

Code: DN  
Adopted: 9/17/84  
Amended: 2/26/01

Hermon School Department

**Disposal of Surplus Property**

The superintendent is authorized to determine, through procedures he/she develops, when personal property including but not limited to supplies, materials, and equipment as distinguished from real property is obsolete or no longer of use to the school department and declare it surplus.

The Hermon School 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 departments of the municipality, including the Recreation Department, shall be informed in writing of property declared surplus and shall have first option to purchase. The charges for municipal purchases shall be determined by the superintendent after consultation with the chairperson of the Hermon School Committee or his/her designee.
- B. Library books, textbooks and instructional materials are to be disposed of in a manner most likely to offer promise of continuing educational benefit, first to citizens of the school (teacher, students, staff, etc.), then to others.
- C. Surplus property, including books, furniture, supplies, materials or equipment to be offered for public sale may be sold through (a) sealed bid, **or** (b) a public auction, **or** (c) a public sale. Public notice of any sale of surplus property shall be given at least one week in advance of such sale or opening of bids. The scope of said public notice shall be determined by the superintendent.
- 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, recycling or rendered worthless.
- E. Any property determined to be worthless, or for any reason is considered by the superintendent to be inappropriate for sale, shall be disposed of in a manner the superintendent deems appropriate after so informing the School Committee, with recycling 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* or *DISCARDED BY*).

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

**Legal Reference: 20-A MRSA § 7**