

Proposed Revision of Board Policy 803.1 Disposition of Equipment

Board Policy Statement:

One of the highest functions of a school board is to set policy for the school district. The Iowa Association School Boards lists five duties and responsibilities of a school board. One of those is to “Set policy.”

Background:

School board policies sometimes need to be revised due to new legislation, changes in rules and regulations, legal rulings, and revisions in other policies. Consequently, policies need to be continuously monitored for outside factors affecting their influence.

The policy service of the Iowa Association of School Boards (IASB) is recommending the changes to the attached policy 803.1—Disposition of Obsolete Equipment. The policy language has been updated to reflect the notice publication requirements for disposition other than sale of equipment.

The language in the second and third paragraphs of the policy reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$5,000 in the second paragraph.

Method of Disposal:

IASB does not recommend a preferred method for the sale of equipment, furnishings, or supplies with a value of less than \$5,000. They leave that to local school districts as the law does not prescribe any standards to items of this worth.

I recommend the following as our local method for disposal of equipment with a value of less than \$5,000:

- Sealed bids may be accepted.
- Online auction bidding may be used.
- Equipment, furnishings, or supplies determined to no longer have any value may be recycled or disposed in an appropriate and environmentally-safe manner.

Recommended Action:

I recommend the board review the policy that appears on the following pages and approve the revisions.

Code No. 803.1

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be disposed of in a manner determined by the ~~superintendent~~ **board**.

(Insert method here:)

- Sealed bids may be accepted.
- Online auction bidding may be used.
- Equipment, furnishings, or supplies determined to no longer have any value may be recycled or disposed in an appropriate and environmentally-safe manner.

However, the sale of equipment, furnishings or supplies ~~with a value over \$200~~ **disposed of in this manner** will be published in a newspaper of general circulation. ~~The publication of the sale will be published at least one week in local newspaper.~~ **The publication of the sale will be published with at least one insertion each week for two consecutive weeks. Any disposition other than a sale will be published once in same newspaper.**

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§ 297.22-.25.

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

Date of Adoption: 12-20-1988 Reviewed: 05-20-2021 Revised: 05-20-2021

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Obsolete equipment having a value of less than \$5,000 will be disposed of in a manner determined by the board. Sealed bids may be accepted. Online auction bidding may be used. Equipment, furnishings, or supplies determined to no longer have any value may be recycled or disposed in an appropriate and environmentally-safe manner. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale will be published with at least one insertion each week for two consecutive weeks. Any disposition other than a sale will be published once in same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

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