

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>BUSINESS OPERATIONS</u> Disposal, Rental or Lease of Property	555
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1. Disposal of Property - When property owned by Caswell County Schools, is no longer needed or useful for public school purposes, the Superintendent is authorized to determine whether the best interests are served by disposing of property by sale or exchange. Surplus property identified shall be reported to the Maintenance Department. Under no circumstances shall an employee of the school system dispose of any property without first contacting the Maintenance Department. The Superintendent is authorized to dispose of any item or groups of items having a value of less than five hundred (\$500) by declaring the items to be surplus, setting their fair market value, and disposing of these items either by public auction or by private sale. The Superintendent may advertise a public notice of such items to be sold. Under no circumstances shall any property be sold to an employee or member of an employee's household at a private sale. Nothing shall prohibit an employee or member of his family from purchasing surplus property at a public auction. The Superintendent is also authorized to declare any surplus property as "junk property" if it meets the following requirements: (1) property is unusable, (2) repairing property would not make good business sense; and (3) property cannot be sold. Worthless, useless, broken or obsolete electronic and computer equipment parts that have stored secure data or that contain environmental hazardous materials shall not be accessible to the public as surplus. These items can also be declared as "junk property" by the Superintendent. The Technology Department will make the appropriate arrangements through available free-of-charge certified professional recycling companies for the electronic/computer "junk" equipment to be destroyed and/or disposed of in accordance with Federal and State privacy and environmental laws. Any items above that are recorded as a fixed asset and no longer belong to Caswell County Schools must have the inventory tag removed before discarding, selling or trashing and forwarded to the Finance Office.

2. Use of school property (other than facilities - see Policy 820) by non-school groups is not encouraged and such use must be approved by the Board. Members of the community and non-school groups may request in writing the loan/use of school property. Students and school-related functions have priority over community members and non-school related functions. Unless authorized, property with a value greater than \$500.00 will not be loaned and Board property may not be taken off school grounds. If approved, the agreement must specify that the individual or group will be responsible for the proper care and preservation of the property and will compensate the school district for any loss in value as it is determined by the Superintendent or designee. The agreement also must stipulate that no liability will attach to the Board, individually or collectively, and that the Board will be held harmless for personal injury suffered by the use of school property. A reasonable fee may be set by the Superintendent or designee and may be included in the agreement.