

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: DNA
Responsible Office: Chief Operating Officer

Disposition of Board of Education Property

I. PURPOSE

To establish procedures and set forth responsibilities for the disposition of Board of Education property

II. PROCEDURES

A. Real Property

1. Disposal

The chief operating officer is responsible for initiating and carrying through the necessary activity to develop a recommendation to the superintendent of schools for disposing of all real property (land and buildings) considered to have no further use by the Montgomery County public school system, as prescribed in Board policy and state law. With the concurrence of the superintendent of schools, the recommendation is forwarded to the Board for approval. The superintendent of schools will notify the County Council and, if appropriate, the Board of Public Works of the decision of the Board of Education.

2. Easements and Rights-of-Way

Pertinent information and a recommendation is submitted by the chief operating officer when requests for easements and rights-of-way on Board property are received from public agencies and utility firms. The recommendation of the superintendent of schools is submitted to the Board for approval.

B. Disposal of Other Than Real Property

1. Nonusable and Nontradeable Items

The chief operating officer is responsible for assuring that the following procedures are implemented in the disposal of nonusable and nontradable items:

- a) In consultation with staff and public representatives, as appropriate to the benefit of the school system, the director of materials management identifies items which are nonusable and nontradable.
- b) The director of materials management facilitates the following:
 - (1) The property is to be publicly sold by either sealed bids, at auction, or for a fixed price at a public sale.
 - (2) Notice of an intended sale is published at least one week in advance of the sale in a county newspaper of general circulation to give widespread publicity for the sale so that interested citizens may participate.
 - (3) Worn-out and/or obsolete material which cannot be sold by either sealed bid or at a public sale is to be sold as scrap matter.
- c) The director of materials management prepares and submits a summary of each sale or auction to the chief operating officer.
- d) When items are sold, the director of materials management is responsible for adjusting the inventory of Montgomery County Public Schools (MCPS) property.

2. Disposition of Books

- a) After books have been processed in accordance with MCPS Regulation EDB-RA: *Instructional Materials and Equipment*, any surplus books are forwarded to the Warehouse.
- b) The director of materials management maintains a collection of surplus, worn-out and obsolete library, reference, and classroom

books at the Warehouse, awaiting disposition through sale or transfer to such agencies as may have use for such books.

- c) Periodically, bids are invited for the sale of surplus, worn-out, and obsolete library, reference, and classroom books. Awards are granted to the high bidder(s).

3. Tradeable Property

The director of materials management is responsible for reporting the trade-in value of property to be replaced. This will be accomplished as part of the bid tabulation and summary covering the award of a contract for the purchase of replacement property.

Regulation History: Formerly Regulation No. 235-3, February 17, 1977; directory information updated January, 1983; reprinted April, 1988; revised June 5, 2008.