

## SCHOOL PROPERTIES DISPOSAL GUIDELINES

Wis. Stats. 120.10 (12) delegates to the School Board of the 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 are unsound, out of date, inaccurate, or in unusable condition.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 \$100) 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 \$500.

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 \$100 and less than \$500 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 \$500.
4. Those individual items estimated to have a fair market value of \$500 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.

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  
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**OCTOBER 21, 2024**