

SCHOOL PROPERTIES DISPOSAL GUIDELINES

Wis. Stats. 120.10 (12) delegates to the annual meeting of the District (a common school district) the power to authorize the sale of any property belonging to and no longer needed by the District.

Action to dispose shall be taken when equipment, materials, or supplies:

1. have been designated obsolete by the central office administration, supervisors and building principals;
2. have been found to be in violation of ordinance or statute;
3. exist in quantities exceeding the possibility of effective use by the District;
4. are unsound, out of date, inaccurate, or in unusable condition.

Items having minimal (less than \$25) or no resale value may be offered at cost or without cost, or disposed of by the most expedient and efficient method throughout the year without Board approval. The district administrator will notify the Board when the aggregate value of property disposed of under this subsection exceeds \$200.

1. by April 1, of a given year, central office administration, supervisors and building principals shall submit to the Business manager a list of any excess equipment which is of no use to a specific school.
2. By May 1, of a given year, an inventory list of any excess equipment is developed and distributed to all administrators, supervisors and building principals. Any excess equipment needed for use in another school building will be transferred to that building.
3. Those individual items estimated to have a fair market value of greater than \$25 and less than \$100 may be disposed of through a competitive process open to everyone without Board approval. The district administrator will notify the Board when the aggregate value of property disposed of under this subsection exceeds \$200.
4. Those individual items estimated to have a fair market value of \$100 or greater are to be presented to the respective Board committee for final approval before deemed obsolete. Items under this subsection shall be competitively bid, with bids presented for consideration at a regular Board meetings. The Board reserves the right to reject all bids.

Items left unsold shall be disposed of at the discretion of the director of buildings and grounds. All funds generated through a sale shall be deposited in the general fund by the business office, unless an alternative arrangement is approved by the Board.

The Annual Meeting agenda shall include a Property Disposal resolution similar to the following:

BE IT RESOLVED that the school board of the Parkview School District is hereby authorized, during the current school year, to sell and dispose of any tangible property belonging to the Parkview School District that is determined to be no longer needed for school purposes, provided, however, that the maximum aggregate value of such property disposed of during the

current school year shall not exceed \$2,000, and the value of any individual item of property shall not exceed \$500.

BE IT FURTHER RESOLVED that in addition to, but not as part of the authority hereinbefore granted by this resolution, the school board is authorized, during the current school year, to sell and dispose of the following described items of tangible property that belongs to the Parkview School District that are no longer needed for school purposes:

Provided, however, that the school board shall solicit competitive bids prior to the sale.

LEGAL REF.: 120.10(12), Wisconsin Statutes
120.13(25), Wisconsin Statutes

APPROVED: October 9, 1985
September 23, 1996
May 22, 2000
July 15, 2013
MARCH 19, 2018