



DO-R School Properties Disposal Procedures

9/14/16

RATIONALE/OBJECTIVE:

The Cobb County School District (District) has a responsibility to uphold the public trust. Protection of District assets (Board Policy CEB [Superintendent Duties]) purchased with public funds is one way the District seeks to uphold this trust. The Cobb County Board of Education (Board) fulfills the requirements of applicable Federal Guidelines as well as Georgia law which requires its approval for district property to be designated as surplus under O.C.G.A § 20-2-520.

RULE:

A. SURPLUS PROPERTY:

1. Classification:

An asset as defined in the District's Property Control Users Guide (Guide) is classified as surplus after it has been submitted to the Board for disposition and the Board approves the classification (see Guide for guidance regarding items not meeting the definition of an asset);

2. Sale:

When the Board classifies property as surplus:

- a. The Senior Executive Director of Business Services shall have the authority to proceed with offering the surplus items for sale to the public;
- b. Surplus items may be sold by sealed bid, public auction, private sale, on-line auction, or negotiated contract, whichever is in the best interest of the District.

c. Employee Exclusion:

District employees empowered with the responsibility of identifying potential surplus items will be excluded from:

- (1) Bidding on the items they identify; or
- (2) Otherwise benefiting from the disposal of any surplus property.

3. Unsold Items:

Surplus items that do not sell and have an estimated value of less than the threshold stated in the Guide shall be disposed of in a manner most beneficial to the District by the Senior Executive Director of Business Services.

4. Exception for Unsafe Items:

The Senior Executive Director of Business Services shall:

- a. Determine the most efficient manner to dispose of surplus items that pose an immediate health or safety risk to the District; and
- b. Report the disposal of property under this exception to the Board at its next scheduled meeting for their approval

5. Proceeds:

Funds received through the disposal of surplus items will be reported to the Board.

B. CONFISCATED/LOST PROPERTY:

1. Department of Public Safety:

Confiscated items received by the Department of Public Safety should be processed utilizing the guidelines contained in:

- a. The Department of Public Safety Department Manual; and
- b. Administrative Rule JCAB-R (Interviews and Searches of Students), unless a longer period of time is necessary due to administrative hearings.

2. Unclaimed Items:

Confiscated items held by the Department of Public Safety and confiscated/lost items held by schools that remain unclaimed may be declared surplus property and may be sold or disposed of in the best interest of the District.

Adopted: 2/14/73

Revised: 7/74; 7/28/83; 8/8/84; 12/11/97; 6/28/01

Reclassified an Administrative Rule: 9/1/04

Revised: 1/13/10

Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DN)

Revised: 9/14/16

Legal Reference

O.C.G.A. 10-6-85

Agents - individual liability

O.C.G.A. 10-6-88

Public agents - no individual liability for public contracts

O.C.G.A. 20-2-520

Acquiring/disposing of school sites; building, repairing, renting, and furnishing school houses

O.C.G.A. 20-2-600

Leases of 50 years or less authorized

O.C.G.A. 36-9-2

Control and disposal of county property

O.C.G.A. 40-8-110

School bus equipment requirements

O.C.G.A. 40-8-116

Unlawful acts re: school buses

Rule 160-4-9-.06

Charter Authorizers, Financing and Management