SCHOOL PROPERTY DISPOSAL PROCEDURE

The term property is intended to include real estate and personal property owned by the school district. When it is determined the real or personal property is no longer needed for school purposes or should, in the interest of the school district, be exchanged for other property, sold or discarded, the following procedures are to be followed:

Disposal of Real Estate

The Superintendent of Schools shall be responsible to initiate and carry through the necessary actions for disposing of real estate in accordance with the directions of the school board and any action that may be required by a school district meeting. The action shall specify the method of disposal.

Generally, the property will be sold by public auction or sealed bids. However, property may be exchanged for like value with appropriate school board action or in rare instances, offered to the Town of Salem for a nominal fee.

Trade-In Property

When new property is purchased by the school district and property of a similar nature owned by the district is accepted in reduction of the price, notice of sale or appraisal is unnecessary. The transactions are to be reported on the requisition for purchase of new equipment indicating the value of the trade-in item.

Disposal of Other Property

Disposal of Obsolete Instructional Materials – Obsolete instructional materials is defined as more than five years after first use by the school district or material that is educationally unsound, and/or in unusable condition, and/or found to be inaccurate or out-of-date, or is no longer in satisfactory condition for school use (e.g. textbooks).

1. The building principal shall advise the Superintendent of Schools of obsolete materials.
2. The Superintendent of Schools should first determine if the material can be sold to other institutions; and failing to sell the material, seek to donate to other institutions; and failing to donate, dispose of the material in the most logical fashion for the nature of the material.

Disposal of Used Equipment – (such as, stoves, refrigerators, desks, chairs, file cabinets, computers, televisions and other electronics, and so forth) – Certain items may seem to be of greater value than the trade-in price or may not be accepted for trade-in.

Adopted 7/14/81; Revision Adopted 2/14/17
1. The building principal shall advise the Superintendent of Schools of such items by written notice.

2. The Superintendent of Schools shall determine the approximate value of such equipment and then:
   a. If the equipment has very little or no value, it can be “scavengered” for parts and finally discarded by the most logical process.
   b. If there is a known trade-in value, equipment may be offered to school employees for the trade-in value. The Superintendent of Schools shall develop regulations and procedures for this practice.
      If requested, the equipment may be sold to the Town of Salem for the trade-in value.
   c. The Superintendent of Schools shall cause to be published a list of equipment to be sold and permit the public to purchase same. A procedure shall be established that requires the minimum paid supervision and fewest interruptions of the regular routines.
   d. In some instances, the Superintendent of Schools may initiate a “yard sale” or auction for quantities of particular items such as desks, chairs, and file cabinets.

In circumstances unusual to the general intent of these policies, the Superintendent of Schools may use discretion in the disposal, or failure to dispose, of used equipment and materials. These circumstances might include such things as media copyright or equipment that could be a potential safety hazard and for which the district should not risk liability that might be incurred by sale to others.