

Business/Non-Instructional Operations

Disposal of Obsolete or Surplus Equipment/Materials

Obsolete or surplus equipment/materials shall be removed from the school district's inventory and disposed of only with the approval of the Board of Education for items having a current value of \$1,000 or more; items with values less than \$1,000 may be disposed of upon the authority of the Superintendent of Schools or his/her designee. Items with no useful life or monetary value may be disposed of, upon approval of the Superintendent of Schools or his/her designee, without further reference to this policy.

Procedures for disposal of obsolete or surplus equipment/materials shall be as follows:

1. Prior to public sale, the Business Manager shall notify all town agencies of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town agency's interest in such equipment or materials. A town agency, for this policy, is one which received its funding from local taxation. The Superintendent of Schools may waive this procedure for material clearly not useful to other town agencies.
2. In the event that two or more agencies express interest in the equipment or materials, the Superintendent of Schools after consultation with the First Selectman will determine which agency can make the best use of the equipment or materials and authorize transfer of the item to the appropriate town agency.
- 3 All transfers to town agencies shall be at no cost to the Board of Education.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold in public sale. Community service organizations (which are not town agencies) shall receive preference over individuals. Equipment/materials shall not be sold to an employee of the school district unless the equipment 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/materials.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.
10-240 Control of schools.
10-241 Powers of school districts.

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WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut