

Novato Charter School  
Sale And Disposal of Books, Equipment and Supplies

The NCS Board 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 school operations. When the Board, upon recommendation of the Administration or designee declares any school-owned property unusable, obsolete, or no longer needed, the Board, shall decide whether the property will be donated, sold, or disposed of by one of the methods prescribed in law and administrative regulation.

The Board shall approve the price and terms of any sale or lease of school property. If the Board 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 or donated. If the Board 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 Board or may be disposed of in the local public dump.

Instructional materials shall be considered obsolete or unusable by the school if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the school's academic standards or course of study, and have no foreseeable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

Adopted: 6/9/2020

Amended: