

P7160 ACQUISITION OF REAL PROPERTY

BOARD POLICY:

Unified School District 259 may purchase real property when specific needs dictate or when long range planning determines an advance need. The district will purchase such properties when terms and conditions are deemed by the Board of Education to be in the best interest of the school district.

Administrative Implemental Procedures:

1. The administration will work with other agencies to identify property for immediate needs and to ascertain areas of potential growth to determine where future sites should be acquired.
2. The administration will identify and recommend for purchase real property that can be effectively utilized by the school district.
3. The attorney for the Board of Education may be consulted to determine the Board's legal authority to purchase the real property.
4. Qualified individuals will be employed to secure an appraisal on the property(ies) according to the following criteria:
 - a. One independent appraisal when a property value is estimated to be between \$25,000 and \$100,000.
 - b. Two independent appraisals if a property value is estimated to exceed \$100,000.
5. Prior to recommending purchase, the administration will obtain an environmental assessment of the property to determine if there are potential environmental contaminants or other environmental liabilities present.
6. If improvements exist on property proposed for purchase, consultants may be employed to evaluate the structure(s), if such evaluation is deemed necessary by the administration. Consultants may include architects, structural engineers, mechanical, or electrical engineers.
7. If it is determined that the acquisition of the real property is desirable, the Board will establish an acceptable range of offers within which the administration may arrange for purchase of the property.
8. Any proposed purchase of real property will be presented to and acted upon by the Board in regular session.

Administrative Responsibility: Facilities Division

Latest Review Date: June 2017

Previous Revision Date: August 1996 P7160