

## Weber School District Technical Services

# Memo

**To:** Superintendent Gina Butters, Weber School District Board of Education  
**From:** Dr. Jennifer Boyer-Thurgood, Technical Services Director  
**CC:** Dr. Robert Petersen, Dax Teuscher  
**Date:** December 18, 2023  
**Re:** Purchase Request

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The Technical Service Department requests approval for the purchase of staff and student devices to include desktops, laptops, student Chromebooks, and Newline panels not to exceed \$3,000,000 for the fiscal year 2023-2024. All Weber School District purchasing protocols will be followed. The funds for this purchase will be derived from existing Tech Services budgets and from the individual school's budget as has been done for the previous 5 years. All devices are initially purchased by Technical Services. The predetermined school and department costs are then collected from each school or department.

**Desktops-** Staff and lab desktops are purchased through Dell. Each year  $\frac{1}{4}$  of the desktops in the district are refreshed. All desktops come out of the Tech Services budget except for CTE, nutrition, and Student Services machines. This year approximately 930 desktops will be refreshed. Refreshing these machines on a 4-year cycle is imperative to ensuring a quality experience for both staff and students.

**Laptops-** Staff laptops are purchased through Dell. Each year  $\frac{1}{4}$  of the desktops in the district are refreshed. All laptops come out of the Tech Services budget except for CTE, Nutrition, and Student Services devices.

**Student Chromebooks-** Student and staff Chromebooks are purchased through Dell. We have used other vendors in the past but Dell has been determined to have the highest quality device with the lowest part costs. Tech Services is a certified Dell repair shop so repairs can be done on sight. 50% of the cost comes from the Tech Services budget and 50% comes from each school's budget based on student enrollment on Oct. 1 of each fiscal year. This year approximately 9,000 Chromebooks will be refreshed.

**Newline Panels-** Classroom panels are purchased through Newline distributors. It is estimated that 450 Newline panels will be purchased during the remainder of the fiscal year. Remaining with one single type of panel ensures that we can maintain them efficiently and ensure the smoothest operation for classroom teachers. 100% of the device cost comes from the individual school. The labor costs to install and maintain these devices are covered by Tech Services.

Thank you for your consideration of these purchases. As always I appreciate your continued support of technology in the district. If I can provide you with further clarification or answers to questions, please contact me at 801-476-7980.

Thank you,

A handwritten signature in black ink, appearing to read "Dr. Jennifer Boyer-Thurgood". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Dr. Jennifer Boyer-Thurgood  
Director of Technical Services