

PROCEDURE FOR SALE OF SCHOOL PROPERTY

Equipment, Books and Materials

The following regulations and procedures will be observed in disposing of equipment, books and other materials no longer needed or useful in the Dent-Phelps R-III School District:

1. No surplus, obsolete, or otherwise unneeded items will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the building principal.
2. The principal shall prepare and submit to the superintendent a list of such materials on a periodic basis. The list shall be divided into two separate categories to include noninstructional items and instructional items.
3. The superintendent will determine whether there is possible use of the items elsewhere within the school system, and if so, will provide for the transfer of the items to the appropriate location.
4. The superintendent will be responsible for classifying all other unneeded instructional and non-instructional items as to their approximate value.
5. The superintendent will carry out Board policy on the sale and disposal of the property. Items having resale value will be put to bid, if bidding is required. Otherwise, sale will be negotiated in the manner most advantageous to the district. Items having no resale value will be offered to nonprofit organizations or disposed of as deemed appropriate.

Real Estate Property

Once the Board, by affirmative vote of its majority, authorizes and directs the sale of school real estate property which is no longer needed for public school purposes, the superintendent will take action as outlined below:

1. Obtain a real estate appraisal from a licensed real estate appraiser, which reflects the fair market value of the property.
2. Notify cities, state agencies, municipal corporations and/or other governmental subdivisions of the state located within district boundaries, that the property is no longer needed for school purposes and is available for other public uses and purposes, and invite an offer to purchase from those governmental subdivisions.

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3. If not sold to a governmental subdivision, publish notice, and conduct bidding procedures or list the property with one or more real estate brokers in the manner prescribed by state law and Board policy and regulations.
4. Upon receipt of bids, make a recommendation for Board action.
5. Property for sale on which a building has been constructed by a vocational education class may be listed and sold by an authorized real estate agent.

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Approved: 8-12-99 Re-adopted 6-28-12

Dent-Phelps R-III School District, Salem, Missouri