



**DATE:** February 5, 2024  
**TO:** Board of Education  
**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer  
**SUBJECT:** Declare List of Equipment to be Surplus and Estimated Values  
**PRESENTED BY:** Rob Koster, Director of Facilities, Maintenance & Operations

---

**ACTION REQUESTED**

Declare the list of miscellaneous items to be surplus and estimated values.

**BACKGROUND INFORMATION**

Education Code 17545 allows the governing board of any school district to 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 replacement, or if it is unsatisfactory or not suitable for school use. Additionally, Education Code 17546 (a) states that “If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, do not exceed in value the sum of two thousand five hundred dollars (\$2,500.00), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.”

To dispose of these miscellaneous items, the Board must first declare it surplus. By declaring these items surplus, we can offer these items for sale to the public through a published notice following California Educational Code Section 17545. Staff has evaluated all surplus items listed and has determined that there are no individual items that have a sum that exceeds the value of \$2,500.00. The total estimated values for each item are listed in the attachment. Staff is recommending that the Board declare the listed items as surplus and approve the estimated values included in the surplus list.

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Rose Green, Administrative Assistant – Facilities

Attachment: Surplus List