



Book	Board of Trustees Policy
Section	800 Operations
Title	Disposal of Surplus Property, Obsolete Equipment, and Real Estate Policy
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**Agora Cyber Charter School
1018 W 8th Ave
King of Prussia, PA 19406**

Board of Trustees Policy

**DISPOSAL OF SURPLUS PROPERTY,
OBSOLETE EQUIPMENT, AND REAL ESTATE POLICY**

The Board of Trustees ("Board") of the Agora Cyber Charter School ("Charter School") understands the need to review inventory for efficient operation of the Charter School. Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

When it has been determined that any property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with any of the following provisions:

- a. The property is no longer required for its originally intended purpose.
- b. The property is considered out of date, obsolete, or in unusable condition.
- c. The property is in quantities exceeding any possibility of effective use by the Charter School.

If any staff member identifies property which is unused, obsolete or surplus, that member is to notify the Charter School's Chief Executive Officer of such property. It is the CEO's responsibility to create a list of such property and provide this list to the Board.

Determination as to whether any of the stated criteria apply to property possessed by the Charter School shall be made by the CEO, who may delegate this responsibility provided that all requirements of this policy are met. As necessary, the

CEO or his/her designee may call upon other staff personnel to develop criteria to aid in this identification.

School property owned by the Charter School which is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the Charter School will be listed and presented to the Board with a recommendation for disposition. The Board is vested with the final authority to approve any disposition.

GUIDELINES

Items of some value may be disposed of in the following ways:

- a. Public auction generally conducted by a licensed auctioneer.
- b. Salvage scrap sold to local dealers.
- c. Negotiated sale normally used when disposing of items or property of substantial value.
- d. Sealed bid normally used for items of substantial value or unique qualities.
- e. Pre-priced sale. Large quantities of obsolete or surplus furniture and/or equipment may be sold by this method.
- f. Some items have no sale value or disposal exceeds the net worth. These items may be donated to charitable organizations or otherwise discarded.
- g. Offered to the general public at a predetermined price.

Equipment being replaced may be traded in on new equipment as part of the purchase procedure.

Charter School employees, officers, trustees, etc. may not receive or accept abandoned or disposed of property. Charter School employees, officers, trustees, etc. may submit sealed bids or purchase pre-priced items, as long as the individual had nothing to do with the bid process or pricing and must recuse themselves from any decisions regarding disposition of the items.

No property that has been acquired by, or conveyed or granted to the Charter School shall be considered as abandoned by it unless and until the Board has passed, by vote of the majority of members of the Board, a resolution declaring it to be the intention of the Charter School to vacate and abandon same, whereupon all rights, title, and interest of the Charter School in such property shall be fully terminated.

REAL ESTATE

This policy does not apply to the disposition of Charter School real estate, which shall be handled at the discretion of the Board in accordance with applicable state and federal laws, including applicable sections of the Public School Code of 1949 and any applicable sections of the PA Municipalities Planning Code.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.