

BUSINESS**Sales & Disposal of Books, Equipment & Materials**

When equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the District's best advantage.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and/or have been determined to be obsolete by the professional administrative staff.

Any proceeds from disposition of equipment, books, materials shall be deposited in the Regional School District 13 general fund.

Legal Reference:

Connecticut General Statutes 10-220 Duties of board of education
10-240 Control of schools
10-241 Powers of school districts

Policy Adopted: July 10, 1991

Policy Readopted: September 24, 1997

Policy Revised: October 5, 2016

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Steps to disposal:

1. Each principal will develop a list of items slated for disposal at the close of each school year.
2. Lists are to be sent to the central office where the assistant to the superintendent will combine them into a master list for the District.
3. The combined lists will be shared with the Administrative Council at which time it will be determined what items if any, can be used in district schools.
4. Items not needed in district schools will be offered to the following organizations in the categories listed below:
 - a. parent or student organizations
 - b. two towns comprising the district
 - c. appropriate state service departments (e.g. DCYS or correctional facility)
 - d. other public or private non-profit organizations
5. A two week response time will be allowed per category before the items are offered to organizations in the next category.
6. Disposal of remaining items will be in accordance with acceptable recycling or landfill regulations.

Regulation approved: July 10, 1991