

**SCHOOL PROPERTIES DISPOSAL PROCEDURE**

- I. This section applies only to surplus property which has a greater value than \$5000.00.

The Board will determine when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

Procedures for disposal of surplus personal property having a value greater than \$5000.00 shall be in accordance with the following:

- A. Other municipal departments are to 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.
  - 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. 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 non-profit agencies.
  - D. Any property determined to be worthless, or for any reason considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent and Principal deem appropriate.
  - E. Any school unit identification borne by surplus property shall be removed or be further identified, when feasible, to indicate the intended disposition and surplus nature (i.e. "SOLD BY" "SURPLUS").
- II. This section applies only to surplus property having a value equal to or less than \$5000.00 as determined by the Superintendent after consultation with the Principal.
- A. The Superintendent after consultation with the Principal will determine when personal property, as distinguished from real property, is obsolete/no longer of use to the school.
  - B. The disposal of personal property as described above shall be carried out by the Principal with the advice and consent of the Superintendent.
  - C. Library books, textbooks, instructional materials and instructional equipment are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to students of Jonesport-Beals High School, second to Beals Elementary School and Jonesport Elementary School students, then to citizens of the Towns of Beals and Jonesport.

- D. Disposal of the above may take place by first offering 12th grade level books and materials, etc. to 12th graders, 11th grade to 11th graders and so on, free of charge.
- E. Failing to dispose of said items by the methods outlined in Section II - C and D or deciding that such methods are inappropriate for a given item, the Superintendent and the Principal are authorized to employ methods as described in Section I – B/C/D.

All revenues, which result from the sale of surplus property, shall be credited as miscellaneous income or donated to the school except in those instances where the law requires otherwise.

Legal Reference: TITLE 20-A MRSA, SECTION 7

DATE ADOPTED: JULY 1, 2003