

**Business Procedures and Non-Instructional Series**  
700 Series

DISPOSITION OF UN-NEEDED EQUIPMENT OR REAL ESTATE  
Code No. 705.7

Whenever any furnishings, equipment, and/or supplies valued at or less than five thousand (\$5000) dollars have been declared unneeded or obsolete by the administration, the superintendent or his/her designee shall be authorized to dispose of such items at the best possible price. The funds derived from such sales shall be forwarded to the secretary of the Board, who shall credit the proper fund. Any proposed sale of personal property shall be advertised by at least one insertion each week for two consecutive weeks in a newspaper having general circulation in the school district.

Before the board of directors may sell, lease for a period in excess of one year, or dispose of any real property, or personal property valued over five thousand (\$5000) dollars, the board shall hold a public hearing on the proposal. The board shall set forth its proposal in a resolution and shall publish notice of the time and the place of the public hearing on the resolution. The notice shall describe the property. A locally known address may be substituted for the legal description of real property listed in the resolution. Notice of the time and place of the public hearing shall be published at least once not less than ten days but not more than twenty days prior to the date of the hearing in a newspaper of general circulation in the district. After the public hearing, the board may make a final determination on the proposal contained in the resolution.

Iowa law provides an exception to the above described procedure for real property which contains less than two acres, is located outside a city and is not adjacent to a city, and was previously used as a schoolhouse site. Disposal of any such real property shall be done in accordance with provisions of Iowa law.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code Chapter 297.15, .22, .25

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