



Executive Summary Board of Education Meeting

DATE: February 5, 2026

TOPIC: Digitizing District and Student Records – Cross Rhodes Print & Technologies

PREPARED BY: David Russo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The District is legally required to archive Board of Education, financial records, and certain student information for a time period ranging from several years to several decades. Currently, we have no electronic backup for the paper records housed in the Administration Building and Lincoln Hall. Without a digital backup, documents are threatened for destruction because of fire, water, or another disaster-type situation. In fact, this happened in the Lincoln Hall tower at some point in the late 1980's or early 1990's destroying decades worth of student records because of water damage that we should still be archiving.

In order to save on space and provide a digital backup, the Administration procured quotes from five vendors specializing in document scanning to digitize Board Books and student records.

The proposal from Cross Rhodes Print & Technologies had the lowest bid. The District successfully worked with Cross Rhodes Print & Technologies within the past several years on a document scanning project, digitizing all blueprints. We were pleased with the outcome of their work.

Legal Counsel reviewed the estimate and found it to be acceptable with no changes. However, Counsel suggested the District follow up with him before any documents are destroyed to ensure all compliance standards have been met.

If this proves successful, we would move forward with additional student and financial records.

Fiscal Impact:

An amount not to exceed \$7,000.

Recommendation:

The Finance Committee members in attendance stated their support for the Administration's recommendation to the Board of Education to approve the estimate from Cross Rhodes Print & Technologies for digitizing District and student records in an amount not to exceed \$7,000.