

**Jefferson County
School District 509J**

Code: **DN-AR**
Revised/Reviewed: 11/09/81; 2/09/15; 7/23/18
Orig. Code(s): DN-AR

Disposal of District Property

Sale of Real Property

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

1. Prior to the sale, the Board may cause the appraisal of the property by a professional appraiser.
2. A notice of sale shall be published two times in accordance with the law governing notice. The notice shall set out the terms and conditions of sale. The Board may permit the bidders to specify the conditions. The notice shall state that bids will be received on a specified date and that the sale shall continue for a period not in excess of 60 days or until the property is sold.
3. All bids shall be available for examination by the public. Any bidder may raise his bid after the Board has given public notice. The Board may also conduct an auction provided any previous bidder has been given written notice of the auction.
4. The Board may sell the property to the highest and best bidder or may reject all bids. It shall not sell property for less than 90 percent of the appraisal but may order a reappraisal.
5. As an alternate to the bidding process, the Board may enter into negotiations with another government agency for the sale of real property.

Auctions of Furniture and Miscellaneous Items

Periodically the district may choose to dispose of obsolete, unnecessary or unneeded furniture, equipment or miscellaneous items through auction, sealed bid or other avenues, as allowed by law.

The Board may employ a broker (auctioneer) who may be paid from the proceeds of the sale without appropriation. The broker (auctioneer) may not be one of the appraisers.

The district may dispose of surplus property through online auction, sealed bid, or web-based advertisement.

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 shall be legal without appraisal or notice of sale.

Exchange of Property

In general, any exchange of property shall follow as nearly as possible the procedure for the sale of property. When the exchange is made with another governmental body, the two parties may jointly petition any circuit court of, the county in which either of the governmental bodies is located. The court shall cause appraisals to be made. The court shall enter an order, setting forth the appraised value. There shall be no costs other than the fees of the appraiser.

Execution of Transaction

The Board may execute warranty deeds, quit claims deeds, bills of sales, or any other document reasonably necessary to completion of the transaction.

Disposal of Obsolete Texts and Other Books

Books that are no longer of value to the educational program shall be identified from time to time by building principals. At such time, the principal shall determine if the books are of value to other parts of the district's educational program. If the books are requested by another part of the school organization, they shall be transferred to the program which requests them.

The Board authorizes the administration to remove out-of-date textbooks from the schools and to dispose of them in a manner which encourages maximum residual benefits to students and district needs.

Final destruction of textbooks shall occur only after other options have been considered toward maximizing their use.