



To: Members of the Board of Education

From: Dennis L. Carpenter, Ed.D.
Dawn Smith, Ed.D., Assistant Superintendent of Operations

Date: May 21, 2026

RE: Ratification of the Renewal of Laserfiche Cloud Subscription Agreement

Rationale:

Board approval is requested to renew the District’s Laserfiche Cloud subscription agreement to continue document management and workflow services utilized by the District. Approval ensures continued access to the system and avoids interruption of document storage, records management, and workflow processes that support District operations.

Background information:

Laserfiche is an enterprise content management and document management platform that allows organizations to securely store, organize, manage, retrieve, and automate records and business processes electronically. School districts commonly utilize Laserfiche to improve records retention practices, reduce paper-based processes, strengthen security, and streamline workflows.

The District currently utilizes Laserfiche Cloud Professional services to support document storage and management needs across departments. The renewal includes continued licensing for the District’s Laserfiche Cloud Professional platform and additional cloud storage capacity to maintain current operational needs .

Maintaining this service supports efficient access to records and documents while improving operational effectiveness and reducing reliance on physical document storage.

Cost Analysis:

The annual subscription renewal period is June 20, 2026 through June 19, 2027. The total annual cost of the agreement is \$7,650.00, which includes:

- Laserfiche Cloud Professional Basic annual subscription: \$5,050.00
- Additional 100GB cloud storage subscription: \$2,600.00

Funding for this agreement is included within the District’s operational technology budget.

Connection with District initiatives and Board Policy:

Policy DJF-1: PURCHASING and Administrative Procedure: DJF-1-AP(1): PURCHASING

Recommendation:

The Superintendent recommends ratification of the Laserfiche Cloud subscription renewal agreement for the period of June 20, 2026 through June 19, 2027 in the amount of \$7,650.