

SCHOOL FACILITIES

9100

Acquisition, Use and Disposal of School Property

Acquisition of Property

Real Property: Within one year prior to purchasing or disposing of real property, the District shall cause such property to be appraised by an appraiser certified in the State of Idaho, which appraisal shall be entered in the records of the Board of Trustees and shall be used to establish the fair market value of the property. The appraisal, however, is exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, the Board must determine the size of the site necessary for school purposes. The site shall be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property—The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than fifty thousand dollars (\$50,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost fifty thousand dollars (\$50,000) or more, the District shall comply with the statutory bidding requirements (I.C. § 33-601).

Conveyance of Property

Within one year prior to conveyance of property, all real and personal property with an estimated value of \$1,000 or greater shall be appraised, which appraisal shall be entered in the records of the Board. The appraisal shall be entered in the records of the Board.

\$1,000 or Greater: For property with a value of \$1,000 or greater, the property may be sold at public auction or by sealed bids, as the Board shall determine, to the highest bidder. Such property may be sold for cash or for such terms according to terms and conditions determined by the Board. as the Board shall determine for a period not exceeding The period of the sale shall not be more than ten years, with the annual rate of interest on all deferred payments not less than 7% per annum. The title to all property sold on contract shall be retained in the name of the District until full payment has been made by the purchaser the purchaser makes full payment. , and title to all property sold under a note and mortgage or deed of trust shall be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as the Board shall determine. The District shall publish notice of the time and the conditions of such the sale shall be published twice, and proof thereof made, in accordance with subsections (2) and (3) of section The Board shall ensure proof of this publishing of notice is retained as described in IC 33-402(2) and (3), Idaho Code. The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the District can be sold for less than its appraised value. If, thereafter, no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

\$500 to Less than \$1,000: The Board may sell personal property, with an estimated value of less than \$1,000, without appraisal, by sealed bid or at public auction, provided that there has been not less than one published advertisement prior to the sale of said property. When the appraised value of the property is less than \$1,000, one single notice by publication shall be sufficient, and the property shall be sold by sealed bids or at public auction. The Board may accept the highest bid, may reject any bid, or reject all bids.

Less than \$500: For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee of the District empowered for that purpose designated by the Board, provided however, such employee The designer shall notify the Board prior to disposal of said property.

Donated Property

If real property was donated to the District the Board may, within a period of one year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the Board must have new appraisals made and again publish notice for bids, as with other property.

Exchange of Property

The Board may exchange real or personal property ~~for other property~~ provided that:

1. ~~Such property is appraised, (2) one-half (1/2) plus one (1)~~ **1/2 plus one** of the members of the **FULL** Board determine such conveyance or exchange is in the best interest of the District; and
2. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
 - a. U.S. Government
 - b. City;
 - c. County;
 - d. State of Idaho;
 - e. Hospital District;
 - f. School District;
 - g. Public charter school;**
 - h. Idaho Housing and Finance Association;**
 - i. Library District;
 - j. Cooperative service agency formed pursuant to IC 33-317;**
 - k. Community College District;
 - l. Recreation District

~~Prior to any transfer or conveyance of any real or personal property as set forth above, the Board shall have the property appraised by an appraiser certified in the state of Idaho, which appraisal shall be entered in the records of the Board and shall be used to establish the value of the real or personal property. and shall enter the appraisal into the Board's records. Provided however, if the Board finds it is in the District's best interests to trade personal property to a person or entity for like kind personal property, the Board may vote to elect to do so. The Board may elect to abstain from an appraisal of the personal property if the estimated value of such property is less than \$5,000. This appraisal shall be used to establish the value of the real or personal property. If the Board finds it is in the District's best interests to trade personal property to a person or entity for like kind personal property, the Board may vote to elect to do so. The Board may choose not to have the property appraised if it's personal property with an estimated value of less than \$5,000.~~

Equipment Acquired Under a Federal Award: When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The District will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity. Therefore, the District should request prior approval from the State Department of Education for the purchase or the disposition of equipment purchased with federal funds that have a value of \$5,000 or more.

Legal Reference:	Description:
2 C.F.R § 200.313(e)	Equipment. Disposal
2 CFR § 200.439(b)(2)	Equipment and Other Capital Expenditures
IC § 33-317	Cooperative Service Agency - Powers - Duties - Limitations
I.C. § 33-402	Notice Requirements
I.C. § 33-601	Real and personal property – Acquisition, use or disposal of same.
I.C. § 67-2801, <i>et seq.</i>	Purchasing by Political Subdivisions
I.C. § 74-107(3)	Records Exempt from Disclosure – Appraisals Trade Secrets, Production Records, Appraisals, Bids, Proprietary Information, Tax Commission, Unclaimed Property, Petroleum Clean Water Trust Fund
IC § 74-107(3)	Records Exempt from Disclosure – Trade Secrets, Production Records, Appraisals, Bids, Proprietary Information, Tax Commission, Unclaimed Property, Petroleum Clean Water Trust Fund

Cross Reference: Description:
7270 Property Records

Policy History:

Adopted on: 12/19/2006
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