

SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**Sale of School Property**

District-owned real estate or buildings determined to be excess and not needed by the Board of Education to accomplish the educational mission of the District shall be offered at public auction, or advertised sealed bid or private sale. Any such sale must be determined by the Board of Education to be in the best interests of the District and the Board of Education reserves the right to accept a bid or reject all bids in the best interest of the District. Revenues from the sale of real estate or buildings shall accrue to the facilities reserve fund except in cases where there is outstanding debt relating to the real estate or buildings. In these cases, the proceeds of the sale are to be placed in a reserve account until the debt is satisfied. Any net proceeds from the sale of school property shall be deposited in the General Fund.

Disposal of District Personal PropertyEquipment

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.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

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.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 textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

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

General Municipal Law Sections 51 and 800 et seq.
Education Law Sections 2503, 2511, and 2512
Comptroller's Opinions 58-120 and 60-662

Adopted: 1/12/99