

Ms. Lourdes Diaz, Chief Academic Officer
Office of Academics and Transformation

SUBJECT: **INITIAL READING: PROPOSED ADOPTION OF SCHOOL BOARD POLICY 7540.07, INSTRUCTIONAL MOBILE DEVICES, AND PROPOSED AMENDMENT OF BOARD POLICY 7310, DISPOSITION OF SURPLUS PROPERTY**

COMMITTEE: **ACADEMICS, INNOVATION, EVALUATION, AND TECHNOLOGY**

LINK TO STRATEGIC

PLAN: **RELEVANT, RIGOROUS AND INNOVATIVE ACADEMICS**

This item is submitted for consideration by the Board to adopt a new School Board Policy 7540.07, *Instructional Mobile Devices*, and amend Board Policy 7310, *Disposition of Surplus Property*. Board Policy 7540.07, *Instructional Mobile Devices*, is recommended for adoption in response to an internal audit report of March 2022 regarding the ownership and responsible use, distribution, tracking, collection, and disposal/disposition of Instructional Mobile Devices (IMDs) in Miami-Dade County Public Schools. The new policy conforms to current District practices for the disposition of IMDs by specifying that the disposal of IMDs will be handled via Board-contracted vendors. In alignment with the aforementioned provisions, the School Board approved and awarded ITB-20-068-CM for the Recycling of Computing Devices at the December 15, 2021, School Board meeting. The District will be working directly with the contracted vendor to properly track and recycle obsolete or beyond-economical-repair computer assets through a revenue-generating contract. All the revenue will be utilized to subsidize the repair/replacement costs of deployed computer assets via the Digital Convergence Initiative.

Additionally, the new policy, 7540.07, *Instructional Mobile Devices*, aligns with Policy 7460, *Conservation of Natural and Material Resources*, to uphold the District's Clean Energy Taskforce's recommendation of diverting 50% of all school waste from landfills through recycling by 2026. In addition, one of the objectives in *Infinite Possibilities*, the District's Strategic Plan, calls for the increase of waste diversion by five percent through the establishment and implementation of sustainable practices.

The amendments to Board Policy 7310, *Disposition of Surplus Property*, clarify that the disposition of IMDs will not be managed by the District's Department of Stores and Mail Distribution but instead by the Division of Instructional Technology and will be governed by the newly adopted Policy 7540.07.

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District staff worked in collaboration with the School Board Attorney's Office to recommend these policy amendments.

Attached are the Notice of Intended Action and the proposed policy for adoption and amendments. Changes from the current policy are indicated by underscoring words to be added and striking through words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to adopt School Board Policy 7540.07, *Instructional Mobile Devices*, and amend Board Policy 7310, *Disposition of Surplus Property*.

LD/DMM/jg

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 22, 2022, its intention to adopt Board Policy 7540.07, *Instructional Mobile Devices*, and to amend Board Policy 7310, *Disposition of Surplus Property*, at its regular meeting on August 17, 2022.

PURPOSE AND EFFECT: Board Policy 7540.07, *Instructional Mobile Devices*, is recommended for adoption to govern the ownership and responsible use, distribution, tracking, collection, and disposal/disposition of Instructional Mobile Devices (IMDs) in Miami-Dade County Public Schools. The amendment to Board Policy 7310, *Disposition of Surplus Property*, is proposed to clarify that the requirements of that policy related to the disposition of other types of property will not apply to IMDs; rather, the disposition of IMDs will be governed by newly adopted Policy 7540.07.

SUMMARY: Board Policy 7540.07, *Instructional Mobile Devices*, is recommended for adoption to govern ownership and responsible use, distribution, tracking, collection, and disposal/disposition of Instructional Mobile Devices (IMDs). Additionally, under certain conditions, recycling is an appropriate form of disposal of IMDs, and the new policy will conform to current District practices for the disposition of student IMDs, align with Policy 7460, *Conservation of Natural and Material Resources*, and uphold the District's Clean Energy Taskforce's recommendation of diverting 50% of all school waste from landfill through recycling by 2026. The proposed amendments to Policy 7310, *Disposition of Surplus Property*, clarify that the disposition of IMDs will be governed by newly adopted Policy 7540.07.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Sections 1001.41 (1), (2), 1001.43 (2), (3). Fla. Stat.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Chapter 274, Fla. Stat.; Sections 1006.28(4)(b), 1006.42, 1013.28, Fla. Stat.; Fla. Admin. Code r. 69I-73.005.

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF August 17, 2022, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), Fla. Stat., must do so in writing by July 20, 2022, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by the School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Fla. Stat.)

COPIES OF THE PROPOSED NEW POLICY are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.



Book Policy Manual
Section June 22, 2022 – Initial Reading
Title Instructional Mobile Devices
Code 7540.07
Status Initial Reading

7540.07 – **Instructional Mobile Devices**

The School Board of Miami-Dade County makes Instructional Mobile Devices (IMDs) available for use by students and instructional staff in school and at home. The standards and expectations for responsible use, distribution, tracking, collection, and disposal/disposition of IMDs are outlined in this Policy. The Miami-Dade County Public Schools (M-DCPS) Division of Instructional Technology is responsible for issuing further guidance and directives to implement this Policy.

Instructional Mobile Devices are defined as portable electronic computer equipment that can connect to the Internet and that are used for teaching and learning. These may include but are not limited to, tablets, laptops, e-readers, and other small form portable computing devices.

I. Ownership of IMDs & Responsibilities for Use

An Instructional Mobile Device that is issued to a student or employee is the property of The School Board of Miami-Dade County and must be used as an educational tool. For an IMD to be issued to a student, the parent/guardian must complete and sign an IMD Agreement acknowledging the responsibilities for possession and use of the IMD, as set forth in this policy, including the accrual of a financial obligation if warranted. The signature may be captured electronically or on a physical form. The District reserves the right to demand the immediate return of the equipment at any time. At the discretion of the principal, IMDs may also be checked out to employees for instructional use if the student demand for IMDs has been satisfied at the school site. IMDs issued to employees will be subject to the same provisions set forth in this Policy.

A. Term of Use

Students shall be granted use of IMDs while enrolled in Miami-Dade County Public Schools until no later than the end of the current school year or course term for which the device is issued. IMDs are issued to students solely for educational use and any use that is deemed inconsistent with this purpose as determined by school administrators or by District personnel, or that is in violation of School Board policies, State or Federal law, or that is prohibited by Chapter 815 of the Florida Statutes will be considered a material breach of the IMD Agreement, requiring that the mobile device be returned immediately to M-DCPS.

Every measure must be taken to ensure that the IMD is secure once it has been assigned to an individual. Devices should never be stored directly on the floor, left in vehicles or public spaces, stored by windows, left excessively charging, dropped, or stored in a bag with other objects that could damage the device.

Students who have lost their IMD must report the missing device in writing to the school within 48 hours upon losing the device. The report will include the student's name, student number, and device serial number. A police report must be provided for devices reported as stolen.

Students who have damaged their IMD must present the damaged device to the school. If the student has an insurance policy on the device, a claim must be filed to address the financial obligation and to provide for the recovery of any loss, destruction, or unnecessary damages incurred by the school.

B. Financial Obligations

Schools shall use the Board-approved Asset Management System (AMS) to track IMD-related financial obligations. Notice shall be given to the parent/guardian of any end-of-year IMD financial obligations and all IMD-related communication with students and parents, both verbal and written, including telephone calls, parent conferences, emails, and certified letters shall be kept on file.

C. Acceptable Use & Privacy

Students shall adhere to School Board Policy 7540.03, *Student Responsible Use of Technology, Social Media, and District Network Systems*, when using an issued IMD. Employees shall adhere to School Board Policy 7540.04, *Staff Responsible Use of Technology, Social Media, and District Network Systems*, and all other applicable policies, when using an issued IMD. IMDs must be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District. Students may not remove, try to circumvent, or tamper with any IMD's security controls.

Failure to comply with applicable School Board Policies, including the provisions in this Policy, may result in the loss of IMD take-home privileges.

The IMD is and shall remain M-DCPS property. Therefore, employees, students, and parents shall permit persons designated by the District to examine the IMD and its content at any time for any reason, including but not limited to inspection, maintenance, repair, upgrading, and/or software installation. Neither the employee, student, nor the parent has any right to privacy of any data saved on the IMD or in any M-DCPS network. M-DCPS may, without prior notice or consent, log, supervise, access, view, monitor, geo-locate, and record the use of devices at any time for any legitimate educational reason.

D. Notification of IMD Procedures

Schools shall notify parents/guardians of this Policy, which includes information on student and parental responsibilities for IMDs, through handbooks, on the school website, by way of materials sent home to parents at the annual opening of schools, and as incorporated in the IMD Agreement. During open houses and/or parent meetings, the principal and teachers shall communicate how IMDs are used to achieve the curricular objectives of the school. Information on this Policy will be included annually in the District Student Handbook.

II. Fees & Insurance

The principal shall review individual cases of financial hardship to apply the community service provision set forth in Section V.E. of this Policy to the assessment of fees when appropriate.

The following fee schedules and insurance may be assessed at all grade levels:

A. Technology Fee

All students who check out IMDs are required to pay a technology fee. The technology fee is utilized by the District to offset the cost of repairs associated with non-warranty device malfunctions. This fee does not cover repair from loss, destruction, or unnecessary damage to the device or peripherals, or replacement of the device. The technology fee schedule is subject to change based on industry rates and will also be annually published and distributed to schools. The technology fee is waived for those students who demonstrate proof of purchase of a current insurance plan (tied to the IMD serial number) provided through a District-authorized insurance provider.

B. Insurance

When available, the District will provide parents with the opportunity to purchase insurance for IMDs through an approved provider that may provide a group policy discount. Insurance policies are device-specific and are subject to the terms and conditions of the policy. Insurance policies purchased through District-authorized providers are contracts between the insurer (insurance provider) and the insured (parent/guardian). The District is not an insurer and will not be responsible for any claims filed through the insurance policy. Insurance claims may cover the cost of repairs or replacements of IMDs. Students who demonstrate proof of purchase of a current District-authorized insurance plan tied to the IMD serial number are exempt from paying a technology fee for the duration of the policy term, as well as repair and replacement costs.

C. Repair & Replacement Fees

Students are expected to return IMDs and device peripherals in the same condition in which they were issued, except for normal wear and tear. The District will annually provide a repair and replacement fee schedule for any loss, destruction, or unnecessary damage to the IMD to be used when applying financial obligations for repairs or replacement costs. The fee schedule is subject to change based on parts availability and industry pricing adjustments. If the combined repair costs of individual components exceed the device replacement cost, the student will only be assessed the device replacement cost. Repair and replacement costs will not be charged if insurance coverage applies to the IMD.

III. IMD Asset Management

School-site administrators are responsible for keeping an accurate inventory of all IMDs assigned to the school by utilizing an Asset Management System (AMS) that meets the specifications established by the District. Likewise, schools shall keep an accurate record of devices issued to students that includes uniquely identifiable elements such as student or employee ID numbers and device serial numbers.

A. Management of IMDs

All operational functions related to IMDs will be directed by the District office. School site administrators will be responsible for carrying out directives related to the management, tracking, distribution, collection, updating, transfer, receipt, maintenance, and disposition of devices. Schools must use the District-approved Asset Management System (AMS) to record checkouts, obligations, inventory, and repairs. All IMDs must be accurately recorded in the AMS.

B. Training & Professional Development

Initial and on-going professional development will be provided to school-site staff and administrators on the use of the AMS.

C. New Inventory

New IMDs purchased through the Division of Instructional Technology that are assigned to a school will be tracked in the AMS using the Serial Number assigned to the IMD by the manufacturer. The AMS will also capture data elements relative to the funding sources used to procure the IMD, age of the device, and physical specifications, among others.

All IMDs purchased through the Division of Instructional Technology will be asset tagged/barcoded prior to arriving to the assigned school. Upon arrival of new inventory, an inventory check must be conducted by the school to ensure that the device is accurately recorded in the AMS prior to incorporating the IMD into the existing site inventory. Once confirmed, new devices may be circulated and may be issued to students and teachers using the Board-approved AMS.

All IMDs purchased using Federal grant funds must follow guidelines set forth by the awarding agency and are subject to the same provisions set forth in this Policy. Such devices must also be recorded in the AMS.

Schools are responsible and accountable for the tracking of any IMDs that are not purchased by the Division of Instructional Technology. IMDs that are not purchased by the Division of Instructional Technology are also subject to the provisions set forth in this Policy. Such devices must also be recorded in the AMS.

D. Periodic Inventory Checks

Schools shall inventory IMDs at least once annually. Additionally, devices shall be inventoried when there is a change in location assignment and after being returned from a repair center. When conducting an inventory check, the school shall inspect devices to evaluate the age, condition, and usability of the IMD. If the device is removed from circulation, a District Site-Based Technician (SBT) will evaluate the device and initiate a repair request with the service center.

If the IMD has a failure of an internal part not caused by user negligence and is covered in full under the manufacturer warranty, it will be repaired or replaced at no cost and the parent will not be charged fees.

School site administrators will assign financial obligations to students during inventory checks as damages surface that cannot be rectified by an in-warranty repair. Likewise, damaged devices should be evaluated by SBTs and sent for repairs. A replacement IMD should be issued to the student provided that the student does not have an outstanding IMD financial obligation on record.

Principals/designees must make a reasonable, documented effort to locate any devices not accounted for during inventory checks. Reasonable efforts include sending notices via certified mail, emails, phone calls, & parent conferences. Documented efforts must be recorded in the AMS.

E. Storage of Inventory

Schools are to secure devices in a limited-access room during extended times of non-use such as recess. It is recommended, based on the aggregate value of the IMD inventory at a school site, that devices be stored in an interior room with only one interior-facing egress. The room should have no windows and the door be keyed under a high-security master lock. The storage room should also be visually inspected to be free of water leaks and signs of water intrusion. IMDs must never be stored directly on the floor. The storage room should also have ample electrical capacity to power-cycle devices. Storage rooms must have adequate ventilation to ensure that temperatures are consistent and never elevated.

Devices should be stored in charging carts or charge bays when possible. IMDs must not be stacked taller than 10 units as the excess weight may damage screens. When stacked, charging should be monitored to avoid overheating.

All IMDs stored at school sites are assigned to the site and, therefore, must be tracked using the Board-approved AMS.

IV. Distribution of IMDs

IMDs that are checked out to students and staff must be recorded using the Board-approved AMS. Distribution of devices will take place annually at all school sites at the opening of schools as directed by the District office. Thereafter, schools will identify a staff member that will be responsible for ongoing check-outs. Schools must notify parents of the option to check out IMDs annually at the opening of schools. IMDs must be checked out to any student whose parent/guardian has submitted a signed IMD Agreement unless there is an outstanding IMD financial obligation assigned to the student.

V. Collection of IMDs

School site administrators are responsible for the annual collection of site-assigned devices at the end of the academic year. District-wide collection directives will be provided by the Division of Instructional Technology to ensure uniformity in the collection process and equity among schools. Schools that need to deviate from the District-provided protocols must request to do so in writing prior to the onset of collection.

In the event of a public health emergency, unplanned extended school closure, or other extenuating circumstances, the Superintendent may modify the annual collection of devices process as needed.

A. Return of IMDs at End-of-Year/End-of-Term (EOY/EOT)

At the EOY/EOT, students shall return devices issued to them for that year or term. At the EOY/EOT check in, the student shall return devices to the Principal/designee. All devices returned from students and teachers shall be checked in using the AMS. The school shall inspect incoming devices to evaluate the age, condition and usability of the IMD. If the device is removed from circulation, an M-DCPS Site-Based Technician (SBT) will evaluate the device and initiate a repair request with the service center.

If the technology has a failure of an internal part not caused by user negligence and is covered in full under the manufacturer warranty, it will be repaired or replaced at no cost, and the parent will not be charged fees.

School site administrators will assign financial obligations to students during EOY/EOT check in as damages surface that cannot be rectified by an in-warranty repair. Likewise, damaged devices should be sent for repairs and a new IMD should be issued to the student provided that the student does not have an outstanding IMD financial obligation on record.

Principals/designees must make a reasonable, documented effort to locate any devices not returned to the school at the end of the school year. Reasonable efforts include sending notices via certified mail, emails, phone calls, & parent conferences. Documented efforts must be recorded in the AMS.

B. Student Withdrawals & Transfers

All IMDs are assigned to school sites. Schools are accountable for the whereabouts of the devices assigned to the location. When a student withdraws or transfers during the school year, it is the responsibility of the school site administration to secure any checked-out IMDs prior to processing a withdrawal or transfer of enrollment. Likewise,

any financial obligations associated with any District-owned IMD, regardless of which school site, must be satisfied prior to processing a withdrawal or transfer of enrollment. This policy is inclusive of intra-District transfers.

C. School-Wide Inventory Reporting

At the end of each fiscal year, a certification will be filed by each school site principal that details the physical count of devices at the school, in repair status, lost/stolen, and placed out of circulation for disposal. This certification document will remain on file at the District office and copies will be provided to the school site treasurer, school site principal, and the Regional offices.

D. Damaged, Lost, & Stolen IMDs

Students and parents shall be responsible for any loss, destruction, or unnecessary damages to IMDs issued to a student, from the time the delivery of the IMD is accepted and until the IMD is returned to M-DCPS. If the IMD is lost, stolen, destroyed, or unnecessarily damaged where the repair costs exceed the value of the device, then the student and parent shall be liable to M-DCPS immediately upon demand for the payment of the full replacement value of the device at the time of loss. If part of the mobile device is damaged but repairable, the student and parent shall be liable for the expense of repairing that item(s), if not covered by the manufacturer's warranty or applicable insurance that has been purchased for the device. M-DCPS may collect from each student or parent the purchase price of any IMD that is stolen, lost, destroyed, or unnecessarily damaged. The failure to collect each sum upon reasonable effort by the principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities as determined by the Principal.

Students and parents must immediately notify the designated school site personnel upon the occurrence of any loss to, damage to, or malfunctioning of any part of an IMD for any reason.

If a device is stolen outside of school premises/grounds parents must contact the applicable municipal or county police department within 48 hours of discovering the theft and must file a police report and render a copy of the police report to designated school site personnel.

Parents of students to whom IMDs have been issued are liable for any loss, destruction, or unnecessary damage to the IMD, or for failure to return the IMD when directed by the principal, and shall pay for such loss, destruction, unnecessary damage, or failure to return.

Any lost, stolen, or damaged devices must be reported in writing to the school. The report will include the student's name, student number, device serial number, and any police reports or images of the damages/theft/vandalism. This information will be uploaded and stored in the AMS.

E. Collection of Obligations

Any student with IMD obligations at the end of the school year will be placed on the school's obligation list; the parent shall be notified, and the principal shall make reasonable collection efforts.

Principals will consider the circumstances of each student with a lost, stolen, or damaged device and work with the parent to find ways to satisfy student obligations on a non-discriminatory basis.

If full payment or cumulative partial payments are not an option, the principal may require community service using an equivalency formula of one (1) community service hour for each \$15.00 valuation of the financial obligation to be served above and beyond any hours previously accrued by the student. Documentation of the completed hours must

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be uploaded to the AMS to financially clear the obligation. The required documentation will be provided by the District office and must be signed by the principal, student, and parent upon the start and end of the community service period.

VI. Disposition of Surplus IMDs

This policy authorizes the District to dispose of surplus and end-of-life IMDs as an exception to the requirement that disposition is conducted by the District Stores and Distribution warehouse in accordance with Board Policy 7310, *Disposition of Surplus Property*, pursuant to the following requirements.

The Superintendent may dispose of unusable IMDs by selling them to the highest bidder, by donation to appropriate parties, or by proper waste removal, recycling, or disposal, in accordance with a contract with an approved vendor that has been selected through a competitive solicitation process and approved by the School Board. Equipment acquired under a Federal award must be disposed of according to the property standards set forth in Uniform Guidance, 2 C.F.R. 200.313 - 200.316.

All money received for the sale, exchange, recycling, or other disposition of IMDs shall be deposited in the district school fund and added to a district fund for IMDs.

The determination that an IMD should be removed from circulation and flagged for disposal should be made by the Division of Instructional Technology. School sites may identify devices as eligible for repair, however, the device must be triaged by an SBT. The recommendation to repair the IMD would then be forwarded by the SBT to the repair center. When the repair assessment yields a cost to repair that surpasses a designated threshold set by the District office based on the market value of the device, the District office will approve and coordinate the removal and recycling of the device.

The following criteria shall be used to determine if the disposal is necessary:

- Repair parts are no longer readily available
- Repair records indicate IMD has no usable life remaining
- IMD is obsolete and/or no longer contributing to the educational program
- IMD creates a safety or environmental hazard
- IMD creates a security issue
- IMD is worn beyond salvage

Legal Chapter 274, F.S.

1006.28(4)(b), F.S.

1006.42, F.S.

1013.28, F.S.

F.A.C. 69I-73.005



Book	Policy Manual
Section	June 22, 2022 - <u>Initial</u> Reading
Title	DISPOSITION OF SURPLUS PROPERTY
Code	7310
Status	
Adopted	May 11, 2011
Last Revised	April 17, 2019

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Superintendent shall review the property of the District periodically and dispose of material and equipment which is no longer usable in accordance with this policy. **This policy shall not apply to Instructional Mobile Devices (IMDs). The ownership and responsible use, distribution, tracking, collection, and disposal/disposition of IMDs are set forth in Board Policy 7540.07, Instructional Mobile Devices.**

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Tangible Personal Property

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a District auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent may dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Equipment acquired under a Federal award must be disposed of according to Uniform Guidance, 2 C.F.R. 200.313.

1. Instructional Materials

Instructional materials that have become unserviceable or surplus and are no longer on State contract may be:

- a. offered to teachers to cut up or otherwise use as resource materials;
- b. given free to District students;
- c. offered to private and parochial schools in Miami-Dade County;
- d. made available to any governmental agency, charitable organization, or any individual;
- e. returned to the Stores and Mail Distribution Used Textbook Warehouse for disposal;
- f. sold to used book dealers, recycling plants, pulp mills, or other persons or firms, at the discretion of the Superintendent and on terms most economically advantageous to the Board.

Funds received will be added to the instructional materials allocation.

2. Tangible Personal Property

Tangible personal property that is obsolete, uneconomical, inefficient, or that serves no useful function shall be disposed of as follows:

- a. An appropriate Outgoing Controlled Equipment form is to be used to record any request for disposition of a described item of property and to record review and approval by two (2) persons. These persons must be:
 1. entirely familiar with the specified type of equipment and qualified to appraise its condition, its further usefulness, and the best method of disposition; and
 2. the location administrator to whom custody of the property has been assigned.
- b. Items approved for disposal as junk or salvage shall be assigned to Stores and Mail Distribution warehouses which will be the sole processor of disposal.
- c. Surplus Property Valued under \$5,000

The Board may, at its discretion, dispose of surplus property valued under \$5,000 in a bid or auction, or offer such property to governmental units or private nonprofit agencies by direct sale or donation.
- d. Surplus Property with a Value of \$5,000 or More

Surplus property with an estimated value of \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction.

Auctions shall be advertised in the newspaper of general circulation in the District's local area for not less than one (1) week nor more than two (2) weeks prior to the auction date.

The disposal of property with a value of \$1,000 or more, or any property included in a bid, auction, or donation, shall be approved by and recorded in the minutes of the Board.

D. Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused

District facilities and property, including tangible personal property, that are available because they are identified as surplus, marked for disposal, or otherwise unused, shall be made available to charter schools on the same basis as they are made available to other District schools in accordance with law.

Effective 7/1/11
Revised 10/5/16
Revised 4/17/19

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- Legal F.S. 274.05
- F.S. 274.06
- F.S. 274.07
- F.S. 1002.33
- F.S. 1006.41
- F.S. 1012.33
- F.S. 1013.28
- F.A.C. 69I-73.005
- 2 C.F.R. 200.312
- 2 C.F.R. 200.313