

DISPOSAL OF SCHOOL PROPERTY

Board Policy

It is the policy of the Board of Trustees of Shelley Joint School District No. 60 to define the process by which school property designated as obsolete or no longer needed may be disposed of.

Suggested Implementation Guidelines

1. The board may sell district property, with an estimated value of less than one thousand dollars (\$1,000), without appraisal, by sealed bid or at a public auction, provided there has been not less than one (1) published advertisement prior to the sale of said property.
2. If the board, by unanimous vote of those members present, finds that the property has an estimated value of less than five hundred dollars (\$500) and is of insufficient value to defray the costs of arranging a sale, the property may be disposed of by the Superintendent or designee.
3. Any real and personal property, where value is estimated at one thousand dollars (\$1,000) or more, shall be disposed of in the manner outlined by State statute.
4. Monies derived from disposal of school properties shall be placed in maintenance and operation funds.

Procedure

1. Request for Disposal of Property can come from building principals, supervisors, and directors to the Superintendent in written form, or can be originated by the Superintendent or Board Members.
2. The Request for Disposal must include the following:
 - a. Clear description of property
 - b. Justification statement; why disposal recommendation is being made, i.e., obsolete, safety violation, no longer needed, etc.
 - c. Estimated resale value
 - d. Recommended method of disposal; charity, closed bid, free pick-up, return to presenter, etc.

Revised: November 16, 2005