

School Properties Disposal Procedures

The Board has the authority to sell any district property which may not be needed in the foreseeable future upon such terms and conditions as it may approve.

If the property is sold to a state agency or political subdivision of the state, it shall not be necessary to find that the property may not be needed.

Real Estate

The superintendent or designee shall be responsible for initiating and carrying out the necessary action for disposing of all real estate having no further use by the district in accordance with applicable law and Board policy.

Board action on real estate disposal procedures shall be determined based upon the superintendent's recommendation. The method of disposal shall be stated by Board resolution. Except upon particular Board authorization, the property shall be sold by public auction or sealed bids.

Property may be exchanged for land of like value under ownership of other public agencies, private organizations or individuals upon recommendation by the superintendent and appropriate Board action.

The superintendent or designee shall recommend to the Board the granting of easements and rights-of-way requested by other public agencies in the public interest after determining that the granting of such easements or rights-of-way will not adversely affect the educational or real value of the land.

Property Other than Real Estate

The superintendent or designee shall approve the disposition of all non-tradeable property in accordance with established procedures.

Donation of Property Other than Real Estate

The superintendent or designee may elect to donate old, obsolete, out-of-date and/or worn-out materials providing the following conditions are met:

1. The requesting agency is attempting to secure old, out-of-date and/or worn-out material for use by students or others.

2. The sorting, collection and transportation of requested materials is done at no expense to the district.

Adopted: 1971

Revised: January 1, 1977

Revised To Conform With Practice: Date of Manual Adoption

Revised: April 2001

LEGAL REFS.: C.R.S. 22-32-110 (1)(e)
C.R.S. 24-18-202

CROSS REF: BCB, Board Member Conflict of Interest

School Properties Disposal Procedures

In accordance with the provisions of Board policy DN, the following procedure is adopted for the disposal of district equipment.

Disposal of Unused or Obsolete Equipment

1. The department director (or supervisor) or the building principal will be responsible for identification of equipment that will not be used in the foreseeable future.
2. Upon identification of equipment by the principal, director or supervisor, and notification in writing to the superintendent, the superintendent or designee will inspect the equipment, noting the condition and attempting to estimate a sale price.
3. Periodically, the superintendent or designee will post throughout the district a listing of all property available for disposal. Any department or building which can use such equipment or supplies may so inform the superintendent. Reassignment of property will be made at that time. (If items to be disposed of are not usable in other buildings or departments, this step may be eliminated.)
4. Items over \$5,000 that are not needed by another building or department will be submitted to the superintendent, who will recommend to the Board that the equipment will no longer be needed by the district, and the Board will be asked to approve of its disposal. If the Board approves of the disposal, the superintendent or designee will carry out the sale or disposal.
5. Items having resale value of less than \$5,000 will be sold or disposed of in the least costly manner.
6. Employees of the district may not purchase any items declared surplus unless such items are sold at public auction.
7. All funds derived from the sale of equipment will be deposited in the Capital Reserve Fund of the district.

Procedure for Unusable or Unrepairable Equipment

Any equipment deemed unusable or unrepairable shall be disposed of in a manner prescribed by the superintendent or designee.

Approved: January 21, 1992

Revised: April 2001