

PROCESSING PROCEDURES FOR PROPERTY DISPOSAL BY SCHOOL DISTRICTS

Code: **DO-E(1)**

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Revised: **5/12/97;6/14/06**

Upon receipt of any request for approval to dispose of property, the Office of School Facilities shall carry out an administrative review of the request for the following:

1. That the district board has resolved the property is unsuitable and/or unnecessary for educational or administrative purposes, and that the intended disposition of the property will not reduce a school site below minimum land area requirements of the South Carolina School Facilities Planning and Construction Guide;
2. That the request is accompanied by an assurance that the proceeds of the transaction shall go to the district capital budget, at least to the extent of any State funds used for the acquisition and/or construction of the property;
3. That upon review of the districts then current facilities and sites inventory, disposition will not have a discernible negative impact upon any other school facility or site.

Should the administrative review raise any issues concerning the effect on the districts' existing inventory or the use of proceeds of disposition, the Office of School Facilities shall work with the District to resolve any such issues.

If the administrative review results in positive findings on all three considerations, the Office of School Facilities shall prepare its recommendation of approval and submit it to the next regular Board meeting.

Should the administrative review result in any significant difference between the districts proposed disposition and the policy of the State Board, the Office of School Facilities shall bring the matter before the next Board meeting for review, discussion and disposition. In that event, the district will be notified and will be provided an opportunity to come before the Board at the time the request for disposition is presented, in order to present any relevant facts from the district point of view.

Upon hearing the facts of the matter, the Board shall either (a) approve or disapprove the request (b) direct the matter back to the Office of School Facilities with appropriate instructions as to further action and/or disposition.