

## **SCHOOL PROPERTIES DISPOSITION**

### **Instructional Materials**

Instructional materials include but are not limited to, all materials purchased by Colorado Springs School District 11 (the District) used for instructional purposes. These materials will not be part of the fixed assets inventory and may have a value of less than \$1,000. (Regulation DID-R)

Principals or Department Heads are to identify the materials that are obsolete, damaged or non-repairable to be discarded and are responsible for following these procedures.

Instructional/media materials for discard should be discarded according to the procedures listed below:

- a. Create a list of items to be discarded. List instructional items and technology items separately. Make two copies.
- b. Cross-out or remove District 11 property stamp or tag
- c. Box items and tape shut. Clearly label with the word "Discard".
- d. Contact the warehouse for pick up of boxes containing discarded items.
- e. Attach a copy of contents to the box.
- f. Send a copy of the list of discarded instructional items to the Instruction, Curriculum and Student Services Department. Send a copy of the list of discarded media items to LRS.

### **Equipment**

Equipment may not be sold or discarded without the express permission of the Superintendent or designee.

### **Buildings**

A plan for disposition of declared surplus buildings will be prepared and examined for alternatives. One of the following alternatives will be recommended for board action:

1. The District will retain ownership and use for district purposes. The Superintendent will be consulted as to other uses for the property.
2. The District will retain ownership but allow use to a charter school for the cost of operations as defined in state statutes.
3. The District will retain ownership and attempt to lease to an outside agency:

4. The District will offer the building and/or land to other governmental agencies for their purchase.
5. There will be a general sale of the building and/or land subject to applicable state statutes and rules.

## **Land**

A plan for disposition of declared surplus land will be prepared and examined for alternatives. One of the following alternatives will be recommended for board action:

### **Land dedicated to the school district by a developer**

1. The District will retain ownership and use for district purposes. The Superintendent will be consulted as to other uses for the property.
2. The District will retain ownership but allow use to a charter school under terms defined in state statutes.
3. The District will retain ownership and attempt to lease to an outside agency:
4. The District will offer the land in accordance with City Ordinance 7-7-1207 (E), "Disposal of Surplus School Land."
5. The District will offer the land to other governmental agencies for their purchase.
6. There will be a general sale of the land subject to applicable state statutes and rules.

### **Land given to or purchased by the school district**

1. The District will retain ownership and use for district purposes. The Superintendent will be consulted as to other uses for the property.
2. The District will retain ownership but allow use to a charter school under terms defined in state statutes.
3. The District will retain ownership and attempt to lease to an outside agency:
4. The District will offer the land to other governmental agencies for their purchase.
5. There will be a general sale of the land subject to applicable state statutes and rules.

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LEGAL REF.: C.R.S. 22-30.5-101 et seq. (Charter Schools Act)

CROSS REF.: DN, School Properties Disposition  
DID and DID-R, General Fixed Assets - Inventories  
LBD, Charter School Relations