

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** March 8, 2024

**NUMBER:** 24-106

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3270 Sale  
and Disposal of Books,  
Equipment, and Supplies;  
First Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies within the Business and Non-Instructional Operations series.

This update moves a majority of the previously passed BP 3270 to an Administrative Regulation and aligns the updates with the Association of Alaska School Boards Model policy. This update also provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000 and the addition of "federal" law. Finally, this update provides that surplus equipment purchased with a federal fund in the amount of \$5,000 or greater must be disposed of in accordance with federal Uniform Administrative Requirements. The title of the policy is also being updated from Sale and Disposal of Books, Equipment, and Supplies (Personal Property) to Sale and Disposal of Books, Equipment, and Supplies.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open it for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies as presented and open it for public comments;
2. Do not approve the first reading of the proposed revisions to BP 3270 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading of the proposed revisions to BP 3270 Sale and Disposal of Books, Equipment, and Supplies as presented and open it for public comments.

## **BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES** **(~~Personal Property~~)**

<p><u>Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.</u></p>
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~~The District shall obtain a fair market value for surplus or obsolete books, equipment and supplies, or student group projects, and to include revenue from these sources in the budget. Disposal of any school property shall be accomplished only with the approval of:~~

~~the Superintendent for an item with a value of up to \$10,000 or;~~

~~the Board for an item with a value over \$10,000.~~

~~The School Board recognizes that the district may own property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district. Sale of surplus, obsolete supplies, student group projects, and equipment with a value of \$2,500 or more will be by public auction or sealed bid. If the Superintendent determines that the property is worth no more than \$2,500, the property may be sold at a private sale without advertising. Inoperable items remaining after a sale may be disposed of properly.~~

~~The Superintendent or designee shall identify to the School Board all inventoried property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Student group projects, under this section, shall be defined as those in which the materials were purchased by the District.~~

~~The Superintendent or designee shall arrange for the sale or disposal of district ~~personal~~ property in accordance with sState and federal law.~~

### **Federally Funded Purchases**

Surplus equipment \$5000 or greater, purchased with Federal Funds must comply with Uniform Administrative Requirements - 2 CFR 200.313.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

~~Individual student projects, which are sold under a program offered by the school, shall be sold at prices established in conjunction with the program sponsor and the local administrator. Funds received under this program shall be returned to the School Student Activity Fund minus the cost of materials purchased by the District.~~

### **Surplus Property Disposal**

~~It shall be the policy of the District to allow the local administrator, with approval of the Advisory School Board and the Superintendent, to dispose of broken, obsolete, outdated or unusable materials and equipment. In such cases, the local administrator shall verify that the items in question no longer have monetary or educational value to the District before being destroyed or released to the public. Books not sold will be offered to the public free of charge. In the case of equipment, procedures shall be followed so that the item is removed from the District inventory.~~

~~(cf. 3440- Inventories)~~

~~*Revised: January 18, 2022*~~

**Adopted: February 25, 1994**

~~Revised: January 18, 2022~~

~~Revised:~~

**Northwest Arctic Borough School District**