

Date: January 20, 2026
To: Dr. Robert Halverson, Superintendent of Schools
East Aurora School District 131 Board of Education
From: Mr. Daniel Ulrich, Executive Director of Grants
Dr. Michael Engel, Associate Superintendent, Chief Financial Officer/CSBO
Subject: Postage Machine

The Issue:

The district's current postage machine is six (6) years old and is not in compliance with USPS regulations, as it does not produce the Intelligent Mail parcel Barcode (IMpB). Due to the age of the machine, we are unable to upgrade it to meet these requirements.

From February 2024 to January 2025, the district sent out 54,702 pieces of mail, resulting in a total cost of \$42,284.69 during this period. Upgrading to a new machine will not only ensure compliance with USPS regulations but also improve our staff's productivity by reducing the time required for each mail run.

Board Policy and Past Practices:

Pursuant to Board Policy 4:60, the Superintendent shall manage the district's purchases and contracts in accordance with State law, the standards set forth in the policy, and other applicable Board of Education policies.

Strategic Plan:

This recommendation supports Strategic Goal #2, Operational Excellence, which states: East Aurora School District 131 will align and utilize systems and resources that promote Operational Excellence, Efficiency, and Fiscal Accountability.

Community Impact:

n/a

Supporting Data

The Finance Department, in partnership with the Operations Department, has evaluated options and identified a new postage machine that will enhance districtwide efficiency and productivity. The district received proposals from two vendors which included Cannon at \$51,613.70 and Postal Source at \$31,841.17. Both proposals are attached for your review.

A service plan is also included, providing on-call technical support to minimize downtime and maintain timely communication services.

Cost Summary:

- **Equipment:** \$12,981.50 to purchase
- **Service Plan:** Total of \$18,859.67 (for Five (5) years)
- **Total cost to district over 5 years:** \$31,841.17

Recommendation:

Reach your full potential!



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The Administration recommends that the Board of Education approve the purchase of a postage machine through Postal Source.

Timeline for Decision:

February 2, 2026