

The School Board is responsible for assuring the optimal use of all school property, including District-owned equipment, materials, supplies and other items. However, the Board recognizes that sometimes school property outlasts its usefulness, becomes outdated, or may simply no longer be needed by the District. In such cases, the school property may be disposed of as outlined in this policy and as authorized by the electors at the District's annual meeting or a special school district meeting, in the case of the sale of property belonging to and no longer needed by the District.

After student and community needs have been met, and after building principal approval, the first course of action will be an attempt to sell surplus items no longer needed in the District. Unused library and/or textbooks may be sold to a company that specializes in the purchase of used books.

A school may hold a public sale for the purpose of disposing of surplus items, with the approval of the building principal. Any sale authorized by this policy will be publicized by the respective school during an open house or other time designated by the principal, or offered for sale on the District online auction site or on a classified advertisements website such as Craigslist. Online auctions shall be conducted in accordance with established procedures.

All proceeds from the sale of surplus items will be deposited in the General Fund.

Any surplus items not sold may be given away. If an attempt to give the items away is unsuccessful, they will be recycled or destroyed.

LEGAL REF.: Sections 120.12(1)(b) and (21), 120.13 (19m) Wisc. Statutes

CROSS REF.: 690-Rule, Online Auction Procedures for the Sale of Surplus School Property  
362.1-Rule, Library Media Center Materials Selection and Reconsideration  
Procedures  
655, Leasing of District-Owned Sites, Buildings and Equipment  
672, Purchasing  
683, Asset Management (Inventories)

ADOPTED: 11/7/83  
AMENDED: 07/10/17