

DISPOSITION OF SURPLUS PROPERTY

1. Purpose

In order to operate a thorough and efficient school system, the Barbour County Board of Education shall cause the Superintendent to periodically review the property of the school system and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

2. Implementation

2.1 Instructional Materials

The Superintendent, or his/her designee, shall review instructional materials (i.e. textbooks, manuals, support materials, etc.) at least every three years to determine the continued relevance of such materials to support current curricular and instructional programs. The following criteria when reviewing instructional materials for redistribution and/or possible disposal:

- 2.1.1 concepts or content that do not support the current CSOs;
- 2.1.2 information the materials may contain that are no longer relevant or current;
- 2.1.3 worn beyond salvage.

2.2 Equipment

The Superintendent, or his/her designee, shall inspect all equipment used, at least every five years, in the instructional programs, to determine the condition and usability of such equipment in current educational programs. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

- 2.2.1 repair parts for the equipment no longer readily available;
- 2.2.2 repair records indicate equipment has no usable life remaining;
- 2.2.3 obsolete and/or no longer contributing to the educational program;
- 2.2.4 some potential for sale at a school auction;
- 2.2.5 creates a safety or environmental hazard.

3. Disposition

3.1 Disposition of Real Property

3.2 Disposition of Personal Property

- 3.2.1. If, at any time the Board determines, upon the recommendation of the Superintendent, that any personal property, including equipment,

portable buildings, or motor vehicles, including school buses, school furniture, computers, or other personal property is no longer needed for school purposes, the Finance Director may declare the property surplus and dispose of the property in the most economical method for the benefit of the Board.

3.2.2 The property may be disposed of in the following ways:

3.2.2.1 discarded or junked if it is determined not to have any salvageable value;

3.2.2.2. traded in towards the purchase of a replacement item;

3.2.2.3. sold at public auction;

3.2.2.4 sold by competitive bid to the highest bidder;

3.2.2.5 sold by fixed price; or,

3.2.2.6 contributed to:

3.2.2.6.1 the State of West Virginia or its political subdivisions, including county commissions or agencies thereof;

3.2.2.6.2 a private, nonprofit, tax-exempt organization having been granted tax-exempt status by for nominal consideration, provided that the property is for charitable, economic development or other community use.

3.2.3 Board of Education members, Board employees and members of their immediate family are not eligible to buy or receive surplus property belonging to the Board unless the surplus property is offered to the general public for sale.

3.2.4 The sale of surplus property must be conducted by the Finance Director or designee at a central location.

3.3 Disposition of Equipment Purchased from a Federal Grant

3.3.1. When equipment purchased with Federal funds is no longer needed for the original Project or program, the recipient must use the equipment in connection with its other federally-sponsored activities, in the following order of priority:

3.3.1.1 activities sponsored by the awarding agency which funded the original project;

3.3.1.2 activities sponsored by other Federal awarding agencies.

3.3.2 When equipment purchased with Federal funds is determined to be no longer needed by the recipient, EDGAR disposal procedures shall be followed.

Source: Board of Education Minutes

Adopted: 5/24/77

Revised: 6/23/08

**Legal References: Internal Revenue Code 501(c) 3 through (8) inclusive, (19) or (23);
United States Department of Education General Administrative
Regulations (EDGAR) 74.34
West Virginia Code §18-5-7; 18-5-7a; 18-5-7b
WV Department of Education Policy 8200;**