



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Recommendation for the Board of Education

Meeting: April 22nd, 2025

Item: School Supply Purchase for 2025-2026

Recommendation: I recommend the Board of Education approve the purchase of school supplies for the 2025-2026 school year as detailed below. We shared our supply list with three vendors and worked with all of them to acquire the lowest prices possible. The initial quote from a previous vendor was \$55,840.58. After many communications and refinement of the list, we anticipate the following costs:

- Basic Supplies (School Specialty) – \$27,690.84
- Facial Tissues (will order bulk) – estimated to be around \$2,700
- Disinfecting Wipes (will order bulk) – estimated to be around \$2,000

Based on current enrollment, this purchase is \$42.18 per student for supplies. In previous years when PTO offered supply boxes, the price of a box of supplies averaged \$66.23.

Last Year

This bulk purchase process was new for the District last year. The initial 2024-2025 purchase was \$22,584.86 for the basic supplies through School Specialty. We also purchased facial tissue and disinfecting wipes through HD Pro for \$4,612.66 at the start of the year. However, we then spent a few more thousand dollars in August and early September as we learned more about the supply needs of the schools. I estimate that this year's purchase will be around or slightly lower than the total that was spent last year on school supplies.

We also put a new process in place this year for teachers to request their supplies. I am confident and hopeful this new process provided a more accurate list of supply needs, reducing the amount of subsequent supply purchases when we start next year.