

## RSU #63

- a. **NEPN/NSBA Code:** DN
- b. **Title:** School Properties Disposal Procedures
- c. **Author:** Superintendent/Policy Committee
- d. **Replaces Policy:**
- e. **Date Approved:** 10/23/2023 RSU #63
- f. **Previously Approved:** 09/25/2017
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Policy Committee
- i. **Date Reviewed:** 10/16/2023 Policy Committee  
10/16/2023 Superintendent
- j. **References:** Policy DJ-Purchasing

### k. Narrative:

- I. The RSU #63 Board of Directors (the Board) delegates to the Superintendent and their designee the authority to dispose of all instructional material, equipment, and supplies that are obsolete or surplus.
- II. Before any type of disposal is initiated, the District will first check to determine whether the item(s) might be useful to another school district and then to another governmental or community service agency within district areas. Appropriate payment may be negotiated. The Superintendent, with the approval of the Board, may authorize trades and outright donations.
- III. When books are expected to have a resale value, companies that deal in used books will be contacted. Arrangements will be made if it is determined the books can be sold at a profit.
- IV. Surplus items, which have more than intrinsic value and which are not of use to the district or by local agencies, will have estimates of value determined by an appropriate authority and then offered for sale to the public. In order not to spend more on advertising than the item(s) are worth, the following practice will be implemented:
  - A. If the item(s) are worth less than \$500.00 or the cost of advertising it/them in local newspapers, the item(s) will be advertised through:
    - 1. Posting(s) on the district's website,
    - 2. Notices posted in local U.S. Post Offices and Town Offices,
    - 3. Signage in front of schools and (requested) signage in front of town offices (such as "For Sale – [named equipment] – Call [district operations phone number]), and

4. Mailings to individuals and business that might be interested.
- B.** If the item(s) is worth more than \$500.00, or the cost of advertising it/them in local newspapers, the item(s) will be advertised through:
1. Posting(s) on the district's website,
  2. Notices posted in local U.S. Post Offices and Town Offices,
  3. Signage in front of schools and (requested) signage in front of town offices (such as "For Sale" – named equipment – Call district phone number)
  4. Mailings to individuals and business that might be interested, and
  5. Advertisement in local newspapers.
- V.** The Board may authorize the sale of item(s) by sealed bids utilizing the appropriate methods defined and in compliance with the appropriate sections of Policy DJ.
- VI.** The Superintendent will authorize appropriate payment for any advertisement method used.
- VII.** Junk may be sold for salvage when practicable.