

## **Business and Non-Instructional Operations**

### **Income**

#### **School Properties Disposal Procedure**

The Board is responsible for assuring the optimal use of all school property, including District-owned equipment, materials, supplies and other items. The Board also recognizes that sometimes school property outlasts its usefulness, becomes outdated, or may simply no longer be needed by the District. The Board realizes the advantages in disposing of surplus property, including the return of real property to the tax rolls. It is the intent of the Board that property, once declared surplus, be disposed of in a manner consistent with the best interest of the Watertown Unified School District and the public.

The responsibility for sale, rental, lease, or other disposition of real property is placed with the Superintendent and the Director of Business Services through the direction of the Board. No “real” property (land, buildings, or anything affixed to land), however, may be sold except as authorized by the Board.

Action to dispose shall be taken when equipment, materials or supplies meet one or more of the following criteria:

- Designated obsolete.
- 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- Are educationally unsound, out of date, inaccurate, or in unusable condition.

Property no longer considered usable in school’s instructional or operational program shall be disposed of in one of the following ways:

- By approval of purchases or contracts that include trade-ins.
- By sale, recycle, disposition, transfer or other specific action.
- By donation or discard of obsolete materials or equipment that have no significant use to the instructional program and/or no resalable value.

The key criteria governing the disposal of assets are efficient sharing of assets within the District And a visible and “arm’s length” sale/distribution. Assets shall be disposed of in the following sequence:

1. Items determined to be in good working condition by the Director of Business Services, Assistant Superintendent, Building Principal, Supervisor of Buildings and Grounds, and/or Supervisor of Instructional Technology, will be first made available within the District.

The Business Office must approve those items for disposal by using the means described in #2 and #3 below.

2. Items will be offered in an appropriate manner, balancing the costs associated with the type of disposal, and aligning the methods of disposal with the value and type of items to be disposed. Individual items or like-item lots (such as a group of desks) with a fair market value of at least

\$1,000 will be offered to the public as described below. Offers to the public may, but are not required to, include

- a. Auction Services.
  - b. Online resale venues (such as EBay, Wisconsin Surplus, or other surplus websites).
  - c. Donations to not-for-profit entities, preference to be given to community not-for-profit entities which are willing to pick up the disposed assets.
  - d. Solicitation to other educational institutions for sale, in trade, or as a donation.
3. Items that are not sold or disposed of after reasonable/appropriate efforts will be recycled, sold as scrap, or destroyed.
  4. The Assistant Superintendent should be contacted for the disposal of curricular materials.

Educational materials that are worn or have lost their educational value may, with the approval of the Assistant Superintendent or building principal, be disposed of through resale to suppliers, other interested agencies, sales to parents, or students' recycling; giving items away; or by discarding, depending on which is the most prudent given the specific item(s).

**Legal Reference:**                    **Section 120.10(12), Wisconsin Statutes**

**Policy Approved:**                **August 21, 1985**

**Policy Revised:**                  **June 27, 1996**  
    **November 23, 2015**