

GUILDERLAND CENTRAL SCHOOL DISTRICT
8 School Rd.
Guilderland Center, NY 12085

TO: Marie Wiles, Superintendent
Board of Education Members

FROM: Neil T. Sanders

DATE: July 5, 2017

RE: Annual Report on Cellular Telephones

In accordance with Board policy #8332, listed below is the summary of district cell phone plans and users:

Cellular Telephone Plans

| Plan | # of phones | Monthly fee | <u>Minutes</u> 2-Way |
|--|-------------|-------------|-------------------------|
| America's Choice II 200 National Share | | | |
| Transportation Personnel | 1 | \$14.99 | - |
| Head Custodian/Maintenance Staff | 20 | \$16.99 | unlimited |
| Building Principal | 1 | \$34.99 | - |
| Technology Personnel | 8 | \$34.99 | - |
| District Office Administration | 4 | \$34.99 | - |
| TOTAL | 34 | \$809.66 | |

*shared pooled minutes with National Team Share plan

Average cost per month \$23.81
Prior year cost per month \$23.62

Evaluation of District Cellular Telephone Plans

Users

A limited number of cellular phones have been issued to district employees. Criteria used for issuing cellular phones are (1) job responsibilities that require frequent travel or time out of the office; (2) high levels of responsibility or decision making authority where communication access at all times is vital; or (3) communication access is required in the event of an emergency.

Plans

The district identifies the cellular phone plan best suited to the needs, requirements, and responsibilities of the job title or classification. Some users are provided cellular phones with “push to talk” two-way radio communications to reduce limit the use of cell phone minutes when frequent internal communication is the primary function. When practicable, plans are identified to pool and share minutes/messaging/data among users to enhance cost effectiveness.

Cost Effectiveness

The cellular phone plan utilized by the district has been competitively bid and negotiated by the New York State Office of General Services and/or the federal government. School districts are eligible to access these large contracts and receive the same rates and plan terms and conditions as other governmental agencies. The manner in which minutes are pooled and shared under these plans also provides a high degree of cost effectiveness by paying for the smallest number of minutes, messaging, and data that meets the needs of district staff.