

### **General Policy for Disposal of School Furniture, Materials, and Equipment**

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. The district's objective is to achieve the best available price or most economical disposal.

A public hearing will be held regarding the disposal of a single piece of equipment with an estimated value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

A single piece of equipment having an estimated value between \$10 and \$5,000 will be sold at public auction or by public bid. The sale of equipment disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale will be published with at least one insertion each week for two consecutive weeks.

Equipment or material determined to have an estimated value less than \$10 may be discarded, recycled, or sent to auction as determined by the Executive Director of Finance and Business Services or designee.

All equipment no longer needed by a building principal or department manager in the Dubuque Community School District may be sent to the warehouse only with written authorization of the Executive Director of Finance and Business Services or designee.

Public auctions or public bids will be arranged by the Executive Director of Finance and Business Services.

No employees of the district, board members, or relatives of their immediate families shall be allowed to purchase school materials and equipment except at an auction sale or by a formal bid at which time the public also participates.

Any exceptions to the above policy will be presented to the Facilities/Support Services Committee of the board for approval.

Adopted: May 13, 1985  
Revised: August 12, 2013  
Revised: April 9, 2018