

West Linn-Wilsonville School District 3J

Policy: DN

Adopted: 4.21.25

Disposal of District Property

The superintendent or designee may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

1. The Board will pass a resolution declaring the property surplus;
2. Items estimated by the chief financial officer or designee to have a value of less than \$5,000 may be sold by the chief financial officer or designee at prices estimated to be the market values of the items. All sales by the chief financial officer or designee will be recorded by item, price and buyer;
3. Property or materials estimated by the chief financial officer or designee to be greater than \$5,000 may be declared surplus and may be sold by the chief financial officer or designee through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies.

If the district property was purchased with state, federal or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.

Surplus Real Property

The district may lease, sell or convey real property of the district that is not, in the judgement of the Board, required for school district purposes.

As needed or requested by the Board, the superintendent or designee shall provide a report to the Board on real property that is unused for school purposes or underutilized. The report shall include projected future needs, if any, for the real property and recommendations to maintain the property, lease the property, or declare the property surplus. A recommendation to declare the property surplus may include a proposal to sell or trade the property.

If the Board declares a property surplus and directs the superintendent or designee to sell or trade the property, in accordance with the district's local contracting rules, the district shall utilize the services of a licensed appraiser to determine the sales price at fair market value. The superintendent or designee shall dispose of the property either by direct negotiations, requests for proposals or bids (whatever method secures the

highest value for the property) or utilizes the services of a licensed real estate broker. The Board may place restrictions or conditions on the uses which will be allowed on the property as permitted by law.

All long-term leases, trades and sales agreements shall be submitted to the Board for final Board approval.

The Board shall approve how the funds from the property sales shall be allocated. All funds generated by the sale or exchange of real property may be designated by the Board to be placed in the Capital Projects fund or other budget function that is in the best interest of the District.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.155](#)

[ORS 279A.025\(2\)\(f\)-grants exemptions for real property from the Public Contracting Code](#)

Cross reference(s):

DID - Property Inventory