

Category: 5000 BUSINESS	Policy Number: 5360
Policy Title: School Properties: Acquisition, Use and Disposal	Effective Date: January 8, 2018

ACQUISITION OF PROPERTY:

Real Property: Within one (1) year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located 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 found in Chapter 28, Title 67 of the Idaho Code.

USE OF PROPERTY:

The district facilities may be used for public purposes and the board or their designee shall establish a policy of charges, if any, to be made for such use.

Conveyance of rights-of-way and easements for highway, public utility and other purposes over, upon or across any school property shall be according to Idaho Code and as determined by the Board of Trustees.

CONVEYANCE OF PROPERTY:

Property that has an estimated value of less than five hundred dollars (\$500), and is of insufficient value to defray the costs of arranging a sale, may be disposed of in the most cost-effective and expedient manner by the superintendent or designee, provided the Board is notified prior to disposal of the property.

The Board may sell district property, with an estimated value of less than one thousand dollars (\$1,000), without appraisal, by sealed bid or at a public auction, provided there has been not less than one (1) published advertisement prior to the sale of said property.

Any real and personal property, where value is estimated at one thousand (\$1,000) dollars or more, shall be disposed in the manner outlined by State statute. After getting an appraisal, the district may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice and proof of posting acquired. Such property may be sold for cash or upon such terms and conditions as the Board determines; however, the term of the contract may not exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property shall remain with the District until full payment is received.

Monies derived from disposal of school properties shall be placed in maintenance and operation funds.

DONATED PROPERTY:

If property is donated to the District, the Board may sell the property without advertising or bidding within one (1) year of the time the initial appraisal was conducted.

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) of the members of the FULL board determine such conveyance is in the best interest of the district; and 3) a resolution is passed authorizing such exchange of real and/or personal property to any of the following: U.S. Government, City, County, State of Idaho, Hospital District, School District, Library District, Community College District, Jr. College District, or Recreation District.

LEGAL REFERENCE: Idaho Code, 33-402; 33-601; 67-28

Reference: Policy 4040-“Facility Usage”
 Procedure 4040p, “Facility Usage Guidelines”
 Policy 5345, “Grants, Gifts and Bequests”
 Policy 5610, “Bids and Quotations”
 Procedure 5610p, “Bids and Quotations”
 Policy 5805, “District Owned Vehicles”