

POLICY

DISPOSAL OF DISTRICT PROPERTY

The Board of Education has the authority to declare equipment, supplies, furniture or other district personal property to be surplus property. "Surplus property" includes equipment or supplies which are obsolete, damaged, and unusable, or which are not needed to support operations of the District.

District Administrators and Supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Such equipment, supplies, or materials should be disposed of in an accessible, equitable, and orderly manner that (a) recognizes the Board's fiduciary duty to maximize remaining value for the District, (b) minimizes waste and cost to Delaware Academy and, (c) is in compliance with state and federal law.

District personnel will provide the Board with information about surplus property including whether it has recognized book value and the basis for such determination. In appropriate cases the Board may require an independent evaluation or appraisal.

Following approval by the Board of Education, the Business Manager shall be authorized to dispose of surplus equipment and supplies in the following manner:

1. Reassign the items, as needed, to other locations within the school district; or
2. Centralize the storage of items of potential usefulness; or
3. Offer to sell the items to local municipalities or local non-profit organizations;
4. Donate such items to a municipality or municipal corporation; or
5. Sell items at a public sale or public auction. In the event of a public auction or sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public except that no Board member, Officer or School District Employee, or anyone in the immediate family of the above-listed persons, shall be eligible to purchase the equipment, supplies or materials; or
6. Discard or sell as surplus those items which can no longer be utilized or considered central to operations, or otherwise create an undue hardship if discarded, or is in excess of need. If no reasonable bids are submitted for surplus equipment that is advertised for sale in accordance with the preceding paragraph, the District may directly negotiate a private sale or arrange for such surplus property to be recycled or destroyed, in the District's best interests.

The Board also authorizes all Delaware Academy seniors to purchase new articles of athletic equipment (such as but not limited to helmets, jerseys, caps, cleats and sneakers) to be used by the senior during such student's senior year while participating in Delaware Academy's athletic program ("Senior Purchase Program"). Any senior interested in the Senior Purchase Program (or if such senior has not attained the

POLICY

age of 18, the senior's parent, guardian or person in parental relation) must submit to the District a written notice specifying the new equipment the senior wishes to purchase prior to the start of the senior's final season for the sport, or prior to the time at which the district places orders for said sport, whichever shall occur sooner. The District will then provide the senior with supplier information to allow the senior to purchase and secure delivery of the new equipment directly from the District's distributor at the senior's sole risk and cost (i.e. at no cost or liability to the District). The new equipment purchased by the senior will then remain property of the senior during their senior year and upon graduation but must comply at all times with District safety and quality specifications while used by the senior in the District's athletic programs.

For the 2022-2023 school year only, Delaware Academy seniors who will graduate in 2023 are also eligible to participate in the senior purchase program. It is the intent of the Board that the District should incur no cost in allowing seniors the option to purchase their athletic equipment as provided herein which program is available to all seniors.

The Board may also approve the gift of surplus property to another New York State school district, town, village, county or other New York State public corporation with or without consideration.

All items offered for sale or donated according to this policy shall be sold "as is" and potential buyers shall be notified that all sales and gifts of District property are "as is".

Adopted: 6/12/2023