by the Board for sale purposes based on the required independent appraisal or appraisals, reappraisals, and other legally permissible information.
Governmental agency	A federal, state, regional, county, municipal, school, special-district, or other public governmental entity legally authorized to receive the property.
Qualified appraiser	An independent State-Certified General Real Estate Appraiser licensed by the Florida Department of Business and Professional Regulation (DBPR) under Chapter 475, Part II, F.S. meeting the licensing, certification, experience, conflict, and procurement requirements established by applicable law and the District.
Responsive and responsible bid	A bid that materially complies with the solicitation and is submitted by a bidder determined capable and reliable to perform the transaction requirements.
Spot Survey	A formal amendment or supplement to the active five-year Educational Plant Survey, approved by the School Board and submitted to the Florida Department of Education, used to recommend a specific site for disposal between 5-year survey cycles.
Surplus real property	Board-owned land or other real property declared by Board resolution to be unnecessary or unsuitable for educational purposes and recommended for disposal in the educational plant survey.
Trade	A conveyance of Board-owned real property in exchange for other land or real property, with value and public-interest findings made under Policy 7315.

5. Roles and Responsibilities

Role	Responsibility
Superintendent or designee	Reviews and recommends proposed disposal actions; obtains appraisals when authorized; implements Board direction; executes authorized documents; ensures proceeds are deposited for capital outlay; and authorizes written notice to the Florida Department of Education after disposal.

Role	Responsibility
Division of Facilities	Owns and oversees this SOP; provides executive direction; confirms the Facilities recommendation and disposal readiness; resolves escalated issues; and authorizes executive and Board routing.
Facility Planning & Real Estate Department	Administers this SOP; maintains the master disposal file; identifies candidate property; coordinates due diligence, title and property review, prepares the technical scope of work, property specifications, and boundary details for appraisal solicitations administered by Procurement; coordinates independent appraisals; Coordinates educational plant survey verification with Capital Planning. Facilitates governmental outreach, trade analysis, marketing, procurement, negotiations, agenda items, closing, and post-closing records.
Capital Planning	Confirms present and projected educational and operational need; coordinates the educational plant survey recommendation; evaluates capacity, enrollment, programs, future capital plans, access, and impacts on retained property; updates the Florida Inventory of School Houses (FISH); and transmits required post-closing notifications to the Florida Department of Education.
Procurement	Procures independent real estate appraisal services, issues formal appraisal solicitations/RFPs based on FP&RE scopes of work, manages appraiser contracting and purchase orders; administers sealed bids, advertising, openings, responsiveness and responsibility review, negotiations or auction support when authorized, and the official procurement record.
Finance / Capital Budget	Reviews fiscal impact, consideration, closing statements, receivables, accounting, and use of proceeds; deposits sale funds in the appropriate budget for Board capital outlay requirements.
Risk Management	Handles district liability, property casualty history, insurance indemnification, builder's risk/claims, and risk disclosures.
Sustainability & Compliance	Handles Phase I/Phase II Environmental Site Assessments (ESAs), hazardous materials (asbestos, lead, radon), underground storage tanks, soil/groundwater contamination, and environmental regulatory clearance.
Qualified appraiser(s)	Provide impartial valuation services, disclose conflicts, follow the approved scope and applicable standards, and support review or clarification without advocating for a party.

6. Standards

- Property may be disposed of only after the Educational Plant Survey recommends disposal and the School Board declares by resolution that it is unnecessary or unsuitable for educational purposes.
- The District shall take diligent measures to dispose of educational property only in the best interests of the public.
- Before initiating a transfer, trade, public sale, or private sale, the District shall identify and address deed restrictions, reversionary rights, eminent-domain acquisition history, and interests or requirements of any applicable federal, state, or third-party interests.
- No employee may promise a conveyance, price, trade, preference, reimbursement, commission, or other material term before required Board approvals and execution.
- For an estimated value of $100,000 or less, the Board may authorize public or private sale for consideration it determines to be in the public’s best interest.
- For an estimated value greater than $100,000 and not greater than $500,000, at least one qualified independent appraisal is required under Policy 7315.
- For an estimated value greater than $500,000, at least two qualified independent appraisals are required under Policy 7315.
- For a trade, each party shall select one appraiser. A third appraiser shall mediate when the two appraisers do not agree. The Board may approve a trade of unequal value only upon its public-best-interest determination.
- For a sale exceeding $100,000, the Board establishes fair market value at the median of the independent appraisals or a higher amount and may proceed, decline disposal, or direct reappraisal.
- Sealed-bid advertisements shall state the established fair market value and that only bids meeting or exceeding it will be considered. The highest responsive and responsible qualifying bid shall be presented to the Board for acceptance or rejection.
- Appraisals, negotiations, bids, and transaction records shall be handled under applicable public-records, confidentiality, conflict, and retention requirements.
- Only the School Board may approve final disposition. All conveyance documents shall be legally sufficient and fully executed before title or possession transfers.

7. Procedure

7.1 Identify and screen candidate property

1. At the direction of the Superintendent, Facility Planning & Real Estate may initiate review based on educational plant survey work, facilities planning, enrollment and program changes, consolidation or repurposing, property inventories, maintenance or capital conditions, governmental interest, or Board or Superintendent direction.
2. Capital Planning shall document current and projected educational and operational need, capacity, enrollment, program requirements, access, utilities, retained-site impacts, and future capital plans.
3. Facility Planning & Real Estate shall prepare a preliminary property profile including ownership, location, parcel identification, acreage, improvements, current use, access, zoning, surrounding uses, approximate value, known restrictions, and potential disposal options.
4. The Division of Facilities shall determine whether the candidate should proceed to formal survey, due-diligence, and Board consideration. Screening does not declare the property surplus or authorize marketing, negotiation, or disposal.

7.2 Confirm the educational plant survey recommendation

1. Capital Planning shall confirm that disposal is recommended in the current approved educational plant survey or initiate the applicable survey amendment or update process.
2. The survey record shall sufficiently identify the property and document that it is not required for reasonably anticipated educational purposes.
3. Facility Planning & Real Estate shall retain the approved survey or relevant excerpt and any supporting facilities analysis in the master disposal file.
4. No disposal recommendation may proceed to final Board action without the survey prerequisite required by Policy 7315 and F.S. 1013.28.

7.3 Complete title, restriction, and property due diligence

1. Facility Planning & Real Estate and General Counsel shall obtain and review the deed, title information, surveys, legal description, parcel records, easements, leases, licenses, covenants, restrictions, liens, encumbrances, and reversionary rights.
2. The review shall determine whether the property was acquired through eminent domain and identify any federal, state, grant, agency, donor, or individual interest, repayment obligation, consent, notice, use restriction, or right of first refusal.
3. Sustainability & Compliance shall coordinate environmental records reviews, Phase I and Phase II Environmental Site Assessments (ESAs) when warranted, hazardous materials evaluations, contamination remediation disclosures, drainage and stormwater environmental permitting, and environmental clearances associated with site separation or demolition.
4. Risk Management shall coordinate property casualty history, insurance requirements, and liability reviews.
5. Facilities and technical offices shall document utility infrastructure, vehicular and pedestrian access, existing physical improvements, demolition or physical utility/structure separation needs, building code compliance, boundary conditions, and operational impacts on retained District property.
6. General Counsel shall document whether identified interests can be released, satisfied, transferred, reserved, disclosed, or otherwise addressed and what must occur before the Board initiates the selected disposal method or closes.

7.4 Obtain Board declaration and disposal direction

1. Facility Planning & Real Estate shall prepare an agenda package and proposed Board resolution declaring the identified property unnecessary or unsuitable for educational purposes.
2. The proposed resolution shall incorporate:
   a. A formal finding that the property is unnecessary or unsuitable for educational purposes;
   b. Reference to the approved Educational Plant Survey or Board-approved Spot Survey recommendation provided by Capital Planning;
   c. The verified legal description and boundary survey of the subject parcel attached as an official exhibit; and
   d. A determination that the proposed disposal serves the best interest of the public.
3. The agenda package shall include the educational plant survey recommendation, property description, current and projected need analysis, due-diligence summary, known

restrictions or unresolved conditions, preliminary value information, potential disposal methods, public-interest considerations, and recommended next action.
4. The Division of Facilities and General Counsel shall approve the recommendation for executive routing.
5. The School Board may adopt the resolution, request additional information, decline disposal, or direct another action. No transfer, trade, sale, marketing, or negotiation shall begin unless authorized through the required Board action.

7.5 Select and document the disposal method
1. Facility Planning & Real Estate shall prepare a method analysis comparing governmental transfer, trade, public sale, and private sale, as applicable, including value, timing, competition, public benefit, restrictions, transaction costs, risk, and impacts on retained property.
2. General Counsel, Procurement, Finance, Capital Planning, Sustainability & Compliance, and other affected offices shall review the method within their authority.
3. The Board agenda item shall identify the recommended method and any appraisal, solicitation, negotiation, or auction authority requested.
4. Facility Planning & Real Estate shall update the master checklist and may proceed only within the authority granted. A change in method shall be returned for further approval when required.

7.6 Process a transfer to another governmental agency
1. Facility Planning & Real Estate shall obtain a written expression of interest identifying the receiving agency, proposed public use, consideration, timeline, conditions, funding, and any requested restrictions.
2. The District and receiving agency shall document that the property can be effectively used by that agency. Facility Planning & Real Estate shall coordinate operational, property, financial, and public-benefit analysis.
3. General Counsel shall confirm the agency's authority, required intergovernmental approvals, deed or use restrictions, reversion or enforcement provisions, consideration, closing documents, and treatment of existing restrictions.
4. Facility Planning & Real Estate shall prepare the final recommendation explaining why the consideration and terms are in the public's best interest. The Board shall approve the transfer and material terms before execution and closing.

7.7 Process a trade
1. Facility Planning & Real Estate shall document the proposed exchange property, ownership, title, intended District use, physical and environmental condition, zoning, access, improvements, transaction costs, timing, and public benefit.
2. Each party shall select one qualified independent appraiser. Procurement and General Counsel shall confirm selection, independence, conflicts, scope, standards, and required documentation.
3. If the two appraisers do not agree on value, a mutually agreed third qualified appraiser shall be selected to mediate as required by Policy 7315. Facility Planning & Real Estate shall document the process and resulting valuation record.
4. Facility Planning & Real Estate shall compare the properties, values, cash or other consideration, conditions, risks, and costs. A trade of unequal value shall include a written public-best-interest justification.

5. General Counsel shall complete title and agreement review for both properties. The Board shall determine whether the property to be received is of equal or greater value or whether an unequal trade is in the public's best interest and shall approve all material terms before closing.

7.8 Process a sale valued at $100,000 or less

1. Facility Planning & Real Estate shall document the basis for the estimated value, proposed public or private sale method, consideration, anticipated transaction costs, purchaser qualifications, and public-best-interest rationale.
2. Finance, Procurement, and General Counsel shall review the valuation basis, method, financial terms, conflicts, legal requirements, and closing conditions.
3. If a private sale is proposed, the agenda item shall disclose the proposed purchaser, consideration, material terms, valuation basis, public benefit, and reasons a private sale is recommended.
4. The Board shall determine whether to approve the public or private sale and the consideration. No conveyance shall occur before final Board approval and execution.

7.9 Obtain appraisals for a sale exceeding $100,000

1. The Board shall authorize the Superintendent to obtain the appraisal or appraisals required by Policy 7315 before the sale proceeds.
2. Facility Planning & Real Estate shall prepare the technical scope of work, legal descriptions, property boundary maps, and intended appraisal parameters. Procurement shall administer the competitive solicitation or RFP to select and contract qualified, independent State-Certified General Real Estate Appraisers in accordance with District procurement standards and Florida Statutes.
3. At least one appraisal shall be obtained for property estimated from $100,000 through $500,000. At least two appraisals shall be obtained when estimated value exceeds $500,000.
4. The appraisal file shall include qualifications, independence and conflict disclosures, engagement documents, effective date, property interest, assumptions, legal description, methodology, supporting market data, final opinion, documented staff review of a complete narrative appraisal reports conforming to USPAP standards and highest-and-best-use valuation principles.
5. General Counsel shall advise on appraisal confidentiality and disclosure. Facility Planning & Real Estate shall restrict access and release appraisals only as permitted by law.
6. Facility Planning & Real Estate shall review the reports and prepare an agenda item presenting the arithmetic median of the independent appraisals. The School Board shall establish the Fair Market Value (FMV) at the median or a higher amount, decline disposal, or direct reappraisal.

7.10 Conduct sealed bidding for a sale exceeding $100,000 (Detail the advertising of bid and process)

1. After the Board establishes fair market value and determines to proceed, Procurement shall prepare the sealed-bid solicitation with Facility Planning & Real Estate and General Counsel.
2. The solicitation shall identify the property and condition, established fair market value, minimum acceptable bid, deposit and financial requirements, due-diligence access, bidder

responsibilities, closing conditions, District reservations, and evaluation and award process.

3. Procurement shall advertise in a newspaper of general circulation in Broward County and any additional newspaper directed by the Board and shall comply with applicable District procurement criteria.
4. The advertisement shall state that only bids meeting or exceeding the advertised fair market value will be considered. Procurement shall control communications, receive and secure bids, conduct the public opening, and preserve the record.
5. Procurement shall determine responsiveness and responsibility with advice from Facility Planning & Real Estate, Finance, and General Counsel. The highest responsive and responsible qualifying bid shall be presented to the Board for acceptance or rejection.
6. No bidder acquires a right to the property before Board acceptance and full execution of the approved transaction documents.

7.11 Address an unsuccessful solicitation

1. If no bid equals or exceeds the advertised fair market value, Procurement shall reject all bids as directed by Policy 7315 and document the result.
2. Facility Planning & Real Estate shall prepare options for Board direction: end the disposal effort, negotiate with prospective buyers, conduct a public auction, or take another action authorized by policy and law.
3. Negotiation or auction shall not proceed until the Board grants the required authority. General Counsel and Procurement shall establish the approved procedures, controls, minimum price, communications, documentation, conflicts safeguards, and final approval requirements.
4. Any negotiated or auction purchase price must meet or exceed the previously established fair market value. The proposed transaction shall return to the Board for acceptance or rejection.
5. If the property remains undisposed of for six months, Facility Planning & Real Estate shall assess market conditions and recommend whether the Board should authorize the Superintendent to reappraise and readvertise in accordance with Policy 7315.

7.12 Complete final approval, closing, and conveyance

1. Facility Planning & Real Estate shall coordinate a closing checklist covering Board authority, final agreement, deed, legal description, title, releases and consents, survey, environmental and property disclosures, consideration, deposits, closing costs, possession, access, retained rights, and recording.
2. General Counsel shall prepare or approve all transaction and conveyance documents and confirm that deed restrictions, reversionary rights, eminent-domain issues, and federal, state, agency, and individual interests have been addressed.
3. Finance shall review the closing statement and payment method. No deed shall be delivered and no possession transferred until required funds and documents are received and all closing conditions are satisfied.
4. After execution, the closing agent or authorized office shall record the conveyance documents and provide the final recorded instruments and closing file to Facility Planning & Real Estate and General Counsel.
5. Facility Planning & Real Estate shall update the District property inventory, maps, facility and asset records, access and maintenance responsibilities, and other affected systems.

7.13 Deposit proceeds and notify the State

1. Finance shall deposit funds received from a sale in the appropriate part of the Board's budget and restrict expenditures to Board capital outlay requirements as required by Policy 7315.
2. Facility Planning & Real Estate shall provide Finance and Capital Planning with the Board item, executed agreement, closing statement, recorded deed, proceeds detail, and coding information needed for reconciliation.
3. Capital Planning shall prepare and transmit the written notification to the Florida Department of Education, update the Florida Inventory of School Houses (FISH).
4. The notification shall identify the disposed property, disposal method, Board action date, closing date, recipient or purchaser, and other information required by the Department. Capital Planning shall provide proof of State submission to Facility Planning & Real Estate for retention in the master disposal file.
5. Facility Planning & Real Estate shall complete a final reconciliation of Board conditions, procurement and closing records, funds, recording, inventory updates, State notification, and remaining obligations before closing the project file.

8. Records

Facility Planning & Real Estate shall maintain the master Policy 7315 disposal file, including candidate-property screening, educational plant survey documentation, Board-approved Survey records, title and deed records, restrictions and reversionary-rights analysis, eminent-domain and governmental-interest review, environmental and property due diligence, Board resolutions and agenda items, disposal-method analysis, governmental proposals, trade records, appraisal engagements and USPAP reports, confidentiality instructions, advertisements, bids, openings, responsiveness and responsibility determinations, negotiations, auction records, approvals, agreements, deeds, closing and recording documents, Capital Outlay proceeds deposit and reconciliation, property-inventory and Florida Inventory of School Houses (FISH) updates, Florida Department of Education notice, and proof of submission. Procurement, General Counsel, Finance, Facilities Planning, Sustainability & Compliance, Risk Management, and other coordinating offices shall retain their subject-matter records under applicable retention schedules, legal holds, privileges, exemptions, and confidentiality requirements.

9. Training and Monitoring

- Facility Planning & Real Estate shall provide role-based guidance to Facilities, Procurement, Finance, Capital Planning, Sustainability & Compliance, Risk Management, appraisers, project participants, and other affected personnel regarding Educational Plant Survey prerequisites, Spot Survey amendments, due diligence, Board authority, appraisal thresholds, disposal methods, bidding, negotiation, closing, proceeds, State notice, conflicts, confidentiality, and records.
- Employees and agents shall be instructed that preliminary contact or interest does not authorize marketing, negotiation, pricing, possession, conveyance, or commitment of Board-owned property prior to formal School Board surplus declaration and transaction approval.

- Facility Planning & Real Estate shall monitor candidate properties, survey status, due-diligence findings, appraisal age and thresholds, processing time, bid outcomes, six-month reappraisal milestones, closing conditions, proceeds, FISH inventory updates, State notices, exceptions, and corrective actions and report material matters to the Division of Facilities.

10. Recommendations: BPB Development

Business Practice Bulletins developed under this SOP should provide position-level standard instructions for candidate-property intake, educational plant survey verification, Spot Survey amendments, title and restriction review, environmental due diligence, Board-resolution routing, disposal-method analysis, governmental transfers, trades, valuation thresholds, appraiser selection and review, appraisal confidentiality, fair-market-value recommendations, advertisements, bid openings and evaluations, negotiation or auction after unsuccessful bidding, six-month reassessment, closing, recording, proceeds, property-inventory updates, State notification, records, escalation, and review.

Facility Planning & Real Estate should coordinate the BPB framework.

Capital Planning should maintain survey-verification steps and Spot Survey amendment steps.

Procurement should maintain instructions for issuing appraisal solicitations/RFPs, managing contracted appraiser pools, administering sealed bids, and conducting public auctions; Facility Planning & Real Estate should maintain technical appraisal scope development guidelines.

General Counsel should maintain title, restriction, confidentiality, agreement, deed, and closing review.

Finance should maintain proceeds and reconciliation procedures.

SOP-FAC-7315

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