

SURPLUS SCHOOL PROPERTY
(Seven-Director Districts not located totally or partially within St. Louis County)

Equipment, Books and Materials (Personal Property)

The following procedures will be observed in disposing of equipment, books and other materials no longer needed or useful in the Clinton School District #124:

1. Teachers and other school employees shall report to the building principal all surplus, obsolete or otherwise unneeded items.
2. The principal shall prepare and submit to the superintendent or designee a list of such materials on a periodic basis.
3. The superintendent or designee will determine whether the items can be used elsewhere within the school system and, if so, will provide for the transfer of the items to the appropriate location.
4. Personal property may be sold or leased to a public institution of higher education or to a city, state agency, municipal corporation, or other governmental subdivision of the state located within the boundaries of the district, for public uses and purposes.
 - ▶ The district must give public notice of the sale or lease to the authorized entity, and the sum agreed upon.
 - ▶ Notice must be given by publication in a newspaper once a week for two (2) consecutive weeks, the last publication at least seven (7) days prior to the sale or lease of the property. The newspaper must be within the county in which all or a part of the district is located which has general circulation within the district.
5. If not sold to one of the groups listed in item 4, the property must be sold or leased to the highest bidder.
6. Items having no resale value will be disposed of as deemed appropriate by the superintendent or designee.
7. The proceeds from the sale or lease of personal property will be credited to the capital projects fund.

Real Estate Property (Real Property)

The following procedures will be used to sell or lease real estate no longer needed for public school purposes:

1. Obtain a real estate appraisal from a licensed real estate appraiser that reflects the fair market value of the property.
2. Real property may be sold or leased by listing the property with one (1) or more real estate brokers licensed by the state of Missouri and paying a commission upon such sale or lease. Property on which a building has been constructed by a vocational educational class may also be listed and sold by an authorized real estate agent.
3. Real property may be sold or leased to a city, state agency, municipal corporation, or other governmental subdivision of the state located within the boundaries of the district, for public uses and purposes.
 - ▶ The district must give public notice of the sale or lease and the agreed-upon sum.
 - ▶ The notice must be published in a newspaper once a week for two (2) consecutive weeks, the last publication at least seven (7) days prior to the sale or lease of the property. The newspaper must be within the county in which all or a part of the district is located, which has a general circulation within the district.
4. Real estate not sold or leased by either of the methods listed in items 2 and 3 must be sold or leased to the highest bidder.
 - ▶ The district must give public notice that it is holding the property for sale or offering it for lease in a newspaper once a week for two (2) consecutive weeks, the last publication at least seven (7) days prior to the sale or lease of the property. The newspaper must be within the county in which all or a part of the district is located, which has a general circulation within the district.
 - ▶ Bids for the purchase of any building constructed by students as part of an approved vocational education class may be accepted prior to completion of such construction.
5. The lease or deed of conveyance must be executed by the Board president and attested by the Board secretary. If the district has a seal, it shall be affixed to the deed or lease.
6. The proceeds from the sale or lease of real property shall be credited to the capital projects fund.

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Note: *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

Implemented: 10/28/1999

Last Revised: 03/25/2002

Legal Refs: § 177.073, .091, RSMo.

Clinton School District #124, Clinton, Missouri

