

## SCHOOL PROPERTIES DISPOSITION

School equipment, furnishings, materials and supplies (property) are purchased only for the use of the school department. However, when any such property no longer has any use within the school department, and whenever any such property shall still have a functional life, the property shall be disposed of in an efficient manner. Before any action is taken regarding disposal of such items, the following steps shall be taken in the order indicated:

- I. The building principal shall establish an annual review of unused items, which are part of the school inventory.
- II. The building principal shall establish the current fair market value of the item(s).
- III. The building principal shall notify the superintendent and individual school committee members in writing, listing the item(s) and a suggested disposal system. The superintendent shall include the request on the next agenda of the school committee for review and action.
- IV. All items approved for disposal by the Committee will be identified and a list of approved items will be sent to the Town Office. The Selectmen will have the right of first option to purchase.
- V. If the Town Selectmen do not want item(s), the item(s) shall be disposed of in accordance with Committee directive or at the building principal's discretion in the absence of such a directive. Such disposal may include:
  - A. 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 an auction, sale or opening of sealed bids.
  - B. 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.
  - C. Any surplus property that is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.
  - D. 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 after so informing the Committee, with recycling as a priority where feasible.

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

Legal Reference: 20-A MRSA § 7

Adopted: 7/12/12