

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

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

When equipment, books and materials become worn out, obsolete, inadequate, surplus, or otherwise unusable in the schools, the Superintendent may authorize their sale, trade-in or disposal as he or she deems to be in the best interests of the district.

Books, equipment and supplies may not be sold directly to individuals. Any proceeds from the sale of any books, equipment or supplies shall be deposited in the Board of Education's operating budget for the year in which such sale is made.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are inadequate or no longer useful to the educational program, provided that such books have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the Board of Education's operating budget. If and when such books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTA/PTO account.

Legal Reference:        Connecticut General Statutes

                                 10-220 Duties of Boards of Education.  
                                 10-229 Change of Textbooks  
                                 10-240 Control of schools.  
                                 10-241 Powers of school districts.

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NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut