

Business and Noninstructional Operations Administrative Regulation 3270(a)

Disposal of Equipment, Books and Supplies

DISPOSAL OF PERSONAL PROPERTY

Accumulated equipment, supplies and material which have no further value to the Humboldt County Office of Education should be disposed of in such a manner as to provide the maximum return for value.

A central location should be maintained for accumulating material. The Business Department purchaser shall be responsible for supervision and disposal of Office of Education personal property in accordance with federal and state law, Office of Education policy, and this regulation.

PROCEDURE:

1. Each department shall submit a list of equipment or material to be disposed of to the Business Department purchaser. The list shall include for each item:
 - a) Complete description
 - b) Inventory number
 - c) Original purchase order number
 - d) Approximate original purchase price
 - e) Approximate current value.
2. Periodically a list of all accumulated items from departments shall be submitted to the Business Department purchaser to be declared surplus. The list shall also include any recommendations for terms of sale, and method of sale.
3. The purchaser shall receive the approval of the Superintendent of Schools before disposing of personal property worth less than \$25,000.
4. Before disposing of personal property worth more than \$25,000, the purchaser shall obtain an independent valuation of the property. The Superintendent of Schools shall bring the matter of disposal of the property to the attention of the County Board of Education for discussion at a regularly scheduled public meeting. Property with more than \$25,000 shall not be disposed of without the approval of the board.

METHOD OF SALE

The Superintendent of Schools may approve disposal of personal property belonging to the Office of Education by any of the following methods:

1. If the property is worth no more than \$2,500, the Superintendent of Schools may designate any Office of Education employee to sell the property without advertising. (Education Code 17546) The Superintendent/designee may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)

Notice for bids shall be posted in at least three public places in the county for

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at least two weeks or published at least once a week for at least two weeks in a newspaper having a general circulation in the county. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

2. The Superintendent of Schools may authorize the sale of the property by means of a public auction conducted by Office of Education employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #2 above. (Education Code 17545)
3. Without advertising for bids, the Superintendent of Schools may sell 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 (40 USC 484(j)(3)). In such cases, the sale price shall equal the cost of the property plus estimated cost of purchasing, storing and handling. (Education Code 17540)
4. Without advertising for bids, the Superintendent of Schools may sell or lease the property to agencies of federal, state or local government or to any other school district. (Education Code 17542)
5. If 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 or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the Office of Education reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

Instructional materials shall be considered obsolete or unusable by the office if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the office'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 office. 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.

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School Buses (If Sold to a School District)

Upon receiving a state apportionment for the replacement of a school bus, the Superintendent of Schools may sell the bus that is being replaced to a California school district if the following conditions are met: (Education Code 42303)

1. The district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.
2. The bus being replaced by the district is older than the bus that is being sold by the Office of Education.
3. The bus being replaced by the district is not sold to a third school district.
4. The district, by Board resolution, holds the state and the County Office of Education harmless for any liability that may result from the bus that the County Office of Education is selling.
5. The proceeds from the sale of the bus shall be used by the Office of Education for home-to-school transportation purposes.
6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.

Quarterly Report to the County Board of Education

At the end of each fiscal quarter, the purchaser shall prepare a report of all personal property belonging to the County Office of Education worth less than \$25,000 that was declared surplus in the preceding three months. The Superintendent of Schools shall certify the value of the property and submit the report to the County Board of Education for its review.