

Book	Policy Manual
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REVISED POLICY - VOL. 21, NO. 1

7320 - **ACQUISITION, REMOVAL, DISPOSAL, SALE, OR EXCHANGE OF MAJOR TANGIBLE PROPERTY**

Acquisition

All property shall be acquired through proper purchasing procedures either through the county or internal funds or through donations from outside sources. All property, however, including vehicular equipment shall be in the name of the School Board of Monroe County, Florida and under its full control. All property acquired from sources other than county school funds, such as PTA donations, shall be reported promptly, in accordance with procedures established for property accountability.

Removal of Property

- A. Property shall not be taken from any school building or premises for private use. Property may be lent to employees, outside agencies, or organizations only with the prior written approval of the principal or department head.
- B. Major property items shall not be exchanged between schools or departments except upon the written approval of division and/or department heads affected. Final approval of the Superintendent is required.

Disposal, Sale, or Exchange

The Board believes that the efficient administration of the District requires disposition of any major tangible personal-property no longer necessary for the educational programs or the operation of the District.

Property which is not suitable for School District use shall be classified as surplus and disposed of in accordance with State statutes. The Superintendent shall have the authority to classify as surplus and approve the disposal of property with an original purchase value of \$5,000.00 or less. For all property with an original purchase value of more than \$5,000.00, surplus classification and disposal shall be approved by the School Board. Documentation of all property classified as surplus shall be maintained in the District records (see Policy 8320 - Records Management).

All property classified as surplus pursuant to this policy, or otherwise marked for disposal, shall be offered to Monroe County charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District shall not sell or dispose of such property without written permission from the Superintendent.

All surplus property not claimed by District or Monroe County charter schools after reasonable notice may be disposed of by sale, donation, or in the most economical means available.

Disposal of surplus property purchased with federal funds shall be disposed of in accordance with MCSD Policy 7310.

School Memorials and Gifts

- A. No individual, group, or organization shall be permitted to erect an honor roll, memorial, or structure of any kind upon school grounds except by approval of the Superintendent and Board. Memorials shall be limited to a plaque and/or appropriately displayed portrait in the media center, office, etc. Also, a simple landscape project would be acceptable (i.e. planting of a tree, small flower garden), provided there is little or no maintenance and is consistent with the Board's master plan.

- B. Permanent structures shall have utilitarian value in the operation of the school or be erected in memory of a person who has been associated with the school either as a student or employee, or an organization which has made some outstanding contribution to the school or School District.
- C. The Board shall not accept a gift of art unless the cost of installation, operation, and maintenance is consistent with the value of the gift to the school. This gift will require approval of a committee approved by the Superintendent and shall include at least one (1) person trained in the field of art.
- D. Articles of equipment donated to the schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift shall be in the name of the Board.

School(s) - Naming and Renaming

The Area Superintendent, with the assistance of individuals in the community and/or community organizations, if any, shall submit proposed name(s) for school(s) to the Superintendent for his/her subsequent recommendation to the Board for final approval. Names for schools shall be considered in accordance with the following procedures:

- A. If the school(s) is to be named by its location in the community, the name(s) proposed should be descriptive and of reasonable length.
- B. If the school(s) is to be named for an individual, the name(s) proposed should be that of an outstanding civic or educational leader, living or deceased, of local, State, or National prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years.
- C. The name of a new or existing school(s) once adopted by the Board shall be considered permanent. However, should the Board subsequently initiate, or be called upon to consider, a name change of an existing previously named school(s), then in that event the Board shall allow a period of time of not less than eighteen (18) months from said date for community involvement, deliberation, discussion, and debate, prior to its taking action.

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Legal F.S. 287.14
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