

## School Properties Disposal

1. The superintendent if 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he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit, and to declare it surplus.
2. The board is to be informed of any property valued at more than \$5,000 which is to be declared surplus by the superintendent prior to its disposal. Procedures for disposal of all surplus personal property valued at more than \$5,000 shall be in accordance with the following:
  - a. The municipality shall 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 of Directors.
  - b. Surplus property, valued at more than \$5,000 which is not purchased by one of the towns shall be disposed of by sealed bid, public auction, or public sale. Public notice shall be given at least one week in advance of an auction, sale, or deadline for submission of sealed bids.
  - c. Any surplus property which is offered for sale by sealed bid, public auction, or public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donations to non-profit agencies.
3. Library books, textbooks, any instructional materials are to be disposed of by means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
4. 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.
5. Any RSU #8 identification borne by surplus property shall be removed. The items shall be promptly removed from inventory.
6. Real property including school buildings. Disposal or transfer of real property shall be in keeping with the provision of Title 20-MRSA, Section 4101-4104.
7. 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: Title 20 –A MRSA, Section 7, Section 4101-4104

Adopted: 10-21-2020

