

Eugene School District 4J

Code: **DN**
Adopted: 11/06/85
Readopted: 4/17/91; 2/18/98; 5/21/14;
9/17/14; 1/03/18
Orig. Code(s): DN

Disposal of District Property

District Real Property

The Board may approve the disposition of surplus real property through long-term lease, sale or trade. Real property includes land and any buildings, structures, improvements, machinery, equipment or fixtures erected on, above or under the land the title of which is vested in or controlled by the district.

One or more of the following criteria will be used to determine if a property is suitable for long term lease, sale or trade:

1. Property is not suitable or needed for a school or other district use in the foreseeable future; or
2. Property costs more to operate and maintain than the likely future value to the district; or
3. Selling or trading the property would enable the district to acquire or develop more suitable property; or
4. Property would be sold, traded or leased long-term to an entity that will provide direct services to children and/or families, and the Board determines that there is a significant benefit to district students and the community by making the property available for this purpose.

The Board shall follow the process in Board policy FB - Land Use Decisions to consider whether to dispose of property.

The Board may choose to give preference to other public agencies, when disposing of property. In most cases, the district will use a competitive process to seek offers, but reserves the right to utilize any other process. If the district real property was purchased with bond or grant funds disposal of the property shall be governed by all applicable contractual agreements in force at the time of the disposal.

District Personal Property

The Board delegates the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete to the superintendent or designee. Efforts will be made to find other uses for items declared surplus.

The superintendent will develop procedures for the sale, trade, rental or disposal of property that is no longer of use in the district. Funds derived from the sale of personal property will be placed in the general fund. Funds derived from the rental or sale of transportation or maintenance equipment will be placed into

the capital reserve fund. Data contained on any electronic device shall be removed by industry standard techniques.

In any case, property shall be disposed of at its depreciated cost or fair market value, whichever is greater. Disposition of district property to parties other than public or private schools may take place through a competitive bidding process or after written notice is served.

Assets that are fully depreciated and cannot be sold for more than the cost of disposal through a competitive bidding process should be disposed after written notice in the following order:

1. Students have priority for texts;
2. Other public or private schools;
3. Nonprofit organizations;
4. Recycling companies;
5. Disposal companies.

No items purchased with district funds may be sold or given to employees or private agencies without public notice, with the exception of outdated books.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)
[ORS Chapters 279A, 279B and 279C](#)
[ORS 332.155](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Cross Reference(s):

DID - Inventory and Control of Capital Assets