

**SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY**

The Board of Trustees believes that the district should utilize its facilities and resources in the most economical and practical manner. To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7111 - Evaluating Existing Buildings)*  
*(cf. 7160 - Charter School Facilities)*

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 6300 - Preschool/Early Childhood Education)*

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

*(cf. 1220 - Citizen Advisory Committees)*

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rental, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rental. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

*(cf. 9323.2 - Actions by the Board)*

The Superintendent or designee shall ensure that notice of the resolution of intention to sell or lease property is provided in accordance with Education Code 17469-17470.

At the public meeting specified in the resolution, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is for the best public interest. (Education Code 17472, 17473)

**SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY (continued)**

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid, after deducting commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned meeting of the same meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17472-17478)

*(cf. 1431 - Waivers)*

*(cf. 9320 - Meetings and Notices)*

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law.

*Legal Reference: (see next page)*

**SALE, LEASE, RENTAL OF DISTRICT-OWNED REAL PROPERTY (continued)**

*Legal Reference:*

EDUCATION CODE

- 8469.5 *Use of school facilities or grounds for school age child care*
- 17219 *Acquisition of property not utilized as school site; nonuse payments; exemptions*
- 17230-17234 *Surplus property*
- 17385 *Conveyances to and from school districts*
- 17387-17391 *Advisory committees for use of excess school facilities*
- 17400-17429 *Leasing property*
- 17430-17447 *Leasing facilities*
- 17453 *Lease of surplus district property*
- 17455-17484 *Sale or lease of real property*
- 17485-17500 *Surplus school playground (Naylor Act)*
- 17515-17526 *Joint occupancy*
- 17527-17535 *Joint use of district facilities*
- 33050 *Request for waiver*
- 38130-38139 *Civic Center Act*

GOVERNMENT CODE

- 54220-54232 *Surplus land*
- 54222 *Offer to sell or lease property*
- 54950-54963 *Brown Act, especially:*
- 54952 *Legislative body, definition*

PUBLIC RESOURCES CODE

- 21000-21177 *California Environmental Quality Act*

COURT DECISIONS

- San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4<sup>th</sup> 1356*

*Management Resources:*

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

*Unused Site Program Handbook, October 2004*

WEB SITES

*Coalition for Adequate School Housing: <http://www.cashnet.org>*  
*Office of Public School Construction: <http://www.dgs.ca.gov/opsc>*