

Adopted: 5/20/1973
Revised: 11/5/1985, 2/25/13

Saint Paul Public Schools Procedure 802.00.1

802.00.1 BUILDING AND GROUNDS-DISPOSAL

- I. The District's Facilities Department shall review the District's property on an annual basis to determine if any of the property is no longer needed for District use. The Facilities Director shall inform the Superintendent when it identifies a District property which is no longer needed for District use and Facilities Director will obtain a market value appraisal.
- II. The Superintendent shall advise the Board that a District property is no longer needed for District use and recommend one of the following actions based on analysis and a report by the Facilities Director.
 1. Market the property through the District's Facilities Department.
 2. Market the property by a fee for service contract with the City of St. Paul's Planning and Economic Development Department (PED) based on the following conditions:
 - a. PED will solicit proposals for development under the terms and conditions for development specified in the contract.
 - b. All proposals will be reviewed with the appropriate City of St. Paul District Planning Council and community affected.
 - c. PED shall review proposals and submit its recommendation to the Facilities Department for review. PED and the Facilities Department will submit a recommendation to the Board for its review and action.
 3. Market the property through a realtor.
 4. Lease the property.
 5. Inform the City of St. Paul that a District property is no longer needed for District use and request that the City inform the District within thirty (30) days if it is interested in acquiring the property for public reuse and, if so, the amount the City is willing to compensate the District for the property and its proposed reuse. Within thirty (30) days after receipt of a proposal from the City, the Board will inform the City of the Board's decision regarding the City's proposal.
- III. The Board of Education, upon receipt of the report, may at such time as it deems proper declare that such property is no longer needed for District purposes and direct the administration to dispose of the property in a specific manner.

BUILDING AND GROUNDS/DISPOSAL (continued)

- IV. Once a property is declared as no longer needed for District purposes by the Board of Education, the Facilities Director shall be authorized to take appropriate action in disposing of such property.

CROSS REFERENCE:

LEGAL REFERENCES:

NOTE: Formerly 802.01