

## **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. No board action is required to sell, trade, destroy, or dispose of consumable school supplies, printed text, or subscriptions. All property sold must be appraised by three real property owners of the school district unless that property is to be traded for other property, destroyed, transferred to another political subdivision, was created as result of an educational program, or is to be sold at public auction (SDCL 6-13-3). The governing board may employ a person or persons licensed by the state to do fee appraisals in lieu of property owners.

Property appraised for less than the amount set forth in SDCL 6-13-4 may be sold without advertising for bids. Property, including property created as a result of an education program, appraised for more than the amount set forth in SDCL 6-13-4 will be advertised for sale in the official newspaper for two consecutive weeks; the first publication may not be less than 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. The Board of Education authorizes the business manager and a witness to open bids for surplus property prior to the board meeting when the bids are reviewed.

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

In lieu of sealed acceptance bids, surplus school property may be sold at public auction. The auction will be advertised by posting notices and newspaper advertising as described above. Property sold at public auction need not be appraised but the board should establish a minimum price.

Any school district library may discard over-duplicated, outdated, inappropriate, or worn library materials in accordance with state laws. Such 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 materials purchasing credits.

LEGAL REF.: SDCL 6-13-1, 6-13-2, 6-13-03, 6-13-4, 6-13-5, 6-13-5.1, 6-13-5.2, 6-13-6, 6-13-7, 6-13-8, 6-13-9, 6-13-10, 6-13-11, 6-13-12, 6-13-13, 13-15-7, 13-15-7, 13-24-4; 13-24-9

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