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**Policy****School Properties Disposal Procedures**

Cirrus Academy and Charter School (“CACS”) is invested with the title, care, and custody of all school facilities or other property, with the power to control such property in such manner as they believe will best serve the interests of CACS. In the event school property or materials of the Board becomes unserviceable or no longer meets the needs of the CACS, the Board may dispose of the school property or materials by declaring such property or materials as non-essential surplus property.

The Superintendent of CACS will designate school property and materials, including but not limited to land, buildings, equipment, or motorized vehicles, as proposed surplus property. The Superintendent will submit the list of proposed surplus property to the Board for its final approval as surplus.

Once the Board has reviewed the list of proposed surplus property, the Board will enter a resolution that formally designates the property as surplus and authorizes the Superintendent (or designee) to determine a fair market value for the surplus property, and authorizes the Superintendent (or designee) to dispose of the surplus property by requesting an offer of purchase from county and municipal governments of Bibb County, Georgia, and/or by public bid. The Superintendent (or designee) will proceed with disposing the surplus property as following:

**A. Procedures for Selling Surplus Property**

The Superintendent (or designee) will publish a notice of intent to dispose of surplus property by public auction. The advertisement will be posted on CACS’s website four (4) consecutive weeks prior to the date for sale of the surplus property. The advertisement will specify the following:

- Description of the property to be sold.
- The date, time, and location where the public may view the surplus property.
- The date, time, location, and manner by which the surplus property will be sold by public auction. The high bidder for each item must submit payment in cash or certified funds on the date of sale.
- The items sold are to be removed within 10 days of the bid award at the expense of the purchaser. Items not removed within 10 days will be offered to the next highest bidder.

At the date, time, and location designated for the public auction, the Superintendent (or designee) will sell the surplus property, via public auction to the highest bidder, who shall be required to pay in cash or certified funds on the date of sale.

The Superintendent (or designee), at the Superintendent’s discretion, has the authority to decline any and all bids.

The items paid for are to be removed within 10 days of the bid award at the expense of the purchaser. Items not paid for and removed within 10 days will be offered to the next highest bidder.

The surplus property shall be sold "AS IS – WHERE IS", without warranty, guaranty, or representation of any kind, expressed or implied, as to the merchantability of fitness for any purpose of the property offered. CACS reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

**B. Procedures for Disposing of Property Not Sold**

In the event no offer of purchase is accepted or no bid is accepted on an item at the public auction, the Superintendent (or designee) shall be authorized to dispose of the item in a manner that is economical and benefits CACS.