

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: April 19, 2022

Subject: **DISCUSS AND CONSIDER APPROVAL OF DECLARING SURPLUS EQUIPMENT AT THE
DULIN AND SALAZAR BUILDING**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

Information Only Action Needed

B. Authority for this Action:

Local Policy CI Local Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed:

Approval of declaring surplus equipment at the Dulin and Salazar Building.

D. Summary:

According to board policy CI (Local), "the board shall approve disposal of unnecessary materials, equipment, personal property such as vehicles, and supplies with a value greater than \$500. The Superintendent is authorized to dispose of all other unnecessary materials, equipment, and personal property...for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion."

In June 2021, the District held a public sale of items that were considered surplus at a previous board meeting. Not all items sold and the district wishes to sell the remaining items at auction. The district has surplus equipment and furniture such as: air conditioning air handlers and condensers, carpentry equipment, cafeteria tables, chairs and more. The auction will be held online and will be sold to the highest bidder.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

Administration recommends that the board of trustees approve the request to declare items surplus and sell them at auction to the highest bidder.

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Time-Line: