

## 708 SCHOOL PROPERTIES DISPOSAL (Non-Real and Real Property)

The Board shall dispose of Personal Property (goods, wares... having any real or marketable value and Real Property [as defined in WI Statutes 70.04 and WI 2015 Act 55])

Personal Property includes surplus or obsolete equipment, materials or supplies no longer required to accomplish the mission of the school system. Action to dispose shall be taken when equipment, materials or supplies meet one or more of the following criteria:

- Designated obsolete by the district administrator.
- Found to be in violation of ordinance or statute.
- Exist in quantities exceeding the possibility of effective educational use by the district.
- Are educationally unsound, out of date, inaccurate or in unusable condition.

The director of buildings and grounds, serving as district property custodians, shall make the initial determination as to the condition of these items and refer recommendations to the district administrator for action.

Equipment, materials and supplies determined to be no longer needed by the district administrator shall be classified and disposed of as follows:

1. No Resale Value. These items may be offered without cost to charitable or civic organizations or disposed of by the most expedient and efficient method without Board approval.
2. Resale Value Items shall be advertised for sale on the district website or other free services.

Real Property is real estate and land, including all buildings and improvements thereon, and all fixtures and rights and privileges.

The sale of Real Property (land, buildings,... [as defined in WI Statutes 70.03]) no longer needed by the district shall be approved by the School Board.

All money received from the sale of non-real and real property shall be deposited by the director of business operations in the general fund of the school district.

Records of such transactions shall be maintained in accordance with board adopted records retention schedule.

LEGAL REF: Wisconsin Statutes Sections 70.03, 70.04, 120.10(12), 120.13 (25) and WI 2015 Act 55.

1<sup>st</sup> Reading – April 16, 2012

2<sup>nd</sup> Reading – May 14, 2012

Revision – April 8, 2013

Revision – October 12, 2015