

## **Business/Non-Instructional Operations**

### **Sales & Disposal of Books, Equipment & Supplies**

In cases where items such as textbooks, materials, furniture, or equipment are no longer needed due to reasons such as age, content, or function, efforts will be made to recycle items. Donation of items to nonprofit organizations such as libraries, schools, and social agencies will be encouraged. In certain instances, items may be given to individual students for home usage. Prior to disposal, identifiable information shall be removed. The Building Administrator will maintain a listing of all items including donation date, destination, and signature of recipient. This listing will be annually submitted to the Superintendent of Schools for review.

In cases where items continue to have some monetary value, a sale of the item can occur. A sale process will minimally include a posting of the item(s) in two town sites. Any proceeds from disposition of equipment or supplies shall be deposited in the Town general fund.

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:               July 12, 2004

EAST GRANBY PUBLIC SCHOOLS  
East Granby, Connecticut