

#3260

Disposal of Obsolete or Surplus Equipment/Materials
(formerly Sale & Disposal of Books, Equipment & Supplies)

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. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

The Superintendent shall bring before the Board a listing of all furniture, equipment, books, and materials to be disposed of as well as supplies in excess of \$500.00 which warrant disposal. Items with values less than \$500.00 may be disposed of upon the authority of the Superintendent or his/her designee. Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent or his/her designee. Disposal will be in accordance with state laws and local ordinances.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools 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 system, and upon authorization by the Board, the Superintendent of Schools 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 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 system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school

33 district. Such equipment or materials shall not be donated to an employee of the school
34 district and shall only be sold to an employee of the school district if the equipment or
35 material is offered for sale to the general public. Under those circumstances, the
36 employee shall receive an equal, but not preferential, opportunity to purchase the
37 equipment or materials.

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

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43 First Reading: June 7, 2022

44 Second Reading: June 21, 2022