

## Policy DN – School Properties Disposal

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

The Board shall be informed of any property declared as surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. Any personal identification content shall be removed from the item before it is to be declared as surplus.
- B. The Town of West Bath will be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board (or “Board’s Finance Committee”).
- C. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of the date of an auction, sale, or opening of sealed bids.
- D. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- E. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner the Superintendent deems appropriate, with recycling as a priority where feasible.
- F. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate, with recycling as a priority where feasible.
- G. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., “SOLD BY”, “SURPLUS”).

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in those instances where law requires that it be credited to a specific account.

**Legal Reference:** Title 20-A, MRSA, Sec. 7

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