



**SCHOOL PROPERTIES DISPOSAL PROCEDURES**

The Board of Education shall make such provisions as are deemed necessary to dispose of any real estate owned by the district, but no longer needed for public school purposes. Once school real estate is no longer needed for public school purposes, formal steps shall be under taken to dispose of real estate in the manner prescribed by state law and in accord with appropriate real estate transaction procedures.

Obsolete school equipment, furniture and materials generally fall in to one of three categories as follows:

1. Those items which are so completely worn out, broken or damaged that they are irreparable and are worthless to any individual or outside group.
2. Those items other than old school books which are outdated, outmoded, badly worn or damaged, but are usable or repairable and have some value to some individual or outside group.
3. Outdated, discarded school books of various types.

The district administrator is authorized to evaluate each unwanted item of equipment, furniture, and material and decide into which of the three categories above the item falls.

If the item is categorized #1 by the district administrator, the administration will see to its disposal by having it picked up by a city garbage service.

If the item is categorized #2, the district will properly advertise it for sale in area newspapers and on area radio stations to the highest bidder. If no bids are received, the item will either be discarded at the city dump or will be given away to any interested party.

Items in category #3 will be sold to second-hand book dealers if possible. Books that cannot be sold to dealers will either be given to interested parties or discarded at the city dump.

**Policy 690 Continued:**

The district administrator will report to the Board of Education each time any school property is disposed of indicating what the items were, manner of disposition, cash received, if any etc.

The sale of district-owned real estate may be authorized by the School Board and shall be done publicly in accord with the Wisconsin Statutes and appropriate real estate transaction procedures.

Legal Reference(s): Wisconsin Statutes 120.10 (12)  
120.75  
120.44 (2)

Adopted: May 1974  
October 1975  
Revised: August 1986  
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