

# South Whittier SD

## Board Policy

### Sale And Disposal Of Books, Equipment And Supplies

BP 3270

#### Business and Noninstructional Operations

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Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable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:

~~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 Trustees, 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.~~

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

- ~~1. Contain information rendered inaccurate or incomplete by new research 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 either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities~~
  - ~~4. Have been inspected and discovered to be damaged beyond use or repair~~
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
  3. 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 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.~~

The Superintendent or designee shall establish procedures to be used 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)

(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

~~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~~  
~~62001.4—Instructional materials program, sunset date~~  
~~GOVERNMENT CODE~~  
~~25505—District property; disposition; proceeds~~  
~~UNITED STATES CODE, TITLE 40~~  
~~484—Surplus property~~  
~~CODE OF FEDERAL REGULATIONS, TITLE 34~~  
~~80.32—Equipment acquired under a grant or subgrant~~

~~Policy SOUTH WHITTIER SCHOOL DISTRICT~~

~~adopted: January 11, 2005—Whittier, California~~

~~35168 Inventory, including record of time and mode of disposal~~

~~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~~

~~549 Surplus property~~

~~CODE OF FEDERAL REGULATIONS, TITLE 2~~

~~200.0-200.521 Federal uniform grant guidance~~

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>