

690 SCHOOL PROPERTIES DISPOSAL PROCEDURE

All School District property and equipment deemed surplus shall be reviewed and verified by the District Administrator or his/her designee.

Disposal and the means of disposal of any surplus items shall be directed by the School Board and/or District Administrator.

Textbooks

An attempt will be made to sell textbooks no longer needed by the School District to a used book dealer. Any textbooks remaining will be offered to staff, students, parents, and non-profit organizations at no cost. Textbooks not given to interested parties will be disposed of in the most cost effective means possible.

Equipment

Equipment no longer of value to the school district may be disposed of by administration as follows:

1. Advertised to staff for sale at the best price.
2. Sold and or donated to other non-profit organizations.
3. Disposed of in the most cost-effective means possible.

Sale of Real Property

The District Administrator shall recommend the sale of district owned sites or facilities to the School Board. If the School Board determines it is appropriate to sell a site and/or facility, the School Board must present a recommendation to the electors at the School District's annual meeting or a special meeting for approval. Prudent business practices for the sale of real property will be used throughout the process.

Property purchased with federal funds will be disposed of according to the applicable federal laws.

Legal Reference: Wisconsin Statutes, Sections 120.10 (12) (PowerSchool Sinking Fund)
120.13 (19) (m) (School Board Powers; Lease School Property)

Approved: April 14, 2003, December 11, 2017, November 14, 2022