

***Wayne County Board of Education
Policies Update: (Property) (3)***

- ***Policy 7100 (Property: Facilities Planning)***
- ***Policy 7310 (Property: Disposition of Personal Property)***
- ***Policy 7450 (Property: Inventory)***

***Your comments concerning these policy should be sent
in writing (mail or email) to:***

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***These policies are out for public comment for 10 working days beginning
Friday, March 27, 2026 through Thursday, April 9, 2026.***

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-1 Agenda 3/24/26-Second Reading
Title	Revised Policy - Vol. 16, No. 1 - February 2024 - FACILITIES PLANNING
Code	po7100
Status	
Adopted	May 26, 2015
Last Revised	October 11, 2022

Revised Policy - Vol. 16, No. 1 - February 2024

7100 - FACILITIES PLANNING

School facilities are an integral and expensive component of the ~~District's County's~~ educational system. As educational programs evolve to respond to students' needs and communities' expectations, and as current facilities age and become obsolete, existing facilities must be maintained and monitored. At the same time, district school officials must envision and plan for future needs. The result of such a system of continuous assessment and forecasting will ensure that facilities are funded and in place necessary to accommodate a thorough and efficient system of education.

The ~~District County~~ supports the delivery of a thorough and efficient education for children by ensuring that every child in the ~~district County~~ has access to educational facilities that are safe, healthy, and well-suited to meet rigorous programmatic demands. The West Virginia Department of Education (WVDE) has the responsibility to provide guidance to the ~~District County~~ in their ongoing efforts to design and operate such facilities.

The ~~District County~~ shall develop a ten-year Comprehensive Educational Facilities Plan (CEFP) that addresses the requirements for new construction and major renovations where applicable. The CEFP not only encompasses new construction and renovations but also is used in school closures, consolidation, and reconfigurations as well as in developing levees and bond calls. All aspects of this plan are to be reviewed and verified for accuracy by the ~~District County~~.

The CEFP shall be submitted to the WVDE and the School Building Authority of West Virginia (SBA) in the format described in WV State Board of Education policy 6200. This plan is to be updated annually in coordination with all projects small and large, as well as reactive and preventative maintenance. Approval of the ~~district County~~ CEFP must be granted by the WVBE and thereafter by the SBA. Subsequent substantial compliance with all laws and policies will be required when the CEFP contains closures and/or consolidations, regardless of the funding source. **The County shall prepare and submit an impact statement and supporting data concerning proposed school closings or consolidations to the WVBE for approval in accordance with WV policy 6204 and WV Code 18-5-13a.**

Approval must also be granted by the SBA prior to funding any project through the SBA and prior to utilization of Federal funds for school improvement (WV Code 18-9D-15). The CEFP must include all projects that alter the instructional square footage of the facility or exceed \$50,000 regardless of the funding source. Required amendments to the plan and/or the plan budget must be submitted to the WVDE and the SBA for approval prior to the initiation of any construction or renovation project and such projects must meet all regulatory requirements and be described in an executive summary that outlines the specifics of the plan which will be submitted to the WVDE and SBA.

The Board, WVBE (when applicable) or administrative council of an area vocational center shall develop a ten (10) year school Major Improvement Program (MIP). The MIP facility needs must be identified in the ~~District's County's~~ current Comprehensive Educational Facilities Plan. An approved school MIP is required prior to the distribution of state funds for a project pursuant to the requirements of WV Code Chapter 18-9D-15. An MIP is defined as a construction/maintenance project with a cost greater than \$50,000 but not exceeding \$1,000,000. Projects selected for funding by the School Building Authority (SBA) must be included in an approved MIP.

The MIP shall coexist with the ~~District's County's~~ Comprehensive Educational Facilities Plan (CEFP) and together address the renovation, repair and safety upgrading of existing facilities and equipment, building systems, utilities and other similar items in connection with renovations, repair and upgrading of facilities.

In order to apprise the Board of the continuing relevance of the Board's CEF, the Superintendent shall:

A. ☒ annually report to the Board on the:

1. ☒ number of resident students attending school;
2. ☐ number of new residential units approved in the ~~District~~ County;
3. ☒ CEF update;

B. ☒ report to the Board on the enrollment by grades during the school year

- ☐ monthly;
- ☐ each semester;
- ☒ annually;

C. ☒ conduct a kindergarten enrollment each spring for the students who will be enrolled in the schools of the ~~District~~ County in the following year and report the results to the Board;

D. ☒ prepare student enrollment projections every

- ☐ year
- ☐ two (2) years
- ☒ ten years

and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, and any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. The ~~District~~ County shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to laws and regulation.

Water Bottle Filling Stations

Pursuant to State law and WV State Board rule, newly constructed public school buildings shall include the following:

- A. A minimum of one (1) water bottle filling station on each floor and wing of each public school building;
- B. At least one water bottle filling station in all school food service areas;
- C. At least one water bottle filling station near gymnasiums and outdoor learning and activity areas, including playgrounds and athletic facilities; and
- D. A minimum of at least one water bottle filling station per 200 building occupants projected upon completion of the projected construction.

Further, pursuant to State law and WV State Board rule, existing public school buildings undergoing a major improvement (as defined by W.Va. Code 18-9G-2) shall include a minimum of half of the facility's existing water coolers being retrofitted or replaced to provide water bottle filling capability and be made compliant with the Americans with Disabilities Act, as amended (ADA). Pending the availability of a water supply line and sanitary plumbing, the preferred placement of these stations shall be in the following areas:

- A. School food service areas;
- B. Near gymnasiums and outdoor learning and activity areas, including playgrounds and athletic facilities; and
- C. Grouped toilet areas.

Any water bottle filling station installed in a public school building shall:

- A. dispense filtered, clean drinking water;
- B. be touchless for sanitary reasons;
- C. be regularly cleaned to maintain sanitary conditions; and
- D. be regularly maintained to ensure proper functioning.

The Board permits students in schools with one or more water bottle filling stations to carry water bottles.

Definitions, as used in this policy, have the following meaning:

~~"Water bottle filling station"~~ Water bottle filling station means a station to which the following apply:

- A. The station is designed to fill a bottle with water.
- B. The station dispenses filtered drinking water.
- C. The station may be integrated into a drinking fountain.
- D. The station shall be touchless for sanitary reasons.

~~"Construction project"~~ Construction project means a project in the furtherance of a facilities plan with a cost of greater than \$1,000,000 for the new construction, expansion, or major renovation of the facilities, buildings, and structures for school purposes, including the acquisition of land for current or future use in connection with the construction project; new or substantial upgrading of existing equipment, machinery, or furnishings; and installation of utilities and other similar items related to making the construction project operational. "Construction project" does not include such items as books, computers, or equipment used for instructional purposes; fuel supplies; routine utility service fees and routine maintenance costs; ordinary course of business improvements; and other items ~~which that~~ are customarily considered to result in a current or ordinary course of business operating charge or a major improvement project.

~~"Major improvement"~~ Major improvement means a project meeting one or more of the following: (A) Increasing the square footage of a school by more than 5,000 square feet; or (B) Any renovations or upgrades to a school with a cost greater than \$500,000 where plumbing work constitutes more than twenty percent (20%) of the project's construction cost. (3) "Public school" means any school under the general supervision of the West Virginia Board of Education pursuant to section two, article XIII of the Constitution of West Virginia and includes any charter school pursuant to §18-5G-1 et seq. of this code. (4) "Water bottle filling station" means a station to which the following apply: (A) The station is designed to fill a bottle with water; (B) The station dispenses filtered drinking water; (C) The station may be integrated into a drinking fountain; and (D) The station shall be touchless for sanitary reasons.

School, for the purpose of school closure procedures, is defined by its population and education mission and not just the physical facility.

When a county proposes an action that would terminate the educational mission of a school and whereby that school becomes defined by another population or educational mission, the school closure procedures set forth by WV policy 6204 shall apply.

The following situations are not considered school closures and the procedures set forth in WV policy 6204 shall not apply to them:

- A. moving a single school population into a new, existing, or renovated facility where its educational mission would continue without termination; or
- B. moving a single school population into a facility that houses another school population and each school maintains its own separate operation and assigned educational mission without termination; or
- C. cases in which a county's voters passed a construction bond issue that specifically stated the school(s) planned for closure or consolidation, and the county's approved Comprehensive Educational Facilities Plan (CEFP) also specified the same action(s). The county shall apply to the West Virginia Board of Education (WVBE) for a CEFP amendment if the approved CEFP did not contain the voter-approved closure or consolidation; or
- D. cases in which a county reconfigures the location and structure of grades along a population's natural path of vertical progression and whereby the educational mission of any affected school population may be slightly altered

but not terminated.

WV State Board policy 6200, Handbook on Planning School Facilities, shall be incorporated by reference in this policy.

West Virginia Board of Education policy 6200

West Virginia Board of Education policy 6204

WV Code 18-9D-16

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West Virginia Board of Education policy 6200

West Virginia Board of Education policy 6204

WV Code 18-9D-16

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 EDGAR Agenda-Second Reading
Title	Revised Policy - Volume 16, No. 2 - EDGAR UGG - December 2024 - DISPOSITION OF PERSONAL PROPERTY
Code	po7310
Status	
Adopted	May 26, 2015
Last Revised	July 25, 2023

Revised Policy - Volume 16, No. 2 - EDGAR UGG - December 2024

7310 - DISPOSITION OF PERSONAL PROPERTY

The Board of Education requires the Superintendent to review the personal property of the County periodically and to dispose of that material and equipment ~~which that~~ is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having a physical existence, such as vehicles, equipment, or instructional resources or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Resources

The County shall review instructional resources (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such resources to the present world and current instructional programs. The following criteria will be used to review instructional resources for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

[DRAFTING NOTE: Pursuant to 2 C.F.R. 200, the following definition regarding equipment being tangible personal property should be added to the County policy. See also Policy 7450 - Property Inventory to provide for a consistent threshold for such expenditures.]

For purposes of this policy, **equipment** shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$5,000.00 () to replace (x) as a single unit **[end of option]** and does not lose its identity when incorporated into a more complex unit.

The County shall inspect the equipment used in the instructional program and other equipment owned by the County periodically, to determine the condition and usability of such equipment in the current educational program or other County operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available

2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program or in use for other operational purposes
4. some potential for sale
5. creates a safety or environmental hazard

C. Disposition

1. Disposal of Real Property – See Policy 7300.
2. Disposal of Personal Property:

At any time the Board determines that any personal property, including equipment, portable building, or motor vehicle, (including school bus), school furniture, computers, or other personal property is no longer needed for school purposes, the Purchasing Director, in cooperation with the Chief School Business Official may declare the property surplus and dispose of the property in the most economical method for the benefit of the Board.

The property may be disposed of in several ways: discarded or junked if it is determined not to have any salvageable value, traded in towards the purchase of a replacement item, sold at public auction, by competitive bid to the highest bidder, by fixed price, or contributed to:

- a. the State or political subdivisions, including county commissions or agencies thereof;
- b. a private, nonprofit, tax-exempt organization having been granted tax-exempt status by IRS Code 501(c) (3) through (8) inclusive, (19) or (23) for nominal consideration, provided that the property is for charitable, economic development or other community use.

Board employees and members of their immediate family are not eligible to buy or receive surplus property belonging to the Board unless the surplus property is offered to the general public for sale.

The sale of the surplus property must be conducted by the purchasing director or designee at a central location.

The determination that property is no longer needed for school purposes and the sale of the property cannot be made at the school or cost center level.

3. Disposal of Equipment Purchased From a Federal Grant:

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the County may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the County shall request disposition instructions from the Federal ~~awarding~~ agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal ~~awarding~~ agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in subsection ~~200.312~~ 200.313 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per unit fair-market value in excess of ~~\$5,000~~ \$10,000 (per unit) may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale ~~by the Federal awarding agency's percentage of participation in the cost of the original purchase.~~ If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share ~~\$500~~ \$1,000 or ten percent (10%) of the proceeds, whichever is less, ~~for its selling and handling expenses to cover expenses associated with the selling and handling of the equipment.~~

The County may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the County shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the County to retain equipment or authorize WVDE to permit the County to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

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West Virginia Board of Education policy 1224.1

West Virginia Board of Education policy 8200

2 C.F.R. 200.312, 200.313

Cross References

po2520 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-1/Vol 16-2 EDGAR/Vol 17-2-Second Reading
Title	Revised Policy - Vol 16-1/Volume 16-2 - EDGAR UGG - December 2024 - PROPERTY INVENTORY
Code	po7450
Status	
Adopted	November 16, 2017
Last Revised	June 28, 2022

Revised Policy - Volume 16, No. 2 - EDGAR UGG - December 2024

7450 - PROPERTY INVENTORY

As steward of the Board of Education's property, the Board of Education ("Board") recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall () conduct a complete inventory (**x**) maintain a perpetual inventory **[end of option]** of all Board-owned equipment and supplies () annually. (**x**) every two (2) years. **[specify number; Federal regulations require at least once every two (2) years]** () at such intervals as will coincide with property insurance renewal.**[end of options]** () and G.A.A.P. reporting requirements.

For purposes of this policy "equipment" means tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonexpendable, having a useful life of more than ~~one (1) year and a per-unit acquisition cost which~~ one (1) year, and a per-unit cost that equals or exceeds the current State threshold amount for equipment. **[DRAFTING NOTE: The Federal regulation (2 CFR-C.F.R. 200.439) allows for a \$5,000-\$10,000 threshold. Capital expenditures with a unit cost of \$5,000-\$10,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]**

"Capital assets" means tangible or intangible assets used in operations having a useful life of more than one (1) year which are capitalized in accordance with GAAP.

Capital assets include equipment as well as the following:

- A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment that materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining supplies for inventory purposes, no items will be counted whose total value is less than \$1,000.00.

For the purposes of this policy "consumable supplies" shall mean a commodity which, when used in the ordinary course of business, will become consumed or of no market value. It is also referred to as an expendable commodity.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the () Superintendent (x) Business Manager (x) _____ [end of option] to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

x] Major items of equipment shall be subject to annual spot check inventory to determine loss, misplacement, or depreciation; any major loss shall be reported to the Board.

[] Property records of consumable supplies shall be maintained on a perpetual inventory basis. Consumable supplies inventory records should include for each item or group of items the following information: name of item, quantity purchased, date of purchase, cost, reorder point, amount dispensed, and date dispensed. A physical count of all supply inventory shall take place as of June 30th each school year and this count shall be reconciled with the perpetual inventory records.

x] The Superintendent shall maintain a system of property records which shall show, as appropriate to the item recorded:

- A. description of the property
- B. serial number or other identification number
- C. source of funding for the property
- D. titleholder
- E. acquisition date
- F. acquisition cost
- G. percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- H. ~~location~~
- I. use and condition of the property
- J. ultimate disposition data including the date of disposal and sales price
- K. manufacturer
- L. evaluation in conformity with insurance requirements

The County is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment and computing devices acquired in whole or in part under a Federal award will vest upon acquisition to the ~~District~~ County, subject to the following conditions:

- A. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
 - 1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency that funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.
 - 2. During the time that property is used on the project or program for which it was acquired, the ~~District~~ County must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original

project or program.

- B. ~~The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.~~ While the equipment is being used for the originally authorized purpose, the County (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity.
- C. The property may only be used and disposed of in accordance with the provisions of the Federal ~~awarding~~ agency or the pass-through entity and Policy 7300 - Disposition of Real Property and Policy 7310 - Disposition of Real Property.
- D. The County must use the equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The county must not encumber the equipment without prior approval of the Federal agency or pass-through entity.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:
 - 1. Activities under other Federal awards from the Federal agency that funded the original program or project; then
 - 2. Activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the County must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The County should consider charging user fees as appropriate. If the County does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal Statute.
- G. When acquiring replacement equipment, the County may either trade in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the Federal Award Identification Number (FAIN)), ~~title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, percentage of Federal agency contribution towards the original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.~~
- I. A physical inventory of the property must be ~~taken~~ conducted and results reconciled with property records at least once every two (2) years, in accordance with this policy.
- J. A control system shall be ~~be developed to provide adequate safeguards to prevent~~ in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft ~~shall be investigated~~ of the property must be investigated. The County must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. Adequate maintenance procedures shall be implemented to keep the property in ~~good proper working~~ condition.
- L. Proper sales procedures shall be established to ensure the highest possible return, in the event the ~~Board~~ County is authorized or required to sell the equipment/property.
- M. When ~~original or replacement~~ equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal ~~awarding~~ agency, ~~and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions,~~ the ~~Board~~ County shall request disposition instructions from the Federal ~~awarding~~ agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F. R. 200.313.

West Virginia State Board of Education policy 8200
West Virginia State Board of Education policy 8100
WV Code St. R. 126-202-1 (2005)
WV Code St. R. 126-200-2 (2005) (Public School Finance - Incorporation by Reference)
2 C.F.R. 200.313
WV Code 18-9B-12 (2005)

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West Virginia Board of Education policy 1224.1
West Virginia Board of Education policy 8200
West Virginia Board of Education policy 8100
WV Code St. R. 126-202-1 (2005)
WV Code St. R. 126-200-2 (2005) (Public School Finance - Incorporation by Reference)
2 C.F.R. 200.313
WV Code 18-9B-12 (2005)