

From: **Paul Stein**

[Date: Fri, Nov 13, 2015 at 3:30 PM](#)

Subject: Re: Public Records Request November 5, 2015

To: Phil Cohen

Cc: Ellen Grieco

I am writing in response to your public records request of November 5th. I've copied each document request below, followed by my response.

1. All written communications to, from or with Stephen Cass ("Cass") concerning Cass's control, ownership, possession, return, or his past, future or other use of any electronic equipment, including, without limitation, any and all computers, which equipment or any components or parts thereof, now or formerly belonged to, or were leased or owned by, the Wayland Public Schools, Wayland, Massachusetts. The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the Wayland Public Schools ended or terminated through the present date. For the purpose of this paragraph and the public records requested, "written communications" shall mean, include and encompass, without limitation, any and all so-called email communications ("emails"). There were no written communications to Mr. Cass in the time period encompassed by your request.

2. With respect to the aforementioned electronic equipment, all public records which contain or refer to any value, valuations or other pricing information of or concerning any electronic equipment specified in paragraph #1 above, including any past or current wholesale value or fair market value(s). The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the

Wayland Public Schools ended or terminated through the present date.

I have attached two documents entitled "Apple Inc. Education Price Quote." One, from June, 2010 lists the cost of a MacBook similar to the one issued to Mr. Cass (\$1,008). The second, from May, 2012 lists the cost of a MacBook Pro similar to the other computer used by Mr. Cass (\$896). Our staff's estimate for the current value of the MacBook was between \$250 and \$400. On October 28 and November 2, we contacted our insurance company to ask for their estimate of the assessed value. They first reported that it was approximately \$250 and, after being supplied with more detailed information, they valued it at \$220. These documents are also attached.

3. Any and all requests, notices or demands by any agent, attorney, employee, officer, representative or other person currently employed by the Wayland Public Schools, Wayland, Massachusetts and delivered, sent to, or made upon Cass or upon any attorney now or formerly representing Cass for the return of any personal property now or formerly the property of the Wayland Public Schools. The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the Wayland Public Schools ended or terminated through the present date.

There were no written communications to Mr. Cass in the time period encompassed by your request.

4. All policies and procedures of the Wayland Public Schools in force or in effect at any time during the period from January 1, 2015 to the present relating to the recovery, retirement, disposition, recycling, or disposal of computers owned or leased by the Wayland Public Schools and loaned to employees or students for their use.

I've attached the town's policy regarding the disposal of surplus property. Mr. Cass' computer, however, was not being surplussed.

I've also attached the district's Acceptable Use Policy, which in a very broad sense relates to your request. For instance, it refers to the fact that the computers remain property of the district and that violations of the agreement may result in revocation of the user's privileges. I wasn't sure if this spoke to your request, but included it here in case this is part of what you had in mind.

Sincerely, Paul Stein

On Thu, Nov 5, 2015 at 6:55 AM, Phil Cohen wrote:

Dear Dr. Stein and Ms. Grieco:

Re: **Public Records Request** made to both Wayland School Committee, Wayland, MA and Paul Stein, Superintendent, Wayland Public Schools, Wayland, MA

Dear Ms. Grieco and Dr. Stein:

Pursuant to Mass. G.L.c. 66, section 10, please provide the undersigned with copies of any and all public records in your possession or that of the Wayland Public Schools corresponding to the following categories of documents:

1. All written communications to, from or with Stephen Cass ("Cass") concerning Cass's control, ownership, possession, return, or his past, future or other use of any electronic equipment,

including, without limitation, any and all computers, which equipment or any components or parts thereof, now or formerly belonged to, or were leased or owned by, the Wayland Public Schools, Wayland, Massachusetts. The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the Wayland Public Schools ended or terminated through the present date. For the purpose of this paragraph and the public records requested, "written communications" shall mean, include and encompass, without limitation, any and all so-called email communications ("emails").

2. With respect to the aforementioned electronic equipment, all public records which contain or refer to any value, valuations or other pricing information of or concerning any electronic equipment specified in paragraph #1 above, including any past or current wholesale value or fair market value(s). The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the Wayland Public Schools ended or terminated through the present date.

3. Any and all requests, notices or demands by any agent, attorney, employee, officer, representative or other person currently employed by the Wayland Public Schools, Wayland, Massachusetts and delivered, sent to, or made upon Cass or upon any attorney now or formerly representing Cass for the return of any personal property now or formerly the property of the Wayland Public Schools. The period of time encompassed by this request is the period from the date Mr. Cass's employment relationship as Athletic Director with the Wayland Public Schools ended or terminated through the present date.

4. All policies and procedures of the Wayland Public Schools in force or in effect at any time during the period from January 1, 2015 to the present relating to the recovery, retirement, disposition, recycling, or disposal of computers owned or leased by the Wayland Public Schools and loaned to employees or students for their use.

Thank you for your cooperation in this matter.

Yours truly,
Philip L. Cohen