

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY)

The Governing Board recognizes its fiscal responsibility to maximize the use of District equipment, 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/designee, declares any District-owned personal property unusable, obsolete, or no longer needed, the Superintendent/designee 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. 3512 – Equipment)
(cf. 6163.1 – Library Media Centers)

The Superintendent/designee may request annual authorization from the Board to auction, sell, dispose of, or donate surplus furniture, equipment or materials that are no longer needed, have been deemed unusable, or are beyond economical repair.

If the Superintendent/designee determines 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 Superintendent/designee finds 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 Superintendent/designee, 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Instructional materials shall be considered obsolete or unusable by the District if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the District's academic standards or course of study, and have no foreseeable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.

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SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY) (continued)

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 research or technologies.
2. Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping or patronizing references to any group of persons protected against discrimination by law or Board policy.
4. **Are** damaged beyond use or repair.

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6143 - Courses of Study)

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

The Superintendent/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 References:

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

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

GOVERNMENT CODE

25505 District property; disposition; proceeds

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SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY) (continued)

Legal References (continued):

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

WEBSITES

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

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

Policy

Adopted: 11/13/90

Revised: 11/13/19

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California