

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

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

The Director of Purchasing shall identify to the Board all items not needed by the district, together with their estimated value and a recommended disposition.

Instructional materials may be considered obsolete or unusable when they:

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 Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas.
3. 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.
4. Have been inspected and discovered to be damaged beyond use or repair.

The Board may dispose of district property by any of the following methods:

1. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Timely notice for bids shall be posted or published as specified in Education Code 17545. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee.
2. The Board may authorize the sale of the property by public auction.

**NOTE: THE AUCTION MAY BE CONDUCTED BY EMPLOYEES OF THE DISTRICT, EMPLOYEES OF OTHER PUBLIC AGENCIES, OR BY CONTRACT WITH A PRIVATE AUCTION FIRM.**

3. Without advertisement for bids, the Board may sell or lease 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. In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing, and handling.
4. If Board members attending the meeting unanimously agree that the property is worth no more than two thousand five hundred dollars (\$2,500), the Board may designate any district employee to sell the property without advertising.
5. If Board members attending the 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.

6. Surplus or undistributed obsolete instructional materials may be donated or sold at a nominal price to organizations or individuals.
7. Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified in item 6 above may be:
  - a. Mutilated so as not to be salable and sold for scrap at the highest obtainable price, or
  - b. Destroyed by any economical means at least thirty (30) days after the Board has given notice to all persons who have requested such notice.
8. Obsolete textbooks may be destroyed in the following ways:
  - a. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances.
  - b. Destroyed after thirty (30) days public notice.
9. Obsolete textbooks and other instructional materials may be donated in any of the following ways:
  - a. To any governing board, county free library or other state institution.
  - b. To any public agency or institution of any territory or possession of the United States, or the government of any country which formerly was a territory or possession of the United States.
  - c. To any nonprofit charitable organization.
  - d. To children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.

The above organizations, agencies or institutions must certify to the Board that it agrees to make no charge to any persons to whom it gives or lends these materials. The cost to the San Dieguito Union High School District for shipping the donated material may not exceed the estimated cost of storing or destroying the materials.

10. Obsolete textbooks or other instructional materials may be sold in any of the following ways:
  - a. High school textbooks may be sold to San Dieguito Union High School District students at prices which will not exceed the actual value of the material.
  - b. High school textbooks may be sold on the secondhand market.
  - c. For a nominal fee, all textbooks may be sold to any organization.

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.

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 from the sales of surplus or undistributed obsolete instructional materials shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials.

**LEGAL REFERENCE****CALIFORNIA EDUCATION CODE**

- 17540-17542 Sale and purchase of personal property by one district to another (or certain other agencies)
- 17545-17555 Sale of personal property
- 35168 Inventory
- 42291.5 Temporary school bus designation
- 42303 School bus sale to another district
- 60500-60530 Sale, donation or disposal of instructional materials

**GOVERNMENT CODE**

- 25505 District property; disposition; proceeds