

Disposal of Obsolete or Surplus Equipment/Materials

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal or his/her designee. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school, the Superintendent or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal, and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent to be in the best interests of the district. Such equipment or materials shall not be donated to an employee of the district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received there from can be retained in the PTO account.

If the equipment and materials cannot be donated or sold, the Superintendent or his/her designee may dispose of such items.

Legal References: Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-241

Policy adopted: September 9, 1991

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