



MEMORANDUM

TO: Harlem School District Board Members

FROM: Gail Aldrich

DATE: September 4, 2026

RE: Recommendation to renew lease agreement with Quadient Leasing

I recommend the Board approve to renew the lease agreement with Quadient Leasing for postage machine use and equipment updates at the Harlem Administration building for the next five years. There is no increase in the monthly payment of \$275.00, which is paid quarterly.

Thank you,

Gail Aldrich
Director of Purchasing &
Accounts Payable