Facilities Management

Disposition of Property

The Board of Education requires the Superintendent or designee to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

I. Disposition of Real Property

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

The Board prefers permanent disposition of the surplus property.

Potential purchases or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

Potential purchasers shall acknowledge that they will be acquiring the property subject to, and responsible for, any applicable municipal zoning or other approval requirements.
II. Disposition of Surplus Property

A. Instructional Material

The Superintendent or designee shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria, and others deemed relevant by the Superintendent or designee, may be used to review instructional materials for redistribution and possible disposal:

1. copyright date ten (10) or more years old
2. contain concepts or content that does not support the current goals of the curriculum
3. information that may not be current
4. worn beyond salvage

B. Equipment

The Superintendent or designee shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria, and others deemed relevant by the Superintendent or designee, may be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and/or no longer contributes to the educational program
4. potential for sale at a school auction or outright sale
5. creates a safety or environmental hazard

C. Disposition

The Superintendent and the Board are authorized to dispose of property by selling it to the highest bidder, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with applicable Federal guidelines.
III. Disposal of District Property

A. The Superintendent shall have the authority to approve the disposal of property (materials, equipment, furnishings, et al) having a market value of $5,000 or less, with the Superintendent or designee's reasonable determination and/or research.

B. All proceedings involving the disposal of property of more than $5,000 shall be approved by the Board.

C. The person in charge of each facility or program shall be responsible for the identification of property which is no longer needed for the proper operation of the District. Each is to develop a plan for the proper disposal of such obsolete property.

D. The plan shall be submitted to the Superintendent who shall approve or disapprove the plan. She/He has the responsibility to ensure the plan meets all requirements of State law, administrative guidelines of the Department of Education, administrative guidelines of all agencies which may have an interest in the property, and the intent of the Board in disposing of District property.

E. A record is to be maintained, in the Business Office, of all property disposed of under the provisions of this administrative guideline.

F. Whenever possible, salvaged and or scrap material should be recycled with proceeds going into the general fund or the capital projects and technology fund.

Adopted: September 15, 2008
Revised: August 27, 2018
March 11, 2019
FURNITURE/EQUIPMENT DISPOSAL

DATE _________________________

SCHOOL NAME ______________________________ ROOM# ____________________

TYPE OF FURNITURE/EQUIPMENT ____________________________________________

QUANTITY _______________

*DISPOSAL OF FURNITURE/EQUIPMENT _______________________________________

VALUE $ _______________

PURCHASER ______________________________ PHONE _________________________

SELLER ______________________________ TITLE ________________________

DATE ________________________

This form must be turned into the Operations Office at Race St. and a copy sent to the Assistant Superintendent at the time of the disposal.

Cc: Operations Office at Race St.
   Assistant Superintendent

*If value is over $5,000 – Board Approval is needed.

Date of Approval: ________________