

POLICY

2016

5250

**Non-Instructional/Business
Operations**

SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY

Sale of School Property

No school property will be sold without prior approval of the Board of Education, but the Board may delegate responsibility for these sales. The net proceeds from the sale of school property will be deposited in the General Fund.

Disposal of District Personal Property

Equipment

District equipment that is obsolete, surplus, or unusable by the District will be disposed of in a manner that is advantageous to the District.

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

Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum, since they contain outdated material, or given that they are in poor condition. If textbooks are no longer useful or usable, the procedures for disposal will 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 District;
- b) Donation to charitable organizations;
- c) Recycle through appropriate means.

Education Law §§ 1604(4), 1604(30), 1604(36), 1709(9), 1709(11), 2503, 2511, and 2512
General Municipal Law §§ 51 and 800 *et seq.*

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