



CHELSEA SCHOOL DISTRICT

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Memorandum

To: Michael Kapolka, Superintendent

From: Ryan Spencer, Director of Technology
Doug Whitsel, Director of Safety & Security

Subject: District Visitor Management System

Date: August 13, 2025

Dear Mr. Kapolka,

As part of our ongoing commitment to student safety and modernizing security infrastructure, we recommend district-wide implementation of the Verkada Visitor Management System. The total cost is **\$53,730.55**, with funding provided through the 2019 bond under the REMC statewide purchasing program. REMC (Regional Educational Media Center Association of Michigan) is a cooperative that provides Michigan schools with competitive, pre-negotiated pricing on technology and educational products. The system will be installed in all student-occupied buildings to improve visitor management and security.

Earlier this year, South Meadows Elementary and Pierce Lake Early Childhood Center piloted the Verkada Guest system. Staff and family feedback confirmed it improves safety while maintaining a welcoming environment. At Pierce Lake, the unique programming schedule and building layout required installing the check-in iPad at the exterior of the building's main entrance, a setup that will also be used at Chelsea High School.

The system offers driver's license scanning, automated student pickup verification, integrated background checks, and secure check-in for volunteers. These features have streamlined office procedures and added an important layer of security.

Implementation Timeline:

- **August 2025:** South Meadows and Pierce Lake continue with the trial license.
- **Late September–Early October:** North Creek Elementary, Beach Middle School, and Chelsea High School go live (pending board approval).

We believe this system will enhance visitor management practices, improve building security, and provide a safer environment for students and staff. We respectfully recommend approval of the purchase and rollout as quoted.

Thank you for your consideration,
Ryan Spencer
Doug Whitsel