



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 11, 2019

Re: Employee Technology Purchase Program

Recommendation

It is recommended that the Board of Education approve the updated Employee Technology Purchase Program as described.

Background

Since December 1990, the Board of Education has offered employees interest-free loans to purchase computer-related equipment in the form of a “computer buy program”. The intention of the program was to encourage employees to become familiar with the capabilities of computers and related software so that they “will be more likely to utilize them with greater ease and ability at school” (Board Packet Materials, September 28, 1998). Through Board action, the program parameters were last updated in September 1998, offering \$500-4,000 loans to full-time employees over a repayment term of 10 or 20 months for the purchase of computer-related equipment, supplies and software.

At the time the program was established, instructional and support personnel had limited access to and training of how to utilize technology tools and resources. The resources owned by the District were located in computer labs or placed strategically to fulfill the operational needs of the schools (e.g. school offices). Additionally, most devices were stationary, desktop computers, that could not be easily moved from one location to another. Over the past 20 years, the District has made significant enhancements to the availability of technology tools and resources to all staff members. Our staff has taken advantage of the available tools, and have invested in a variety of other emerging technologies to the benefit of our students. Promoting the evaluation of new technologies to enhance learning activities remains a priority of the District, for which the technology purchase program makes possible for all of our staff.

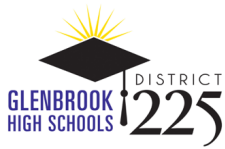
Recommended Purchase Program Updates

Recognizing that the technology purchase program has not been updated in over 20 years, the administration is proposed the following changes to the program effective July 1, 2019:

	1998 Program	2019 Program
Eligible Items	Computer related equipment, supplies and software (including upgrading existing equipment). No used equipment.	Technology related equipment and software.
Who May Purchase	Full-time Glenbrook employees only.	Full-time Glenbrook employees with annualized employment compensation agreements.
Purchases	Employees may purchase computer related items from any dealer. Each employee will group the invoice(s) and submit them with a signed contract agreement for processing by the business office.	Employees may purchase technology related equipment and software from any vendor. Detailed receipts, including any applicable sales tax, must be submitted with a completed purchase program agreement for processing.
Connection to the School District		Employees seeking a loan will be required to write a brief statement describing how the purchase will support their professional activities in the school district.
Loan Limits	Only one open contract per employee. Minimum Contract - \$500 Maximum Contract - \$4,000	Only one open loan per employee. Minimum Loan - \$250 Maximum Loan - \$2,000
Financing Terms	10-months or 20-months (interest free). Computer buy program shall be ongoing throughout the year(s).	The amount of the loan will be divided into equal paycheck deductions. All loans must be repaid in the same fiscal year for which they are requested.

There are three important changes to the program that are being recommended. The first is an adjustment in the amount an employee can borrow. This reduction in loan limits reflect changes to the marketplace since 1998, and provides an adequate budget for an employee to purchase a quality device for their own personal/professional use. The second change is a modification to the financing terms for employees. Currently, an employee can spread their loan repayment over three fiscal years. This has created an accounting challenge, requiring a multi-year reconciliation and justification of balances as of June 30th of any given year, which was recently discussed with the auditors. Additionally, there have been instances when employees have separated prior to the full repayment of their loans, creating a liability for the District. The third change is a requirement for employees to describe how the purchase will support their professional activities in the school district. This change is the result of feedback from the Board of Education during the January 28, 2019 Board Meeting, where it was discussed that any loans supported by local funds should have a direct benefit to the employee's professional activities.

The administration remains supportive in offering a technology purchase program for employees. We believe that the changes outlined above will address current accounting and liability concerns, while continuing to provide employees the opportunity to expand their understanding and knowledge of innovative technology tools and resources.



Technology Purchase Program Loan Request

Revised: January 2019

On February 11, 2019, the Board of Education re-authorized the Employee Technology Purchase Program. The intention of this program is to encourage employees to become familiar with the capabilities of technology so that they will be more likely to utilize them with greater ease and ability at school. Through this program, full-time Glenbrook employees with annualized employment compensation agreements may receive interest-free loans between \$250 - \$2,000 for the purchase of technology related equipment and software.

The amount of the loan will be divided into equal paycheck deductions, and must be repaid in the same fiscal year for which they are requested (July 1st - June 30th). Employees may purchase technology related equipment and software from any vendor. **Detailed receipts, including any applicable sales tax, must be submitted with a completed loan request form for processing to the Human Resources Department.**

Loan Overview

Employee Name: _____

How will this purchase support your professional activities in the school district?

Accounting Details

Line	Detail Line Description*	Amount	Account Number
1	_____	\$ _____	10 A 100 1228 0000 00 000000
2	_____	\$ _____	10 A 100 1228 0000 00 000000
3	_____	\$ _____	10 A 100 1228 0000 00 000000
4	_____	\$ _____	10 A 100 1228 0000 00 000000
5	_____	\$ _____	10 A 100 1228 0000 00 000000
Total Amount of Payment:		\$ _____	

* Please attach receipts and invoices when submitting this form; receipts and invoices should match the detail line description entered above.

Processing Instructions

Delivery: Direct Deposit US Mail to Address in Skyward

Approval

By signing and submitting this loan request, you are requesting Glenbrook High School District 225 to reimburse you in the amount stated above, and subsequently authorizing Glenbrook High School District 225 to deduct the amount stated above from your pay check in equal installments for the pay periods remaining for the current fiscal year (July 1st - June 30th). The installments will appear as a payroll deduction on your pay check.

Your obligation to make the payment herein are not in any way abated due to the equipment becoming non-functional, damaged, stolen or destroyed. If your employment ends prior to the completion of the payment obligation, you will be responsible for paying the remaining balance and/or the Board shall have the right to withhold the remaining balance from your final pay check(s). The purchases under this agreement are intended to be made for the use of the employee, to support their professional activities in the school district.

Employee (Print/Type Name): _____ Date: _____
 Employee (Signature Required): _____ Date: _____
 Human Resources Administrator: _____ Date: _____