



MINOOKA

COMMUNITY HIGH SCHOOL

District #111 mchs.net

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

James Kelly
Director of Technology

Date: 02/06/2025

To: Board of Education
Dr. Robert Schiffbauer

RE: Laserfiche Proposal

To enhance efficiency and streamline operations at MCHS, the Technology, Business, and HR Department have worked together to propose the acquisition of Laserfiche software to digitize our forms and implement automated workflows within our departments. As a school district dedicated to innovation and continuous improvement, we recognize the need to transition from traditional paper-based processes to a modern digital system that will improve document accessibility, security, and efficiency. Laserfiche offers a comprehensive solution that meets these needs, ensuring our district operates with enhanced productivity and compliance.

Currently, our HR and Business Office relies heavily on manual paperwork and simplistic Google Forms for processing new hire employee records, background checks, essential administrative functions, and more that have been attached to this proposal. This reliance on paper-based processes leads to inefficiencies, including delays in approvals, difficulty in tracking documentation, and the risk of lost or misplaced files. By implementing Laserfiche, we can create digital workflows that automate routine tasks, reducing processing times and allowing staff to focus on higher-value responsibilities. Additionally, digital forms will enhance accuracy by minimizing human errors and ensuring compliance with regulatory requirements.

Another key benefit of Laserfiche is its advanced security and compliance capabilities. The software provides secure document storage, controlled access permissions, and audit trails that help maintain confidentiality and ensure accountability. With increasing concerns about data security, having a centralized and protected system is critical to safeguarding sensitive employee and financial records. Moreover, Laserfiche supports compliance with federal and state regulations, ensuring that MCHS remains aligned with best practices for records management.

Investing in Laserfiche will bring streamlined workflows that will lead to increased productivity and improved service delivery for employees and stakeholders. We believe that adopting Laserfiche is a strategic move that will significantly enhance our district's operational efficiency and future-proof our administrative processes. We request your approval for this investment, as it will play a vital role in modernizing our school district and supporting our commitment to excellence.

- Laserfiche Project
 - o Laserfiche Cloud Subscription (5 users @ \$850 Annually)
 - o Professional Services - Data Migration, Installation, Configuration, & Training (One-time - \$10,000)

The total project cost is \$14,250 to be paid in July 2025, each following year will cost \$4,250. The installation of this project will take place in March 2025 and most workflows/capabilities will be available July 2025.

If the foregoing is acceptable to the Board of Education, the following would be an appropriate motion

“Motion to approve the purchase of Laserfiche software for Minooka Community High School for \$14,250”