

**THE RYE CITY SCHOOL DISTRICT**  
**RYE, NEW YORK**

**6900**

**DISPOSAL OF DISTRICT PROPERTY**

The Rye City Board of Education has authority under statute to acquire, hold, and dispose of school property according to need. Such authority does, on occasion, require the Board to dispose of items which have exceeded their period of usefulness or can no longer be efficiently and economically maintained. Items requiring disposal will vary greatly in value from a worn out or out-of-date textbook to an unused school building or site.

Within the context of this policy, the Board authorizes the administration to periodically review all property and to dispose of items of personal property which are of no further value to the educational program or to the operation of the school system. Prior to the disposal of any such property, the board shall pass a resolution declaring such property to be surplus.

The disposition of an item of personal property may be initiated by the administrator having responsibility for care or custody or by the Board itself. When an administrator determines that an item is no longer needed, he or she shall inform the Assistant Superintendent in writing of this fact. Upon receipt of such a request the Assistant Superintendent shall confer with the involved administrator and the Superintendent to determine the value of the property and the means for disposition which may include the following:

1. Through the bid procedures, for the highest possible price;
2. Offer to sell the items to local municipalities or local nonprofit organizations for a fair and reasonable price based upon the then market value of the item;
3. Sell items at a public sale, after notice to the public has been disseminated through announcements in the local newspapers, the District website and other appropriate means and through internet auction services;
4. Sell items of no value as scrap for the best obtainable price or discard in the safest, least expensive manner.

Such equipment shall not be sold to a District officer or employee except in the same manner as it is sold to other members of the public.

**Textbooks**

Textbooks that lose their educational value as a result of changes in the curriculum or educational program may be disposed of in the following manner:

1. Sale for the highest possible price, through bid or public sale;
2. Sale for the highest possible price to local schools;
3. Donate to appropriate charitable organizations;
4. Disposal in the safest, least expensive manner, including publisher book buy-back programs and internet auction services.

The proceeds received from the sale of surplus school property shall be collected and deposited in the general fund in accordance with established accounting procedures. The fixed assets of the School District shall be adjusted to reflect the disposition of such property.

Adoption Date: February 14, 2012  
Effective Date: February 15, 2012