



Oak Park Elementary School District 97

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TO: Dr. Albert G. Roberts, Superintendent of Schools

FROM: Therese O'Neill, Assistant Superintendent of Business & Finance
Michael Arensdorff, Director of Technology

SUBJECT: Lease Refresh for Administrative Assistant Devices

DATE: February 3, 2015

This is a follow-up to our cabinet meeting discussion today and the topic regarding the refresh of our administrative assistant devices, as well as a few administrators who are using PC desktops, which is a total of 60 devices. The current lease of 100 desktop devices is expiring on March 1st, 2015 (originally entered into in March, 2012). This number is decreasing because some of these devices have already been replaced with MacBook Airs and others no longer need a direct one-to-one replacement.

We considered extending the current lease until this summer to avoid unnecessary disruption to the school year work flow but due to feedback garnered from both the school and Central Office administrative assistants, along with the administrators utilizing the PC desktops, it was determined renewing the lease now, rather than later, was prudent. Specific feedback acquired from these staff members was that the current devices were increasingly slow, were consistently failing and requiring reimaging, and end-of-year close out procedures could be delayed. We also believe district funds would be better spent with new upgraded devices rather than old devices which are constantly failing.

The decision for the type of replacement devices came from a small group of tech staff and administrative assistants, as well as, reaching out to other staff members to get feedback. We came to the recommended device for various reasons which include: device life span is longer than other models, durability, battery life, ability/desire to own the device at the end of the lease, and the ability to repair in house, if desired.

The reason that we are asking to have this expedited is due to recent information we received from the District's legal counsel (Robert Kohn). While we had this paperwork and information well in advance of adding items to the February 10 agenda, we only learned on Friday, January 30, 2015, that the Board of Education must adopt the attached formal resolution. This should have been done three years ago but did not. If the Board allows approval of this at its February 10 meeting, we will still be able to order, image, deploy, collect old devices and ship them back prior to the March 1st without incurring any unnecessary additional cost. If the Board chooses to adhere to its normal practice of reviewing at one and approving at subsequent meeting, we will need to extend the lease by one month. This will an additional \$1800.

We are recommending this lease option for various reasons. First, in the current 5-year technology plan (which expires at the close of this school year) no funds were allocated to make a direct purchase of \$80,000 when this lease expired (March 1, 2015). Secondly, we believe that following the three-year lease (which is a lease to own) that the devices will have a continued life for minimally another two more years. When evaluating which type of device to acquire, this element was one major factor that was considered to offset future dollars being expended. By selecting the current device and specifications, we believe it will offset at least \$40,000 in future costs.

In the future, we will make sure that all of these types of lease contracts are presented in the correct manner. It was not until last Friday that we were apprised of the need for adoption of this resolution.

We appreciate your consideration of taking this request to the Board for its approval on February 10, 2015.

MA:tmo

Attachment (1)