

## **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

The Board may sell property of the school district that it considers no longer necessary, useful or suitable for school purposes. All property sold must be appraised by three freeholders of the school district.

Property appraised for less than \$500 may be sold without advertising for bids. Property appraised for more than \$500 will be advertised for sale in the official newspaper for two consecutive weeks, at least (ten) 10 days before the sale. The notice of sale will describe the property to be sold and the time when the Board or its representative will open bids. Sealed bids will be filed with the business manager and opened at the Board meeting as specified in the notice.

The Board will sell the property to the highest bidder. However, the Board may reject any or all bids.

In lieu of the acceptance of bids, school property may be sold at public auction. The auction will be advertised by posting notices and newspaper advertising as described above.

The school library may discard over-duplicated, outdated, inappropriate, or worn library materials. The discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale or traded to a vendor for future library material purchasing credits.

If the school property to be sold was a site taken from a farm or tract of land, the owner of the farm may purchase the site at the appraised value or at the highest bid if the bid exceeds the appraisal. If the site includes a school building of brick, concrete block or other masonry construction appraised at over \$1000, the property and building may be sold together. In such a case, the owner of the farm will be required to purchase the building in order to purchase the real estate.

The school district may exchange or transfer property to the city, town or county within or partly within its boundaries. The Board and the governing board of the respective jurisdiction will determine the terms and conditions of the exchange or transfer.