

EXHIBIT B
12/18/18

MEMORANDUM

To: Superintendent John P. Phelan
CC: John Phelan, Janice Darias, Tony DiCologero
From: Steve Mazzola, Director of Technology
Date: 12/4/18
Re: Disposal of Surplus Technology Equipment

Why is the equipment no longer needed? (obsolete, broken beyond repair, etc.)? *The equipment is either non-functioning or incompatible with our systems.*

How old is the equipment (range of ages)? *Varies, but most equipment is 6-10 years old (unless it is a newer device which is irreparable).*

Have the items already been replaced? If yes, were items replaced over the years through the Technology budget? *Yes, these items were replaced-mostly through the Technology budget, but some may have come from grants or other non-district funds.*

Were these items used by staff or students? *Both.*

How will the items be disposed of? *We use CRT Recycling who deals in surplus equipment. The iPads will be recycled by a vendor approved by Apple.*

Will we have to pay for the disposal? How much? *Vendors remove the items at no cost to the district.*

Can we sell any of the items for salvage? *None of the items have residual value, except possibly some of the iPads. We have an Apple - recommended vendor who supplies us with residual value information.*

Are there any disposal issues (are batteries recycled? Is there any mercury or other hazardous materials in the products)? *We do not know how hazardous materials are disposed of. It is the responsibility of the vendor to comply with regulations.*

Will all student information be protected (e.g. erasing or destroying hard drives)? *We remove the hard drives which will be destroyed at a future date. Anything without an easily removable hard drive such as iPads are either erased or are not functional.*

I do anticipate there being about 100-150 iPads sent to surplus each year, and an equal number of desktop PCs. There typically have been repaired at least two times, perform inconsistently, are not worth repairing, or have significant enough damage that they cannot be reliably repaired.

For any iPad which is working reliably, we follow the procedure outlined in the district's Device Allocation Plan. These iPads are placed back into service either at Chenery, K-2 classrooms, ELL classrooms, or Special Education Learning Centers. We also hold back about fifty units for replacement of devices which become unusable during the school year or for new device requests.