



memo

To: The Board of Education and Dr. Patrick Broncato, Superintendent
From: Curt Saindon, Assistant Superintendent for Business Services/CSBO
Josh Halverson, Director of Technology Services
Date: October 24, 2025
Subject: Chromebook and Laptop Order/Technology Refresh Update

As we have mentioned in prior years, we have two main purchasing cycles for refreshing our technology software and hardware, our non e-rate related purchases (typically student and staff devices, TV's and other items not covered by the e-rate program) and e-rate related purchases (the switches, routers, hubs, battery backups, wireless access points, servers and other districtwide equipment and software that supports our network). We used to bring these two purchases to the Board at the same time in late winter, order the equipment in early spring, and get it in over the summer. However, with the shifting production timeframes and extended delivery times, we want to bring the non-e-rate items to the Board for approval in the late fall to get them ordered and in the production queue early in hopes of getting the equipment in the spring or early summer for installation before the next school year starts.

The e-rate related purchases still have to go through a required Federal procurement process where we work with an e-rate consultant to post the hardware and software we would like to purchase on the Federal e-rate website, get proposals from any interested companies, review, score and then select the best proposals, get Board approval to move forward with the purchases and then post the approved contracts on the Federal e-rate website. We have moved that process up a bit and hope to have those items before the Board for approval in January or February, rather than March or April, as had been done prior to the pandemic. This will be for items like network software, firewall software, switches, routers, hubs, access points, ups battery backups, servers, and some other miscellaneous network equipment and related software.

We would like to bring the non-e-rate related purchases to the Board for approval in November, so we can get the order in before Winter Break and hopefully get most of the stuff delivered before school is out in May. Per cost estimates provided by our current technology device provider, we are looking at ordering about 850 Chromebooks (350 for 1st Grade, 350 for 5th Grade, 75 for TAs, and 75 Chromebook Plus devices for JJH staff) at a cost of about \$589 per unit (\$1,029 for the 75 Chromebook Plus devices for JJH staff). This price includes a case, a



WOODRIDGE
SCHOOL DISTRICT 68

memo

charger, a four-year warranty, and a basic software bundle for each device, and the total cost for the Chromebook purchases would be about \$533,650 (all paid for by the school district).

We do not need any servers or other network equipment this year, but we do plan to order some replacement laptops (10), docking stations (5), monitors (2), TVs (5), and Vivi Casting Licenses (300) for staff and classroom use, at a total estimated cost of \$58,890. Therefore, the total estimated cost for all non-E-rate related purchases is expected to be \$592,540, depending on final quantities and pricing. The final quantities and pricing for all of these items will be locked in after the Board approves the purchases in November and a purchase order is issued. E-rate purchases will be priced out and estimated to the Board in December for discussion purposes, with Board approval of the requested e-rate purchases based on final bid results and pricing in January or February. We will not actually purchase any e-rate-related items until we receive official notification from the FCC/SLC that the items have been approved for the 60% e-rate discount, as outlined in the program guidelines (hopefully in February or March).

This memo is for information and discussion purposes. If you have any questions, please let us know. We plan to bring the actual purchase request for the non-e-rate-related equipment, along with a detailed listing of the items, quantities, and estimated amounts, as an action item to the Board in November. With Board approval, we would then place the order immediately thereafter. All funds for both sets of purchases that are not covered by the e-rate grant program are budgeted for and paid for out of the school district technology department's purchased services and equipment budgets, as appropriate. Again, please let me know if you have any questions or need additional information. Thank you.