

DISPOSAL OF DISTRICT PROPERTY

I. Disposal of Certain Personal Property Authorized

The Berlin Central School District Board of Education recognizes that equipment, supplies, and other personal property of the District have a useful life of limited duration, and that it may therefore happen that certain personal property will at some time cease to be of use to the District. Consequently, the Board establishes that certain outdated and used school personal property may be disposed of with the authorization of the Superintendent and the approval of the Board.

II. Identification of Personal Property for Disposal

The Superintendent shall be responsible for identifying or causing the identification by District staff of obsolete or surplus personal property owned by the District. It shall be determined annually which District equipment, materials, and supplies are obsolete and cannot be salvaged or utilized effectively or economically by the District. Such personal property shall be sold through bid procedures, if possible, for the highest possible price.

III. Manner for Disposing of Personal Property

The Business Manager, with the approval of the Superintendent, shall dispose of obsolete or surplus personal property in the following manner:

- A. The personal property shall be reassigned to other programs, activities, or functions in the District; and if there is no current need or use for such items, then
- B. The personal property shall be centrally stored as items of potential usefulness; and if there is no determinable or foreseeable potential use for such items by the District; then,
- C. The personal property shall be sold or discarded as surplus.

The sale or discarding of District personal property shall be done only with the approval of the Board.

IV. Sale of Personal Property

Following approval by the Board, District personal property may be sold in the following manner:

- A. An offer to sell the items shall be made to local municipalities or local non-profit organizations;
- B. Items shall be sold at a public sale only if in safe and useful condition;
- C. Items remaining unsold after public sale shall be sold for scrap for the best amount that can be obtained;
- D. Items remaining unsold for scrap shall be discarded in the safest and most inexpensive way.

In the event of a public sale (see III. B, above) notice of the availability of such personal property shall be disseminated. The means for dissemination shall be those most reasonably calculated to attract the bidders or are legally required, and may include announcements in local newspapers. Items shall be offered for sale, except that no member of the Board of Education, no officer of the District, and no District employee, shall be eligible to bid on any personal property offered for sale by the District under the provisions of this policy.

References

N.Y. State Constitution, Art. VIII, Sec. 1
Gen. Municipal Law Secs. 51, 800 et seq.