

Condon School District 25J

Code: **DN**
Adopted: 10/9/90, 4/12/94
Readopted: 11/9/05; 11/12/08
Orig. Code(s): DN

Disposal of School Property

When the Board determines that any real or personal property is no longer needed for school purposes or should, in the interest of the district, be exchanged for other property, it will dispose of such property in accordance with the provisions that follow:

Sale of Property

1. Prior to the sale of property with estimated value over \$1,000, the Board shall cause the appraisal of the property to be obtained and documented;
2. A notice of sale shall be published in accordance with the law governing notice;
3. The Board may sell the property to the highest bidder or may reject all bids if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder;
4. The Board may employ an auctioneer who may be paid from the proceeds of the sale without appropriation. The broker or auctioneer shall not have participated in the appraisal of the property offered by the district for sale;
5. The superintendent may sell property with an estimated value under \$1,000, establish a selling price, schedule and advertise a sale date and sell to the first qualified buyer meeting the terms of the sale.

Trade-In Property

Where new property is purchased by the Board in accordance with law on condition that property of a similar nature, owned by the district is to be traded in or exchanged as a part of such purchase in reduction of the price, such trade-in may be conducted without appraisal or notice of sale.

Giving Away Property

The district may choose to give certain real or personal property to school, community organizations or other recognized private non-profit social or health service activities without cost, providing one or more of the following criteria is met:

1. The estimated value is relatively low;
2. The district can reasonably expect a direct return of either money, services or other benefits from the organization to which the property is given;

3. A determination has been made that the property is not needed for other public purposes.

All such property with an estimated current market value of \$250 or more must be approved for donation by the superintendent, documented to be clearly in the public interest and the most efficient and cost-effective method for disposing of the property.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

[ORS Chapters 279A](#), 279B and 279C

[ORS 332.155](#)

Cross Reference(s):

DID - Properties Inventories