

Policy 3270: Sale And Disposal Of Books, Equipment And Supplies

~~When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.~~ 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 **Governing** Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the **Governing** 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.

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

If the **Governing** 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)

If the **Governing** 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 **Governing** Board or may be disposed of in the local public dump. (Education Code 17546)

Instructional materials ~~may~~ shall be considered obsolete or unusable ~~when they:~~

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- ~~1. Contain information rendered inaccurate or incomplete by new discoveries 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 Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas~~
- ~~3. Contain demeaning, stereotyping or patronizing references to persons on account of their sex or sexual orientation, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities~~

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~~Have been inspected and discovered to be~~ by the district if they have been replaced by more recent editions or new materials selected by the **Governing** 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:

4. Contain information rendered inaccurate or incomplete by new research or technologies
5. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
6. **Are** damaged beyond use or repair

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.~~ whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (2 CFR 200.313)