

Business and Non-Instructional Operations

Disposal of Obsolete/Unusable Materials and Equipment

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent will notify the Board of Education.

Equipment may not be sold directly to individuals. Once declared unusable by the Board, all equipment should be turned over to the Town for disposition.

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committee may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks and materials which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined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

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

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

Policy adopted: October 8, 2002

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut