

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Business/Non-Instructional Operations

3523.4

Closing of Public School(s) Equipment/Furniture Disposal Procedure

1. Purpose

To provide guidelines for proper accountability and disposition of public school equipment/furniture and educational material no longer needed as the result of the closing of a public school(s).

2. General Comments

At the discretion of the Superintendent of Schools, all equipment/furniture and educational materials which are no longer needed, shall remain in the closing school and be turned over to the Town of Enfield.

3. Procedure

- a. Upon approval by the Enfield Board of Education to close a public school, the Superintendent of Schools, in his/her discretion, shall determine whether or not equipment/furniture and educational materials located in the closing school can be used elsewhere in the school system.
- b. Equipment/furniture and educational materials no longer needed shall remain in the school to be closed and be turned over to the Town along with the closing school.
- c. A complete physical inventory of the returned items shall be conducted with a listing forwarded to the Town.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy Adopted: December 12, 2018