



# WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Board of Education Policy Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: March 11, 2022

RE: Proposed New Policy 3260, “Disposal of Obsolete Books, Equipment, and Supplies”

Please find attached proposed new Policy 3260 to establish guidelines for disposal of materials based on current recommendations of the Connecticut Association of Boards of Education (CABE).

**Business/Non-Instructional Operations**

**Disposal of Obsolete Books, Equipment and Supplies**

The Superintendent shall be authorized to dispose of obsolete books, equipment or supplies valued at less than \$2,000, and shall report such disposal to the Board of Education. The disposal of books, equipment, or supplies valued at \$2,000 or more requires approval of the Board of Education.

Items with useful life or monetary value may be sold at public sale. If items are otherwise disposed, disposal shall be conducted whenever possible following guidelines supporting best recycling and reuse practices.

If property acquired under grant funds is disposed of, such disposal shall follow grant procedures and applicable State and federal guidelines.

References: Connecticut General Statute § 10-241 - Powers of School Districts

Policy Adopted:

WOODBIDGE SCHOOL DISTRICT  
Woodbridge, Connecticut