

POLICY: SALE AND DISPOSAL OF BOOKS, EQUIPMENT, AND SUPPLIES

The Blue Oak Charter Council (BOCC) recognizes its fiscal responsibility to maximize the use of school equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective operations. When the BOCC, upon the recommendation of the Executive Director or designee, declares any school-owned personal property unusable, obsolete, or no longer needed, the BOCC shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of.

If the BOCC 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. If the BOCC 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 BOCC or may be disposed of in the local public dump.

The Executive Director or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant under which the property was acquired. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no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

1. Contain information rendered inaccurate or incomplete by new research or technologies
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

The Executive Director 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.

AR 3270 Business and Noninstructional Operations

Procedure: Sale And Disposal Of Books, Equipment, And Supplies

Personal Property

The district may sell surplus or obsolete district-owned personal property through any of the following methods:

1. The Executive Director or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the authorizing district and, if possible, publishing within the authorizing district. The district shall sell the property to the highest responsible bidder or shall reject all bids.

Property for which no qualified bid has been received may be sold, without further advertising, by the Executive Director or designee.

2. The property may be sold by means of a public auction conducted by Blue Oak employees, employees of other public agencies, or by contract with a private auction firm. The notice related to the auction shall be posted or published as described in item #1 above.

3. Blue Oak may sell the property without advertising for bids under any of the following conditions:

a. BOCC members attending a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value.

b. BOCS sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling.

c. BOCS sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the BOCC and approved by the County Superintendent of Schools.

If the BOCC members attending 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 by dumping.

d. Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made.

Sale of Personal Property

(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), it may be sold at private sale without advertising, by any employee of the school empowered for that purpose by the board.

(b) Any item or items of property having previously been offered for sale but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board.

(c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.