



Memorandum

To: Michael Kapolka, Superintendent
From: Ryan Spencer, Director of Technology
Subject: South Meadows Elementary Staff Replacement Laptops
Date: February 26, 2025

Mr. Kapolka,

I have been working closely with the South Meadows staff to plan for their staff laptop replacement cycle this summer. For the past two years, we have successfully offered both Windows and Mac laptops to our staff, and we plan to continue providing this choice as we have encountered minimal challenges supporting both platforms. This approach not only allows staff to select a device they are most comfortable with but also provides an opportunity for those interested in learning a new platform.

To meet these needs, I recommend the purchase of 25 HP EliteBook 640 G11 laptops and 20 Apple MacBook Air M4 laptops. This quantity includes a small buffer for breakage and future staffing changes over the next five years.

- Apple MacBook Air M4 laptops will be purchased through the REMC statewide contract directly from Apple.
- HP EliteBook 640 G11 laptops will be procured through InaComp Technical Services Group via REMC catalog discount.

I am requesting board approval for these purchases, which total \$35,905.00 and are funded through the 2019 bond replacement cycle.

Please let me know if you need any additional information.

Thank you for your consideration,
Ryan Spencer