

William S. Hart Union HSD

Board Policy

Sale And Disposal Of Books, Equipment And Supplies (Personal Property)

BP 3270

Business and Noninstructional Operations

~~The Governing Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district. The superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with Board policy and the requirements of state law.~~

~~The superintendent or designee shall identify to the Board all items not needed by the district, together with their estimated value and a recommended disposition.~~

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)

(cf. 3512 - Equipment)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)

Instructional materials may be considered obsolete or unusable ~~when they~~ by the district if they have been replaced by more recent editions or new materials selected by the Board, are not

aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new ~~discoveries~~ **research** or technologies.
- ~~2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas.~~
2. Contain demeaning, stereotyping, or patronizing references to ~~either sex; to members of racial, ethnic, religious, vocational, or cultural groups; or to persons with physical or mental handicaps.~~ **any group of persons protected against discrimination by law or Board policy**
3. ~~Have been inspected and discovered to be~~ **Are** damaged beyond use or repair.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

~~The Board may dispose of district property by any methods according to law.~~

~~Money received from the sale of personal property shall be, at the Board's discretion, either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 39522)~~

~~At the end of any term, the Board may offer to sell textbooks and supplementary books to high school students at prices not exceeding their actual value. No student shall be required to purchase such books. Proceeds of the sales shall be placed in the county treasury to the credit of the district's general fund.~~

The superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue. **(2 CFR 200.313)**

(cf. 3230 - Federal Grant Funds)

(cf. 3440 - Inventories)

Legal Reference:
EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

~~42291.5 Temporary school bus designation~~

~~42303 School bus sale to another district~~

~~60500 Determination of obsolescence~~

~~60510-60511 Donation or sale~~

~~60520-60521 Disposition of sale proceeds~~

~~60530 Methods of destruction~~

60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

~~484~~ **549** Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~80.32 Equipment acquired under a grant or subgrant~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy WILLIAM S. HART UNION HIGH SCHOOL DISTRICT

Adopted: 08/11/93 Santa Clarita, California

Revised: 11/20/96 **September xx, 2017**