



3265

Obsolete and Excess Materials, Equipment and Supplies

Policy 3265

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I. PURPOSE

Materials, equipment and supplies purchased with public funds are to be used for public purposes. From time to time these items may become obsolete and no longer appropriate for District purposes. Additionally other changes within the district may create excess numbers of materials, equipment or supplies. The purpose of this policy is to establish how and when such materials, equipment and supplies shall be declared obsolete or excess and their disposition managed to conform to requirements for the use of publicly funded items. It is the intention of the District to use efficiency and common sense in the disposition of these items in ways that work for the public good.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent or Superintendent's designee shall establish rules for determining whether district materials, equipment or supplies are no longer needed for district purposes, including a designation of the materials, equipment and supplies as obsolete, excess or unusable.
- B. Materials, equipment and supplies located in school buildings designated to be closed by the district shall be reviewed for their suitability for continued use in the district and reassigned or disposed of as follows:
 1. Materials, equipment and supplies deemed usable shall be inventoried and made available to other school or district sites as soon as is practicable after the school is closed within rules to be established by the Superintendent, or Superintendent's designee.
 2. Materials, equipment and supplies deemed obsolete or unusable will be disposed of by the Superintendent or Superintendent's designee. Unusable materials, equipment or supplies shall be disposed of in an environmentally sound fashion.
 3. Proceeds from the sale of obsolete or unusable materials, equipment or supplies from a closed school site shall be added to the district general fund.
 4. Items offered for sale that are not sold may be disposed of by the Superintendent or Superintendent's designee in an environmentally sound manner, including gifting the items to non-profit or charitable organizations.



- C. School library materials may be declared obsolete by the licensed media specialist assigned to or serving the school, due to their condition, age or relevancy
1. Such materials must be offered to other district schools for a period of two weeks.
 2. Materials not claimed by other schools may be offered for public sale at the school location upon a minimum of two week's public notice.
 3. Proceeds from the sale of such materials shall be added to the district general fund.
- D. Computers or computer peripherals may be declared obsolete or excess only by the Superintendent or Superintendent's designee regardless of site or installation.
1. Excess computers or computer peripherals shall be offered to the following, in the following order of preference:
 - a) Other MPS District schools, departments or educational programs, which transfers shall be at no cost to the transferee;
 - b) District self-governed schools at a price set by the Superintendent or Superintendent's designee;
 - c) Families of MPS enrolled students whose family income meets the federal definition of poverty qualify at a price set by the Superintendent or Superintendent's designee;
 - d) District authorized Charter schools; at a price set by the Superintendent or Superintendent's designee;
 - e) Public schools located in the City of Minneapolis at a price set by the Superintendent or Superintendent's designee;
 - f) Public Schools in the State of Minnesota at a price set by the Superintendent or Superintendent's designee;
 - g) The Minnesota Department of Corrections at a price set by the Superintendent or Superintendent's designee;
 - h) The Board of Trustees of the Minnesota State Colleges and Universities at a price set by the Superintendent or Superintendent's designee.
 2. Obsolete computers or computer peripherals shall be offered to the following, in the following order of preference:
 - a) Families of MPS enrolled students who qualify for free or reduced lunch status at a price set by the Superintendent or Superintendent's designee;
 - b) District autonomous schools at a price set by the Superintendent or Superintendent's designee;



- c) Public schools located in the City of Minneapolis at a price set by the Superintendent or Superintendent's designee;
 - d) Public Schools in the State of Minnesota at a price set by the Superintendent or Superintendent's designee;
 - e) The Minnesota Department of Corrections at a price set by the Superintendent or Superintendent's designee;
 - f) The Board of Trustees of the Minnesota State Colleges and Universities at a price set by the Superintendent or Superintendent's designee.
- E. Principals, site administrators, or department heads may request a finding that materials, equipment or supplies be deemed obsolete, excess or unusable by applying to the Superintendent or Superintendent's designee.
1. Excess materials, equipment or supplies will be offered to other district schools or units upon rules established by the Superintendent or Superintendent's designee.
 2. Excess materials, equipment or supplies not claimed by other district schools or units may be offered to other public schools for purchase, preference shall be given to schools in the following order:
 - a) District self-governed schools, or District authorized Charter Schools;
 - b) Public schools located in the City of Minneapolis
 - c) All other public schools in the State of Minnesota.
 3. Excess materials, equipment or supplies not claimed or purchased under paragraphs II.D.1 and 2, shall be offered for public sale under rules established by the Superintendent or Superintendent's designee.
 4. Obsolete but usable materials, equipment or supplies may be offered to other public schools for purchase, and preference shall be given to schools in the following order:
 - a) District self-governed schools, or District authorized Charter Schools;
 - b) Public schools located in the City of Minneapolis,
 - c) All other public Schools in the State of Minnesota.
 5. Obsolete but usable materials, equipment or supplies not purchased under paragraph II.D.4 above, shall be offered for public sale under rules established by the Superintendent or Superintendent's designee.
 6. Funds realized from the sale of excess or obsolete materials, equipment or supplies shall be added to the district general fund, unless restrictions of federal grants require other disposition of funds.
 7. Excess or obsolete materials offered for sale to the public, but not sold may be disposed of in any environmentally sound manner as is practicable including donating such materials, equipment or supplies to a non-profit or charitable organization.



- F. Curricular materials may be designated obsolete by the Superintendent or Superintendent's designee. Disposal of such material shall follow the same procedure as those materials identified in Paragraph II.E., above.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The Superintendent may report to the Board of Directors on an annual or more frequent basis of the status of the materials, equipment and supplies of schools closed by the Board, or other materials, equipment and supplies disposed of under this policy.

Legal References:

- Minn. Stat. §15.054 (Sale or Purchase of State Property; Penalty)
- Minn. Stat. §16C.23 (Surplus Property Acquisition, Distribution, and Disposal)
- Minn. Stat. §123B.52 (Contracts)
- Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
- Minn. Stat. §471.85 (Property Transfer; Public Corporations)

Cross References:

- MPS Policy 3310 (Business Partner Diversity)
- MPS Policy 3312 (Bidding Procedures)
- MPS Policy 3313 (Vendor Relations)
- MPS Policy 3323 (Evaluation of Bids and Requests for Proposals)
- MPS Policy 3400 (System of Accounts)
- MPS Policy 3405 (Classification of Accounts)
- MPS Policy 3440 (Inventories)
- MPS Policy 3445 (Property and Equipment)
- MPS Policy 6010 (Autonomous Schools)
- MPS Policy 6411 (Learning Materials and Resources)

MPS Regulation 6411 B (Review Committee and Procedures)