

Book	Policy Manual
Section	700 Property
Title	Facilities Planning/Disposal of Unused, Surplus and Unnecessary Property and Equipment
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FACILITIES PLANNING

Authority

The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district's educational programs and operations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process.

Delegation of Responsibility

In order to inform the Board of the district's future needs, the Superintendent or designee shall:

1. Prepare a written description of existing physical facilities.
2. Annually report to the Board on enrollment projections.
3. Report to the Board on the enrollment by grades during the school year.
4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.
5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

Guidelines

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be

met, but also the physical requirements of the programs it deems best suited to meet those needs.[1]

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.[2][3][4]

DISPOSAL OF UNUSED, SURPLUS AND UNNECESSARY PROPERTY AND EQUIPMENT

Purpose

This policy summarizes the School Code requirements for the sale of unused and unnecessary real estate and equipment.

Authority

Unused and Unnecessary Lands and Buildings:

The Board of School Directors may sell unused and unnecessary land and buildings by any of the following methods:

Guidelines

1. **Public auction** — Public notice of the public auction shall be provided at least once a week for three (3) successive weeks in at least one (1) newspaper of general circulation and in the legal newspaper for the county in which the school district is located. In addition, handbills advertising the public auction shall be posted on the property and in at least five (5) conspicuous places within the vicinity of the property. The terms and conditions for the sale shall be fixed by the Board of School Directors in the motion or resolution authorizing the sale.
2. **Sealed bids** — The Board of School Directors may request sealed bids in a public notice published at least once a week for three (3) successive weeks in at least one (1) newspaper of general circulation and in the legal newspaper for the county in which the school district is located. In addition, handbills shall be posted on the property and in at least five (5) conspicuous places within the vicinity of the property. The terms and conditions for the sale shall be fixed by the Board of School Directors in the motion or resolution authorizing the sale.
3. **Private sale** — The Board of School Directors may sell unused and unnecessary lands and buildings through a private sale provided that: (a) the sale is approved by the Court of Common Pleas upon petition by the Board of School Directors and (b) at least two (2) persons who are familiar with real estate values in the locality of the land and buildings execute affidavits demonstrating that they have examined the property, that the price offered is fair and reasonable and that, in their opinion, the private sale price is a better price than could be obtained at the public sale.

Special Provisions for the Sale of Unused and Unnecessary Lands and Buildings:

Upon the approval of the Board of School Directors by a vote of two-thirds (2/3) of its members, the School District may sell unused and unnecessary land and buildings to a charitable organization holding exempt status under §501(c)(3) of the Internal Revenue Code or to the city, borough, town or township (the boundaries of which are coterminous with or within those of the school district) or a volunteer fire company, volunteer ambulance service or volunteer rescue squad located with the School District.

Lease of Unused and Unnecessary Lands and Buildings:

The Board of School Directors may lease for any lawful purpose in addition to educational use, unused and unnecessary lands and buildings pending the sale of property or until such time as the Board of school Directors shall decide to make use of the land and buildings for school purposes. The terms and conditions shall be fixed by the Board in the motion or resolution authorizing the lease. All rents collected pursuant to the lease shall be paid into the general fund of the School District.

Equipment And Supplies:

Equipment and supplies may be disposed of through any of the following methods:

1. Trades on new equipment.
2. Public sale.
3. Private sale.
4. Sealed quotes.
5. Donated to a nonprofit or state agency.
6. Discarded.

Textbooks

Obsolete or outdated textbooks or library books shall be reviewed annually and disposed of using one (1) of the following methods:

1. Sold to used book purchasers by quotation.
2. Donated to a nonprofit or state agency.
3. Student/Parent/Guardian fair giveaway at Open House.
4. Sold as used paper.

5. Discarded.

Delegation of Responsibility

Record Keeping:

The District shall be responsible for maintaining summary records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition and value received.

The disposal of unwanted equipment, supplies and textbooks shall be managed by the Business Manager, as approved by the Superintendent or designee.

Funds received from sale of unwanted equipment, supplies and textbooks/library books shall be deposited in the District's general account.

References:

School Code 24 P.S. Sec. 510, 707-709

Selling or Disposing of School District Property

The Board authorizes the Superintendent to establish regulations to dispose of district property through a public process as deemed efficient and accountable.

Last Modified by Michele Bloch on November 14, 2018