

GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Walter S. Pudelko  
DATE: March 23, 2015  
RE: Agenda Item for March 25, 2015



Second Reading – Board Policy

The following revised Board Policy is being submitted to the Board for a Second Reading and Adoption:

1. Policy 7300.4 – Disposition of Technology Property

WSP/b

## DISPOSITION OF TECHNOLOGY PROPERTY

### 7300.4 DISPOSITION OF TECHNOLOGY PROPERTY

#### A. Definitions

1. "Technology Property" means all electronic machinery or equipment used for computing, duplicating, or projecting that usually requires being plugged into a socket for power or charging, including, but not limited to: computers, laptops, tablets, copiers, printers, televisions, telephones, projectors, etc.
2. "Technology Accessories" means all property that attaches to above described Technology Property in order to be used, including, but not limited to: mice, keyboards, cables, adaptors, monitors, charging cords, hard drives, etc.
3. "Obsolete or Unusable" means Technology Property or Accessories that are either considered broken or unrepairable (unusable), or while functioning are considered to be at the end of life by the manufacturer or are more than 5 years old (obsolete).
4. "Estimated Fair Value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.

#### B. Review

1. The Director of Technology will maintain a district-wide list (inventory) of Technology Property and applicable accessories.
2. The Director of Technology will periodically review the technology property inventory and compile a district-wide list of obsolete or unusable Technology Property and Accessories.
3. Any item that is unusable or obsolete will be placed up for public sale on an Authorized online auction website per New Jersey State Contract.
4. The Director of Technology will make certain that all equipment with hard drives or other storage capacity has been purged and cleaned prior to including the equipment on the obsolete or unusable property list.



## DISPOSITION OF TECHNOLOGY PROPERTY

### C. Disposal at Public Sale

The Board may, by resolution and by sealed bid or public or online auction, authorize the sale of its technology property deemed unusable, obsolete or no longer needed for school purposes.

1. If the estimated fair value of the Technology Property or Accessories to be sold exceeds fifteen percent of the bid threshold in any one sale it shall be sold online at public auction via an authorized state contractor to the highest bidder.
2. Notice of the date, time, and website of the auction shall be published in the official newspaper.
3. A description of the items to be sold and the conditions of the auction items shall be published on an authorized state contractor auction site. All details, descriptions and other information shall only be published on the website of the authorized state contractor website.
3. Technology Property and Accessories may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.
4. If no bids are received then the property will then be recycled in accordance with NJ State E-Waste Regulation.
5. The e-waste recycling company selected will pick up and dispose of any property at no cost to the District and certify appropriate disposal.
6. The board may selected any e-waste recycling company authorized under state contract or used by the Borough of Glassboro for community e-waste recycling.

