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# Memo

**To** Board of Education

**From** Kyla Johnson, Superintendent  
Marcus Battle, Chief Business Officer  
Rebecca Littlejohn, Risk Management Officer

**Board Meeting Date** January 9, 2019

**Subject** **Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof**

**Action Requested** Approval by the Board of Education of Resolution No. 1819-0129 - Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof.

**Background** Following a routine review of site - Buildings and Ground Warehouse, - the Plotter Board - listed in Exhibit "A" was found to be no longer required for school purposes, or should be disposed of for the purpose of replacement, or is unsatisfactory or not suitable for school use. It is the recommendation of the Superintendent of Schools that such item(s) be declared obsolete, surplus and/or sold, donated to a charitable organization or disposed of in the local public dump upon compliance Sections 17545 and 17546, respectively.

**Recommendation** Approval by the Board of Education of Resolution No. 1819-0129 - Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof.

**Fiscal Impact** Disposition of the items listed in Exhibit "A" will reduce the cost of District storage maintenance of such items and/or free up storage space in the District Warehouse and/or school sites.

**Attachments**

- Resolution No. 1819-0129
- Exhibit "A"

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 1819-0129**

**Declaring District Personal Property Obsolete, Surplus and Authorizing Disposition Thereof**

**WHEREAS**, the Board of Education of the Oakland Unified School District has received from the Superintendent of Schools a list of District personal property –i.e., the Plotter Board - listed in Exhibit “A” found to be no longer required for school purposes, or that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use, stored in Buildings and Grounds Warehouse; and

**WHEREAS**, the Superintendent recommends that the Board declare said District personal property listed in Exhibit “A” to be obsolete, surplus and for item (s) to be disposed of pursuant to applicable law,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Oakland Unified School District hereby declares said District personal property listed in attached Exhibit “A” to no longer be required for school purposes, or should be disposed of for the purpose of replacement, or is unsatisfactory or not suitable for school use; and,

**BE IT FURTHER RESOLVED** that the Board of Education authorizes and directs the Superintendent or designee to dispose of each item of the District’s personal property listed in attached Exhibit “A” and/or by sale, donation to a charitable organization or disposition in the local public dump upon compliance with the provisions of Education Code Sections 17545 and 17546, respectively.

**PASSED AND ADOPTED** by the Board of Education the Oakland Unified School District, this 9th day of January, 2019, by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NAY:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSAL:

AYE:

NAY:

ABSTAIN:

RECUSED:

ABSENT:

**CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Regular Board Meeting of the Governing Board of the Oakland Unified School District held on January 9, 2019.

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Secretary, Board of Education

Attachment: Exhibit "A"

Education Code Sections 17545 and 17546



# OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Exhibit "A"

## INVENTORY FORM

- Please complete this form and email it to [inventory@ousd.org](mailto:inventory@ousd.org) and [warehouse@ousd.org](mailto:warehouse@ousd.org).
- Please ensure accuracy in describing room location.
- For surplus property, the OUSD Distribution Center staff will respond within five business days to arrange pickup.
- Thank you for your cooperation and support of the District's efforts to maintain accurate inventories.

Site Name: Buildings and Grounds

Site Contact: Datra Singleton

Phone Number: 510 535 2725

Email: datra.singleton@ousd.org

Site Location: 955 High Street, Oakland, CA

Date: 11/29/2018

### TRANSACTION TYPE:

Donation:  Surplus:  Transfer:  Purchase:

### EQUIPMENT DETAILS:

	EQUIPMENT DESCRIPTION	SERIAL NO.	TAG NO.	LOCATION
	<i>Apple iMac 27 Inch</i>	<i>01234ABCD</i>	<i>9875654321</i>	<i>Room 207</i>
1.	Plotter Board	2996ZLA4701	016984	Conference Rm
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				


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### EDUCATION CODE - EDC

**TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** ( Title 1 enacted by Stats. 1976, Ch. 1010. )

**DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** ( Division 1 enacted by Stats. 1976, Ch. 1010. )

**PART 10.5. SCHOOL FACILITIES [17210 - 17653]** ( Part 10.5 repealed (by Sec. 4) and added by Stats. 1996, Ch. 277, Sec. 3. )

**CHAPTER 4. Property: Sale,Lease, Exchange [17385 - 17561]** ( Chapter 4 added by Stats. 1996, Ch. 277, Sec. 3. )

**ARTICLE 14. Sale of Personal Property [17545 - 17555]** ( Article 14 added by Stats. 1996, Ch. 277, Sec. 3. )

**17545.** (a) The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there. If there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder, or shall reject all bids.

(b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

(Added by Stats. 1996, Ch. 277, Sec. 3. Effective January 1, 1997. Operative January 1, 1998.)


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**ARTICLE 14. Sale of Personal Property [17545 - 17555]** ( Article 14 added by Stats. 1996, Ch. 277, Sec. 3. )

**17546.** (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 district empowered for that purpose by the board.

(b) Any item or items of property having previously been offered for sale pursuant to Section 17545, 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.

(Added by Stats. 1996, Ch. 277, Sec. 3. Effective January 1, 1997. Operative January 1, 1998.)