

POLICY

2010 5250
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Non-Instructional/Business
Operations

SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY

Sale of School Property

No school property shall be sold without prior approval of the Board of Education. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.

Disposal of District Personal Property

Equipment

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.

The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in any manner which he/she deems appropriate.

Textbooks and Library Books

Textbooks and library books may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If these books are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a) Sale of textbooks and library books. If reasonable attempts to dispose of surplus textbooks and library books fail to produce monetary return to the School District; then
- b) Donation to charitable organizations; or
- c) Disposal as trash.

Education Law Sections 1604(4), 1604(30), 1604(36), 1709(9), 1709(11), 2503, 2511 and 2512
General Municipal Law Sections 51 and 800 et seq.
Comptroller's Opinions 58-120, 60-662
Historical Notes: 4.2-8 Sale of the Ross Corners Annex 11/14/72
4.2-8A Utilizing Funds from Ross Corners Annex Sale 2/20/73
4.2-9 Sale of the Willow Point School Annex 5/14/74

(Continued)

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SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY (Cont'd.)

- 4.2-9A Utilizing Funds from Willow Point School Sale 8/14/74
- 4.7-16 Closing of Willow Point School 4/18/78
- 4.7-18 Closing of Ross Corners School 4/22/80
- 4.7-22 Closing of Central Junior High School 3/31/82
- 4.2-27 Sale of Ross Corners School Property 1/8/85
- 4.2-27A Sale of Portion of Ross Corners Property 5/27/86
- 4.2-28 Sale of Willow Point School Property 1/8/85
- 4.2-28A Sale of Portion of Willow Point School Property 5/27/86
- 4.2-29 Sale Central Jr. High Driveway Property 4/22/86
- 4.4-8 Disposition of Unuseable Equipment 6/22/82
- 4.4-8A Disposition of Unuseable Equipment by Auction 6/26/84

Adopted 6/8/10