

SCHOOL PROPERTIES DISPOSITION

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he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of value or use to the district and to dispose of such property, with recycling as a priority where feasible.

The Superintendent shall also determine those items considered surplus property. Prior to disposal of items determined to be surplus, the Superintendent shall inform the Board of any individual item valued over \$500.00. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. All member municipalities are to be informed in writing of any individual item of property declared surplus valued over \$500.00 and are to have first option for acquisition. In the case of a school closing, the member municipality shall have the first option for acquisition. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board.
- B. 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.
- C. 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 MSAD 55, then to others.
- D. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to nonprofit agencies.
- E. Any district 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").

In the event of a school closing, property shall first be dispersed to other district schools. Following this action the Superintendent shall determine if the remaining property is obsolete or no longer of value or of use to the district, and dispose of such property as appropriate. The Superintendent shall also determine surplus property items and follow A-E shown above.

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: December 5, 2007
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