

Business and Non-Instructional Operations

Sales and Disposal of Obsolete Books, Equipment, and Supplies

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1. Obsolete equipment and textbooks may be removed from the school system's inventory by several methods, such as, but not limited to: distribution to other town agencies, sale to students, trade-in against new purchases, public bidding or a public tag sale, donations to other educational agencies (non-public, vocational-educational, etc.) or other methods approved by the Town Council. Where sale is the method of disposal, such disposal shall be at the most advantageous prices to the Town of Vernon. Requests for disposal shall be handled by the Business Office. All monies received from the sale shall be paid into the Town General Fund.
2. A letter signed by the principal and program coordinator shall be sent to the Superintendent or Superintendent's designee requesting disposal of books or equipment by one or more of the approved methods.
3. Prior to public sale, the Superintendent 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, or lack thereof, in such equipment or materials. The Superintendent of schools may waive this procedure for material clearly not useful to other town agencies.
4. In the event that two or more agencies express interest in the equipment or materials, the Superintendent of schools 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.
5. All transfers to town agencies shall be at no cost to the receiving agency.
6. Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale. Community groups or organizations 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.
7. All surplus books shall be stamped "Vernon Public Schools - Discard".

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8. If the sale to students is selected as a method to dispose of books, the form entitled "Request to Sell Surplus Textbooks to Students" must be completed and sent to the Director of Business and Finance for approval before the sale can be made.
9. sale to a book broker may be authorized.

If none of the above methods are effective in disposing of surplus items, such items may be taken to a junk disposal area.

Public Competitive Bidding

1. A legal notice will be put in all newspapers with local circulation. Such notices will provide the general public with information on the location, date and time of the bidding.
2. Items will be sold to the highest bidder with proceeds directed to the Town General Fund.
3. If no bids are obtained, the items will be disposed of by any means approved by the Board and may include but are not limited to the following:
 - a. donation to an educational agency;
 - b. donation to a non-educational agency;
 - c. disposal by high-bid to a used equipment or book dealer.

If none of the above methods for disposal are successful, the items will be considered as refuse and disposed of as required for such materials.

Legal Reference:

Connecticut General Statutes

10-47 Powers of regional board. Meetings.

10-220 Duties of boards of education. Policy adopted: