

POLAND SCHOOL COMMITTEE	CODE: DN Page: 1
SUBJECT: School Properties Disposition	
DATE OF ORIGINAL POLICY:	N/A
DATE OF NEXT REVIEW:	Fall 2007
CANCELS POLICY CODE:	N/A
REVISION DATE:	11/02
JURISDICTION:	Poland Community School Bruce M. Whittier Middle School

PHILOSOPHY:

In accordance with current statutes (Title 20-A MRSA, section 7), the Poland School Department establishes this policy. It is a matter of State Law that school properties, that are obsolete or no longer of use to the school department, be declared surplus and disposed of under the guidelines of this policy. This policy refers to personal property (supplies, materials, equipment) and not real property.

POLICY:

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he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.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 Committee is to be informed of any property declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property 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 School Committee.
- 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 the school unit, 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 non-profit agencies.
- E. 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 Board, with recycling as a priority where feasible.

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- F. 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 to the School General Fund except in any instance where law requires that it be credited to a specific account.

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

As per this Policy.

DELEGATION OF AUTHORITY:

The School Committee delegates authority to administer this policy to the Superintendent of Schools.

EXCEPTIONS TO THE POLICY:

This policy makes provisions for the notification of the Superintendent of Schools before the disposal of all surplus property regardless of value. Although current law requires notification of member municipalities on items to be disposed with value of \$5,000 or more, this policy does not require notification of municipalities if the value is under \$100.

REPORTS:

The procedure to dispose of school properties and all transactions shall be reported periodically to the School Committee by the Superintendent.

DEFINITIONS:

As noted in the Policy.

ATTACHMENTS:

Surplus Property Disposal Notification Form

LEGAL REFERENCES:

20-A MRS § 7

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SIGNATURE BLOCK:

Poland School Committee

Ira Levine, Chair DATE

Peter Bolduc DATE

Jack Conway DATE

Norman Davis DATE

Laurie Levine DATE