

**GRANTON AREA SCHOOL DISTRICT  
217 NORTH MAIN STREET  
REGULAR SCHOOL BOARD MEETING  
MONDAY, MARCH 14, 2022 @ 6:45 PM  
GRANTON COMMUNITY LIBRARY**

**Amended 3/11/22**

**I. REGULAR BUSINESS**

- A. Call to Order
- B. Roll Call
- C. Verification of Notice to Public
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Consent Agenda
  - a. Previous Minutes
  - b. Financial Reports
- G. Other
  - a. Spotlight on Education
    - i. Student of the Month
    - ii. Staff of the Month

**II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS**

**III. PUBLIC COMMENTS**

**IV. AGENDA ITEMS**

- A. Official Oath of Office
- B. Check Register
- C. 2022-23 School Year Start Date
- D. Summer School
- E. School Vehicle
- F. Certified Therapy Dog
- G. Start College Now & Early College Credit
- H. Alternative Diploma
- I. 2021-22 Shared Transportation Agreement
- J. 2022-23 Sports
- K. CESA 10 Proposed Resolution
- L. CESA 10 2022-23 Service Contract
- M. Copier Contracts
- N. Kitchen Flooring Quotes
- O. Parking Lot Bids
- P. School Board Policy Review
- Q. Personnel
  - a. Esports Coaches
  - b. New Staff
  - c. New Teacher Position for 2022-23
  - d. Compensation & Benefits

**V. OTHER REPORTS**

- A. School Board Committee Reports
- B. Principal's Report
- C. Superintendent's Report
- D. Other

**VI. CORRESPONDENCE**

**VII. EXECUTIVE SESSION**

A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

B. Return to Open Session

**VIII. ADJOURNMENT**

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

# TREASURERS REPORT

02282022

- Net of Funds 10, 21, 27, 29, 50, 80  
\$ 892,899.43
- Fund 21 Trust & Agency  
\$ 15,025.96
- Fund 38 & 39 Debt Service  
\$ 27,790.72
- Fund 46 Capital Improvements  
\$ 83,437.29
- Fund 60 Activity Account  
\$ 76,314.01
- Fund 72 Scholarships  
\$ 93,668.72
- Fund 73 Trust Fund  
\$ 261,527.66

GRANTON AREA SCHOOL DISTRICT BANK BALANCE  
AS OF 2-28-22

FUND	COMPUTER ACCOUNT	BANK STATEMENT
FUND 10-GENERAL	10-7110	18,228.56
FUND 21-SPECIAL REVENUE TRUST	21-7110	5,340.88
FUND 27-PACKAGE CONTRACT	27-7110	-172,697.37
FUND 50- FOOD SERVICE	50-7110	28,365.36
FUND 80-COMMUNITY SERVICE	80-7110	202,356.21
TOTAL IN GENERAL CHECKING ACCOUNT		81,593.64
TOTAL IN RESERVE ACCOUNT		811,305.79
TOTAL OF FUNDS 10,21,27,29,50 & 80		\$892,899.43
		GENERAL
		\$81,593.64
		RESERVE
		811,305.79
FUND 21 TRUST AND AGENCY	21-7121	\$15,025.96
		NET CASH
		\$892,899.43
FUND 38 & 39-DEBT SERVICE	39-7110	\$27,790.72
FUND 46 CAPITAL IMPROVEMENTS	46-7110	\$83,437.29
FUND 49 CONSTRUCTION PROJECT	49-71100	\$0.00
FUND 60 ACTIVITY ACCOUNTS	60-7110	\$76,314.01
FUND 72 SCHOLARSHIPS	72-7110	\$93,668.72
FUND 73 EXPENDABLE TRUST FUND	73-71100	\$261,527.66

**I. REGULAR BUSINESS**

I.A. Call to Order

Meeting called to order at 6:45 pm by President Theresa Hasz.

I.B. Roll Call

Doug Eichten - here, Paul Knoff - here, Dennis Kuehn - here via Zoom, Theresa Hasz - here. Also present was District Administrator James Kuchta, Principal Amanda Kraus, Student Council Representative Tori Seif, District Administrative Assistant Sheila Kind, and 42 community/staff members.

I.C. Verification of Notice to Public

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website and published in the TRG.

I.D. Pledge of Allegiance

Pledge of Allegiance was led by President Theresa Hasz.

I.E. Approval of Agenda

Motion to approve the agenda as presented. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

I.F. Consent Agenda

Motion to approve the consent agenda, which includes minutes of the January 10, 2022 regular board meeting, minutes of the January 17, 2022 special board meeting, and review of financial reports. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

**FINANCIAL REPORT:**

Net of Funds 10, 21, 27, 29, 50, 80	\$ 724,561.42
Fund 21 Trust & Agency	\$ 15,024.68
Fund 38 & 39 Debt Service	\$ 27,788.59
Fund 46 Capital Improvements	\$ 83,427.69
Fund 60 Activity Account	\$ 75,771.21
Fund 72 Scholarships	\$ 93,179.99
Fund 73 Trust Fund	\$ 261,527.66

I.G. Other

I.G.a. Spotlight on Education

Blair Necas presented information on the HS Literature class.

I.G.a.i. Student of the Month

Students of the Month are: Elementary - Trinity Holman; MS - Trace Hersh; and HS - Anna Kayhart.

I.G.a.ii. Staff of the Month

Blair Necas is the Staff Person of the Month.

## **II. STUDENT COUNCIL REPRESENTATIVE INPUT/REMARKS**

Student Council Representative Tori Seif reported on upcoming activities - FFA Week, basketball games, Forensics meet, St. Patrick's Day and Student Council money donation to the NHS.

## **III. PUBLIC COMMENTS**

There were no public comments.

## **IV. AGENDA ITEMS**

### **IV.A. Check Register**

Motion to approve checks 44063-4192 for \$241,000.25, Fund 60 Activity Account 20243-20262 for \$3,599.82, and payroll for \$75,285.53. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

### **IV.B. Achievement Gap Reduction (AGR) Fall Semester Report**

Kim Aumann presented the annual Achievement Gap Reduction (AGR) Fall Semester Report.

### **IV.C. Resolution for School Start Date Waiver**

Motion to approve the resolution as presented, to waive the September 1 school start date for the 2022-23 school year and have school start on August 23, 2022. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

### **IV.D. 2022-23 School Calendar**

Motion to approve the 2022-23 school calendar pending DPI's approval of the request to start school earlier than September 1. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

### **IV.E. Tech Ed/eSports Computers**

Motion to approve the CDW-G quote for computers for tech ed/eSports. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

### **IV.F. CWETN Consortium Agreement**

Motion to approve the CWETN Distance Learning Consortium Agreement. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

Dennis Kuehn left the meeting at approximately 7:15 pm.

### **IV.G. JV Volleyball Team**

Motion to approve a JV volleyball team for next fall. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

### **IV.H. Fieldhouse Door Replacement**

Motion to approve the quote from Rhom Construction for replacement of the fieldhouse door. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

#### IV.I. Parking Lot Design

Motion to approve the parking lot site design from MSA. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

#### IV.J. COVID-19 Protocol

District Administrator James Kuchta provided updated information on the safety protocols for COVID-19.

#### IV.K. Cooperation with Neighboring School Districts

The school board and community members discussed the future of the school and making it successful. No action was taken.

#### IV.L. Staff Compensation

Staff compensation discussion was moved to Executive Session.

#### IV.M. Personnel

Discussion on personnel items moved to Executive Session.

### V. **OTHER REPORTS**

#### V.A. School Board Committee Reports

Theresa Hasz reported she virtually attended the WASB delegate assembly. All resolutions passed.

#### V.B. Principal's Report

1) Elementary Olympic opening ceremony; 2) HS Course Roundup; 3) National Assessment of Educational Progress (NAEP) testing; 4) Strategic Plan Report.

#### V.C. Superintendent's Report

1) January Pupil Count; 2) Excel Energy Rebate; 3) School tower rental; 4) Audit Financial Report.

#### V.D. Other

### VI. **CORRESPONDENCE**

Thank you cards received from Katie Reider and Shelly Schmitz.

### VII. **EXECUTIVE SESSION**

#### VII.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 8:49 pm for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Paul Knoff and seconded by Douglas Eichten. Roll call vote. Dennis Kuehn: Absent, Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea. Motion carried.

VII.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 10:28 pm. This motion, made by Douglas Eichten and seconded by Paul Knoff. Roll call vote. Dennis Kuehn: Absent, Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea. Motion carried.  
School Board Clerk reported no action was taken in Executive Session.

Motion to accept the resignation from Stina Jansen as a teacher aide. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

Motion to approve Lindsey Halverson's leave of absence request. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

Motion to approve the revised contract for Jenna Schneider. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

VIII. **ADJOURNMENT**

Motion to adjourn at 10:30 pm. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa Hasz, President

Special School Board Meeting  
Tuesday, February 22, 2022 6:00 PM Central

Granton School Conference Room 112  
217 North Main Street  
Granton, WI 54436

## **I. REGULAR BUSINESS**

### **I.A. Call to Order**

Meeting called to order at 6:02 pm by President Theresa Hasz.

### **I.B. Roll Call**

Doug Eichten - here, Paul Knoff - here, Dennis Kuehn - here, Theresa Hasz - here. Also present were District Administrator James Kuchta and one community member.

### **I.C. Verification of Notice to Public**

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website, and provided to the TRG.

### **I.D. Pledge of Allegiance**

The Pledge of Allegiance was led by President Theresa Hasz.

### **I.E. Approval of Agenda**

Motion to approve agenda as presented. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

## **II. AGENDA ITEMS**

### **II.A. Interviews for Open School Board Seat**

Sheryl Young was interviewed for the open school board seat.

### **II.B. New Reception Station**

Motion to approve the Interior Concepts quote for the reception station in the district office. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Voice vote. Motion carried.

### **II.C. Staff Compensation**

Staff compensation discussion was moved to Executive Session.

## **III. EXECUTIVE SESSION**

### **III.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)**

Motion to convene in Executive Session at 7:04 pm for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Dennis Kuehn and seconded by Paul Knoff. Roll call vote. Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea, Dennis Kuehn: Yea. Motion carried.

### III.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 8:29 pm. This motion, made by Dennis Kuehn and seconded by Paul Knoff. Roll call vote. Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea, Dennis Kuehn: Yea. Motion carried.

School Board Clerk reported no action was taken in Executive Session.

Motion to install option A in salary plan. This motion, made by Douglas Eichten and seconded by Paul Knoff. Voice vote. Motion carried.

### IV. **ADJOURNMENT**

Motion to adjourn at 8:30 pm. This motion, made by Dennis Kuehn and seconded by Paul Knoff. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa Hasz, President

Special School Board Meeting  
Friday, February 25, 2022 8:00 AM

Granton School Conference Room 112  
217 North Main Street  
Granton, WI 54436

## I. REGULAR BUSINESS

### I.A. Call to Order

Meeting called to order at 8:07 am by President Theresa Hasz.

### I.B. Roll Call

Doug Eichten - here, Paul Knoff - here, Dennis Kuehn - absent, Theresa Hasz - here. Dennis Kuehn arrived at 8:45 am.

### I.C. Verification of Notice to Public

Notice to Public was posted at the Granton School, Citizen's State Bank, Granton Post Office, the school website, and provided to the TRG.

### I.D. Pledge of Allegiance

The Pledge of Allegiance was led by President Theresa Hasz.

### I.E. Approval of Agenda

Motion to approve agenda as presented. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

## II. AGENDA ITEMS

### II.A. Personnel

#### II.A.a. District Administrator Evaluation

District Administrator evaluation was moved to Executive Session (III).

#### II.A.b. 2022-23 Staff Positions

Discussion regarding 2022-23 staff positions was moved to Executive Session (V).

### II.B. Interview for Open School Board Seat

Mark Elmhorst was interviewed for the open school board seat.

### II.C. Appointment for position of Open School Board Seat

Board member selection discussion was moved to Executive Session (V).

## III. EXECUTIVE SESSION

### III.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 8:10 am for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Paul

Knoff and seconded by Douglas Eichten. Roll call vote. Paul Knoff: Yea, Theresa Hasz: Yea, Doug Eichten: Yea, Dennis Kuehn: Absent. Motion carried.

#### IV. RETURN TO OPEN SESSION

Motion to move from Executive Session to Regular Session at 2:16 pm. This motion, made by Paul Knoff and seconded by Dennis Kuehn. Roll call vote. Paul Knoff: Yea, Dennis Kuehn, Yea, Theresa Hasz: Yea, Doug Eichten: Yea. Motion carried.  
School Board Clerk reported no action was taken in Executive session.

#### V. EXECUTIVE SESSION

##### V.A. Convene in Executive Session under Wisconsin Statute 19.85 (1)(c)

Motion to convene in Executive Session at 2:43 pm for the purpose of discussing/taking action under Wisconsin Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This motion, made by Paul Knoff and seconded by Douglas Eichten. Roll call vote. Paul Knoff: Yea, Dennis Kuehn: Yea, Theresa Hasz: Yea, Doug Eichten: Yea. Motion carried.

##### V.B. Return to Open Session

Motion to move from Executive Session to Regular Session at 3:34 pm. This motion, made by Paul Knoff and seconded by Dennis Kuehn, Roll call vote. Douglas Eichten: Yea, Theresa Hasz: Yea, Paul Knoff: Yea, Dennis Kuehn: Yea. Motion carried.  
School Board Clerk reported no action was taken in Executive Session.

Motion to approve Miranda Wallenhorst as the 4K teacher for the 2022-2023 school year. This motion, made by Douglas Eichten and seconded by Dennis Kuehn. Voice vote. Motion carried.

Motion to appoint Mark Elmhurst to the open position on the Granton Area School Board. This motion, made by Paul Knoff and seconded by Douglas Eichten. Voice vote. Motion carried.

#### VI. ADJOURNMENT

Motion to adjourn at 3:37 pm. This motion, made by Dennis Kuehn and seconded by Paul Knoff. Voice vote. Motion carried.

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Douglas Eichten, Clerk

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Theresa Hasz, President

VENDOR	CHECK CHECK		AMOUNT	INVOICE	INVOICE
	NUMBER	DATE		NUMBER	DESCRIPTION
CESA #3	44193	02/08/2022	11,446.78	0002200512	JAN 22 SAL/FRINGE
CINTAS CORPORATION	44194	02/08/2022	126.45	4109562234	CLEAN SUPPLIES
COMPLETE CONTROL INC	44195	02/08/2022	4,177.32	JC9929	1998 ADDITION APPLICATION
DCF	44196	02/08/2022	50.00	9000585759	BACKGROUND CHECK
GROSS MOTORS INC	44197	02/08/2022	45.00	SO #471902	WINDSHIELD REPAIR
MISSISSIPPI WELDERS	44198	02/08/2022	78.12	1419916	CYLINDER
MUELLER ELECTRIC OF	44199	02/08/2022	12,277.80	17224	REWIRE ALL LIGHT FIXTURES FINAL BILL
SKYWARD ACCOUNTING D	44200	02/08/2022	200.00	0000215318	ELEC SIGNATURE
SKYWARD ACCOUNTING D	44200	02/08/2022	-13.00	01-22 STAT	UNAPPLIED CREDIT
CITIZEN'S STATE BANK	44201	02/14/2022	595.00	20220211AD	Payroll accrual
CITIZEN'S STATE BANK	44202	02/14/2022	13,925.00	20220211AF	Payroll accrual
DEERING, ALLYSON	44203	02/15/2022	75.00	2-15-22	FORENSIC JUDGE
EWOLDT, MYHA	44204	02/15/2022	75.00	2-15-22	FORENSIC JUDGE
BASCHE, PATRICIA	44205	02/18/2022	2,277.33	JAN 22 SER	JAN 3-31
CITIZEN'S STATE BANK	44206	02/18/2022	63.29	0621 JAN	BALANCE
EID, MARY	44207	02/18/2022	308.54	MILEAGE	JAN 24-FEB 16
HANSON, DEANN	44208	02/18/2022	28.00	2-4-22	BOOK-BB GAME
JOHNSON CONTROLS	44209	02/18/2022	74.91	88487323	FIRE ALARM
KUCHTA, JAMES	44210	02/18/2022	88.92	FEB 4 22	SPITS AND PAC
NELCO	44211	02/18/2022	77.71	7692069	W2 FORMS
RISE VISION	44212	02/18/2022	311.85	80743	ANNUAL LICENSES
ROGERS GROCERY	44213	02/18/2022	20.56	29401	MARQUEZ COOK-ENRICH
ROGERS GROCERY	44213	02/18/2022	5.88	29403	BBQ SAUCE
ROGERS GROCERY	44213	02/18/2022	18.22	29454	TOMATOES, NOODLES
ROGERS GROCERY	44213	02/18/2022	159.39	28317	FEEDING AMERICA
ROGERS GROCERY	44213	02/18/2022	16.35	29466	MARQUEZ SUPPLIES
ROGERS GROCERY	44213	02/18/2022	21.77	29465	DRINKS
SECURITY HEALTH PLAN	44214	02/18/2022	217.65	ARACO21311	WILLIAMS, G
SECURITY HEALTH PLAN	44214	02/18/2022	191.65	ARACO21311	WILLIAMS, D
SWEET MEMORIES OF TH	44215	02/18/2022	127.50	SO 21922	WALLENHORST SUPPLIES
SYMMETRY ENERGY SOLU	44216	02/18/2022	6,202.85	12810504	JAN 22
T-MOBILE	44217	02/18/2022	32.32	972889166	HOTSPOTS
WINSOR LEARNING	44218	02/18/2022	349.00	270-1600	LICENSE RENEWAL
XCEL ENERGY	44219	02/18/2022	5,161.09	767127830	JAN 10-FEB 8
CESA # 10	44220	02/23/2022	9,869.67	6002200120	ELEM/SEC ID-NEILLSVILLE AIDE-MS/SEC ID
AMAZON	44221	02/28/2022	41.89	9769558979	PAINTER SUPPLIES
AMAZON	44221	02/28/2022	9.25	4648468746	PORTER-CABLE A222756 ON/OFF SWITCH
AMAZON	44221	02/28/2022	29.97	8737864477	ORANGE PLASTIC FOOD TRAY
AMAZON	44221	02/28/2022	230.09	4594897978	LIB BOOKS
APPLE INC	44222	02/28/2022	14,700.00	AH19344346	IPAD 10PK WI-FI 64GB SPACE GRA
BATTERIES PLUS BULBS	44223	02/28/2022	42.75	P48815141	BATTERIES
BAUERNFEIND BUSINESS	44224	02/28/2022	29.05	INV132094	TONER 3K
BELLIN HEALTH	44225	02/28/2022	80.00	13878697	FRIEMOTH DRUG SCREEN
BUSHMAN DAIRY DIST I	44226	02/28/2022	117.25	L-352930	DAIRY PRODUCTS
BUSHMAN DAIRY DIST I	44226	02/28/2022	5.00	L-352929	DAYCARE MILK
BUSHMAN DAIRY DIST I	44226	02/28/2022	45.50	L-353160	DAIRY PRODUCTS
BUSHMAN DAIRY DIST I	44226	02/28/2022	5.00	L-353159	DAYCARE MILK
BUSHMAN DAIRY DIST I	44226	02/28/2022	5.00	L-353194	DAYCARE MILK
CHILDCARING	44227	02/28/2022	172.00	T-SHIRT OR	DAYCARE-GRANTON SCHOOL
CINTAS CORPORATION	44228	02/28/2022	126.45	4110930975	CLEAN SUPPLIES
CITIZEN'S STATE BANK	44229	02/28/2022	595.00	20220225AD	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	1,325.28	20220114AF	Payroll accrual

VENDOR	CHECK		AMOUNT	INVOICE	INVOICE
	NUMBER	DATE		NUMBER	DESCRIPTION
DELTA DENTA OF WI	44230	02/28/2022	254.55	20220114AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	1,325.28	20220128AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	214.81	20220128AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	39.74	20220128BF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	1,485.33	20220211AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	188.89	20220211AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	1,485.33	20220225AF	Payroll accrual
DELTA DENTA OF WI	44230	02/28/2022	1,286.69	20220225AF	Payroll accrual
DEMCO	44231	02/28/2022	233.83	7083428	LIB SUPPLIES
FRANKLIN, BETHANY	44232	02/28/2022	1,297.50	JAN 17-FEB	SERVICES
GRANTON FFA ALUMNI	44233	02/28/2022	437.00	LEAD CONF	MEALS/LODGING REIDER, REINART, SCHOESSOW
GROSS MOTORS INC	44234	02/28/2022	46.62	SO#472645	OIL FILTER CHANGE
H & B SPECIALIZED PR	44235	02/28/2022	315.00	32029	PSS 606 SINGLE SWITCH WITH 2 KEYS
INDIANHEAD FOOD SERV	44236	02/28/2022	434.15	INV-264644	LUNCH SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	339.16	INV-264646	BREAKFAST SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	233.83	INV-264648	DAYCARE FOOD
INDIANHEAD FOOD SERV	44236	02/28/2022	1,181.07	INV-262786	LUNCH SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	408.78	INV-262781	BREAKFAST SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	623.85	INV-262776	SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	1.75	INV-262773	SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	1.75	INV-264651	SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	373.89	INV-264650	LUNCH SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	1,469.08	INV-260683	LUNCH SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	747.23	INV-260682	SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	745.93	INV-260679	BREAKFAST SUPPLES
INDIANHEAD FOOD SERV	44236	02/28/2022	157.45	INV-260675	ALA CART SUPPLIES
INDIANHEAD FOOD SERV	44236	02/28/2022	1.75	INV-260674	COMMODITIES
J.W. PEPPER	44237	02/28/2022	86.99	363989711	BOXES
JOHN DEERE FINANCIAL	44238	02/28/2022	14.41	11111-6310	CABLE TUBE
MADISON NATIONAL LIF	44239	02/28/2022	212.03	20220211AF	Payroll accrual
MENARDS	44240	02/28/2022	282.73	36669	TECH SUPPLIES
MID-STATE TRUCK	44241	02/28/2022	-101.25	CM548997M	CREDIT ON CORE RETURN
MID-STATE TRUCK	44241	02/28/2022	301.53	548997M	PUMP KIT
MID-STATE TRUCK	44241	02/28/2022	290.36	549204M	73 MM PISTON
MID-STATE TRUCK	44241	02/28/2022	-101.25	CM547493M	CREDIT FOR CORE RETURN
MONROE TRUCK EQUIPME	44242	02/28/2022	70.78	427456	SPRINGS FOR SNOWPLOW
MSA PROFESSIONAL SER	44243	02/28/2022	3,435.00	R14866002.	DESIGN AND BIDDING
NELCO	44244	02/28/2022	179.75	8017638	GREEN AP CHECK STOCK
NEUMAN POOLS INC	44245	02/28/2022	1,613.50	35614	LABOR/PARTS POOL
OTIS ELEVATOR CO	44246	02/28/2022	1,958.16	1004006766	MARCH 1, 2022-FEB. 28, 2023
PH HOSPITALITY GROUP	44247	02/28/2022	216.00	0132700470	PIZZAS
PH HOSPITALITY GROUP	44247	02/28/2022	168.00	0132700470	PIZZAS
ROGERS GROCERY	44248	02/28/2022	22.86	29455	MARQUEZ SUPPLIES
RUSSELL'S OF NEILLSV	44249	02/28/2022	19.98	022612/1	FLASH DRIVES-TECH
SCHILLING PAPER COMP	44250	02/28/2022	996.94	859629-00	MAIN SUPPLIES
SCHOOL NURSE SUPPLY	44251	02/28/2022	163.58	0873830-IN	NURSING SUPPLIES
SCHOOL SPECIALITY	44252	02/28/2022	63.00	2081294274	HONOR ROLL AWARDS
SECURITY HEALTH PLAN	44253	02/28/2022	-339.80	20211217BF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	21,199.42	20220128AF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	2,993.07	20220128AF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	990.58	20220128BF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	22,738.46	20220211AF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	3,063.85	20220211AF	Payroll accrual
SECURITY HEALTH PLAN	44253	02/28/2022	12,270.06	20220225AF	Payroll accrual

VENDOR	CHECK CHECK		AMOUNT	INVOICE	INVOICE
	NUMBER	DATE		NUMBER	DESCRIPTION
SELK ELECTRONICS	44254	02/28/2022	1,705.00	112435	MIXER/LABOR
SUPREME SCHOOL SUPPL	44255	02/28/2022	180.00	2081294274	DISCIPLINE FORMS
TEAM SPORTING GOODS	44256	02/28/2022	421.00	AAK008315	WRESTLING SUPPLIES
WELLS FARGO	44257	02/28/2022	20.83	5019035259	LEASE PAYMENT
XELLO	44258	02/28/2022	1,200.00	INV36292	METHODIZE-ACT & SAT
AMAZON WEB SERVICES	44259	03/08/2022	-6.58	896245001	CREDIT ON SVS
AMAZON WEB SERVICES	44259	03/08/2022	402.05	971830229	FEB 2022
BASCHE, PATRICIA	44260	03/08/2022	960.75	FEB 6-26	IEP SERVICES
DISTRICT IV FORENSIC	44261	03/08/2022	32.00	3-8-22 COM	FORE COMP FEE
EID, MARY	44262	03/08/2022	104.00	MILEAGE	FEB 26-MAR 2
EID, MARY	44262	03/08/2022	91.69	REMBSE	REALLY GOOD STUFF SUPPLIES
HILL, DON	44263	03/08/2022	70.00	REF FEE	FORFEITED GAME-BANGOR
KORGER, ROGER	44264	03/08/2022	70.00	REF FEE	FORFEITED GAME-BANGOR
PETTY CASH	44265	03/08/2022	100.00	3-8-21 REP	REPLENISH POSTAGE
RYNES, DAVID	44266	03/08/2022	70.00	REF FEE	FORFEITED GAME-BANGOR
TP PRINTING COMPANY	44267	03/08/2022	396.34	189111	FEB 9-23 ADV
VERIZON WIRELESS	44268	03/08/2022	320.24	9900270801	JAN 24-FEB 23
Totals for checks			180,518.70		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	74,122.11	0.00	70,696.06	144,818.17
27	SPECIAL EDUCATION	7,740.72	0.00	14,796.14	22,536.86
50	FOOD SERVICE FUND	2,913.94	0.00	7,056.69	9,970.63
60	COMMUNITY SERVICE FUND	1,071.80	0.00	2,121.24	3,193.04
***	Fund Summary Totals ***	85,848.57	0.00	94,670.13	180,518.70

\*\*\*\*\* End of report \*\*\*\*\*

VENDOR	CHECK		AMOUNT	INVOICE	
	NUMBER	DATE		NUMBER	DESCRIPTION
CITIZEN'S STATE BANK	20263	02/10/2022	37.50	DOLLAR TRE	2-7-22 PURCHASES SCHOOL STORE
CITIZEN'S STATE BANK	20263	02/10/2022	181.25	DT-NHS FLO	NHS-VALENTINE SALE
FRIEMOTH, FAYE	20264	02/10/2022	50.75	SALES	SCHOOL STORE
BECKER PHOTOGRAPHY	20265	02/21/2022	87.50	01272022	GRADUATION PHOTOGRAPHER
GRANTON FFA ALUMNI	20266	02/21/2022	244.55	ARBY'S	LOCK IN
MENARDS	20267	02/21/2022	276.39	31470316	GREENHOUSE SUPPLIES
REIDER, KATHRYN	20268	02/21/2022	52.11	FESTIVAL F	LOCK IN SUPPLIES
ROGERS GROCERY	20269	02/21/2022	37.43	29363	NHS FOOD DRIVE WINNING TREATS
ROGERS GROCERY	20269	02/21/2022	60.08	29359	FALL BANQUET
TEAM SPORTING GOODS	20271	02/21/2022	175.00	AAK008487-	LANYARDS-SCHOOL STORE
TURNPIKE GREENHOUSE	20270	02/21/2022	588.00	02082022	FLOWERS NHS SALES
CITIZEN'S STATE BANK	20272	03/09/2022	336.25	DOLLAR TRE	NHS
CITIZEN'S STATE BANK	20272	03/09/2022	97.00	DOLLAR GEN	NHS ITEMS
CITIZEN'S STATE BANK	20272	03/09/2022	700.00	49509	WINTER INCENTIVE TRIP
CITIZEN'S STATE BANK	20272	03/09/2022	458.49	MEGASTORE	POTS & FLATS
GRANTON AREA SCHOOL	20273	03/09/2022	189.66	REMBSE CC	OTC/AMAZON/BINGO NIGHT DONATION
MENARDS	20274	03/09/2022	136.60	35329	PLANT SALE SEEDS
REIDER, KATHRYN	20275	03/09/2022	18.44	POSTAGE	REMBSE FROM FFA
ROGERS GROCERY	20276	03/09/2022	91.77	29460 2948	FFA GROCERIES
ROGERS GROCERY	20276	03/09/2022	144.00	29333	SODA-VISION
STERNITZKY, RILEY	20277	03/09/2022	100.00	SCHOLAR RE	STUDENT COUNCIL
Totals for checks			4,062.77		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
60	AGENCY FUND	4,062.77	0.00	0.00	4,062.77
***	Fund Summary Totals ***	4,062.77	0.00	0.00	4,062.77

\*\*\*\*\* End of report \*\*\*\*\*

**BENEFIT EXPENDITURES-PAYROLL**

**February 11, 2022 Payroll**

Medicare	\$ 1,140.70
FICA	\$ 4,877.53
WRS	\$ 4,707.84
Dental	\$ 1,674.22
Health	\$ 25,802.31
LTD	\$ 223.50
HSA	<u>\$13,700.00</u>
	\$52,126.10

**FEBRUARY 25, 2022 Payroll**

Medicare	\$ 1,151.34
FICA	\$ 4,922.99
WRS	\$ 4,853.95
Dental	\$ 1,674.22
Health	\$ 25,802.31
LTD	<u>\$ 226.28</u>
	\$38,631.09

**AMOUNT TO BE APPROVED:**

**03-14-22**

**FUND10-80-GENERAL \$180,518.70**

**FUND 60-ACTIVITY \$ 4,062.77**

**GENERAL 44193-44268  
ACTIVITY 20263-20277**



February 22, 2022

James Kuchta, District Administrator  
Granton Area School District  
217 North Main Street  
Granton, WI 54436-7835

Dear Mr. Kuchta:

The Department of Public Instruction (DPI) approves the Granton Area School District's request under Wis. Stat. § 118.045 and Wis. Admin. Code § PI 27.03 to begin its 2022-23 school term prior to September 1, 2022.

Under Wis. Admin. Code §. PI 27.03(3), the DPI may grant a request to commence school prior to September 1 for extraordinary reasons, including school closures caused by forces of nature. The district adopted a written resolution on February 14, 2022, and submitted a written request in compliance with the provisions of Wis. Admin. Code § PI 27.03(4). The DPI concludes that the written request and resolution describe extraordinary reasons for granting the requested early start date due to forces of nature. Therefore, the request for an exemption to the September 1 commencement date is granted for the 2022-23 school year.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "JK Kammerud".

Jennifer Kammerud, Director  
LEAD Team (Licensing, Educator Advancement and Development)

JK:sgp

c: John W. Johnson, PhD, Deputy State Superintendent  
Duy Nguyen, Assistant State Superintendent

# Granton Summer School

June 6<sup>th</sup> – July 1<sup>st</sup>

## Summer School Daily Schedule

<b>7:45-8:00</b>	Morning Recess in Fieldhouse (Fieldhouse Doors open for parent drop off at 7:45am)
<b>8:00-8:15</b>	Breakfast in Classrooms
<b>8:15-8:55</b>	Class 1
<b>9:00 - 9:20</b>	Enrichment Learning Activities
<b>9:25-10:05</b>	Class 2
<b>10:10-10:40</b>	Recess/Activity Break on Playground/Fieldhouse (Dependent on Weather)
<b>10:45-11:25</b>	Class 3
<b>11:30-12:00</b>	Lunch in Cafeteria or on Picnic Tables by Playground (Dependent on Weather)

## Summer School Sign-Up

Child's Name:

Child's Grade Level:

Does your child need Granton Busing? Yes or No

Busing Address:

Emergency Contact (If different from Infinite Campus):

Is your child participating in Summer Swimming: Yes or No

If yes, what time so that they can be let out of Summer School for swimming: \_\_\_\_\_

Any other information that we should know regarding your child?

Please rate your child's interest in the following classes (1-5, 1 being the most interest).

<b>Session 1: June 6<sup>th</sup> – 17<sup>th</sup></b>		<b>Session 2: June 20<sup>th</sup> – July 1<sup>st</sup></b>	
	<p>Backyard Wisconsin: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Do you know what lives in your backyard? Students will use the outdoor classroom/school forest to learn about the wildlife, birds, trees and plants we have living in our backyard.</li> </ul>		<p>Backyard Wisconsin: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Do you know what lives in your backyard? Students will use the outdoor classroom/school forest to learn about the wildlife, birds, trees and plants we have living in our backyard.</li> </ul>
	<p>Fitness Camp: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Stay active, healthy and strong this summer. Students stay active by participating in a wide variety of physical activities.</li> </ul>		<p>Fitness Camp: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Stay active, healthy and strong this summer. Students stay active by participating in a wide variety of physical activities.</li> </ul>
	<p>Calling All Readers: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Calling all readers. Enjoy discovering new books and exploring all that the Granton Library can offer.</li> </ul>		<p>Art: Grades 4K-5</p> <ul style="list-style-type: none"> <li>- Students will be encouraged to stretch their imagination through various arts and crafts projects.</li> </ul>
	<p>Cultures Around the World</p> <ul style="list-style-type: none"> <li>- Read, watch, and eat your way through cultures around the world. In this class you will not only learn about various cultures but take part in cooking their traditional dishes.</li> </ul>		<p>Cultures Around the World</p> <ul style="list-style-type: none"> <li>- Read, watch, and eat your way through cultures around the world. In this class you will not only learn about various cultures but take part in cooking their traditional dishes.</li> </ul>

**\*\*New Special Support and Learning Opportunities\*\***

**These support classes can be picked alongside the classes listed above.**

**Running → Session 1: June 6<sup>th</sup> – 17<sup>th</sup> & Session 2: June 20<sup>th</sup> – July 1<sup>st</sup>**

	<p>Jumpstart to School: Grades 3K-K</p> <ul style="list-style-type: none"> <li>- Support for first time readers. Get a head start and/or further support for letters and reading.</li> </ul>		<p>Jumpstart to School: Grades 3K-K</p> <ul style="list-style-type: none"> <li>- Support for first time readers. Get a head start and/or further support for letters and reading.</li> </ul>
	<p>MS Support Session: 5-7<sup>th</sup></p> <ul style="list-style-type: none"> <li>- Does your child need a kickstart to next school year? This Middle School class will focus on strategies and academic skills necessary for success.</li> </ul>		<p>MS Support Session: 5-7<sup>th</sup></p> <ul style="list-style-type: none"> <li>- Does your child need a kickstart to next school year? This Middle School class will focus on strategies and academic skills necessary for success.</li> </ul>

Parent Printed Name

Parent Signature

**\*\* Please fill out and return to the Principal's Office by Friday, April 22<sup>nd</sup>\*\***

# Granton Area School District

**James Kuchta**  
District Administrator  
715-238-7292

**Amanda Kraus**  
4K-12 Principal  
715-238-7175



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## USE OF THERAPY DOGS IN SCHOOL PROCEDURES

The Granton Area School District supports the use of therapy dogs by teachers or other qualified school personnel (“Owner”) for the benefit of its students subject to the following procedures.

**Therapy Dog** – A “therapy dog” is a dog that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companion-ship to school district students. Therapy dogs are not “service animals” as that term is used in the American with Disabilities Act. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are personal property of the teacher or employee and are not owned by the school district.

**Therapy Dog Standards and Procedures** – The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

**Request** – An owner who wants to bring a therapy dog to school must submit a written request form to the building principal or district administrator. The request must be renewed each school year or whenever a different therapy dog will be used.

**Training and Certification** – The owner must submit the American Kennel Club’s Canine Good Citizen Certificate as well as the Therapy Dog Certificate and Good Temperament Test Verification, or its equivalent as determined by the District Administrator. The certification must remain current at all times.

**Health and Vaccination** – The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to dogs. The owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog’s current vaccination and immunizations from a licensed veterinarian.

**Control** – The therapy dog must be kept secured within a classroom (door shut, etc.) during instructional times. The therapy dog must also be under the owner, or designated employee’s control at all times.

**Identification** – The therapy dog must have appropriate identification identifying it as a therapy dog.

**No Disruption** – The therapy dog must not disrupt the educational process by barking, seeking attention, or any other behavior.

**Health and Safety** – The therapy dog must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Dogs** – The owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.

**Authorized Area(s)** – The owner shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by school district administrators.

**Exclusion or Removal from School** – A therapy dog may be excluded from school property and buildings if a school administrator determines that:

- 1) A handler does not have control of the therapy dog.
- 2) The therapy dog is not house-broken.
- 3) The therapy dog presents a direct and immediate threat to others in the school.
- 4) The animal's presence interferes with the educational process.

The owner shall be required to remove the therapy dog from the school premises immediately upon such a determination.

**Allergic Reactions** – If any student of school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, or presents medical verification that the student is allergic to dogs, the owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damage to School Property and Injuries** – The owner of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

School Board Reviewed – March 14, 2022

# Animal Assisted Learning Program Proposal

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Bentley and the Schmitz  
Family

# BENTLEY

- 65 LB GOLDEN RETRIEVER
  - 5 YEARS OLD
  - CANINE GOOD CITIZEN CERTIFICATION
  - THERAPY DOG CERTIFICATION
- [HTTPS://WWW.THERAPYDOGS.COM/JOIN-THERAPY-DOGS/](https://www.therapydogs.com/join-therapy-dogs/)
- OWNED BY SHELLY SCHMITZ, GRANTON AREA SCHOOL DISTRICT, SCHOOL COUNSELOR



# WHY WOULD GRANTON NEED OR WANT AN AAL PROGRAM?

- Dogs assist pupil services staff working with students who have anger management issues, bullying behavior and other anti-social conduct
- Dogs can help in the reduction of stress and anxiety
- Dogs can contribute to the improvement of reading and comprehension skills of students having difficulty
- Dogs can help address sensitive social issues in a way that's more approachable for students (ie.COVID-19)
- Dogs have shown that they increase empathy, compassion and self-esteem



# WHAT ARE THE QUESTIONS?

- Legal Liability
- Allergies
- Animal maintenance
- Fear of dogs

# LEGAL LIABILITY

- Mrs. Schmitz is checking into insurance requirements for Bentley while she is at work with me. There is a difference in coverage during volunteer time and employment time. During volunteer time, she is covered under Therapy Dogs International (paperwork currently in process).
- Updates on insurance coverage will be provided as soon as details are finalized.

# ALLERGIES

- Bentley is a golden retriever, and she sheds!
- Student/Parent “opt out” options will be available for those who do not wish to come in contact with Bentley
- Staff/students will be required to wash hands or use hand sanitizer after contact with Bentley

# ANIMAL MAINTENANCE

- Bentley is owned and housed with Mrs. Schmitz
- Bathed monthly and/or more often if needed
- Handlers are required to get dogs regular veterinarian checks
- Handlers are also trained to notice concerns with animals (behaviors, illness, etc.)

# FEAR OF DOGS

- Recognize some student may have experienced trauma or have other adverse reactions to dogs
- Survey students and staff about Bentley in order to gauge comfort level with dogs
- Exposure to Bentley is voluntary based off of feedback from surveys
- Research indicates with proper guidance and handling, students may overcome fear
- Bentley will be on a leash whenever he is out of the Pupil Services area
- Restricted in some areas such as...bathrooms, during mealtimes

# ANIMALS IN SCHOOLS - THE DIFFERENCES

## Service animal

- Trained to perform tasks and to do work that eases their handlers' disabilities
- Working as part of a team with their disabled partners, service dogs help them attain safety and independence
- these dogs are not for petting as it could prevent them from performing their job correctly

## Emotional Support animal

- An emotional support animal serves as more of a companion for the owner
- No training necessary or certification

## Therapy animal (Goal for Dex)

- Receive training but have a completely different type of job from service dogs
- Their responsibilities are to provide psychological or physiological therapy to individuals other than their handlers
- These dogs have stable temperaments and friendly, easy-going personalities
- Typically, they visit hospitals, schools, hospices, nursing homes and more
- Unlike service dogs, therapy dogs are encouraged to interact with a variety of people while they are on-duty including petting the therapy dog

# SUCCESS STORIES

- Pursuing dogs: Wrightstown, Kaukauna, Appleton, Xavier, New London  
<https://www.wbay.com/content/news/Kaukauna-High-School-welcomes-therapy-dog-to-class-568221031.html>
- Menasha School District (Officer Jorgenson & Geller)  
<https://www.postcrescent.com/story/news/education/2016/12/12/menasha-police-dog-gets-high-marks-school/94886604/>
- Three Lakes, WI  
[https://www.wasb.org/wp-content/uploads/2018/01/therapy\\_dogs\\_Jan-Feb\\_2018.pdf](https://www.wasb.org/wp-content/uploads/2018/01/therapy_dogs_Jan-Feb_2018.pdf)
- Shawano Schools  
<https://www.wbay.com/content/news/Therapy-dog-pilot-program-helps-calm-students-while-reading-484093991.html>

# NEXT STEPS IN IMPLEMENTING AN ANIMAL ASSISTED LEARNING

- Introduce and approve Board policy for Therapy Dogs in Granton
- Start two days weekly while Bentley is in her first year (can add days if she is comfortable)
- Bentley will mainly be housed in the pupil services area.
- Mrs. Schmitz will be her certified handler
- Send informational letter to families and offer meet and greets
- There will be a sign posted when Bentley is in the building
- Bentley is certified through Therapy Dogs International  
<https://www.therapydogs.com/>
- Explore SEL curriculum “Pawsitively” and Tail Waggin’ Tutors

# A DAY IN THE LIFE OF BENTLEY AT SCHOOL...

- Greet students as they arrive in the morning and leave after school
- Walk the hallways and stopping by classrooms to say “hi”
- Hang out in the pupil services area to comfort students as they wait to meet with a counselor
- Creating new videos that encourage social & learning skills
- Be a part of small group counseling & individual counseling
- Join a staff member or student in the Zen Den for calming
- Hang out with a teacher during prep time for “De-escalation”
- Attend guidance class with Mrs. Schmitz - SEL
- Read books with students



# GAUGING BENTLEY'S SUCCESS AT GASD

Collect data on:

- # of requests for Bentley
- # of times Bentley was specifically used for de-escalation and/or calming of a student/staff member
- # of classroom visits
- Testimonials from staff and students

Eventually, we will look at attendance to see if there is a direct influence on Bentley Days.



Questions...



**INTERGOVERNMENTAL COOPERATION AGREEMENT  
TRANSPORTATION SERVICES 2021-2022**

WHEREAS, the School District of Neillsville (“Neillsville”) and the Granton Area School District (“Granton”) wish to enter into an agreement through the joint exercise of powers, pursuant to § 66.0301 of the Wisconsin Statutes, concerning services related to pupil transportation, and for the purpose of engaging in cooperative action;

WHEREAS, the parties hereby agree that Neillsville shall provide services, and that Granton shall provide consideration and take responsibility for the supervision of Neillsville employees while performing services for the benefit of Granton, in connection with the provision of the part-time services of a transportation supervisor (“Transportation Director”) and of a bus mechanic (“Bus Mechanic”), and of a driver (“Bus Driver”) all of whom shall remain the employees of Neillsville; and

WHEREAS, the parties, in accordance with resolutions adopted by each of the respective boards of education, enter into this Agreement pursuant to the terms set forth below.

NOW, THEREFORE, based upon the mutual promises and consideration set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Services; Payment.** During the term of this Agreement, Granton shall give notice to Neillsville of the needs it has for the services of the Transportation Director, Bus Mechanic, and/or Bus Driver on a periodic basis. In response to the communication of such needs, Neillsville shall offer hours during which each of the respective employees are available to perform services for the benefit of Granton. Granton shall pay to Neillsville within fifteen (15) days of the conclusion of each calendar month thirty-seven dollars and seventy-five cents (\$37.75) per hour for actual hours performed by the Transportation Director and Bus Mechanic, and thirty dollars (\$30.00) per route for a Bus Driver in the prior month. In addition, Granton shall pay fifty cents (\$.50) per mile for miles traveled by each employee when traveling between Neillsville and

Granton or between Granton and the employee's home, as the case may be, during the prior month. Payment not received by Neillsville by the deadline specified above, shall accrue interest at a rate of twelve percent (12%) per annum. Neillsville, as fiscal agent, shall determine actual hours worked and/or miles traveled, as reported by the employees or Granton, as appropriate; provided, however, that Granton shall have the right to review all records utilized in calculating hours and miles, and related payments.

2. **Transportation Director Duties.** The duties of the Transportation Director shall include the following duties: scheduling of routes; safety training; driver licensing support; input on driver evaluations; checking for bus maintenance needs; scheduling of drivers and substitute drivers. Notwithstanding the foregoing duties, the parties agree that Granton shall retain all responsibility for student safety, student discipline and responses to parent complaints and inquiries. In addition, Granton shall remain responsible and liable for all risks and liabilities associated with its transportation program and the operation of its school buses.

3. **Bus Mechanic Duties.** The duties of the Bus Mechanic shall include the following duties: maintain and repair work on buses as assigned by the Transportation Supervisor. Notwithstanding the foregoing, Granton shall retain responsibility for the purchase of all vehicles, parts, tools, equipment and supplies associated with its transportation program and the operation of its school buses. In addition, Granton shall remain responsible and liable for all risks and liabilities associated with its transportation program and the operation of its school buses.

4. **Bus Driver Duties.** Drive routes as needed.

5. **Fiscal Agent.** The parties hereby designate Neillsville as the fiscal agent in connection with the establishment of this Intergovernmental Cooperation Agreement. Neillsville shall carry out all of the duties of a fiscal agent as applicable under § 66.0301 of the Wisconsin Statutes and Administrative Code Section PI 14.02.

5. **State Aid; Changes in Rates.** This Agreement does not alter the distribution of state aid for purposes of transportation, general state aid or otherwise. Any deviation from the

rates set forth above are subject to approval of the school board of each participating school district, and shall be determined prior to June 30 of each year during the term of this Agreement.

6. **Term.** This Agreement shall commence upon the execution of the Agreement by the parties and shall continue for a period of one (1) school year unless either party gives sixty (60) days written notice of termination, in which case this Agreement shall terminate on the date sixty (60) days following the date of such notice.

7. **Waiver.** Granton hereby releases, waives and discharges Neillsville, including its board members, employees and agents, from any and all liability, claims, and causes of action based upon the actions or omissions of the Transportation Supervisor and Bus Mechanic when providing services pursuant to this Agreement; provided, however, that this Waiver and Release does not apply to injury, damage or loss resulting from intentional or reckless acts. Nothing in this section is intended to amend or alter the immunities, limitations on liability or other protections for Wisconsin school districts set forth under Wisconsin law.

8. **Indemnification and Hold Harmless.** Granton agrees to indemnify and hold harmless Neillsville, and its board members, employees and agents, from and against all losses, damages, monetary awards and expenses, including all costs and reasonable attorney fees, incurred in connection with any claims arising from or in connection with Granton's transportation program and/or the operation of its school buses. It is intended that this section be interpreted broadly so as to ensure that Granton retains the risks of liability associated with its transportation program and the operation of its school buses, notwithstanding this Intergovernmental Cooperation Agreement.

9. **Miscellaneous.** The terms of this Agreement constitute the entire agreement and understanding between the parties and all prior negotiations and representations are merged herein. The parties agree that the provisions of this Agreement are severable, and that the invalidity or unenforceability of any one or more of the provisions or clauses herein shall not affect the validity or enforceability of the other provisions or clauses herein. This Agreement may only be amended

by a written agreement executed by both parties. This Agreement is made pursuant to, and shall be construed in accordance with, the laws of the State of Wisconsin.

SCHOOL DISTRICT OF NEILLSVILLE

GRANTON AREA SCHOOL DISTRICT

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board Clerk

By: \_\_\_\_\_  
Board Clerk



*Where service and leadership unite*

DATE: March 8, 2022  
TO: District Administrators and Member District Boards of Education  
FROM: Mike Haynes, Agency Administrator  
RE: Sale of Property

In 2010, CESA 10 purchased a 2.5-acre property adjacent to the CESA 10 office in Chippewa Falls. The recommendation to purchase the land was based on the possible expansion of the parking lot and to widen the drive around the building. At the time, there were no immediate plans to do this, however, there was no other property adjacent to CESA 10 that would be available if or when an expansion would occur.

When purchased, there were two homes on the property. One of the homes on the property was leveled in 2012, leaving 717 W. Park Avenue home to be used as rental until such time when the property could be used for expansion.

After more than ten years, expanding the parking lot is not likely. A study completed prior to the pandemic showed that there were no days in which all spaces were in use and very few in which the majority were in use. With no plans for expansion, and projected losses because of imminent maintenance on the home, we question whether maintaining the home is prudent or within our mission.

As a result, at its February 10, 2022 meeting, the CESA 10 Board of Control passed a resolution to sell what is now referred to as "Lot 1," pictured on the attached survey. Proceeds from the sale will be deposited into the CESA 10 capital projects fund to offset future building maintenance.

Wisconsin statutes state that the purchase or sale of property by a CESA must be approved by three-fourths of the school boards in the agency by majority vote of each school board. Therefore, we ask that member districts consider the attached resolution by the end of April. Member districts should determine who is to sign the resolution (all board members or officers) based on their current policies.

Please let me know if you have any questions.

**SCHOOL DISTRICT OF \_\_\_\_\_**  
**RESOLUTION AUTHORIZING AND APPROVING THE SALE**  
**OF REAL PROPERTY BY**  
**COOPERATIVE EDUCATIONAL SERVICES AGENCY #10**

The undersigned, constituting a majority of the members of the \_\_\_\_\_ School Board (the "Board") have consented and agreed and by these presents do consent to, authorize, affirm, and ratify and adopt the following actions of Cooperative Educational Services Agency #10 (the "Agency") and the resolutions of this Board effective the \_\_\_\_ day of \_\_\_\_\_, 2022:

**WHEREAS**, the Agency owns certain real property commonly known as \_\_\_\_\_, as depicted and legally described in Exhibit A, attached hereto and incorporated herein;

**WHEREAS**, Wisconsin Statute § 116.055 requires approval of three-fourths of the school boards in the Agency for the Agency's sale of real property, in the name of the agency; and

**WHEREAS**, the Board deems it in the best interest of the Agency to sell the Property and, in connection with the sale of the Property, the Board desires that the Agency enter into all of the agreements, instruments, documents, certificates and notices contemplated by or in connection therewith (collectively, the "Transaction Documents").

**NOW, THEREFORE, BE IT:**

**RESOLVED**, that a majority of the members of the Board hereby approve the sale of the Property by the Agency.

(Signature Page Follows)

IN WITNESS WHEREOF, the undersigned have executed and made this resolution effective as of the date first set forth above.

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**EXHIBIT A**

Legal Description and Depiction of Property

(Separately Attached)



DocId:8514787  
Tx:4389559

**929495**

RECORDED ON  
03/04/2022 12:46 PM  
MELANIE K. MCMANUS  
REGISTER OF DEEDS  
REC FEE: 30.00  
TRANSFER FEE:  
FEE EXEMPT:  
CHIPPEWA COUNTY, WI  
PAGES: 2

**CHIPPEWA CO. CERTIFIED SURVEY**

MAP NO. 5546

RECORDED IN VOL 27 OF THE

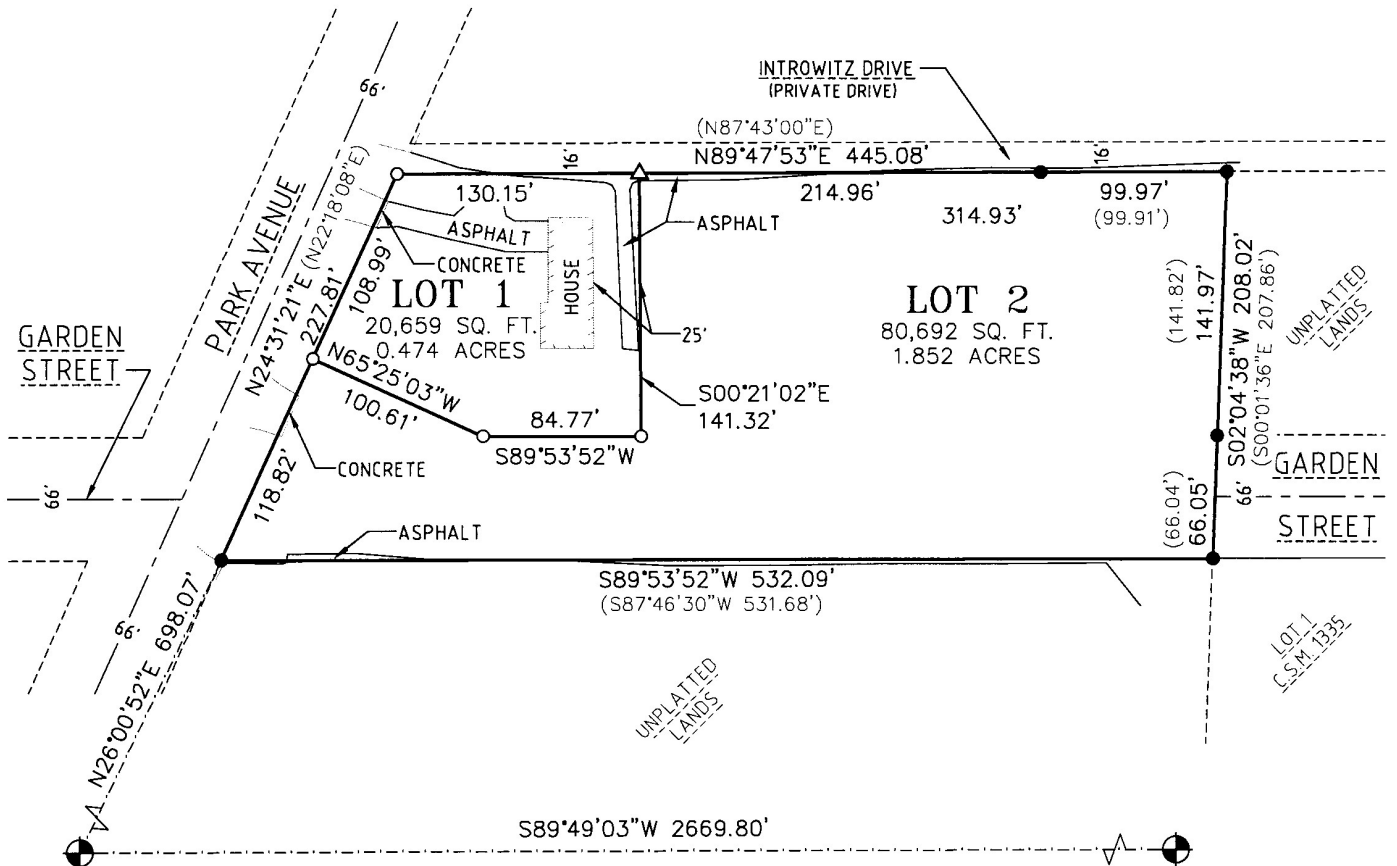
CERTIFIED SURVEY MAPS PAGE 142-143

*Melanie K. McManus*  
REGISTER

LOCATED IN THE SOUTHWEST  
QUARTER OF THE SOUTHEAST  
QUARTER, SECTION 7, TOWNSHIP 28  
NORTH, RANGE 8 WEST, CITY OF  
CHIPPEWA FALLS, CHIPPEWA  
COUNTY, WISCONSIN

**OWNER/PREPARED FOR:**

COOPERATIVE EDUCATIONAL SERVICES AGENCY #10  
725 PARK AVENUE,  
CHIPPEWA FALLS, WISCONSIN 54729



SOUTH QUARTER  
CORNER SECTION 7,  
FOUND MAG NAIL  
(VERIFIED TIES)

SOUTHEAST  
CORNER SECTION 7,  
FOUND MAG NAIL  
(VERIFIED TIES)

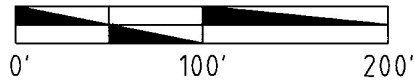


North is referenced to the South line of  
the Southeast 1/4, Section 7-28-8  
which bears S89°49'03"W  
(Chippewa County Grid System (NAD83/2011))



*DJL*  
01/24/2022

SCALE: 1" = 100'



**LEGEND**

- Government Corner (As Noted)
- Set 3/4" x 18" Iron Rebar Weighing  
1502 Pounds/Lineal Foot
- Set "SURVEY MARK" Nail
- Found 1-1/4" Outside Diameter Iron Pipe
- Record Bearing/Distance
- N .....North
- S .....South
- E .....East
- W .....West
- CSM .....Certified Survey Map
- SQ. FT. ....Square Feet

Dustin J. LaBlonde, PLS  
Cedar Corporation  
604 Wilson Avenue  
Menomonie, Wisconsin 54751

01/04/2022 COMPLETION DATE OF THE FIELDWORK

PAGE 142  
SHEET 1 OF 2 SHEETS

CHIPPEWA CO. CERTIFIED SURVEY

MAP NO. 5546

RECORDED IN VOL. 27 OF THE

CERTIFIED SURVEY MAPS PAGE 142-143

*Melvin K. Matthews*  
REGISTER

LOCATED IN THE SOUTHWEST  
QUARTER OF THE SOUTHEAST  
QUARTER, SECTION 7, TOWNSHIP 28  
NORTH, RANGE 8 WEST, CITY OF  
CHIPPEWA FALLS, CHIPPEWA  
COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Dustin J. LaBlonde, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped part of the Southwest quarter of the Southeast quarter, Section 7, Township 28 North, Range 8 West, City of Chippewa Falls, Chippewa County, Wisconsin, more particularly described as follows:

Commencing at the South quarter corner of said Section 7;  
Thence N26°00'52"E 698.07 feet to the Easterly right-of-way of Park Avenue and the point of beginning;  
Thence N24°31'21"E 227.81 feet along said Easterly right-of-way to the Southerly right-of-way Introwitz Drive;  
Thence N89°47'53"E 445.08 feet along said Southerly right-of-way;  
Thence S02°04'38"W 208.02 feet to the Southerly right-of-way of Garden Street;  
Thence S89°53'52"W 532.09 feet to the point of beginning.

Said parcel contains 101,351 square feet (2.33 acres) more or less.

That I have made such survey, land division, and map at the direction of Cooperative Educational Services Agency #10, Owner, 725 Park Avenue, Chippewa Falls, Wisconsin 54729. That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Chippewa Falls in surveying, dividing and mapping the same. Said survey is subject to easements of record and as shown.

Dated this 24th day of January, 2022.

*Dustin J. LaBlonde*  
Dustin J LaBlonde, P.L.S. #3096



COMMON COUNCIL RESOLUTION

Resolved, that this Certified Survey Map, in the City of Chippewa Falls, Chippewa County, Wisconsin, Cooperative Educational Services Agency #10, owner, is hereby approved by the Common Council.

Date: 2-15-22 Approved

*Greg Hoffman*  
Greg Hoffman, Mayor

Date: 3-1-22 Signed

*Greg Hoffman*  
Greg Hoffman, Mayor

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Chippewa Falls.

*Bridget Givens*  
Bridget Givens, Clerk

Summary of Services Estimate 2022-23 (Attachment A)\*\*



**Granton**

**ADMINISTRATIVE SERVICES**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
		Superintendent Mentoring and Support	No Charge			
		Strategic Planning	After Completion			
		Software Support	Billed Quarterly by CESA 5			

**INFORMATION TECHNOLOGY**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
IT 1		Software Hosting Service	Quarterly	\$ -		\$ -
		Network Vulnerability Assessments	After Completion			
		Information Technology Services	Invoiced			
<b>Total Information Technology</b>				\$ -	\$ -	\$ -

**OPERATIONS**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
O 1		Delivery Services	Quarterly	\$ 1,700		\$ 1,700
		Payroll Services	Invoiced			
<b>Total Operations</b>				\$ 1,700	\$ -	\$ 1,700

**LEARNING SERVICES**

Code	Check to add services	Service	Invoiced	Check for 3 yr option	Local Cost	Grants	Total
LS 1A		Universal School Improvement Services	Quarterly		\$ 14,750		\$ 14,750
LS 1B		Strategic School Improvement Services	Quarterly		\$ 10,500		\$ 10,500
LS 1C		Reading Specialist Support	Quarterly		\$ -		\$ -
LS 1D		Federal Funding Management Support Membership	Quarterly		\$ 2,000		\$ 2,000
LS 1E		Equity Support (CORE)	Quarterly		\$ -		\$ -
<b>Total Learning Services</b>					\$ 27,250	\$ -	\$ 27,250

**COLLEGE AND CAREER READINESS**

Code	Check to add services	Service	Invoiced	Check for 3 yr option	Local Cost	Grants	Total
CCR 1		College and Career Readiness	Quarterly		\$ -		\$ -
		Youth Apprenticeship	Contact Director for More Information				
<b>Total College and Career Readiness</b>					\$ -	\$ -	\$ -

**EDUCATIONAL TECHNOLOGY**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
ET 1		CADENC	Quarterly	\$ -		\$ -
ET 2		CWETN	Quarterly	\$ 14,450		\$ 14,450
ET 3		Project CIRCUIT	Quarterly	\$ -		\$ -
ET 4		WIN	Quarterly	\$ -		\$ -
ET 5		Instructional Media Center	Local is Quarterly Grant is 2x/yr (Dec & Jun)	\$ 585	\$ 1,620	\$ 2,205
ET 6		Big Rivers Library Consortium	Quarterly	\$ -		\$ -
ET 7		E-Rate Support and Technology Planning	Quarterly	\$ 5,150		\$ 5,150
<b>Total Educational Technology</b>				\$ 20,185	\$ 1,620	\$ 21,805

Mike Haynes,  
Administrator  
CESA 10  
725 W. Park Avenue  
Chippewa Falls, WI

Summary of Services Estimate 2022-23 (Attachment A)\*\*



**Granton**

**FACILITIES MANAGEMENT**

*\*An additional signed contract is required for this service*

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
FM 1		Environmental Health and Safety*	Quarterly	\$ 3,049		\$ 3,049
		Environmental Project Consulting	Per Separate Contract			
		Referendum Planning	Per Separate Contract			
		Facility Assessments	Per Separate Contract			
		Construction Management	Per Separate Contract			
		Owner's Representative	Per Separate Contract			
		Natural Gas Transportation	Direct Billed by Gas Company			
<b>Total Facilities Management</b>				\$ 3,049	\$ -	\$ 3,049

**SPECIAL EDUCATION AND PUPIL SERVICES**

*Many of these services are based on student need*

*All grant money is invoiced separately in December and June*

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
SE 1A		Special Education Leadership	Quarterly	\$ -	\$ -	\$ -
SE 1B		New Director/Designee Support	Quarterly	\$ -	\$ -	\$ -
SE 2A		Special Ed Administration/Fiscal Support	Quarterly	\$ -	\$ 4,225	\$ 4,225
SE 2B		Early Childhood Administration Support	Quarterly	\$ -	\$ 700	\$ 700
SE 2C		SBS/Medicaid Support	Not Billed	\$ -	\$ -	\$ -
SE 2D		Program Consultation	Quarterly	\$ 1,300	\$ -	\$ 1,300
SE 2E		Professional Development	Quarterly	\$ -	\$ 1,000	\$ 1,000
SE 2F		ParaEducator.net	Quarterly	\$ -	\$ 63	\$ 63
SE 3A		School Psychologist Services	Quarterly	\$ 45,100	\$ -	\$ 45,100
SE 3B		School Psychologist Support	Quarterly	\$ -	\$ 1,650	\$ 1,650
SE 3B(A)		Virtual Clerical Services	Quarterly	\$ -	\$ -	\$ -
SE 3C		SEEDS Software/Support	Quarterly	\$ -	\$ 300	\$ 300
<b>Itinerant Services</b>						
SE 4A		Hearing Impaired Instructional Services	Quarterly	\$ 15,150	\$ 500	\$ 15,650
SE 4B		Educational Interpreter/Communications Aide	Quarterly	\$ -	\$ -	\$ -
SE 4C		Educational Audiology - Basic Services	Quarterly	\$ 1,186	\$ 500	\$ 1,686
SE 4D		Educational Audiology - IEP Related Services	Quarterly	\$ 6,675	\$ 500	\$ 7,175
SE 4E		Occupational Therapy	Quarterly	\$ 9,125	\$ 5,000	\$ 14,125
SE 4E(A)		Overdrive Subscription	Quarterly	\$ -	\$ 380	\$ 380
SE 4F		Physical Therapy	Quarterly	\$ 4,575	\$ 2,000	\$ 6,575
SE 4G		Vision-Impaired Services	Quarterly	\$ 12,417	\$ 500	\$ 12,917
SE 4G(A)		Orientation and Mobility	Quarterly	\$ 10,774	\$ -	\$ 10,774
SE 4H		Mental Health Consultant	Quarterly	\$ -	\$ -	\$ -
<b>In-District Personnel</b>						
SE 5A		Early Childhood	Quarterly	\$ 15,100	\$ 2,900	\$ 18,000
SE 5B		Speech/Language	Quarterly	\$ 49,400	\$ -	\$ 49,400
SE 5C		Special Education Paraprofessional	Quarterly	\$ -	\$ -	\$ -
SE 5D		Social Worker	Quarterly	\$ -	\$ -	\$ -
SE 6		Foster Grandparents	Quarterly	\$ -	\$ -	\$ -
<b>Total Special Education and Pupil Services</b>				\$ 170,802	\$ 20,218	\$ 191,020

<b>Total Services:</b>				\$ 222,986	\$ 21,838	\$ 244,824
ADM	<b>Average Daily Membership (ADM):</b>			\$ 1,329		\$ 1,329
<b>TOTAL COSTS:</b>				\$ 224,315	\$ 21,838	\$ 246,153

**\*\*Disclaimer:** This is only an estimate of costs. Costs may change as the year progresses. Refer to Catalog of Services for more description of service.

MANAGED PRINT SERVICES  
PROPOSAL FOR THE  
SCHOOL DISTRICT OF GRANTON



## Letter of Submittal

Tuesday, March 8, 2022  
Granton School District  
217 N. Main St.  
Granton, WI 54436

To Whom it may Concern,

Thank you for the opportunity to submit a proposal for your Managed Print Services contract.

It has been our pleasure to serve the Granton School District as its managed print services provider. We have appreciated the opportunity to get to know the great staff and we look forward to deepening our understanding of the district's needs.

We don't take the business we receive from the education sector for granted. We have negotiated special pricing for school districts through Kyocera and Konica Minolta. These prices are well below what is available through state contracts.

### **Why update now?**

- Your current contracts run through May and August of this year, and we have proposals that will save you money.
- We also believe there will be significant price increases this year and beyond. We've already seen a 7% price increase for all Konica Minolta products, but because we have a special contract for school districts, our pricing for you has been immune.

Thank you for the opportunity and we look forward to answering any questions you may have.

Sincerely,

Mike Warren

*Mike Warren*

Bauernfeind Business Technologies, Inc.  
(715) 486-6018  
mikew@b-bt.com

## Why BBT?

### Experienced. Local. Stable.

The print service industry has changed a lot since **we opened our doors in 1955**, but we have remained a **consistent partner** for the businesses and organizations we serve.

While many of our competitors have sold out to large, out-of-state companies, we are still owned by the same family that started BBT in Marshfield, WI.

**That stability is priceless.**



### Looking for Award-Winning Service? We're Certified



Since 2003 we have received the coveted **Pro-Tech Certification** for service excellence that Konica Minolta only awards to dealers that have met their highest standards of training, response time, inventory, and technical preparedness.

### Constantly Improving

Our experience as one of the first companies in Wisconsin to adopt an MPS program has taught us how to **work in partnership** with our customers and provide data that helps them make the best decisions about their printing fleet. Each of them has unique challenges.

### Communication is the Key

We believe in the importance of regular **Account Reviews** with our MPS clients. We meet with Granton staff regularly and look over volumes, costs, and performance of the fleet. We address concerns and answer questions.

*Your business is not taken for granted; especially in these uncertain times.*



**There are many benefits to keeping your business local:**

- Money spent with local vendors supports local workers
- Local companies support the local tax base
- Local vendors tend to do more business with other local companies
- Less travel means less impact on the environment

### Estimated Travel Time from BBT to You:

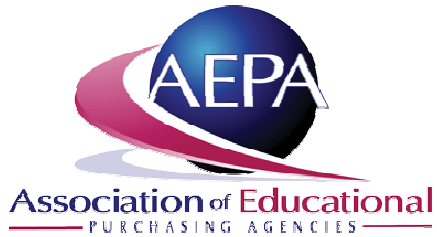
Granton Schools

23 Minutes

### Community Affiliations:

- Marshfield Area Chamber of Commerce and Industry (MACCI)
- Clark County Cultural Arts Center (Donated MFP)
- Neillsville Area Chamber of Commerce
- Clark County
- Shirley's House of Hope, Marshfield
- The Hannah Center, Marshfield
- Fore Roger Alzheimer's Fundraiser, Marshfield
- Marshfield Area Pet Shelter, Marshfield (Donated MFP)
- Marshfield Area United Way, Marshfield (Donated MFP)
- Main Street Marshfield (Volunteer)
- VFW Post 54
- Rotary Winter Wonderland
- The Ronald McDonald House





# CESA purchasing



Jane Wray, CESA  
Purchasing Administrator

This proposal utilizes the American Association of Educational Purchasing Agencies (AEPA) contract administered by CESA Purchasing.

CESA Purchasing was created by the 12 CESAs in 2006 so that all Wisconsin school districts could utilize discounts and contracts.

Imagine the buying power and expertise of 28 state agencies working together. That's AEPA, bringing you nationally-bid contracts designed to meet state law requirements.

CESA Purchasing is Wisconsin's AEPA member agency.

**Per the terms of the AEPA contract, upon award of this bid, Bauernfeind Business Technologies will issue a 2% rebate of the sales price to CESA Purchasing.** The money will be used to support Wisconsin's public school system.





*Bauernfeind Business Technologies, Inc. is your one-stop shop for technology for your school. We offer the following products and services:*

- MFDs/Printers/Wide Format
  - Konica Minolta
  - Kyocera
  - HP
- Managed Print Services
  - FM Audit
  - Papercut
- 3-D Printers
  - Dremel 3D
- Postage Machines/Folder Inserters
  - FP
  - MBM
  - Formax
- Document Management/Conversion
  - Konica Minolta
  - Prism
  - Square 9
  - Nuance
- Bubble-Grading Solutions
- Telepresence Robots
- Telephony
- Managed I.T. Services
- Promethean Boards
- Paper Shredders
- Security Cameras/Thermal Imaging Cameras

## PaperCut™



## Pro-Tech Certification

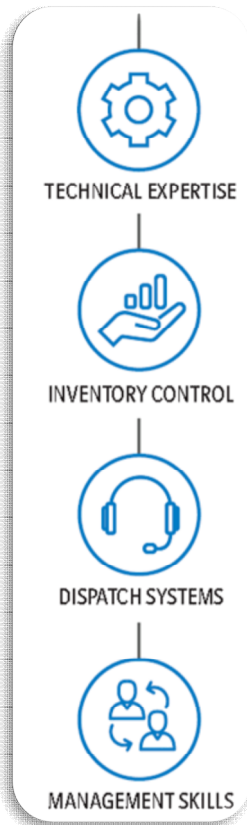


Service, Support and Satisfaction – Second to None. The Pro-Tech Service Award recognizes those Konica Minolta dealers who have

demonstrated an exceptional commitment to customer support and satisfaction. The Pro-Tech Service standard is challenging – and the evaluation procedure is rigorous and far-reaching.

Every element of the service operation is scrutinized, including technical expertise, inventory control, dispatch systems, management skills and customer satisfaction. This rigid standard is the reason our Pro-Tech Award has become such a powerful symbol of

dedication and proficiency. Attaining Pro-Tech certification and becoming a member of the elite Pro-Tech group is indeed an honor.



**Excellence** You can count on your Pro-Tech dealer to give you their best effort, every day of the year – offering every Konica Minolta customer the benefit of a broad range of enhanced technical and management skills, including:



- Professional, customer-oriented service department management and administration policies
- Service response times significantly better than the industry average
- Preventive maintenance programs that ensure maximum uptime and superior performance
- Inventory control systems that provide immediate access to replacement parts and components
- Comprehensive training programs and performance reviews to maintain the highest level of expertise
- Skilled technical specialists and service personnel trained on your specific product



# Proposal

	Current Costs	Proposal 1 5-year Lease	Proposal 2 Cash Purchase
<b>Purchase Price</b>		-	\$25,772.65
<b>Annual Lease Payment</b>	\$3,311.16	\$6,185.44	-
<b>Service Contract on MFPs</b>	\$5,070.32	\$3,503.38	\$3,503.38
<b>Black Overage Rates on MFPs</b>	\$0.011	\$0.0064	\$0.0064
<b>Color Overage Rates on MFPs/</b>	\$0.058	\$0.034	\$0.034
<b>Estimated Total Annual Spend</b>	\$9,786.79	\$9,688.81	\$3,503.38

- New lease terms:
  - 60-Month lease with annual payments
  - Lease payment/purchase price includes all equipment listed in Schedule A
  - Proposal includes all end of lease expenses on current leases
- BBT will issue service credit for unused prints at end of contract year
- **Service rates LOCKED for 5 years**
- New equipment/software to be purchased:

Model	Proposal
Kyocera 3554ci	2
Kyocera 4004i	2
Kyocera 308ci	1
Konica Minolta C3320i	1

---

Signature

Date

*By signing this proposal, the Granton School District authorizes BBT to order, install, & invoice all equipment listed in Schedule A.*

## SCHEDULE A

Red=Eliminated Devices

Green=Reutilized Devices

Orange=New Equipment


Location	Current Model	Proposed Model	Configuration
LIBRARY	Kyocera M5526	ELIMINATE	
LIBRARY	Kyocera 2100dn	Keep/Relocate	
LIBRARY	HP 2320	Keep/Relocate	
LIBRARY	Various	Kyocera 308ci	two paper trays, RADF, fax, stand
HIGH SCHOOL OFFICE	Kyocera 3051ci	Kyocera 3554ci	1,000 sheet finisher, DSDF, fax, stand
DISTRICT OFFICE	Kyocera 3051ci	Kyocera 3554ci	1,000 sheet finisher, DSDF, fax, stand
HIGH SCHOOL WORKROOM	Kyocera 4002	Kyocera 4004i	1,000 sheet finisher, DSDP, 2x1,500 paper drawer, attachment kit
ES WORKROOM	Kyocera 4002	Kyocera 4004i	1,000 sheet finisher, DSDP, 2x1,500 paper drawer, attachment kit
DAYCARE CENTER	HP color printer	Konica Minolta C3320i	single tray, DSDF

# APPENDIX

# For that moving target called growth.

Keep building your business with the compact, yet versatile TASKalfa 308ci and TASKalfa 358ci. Ideal for small to mid-size businesses, these multifunction printers grow with you as your needs evolve. You'll appreciate the intuitive 7" Color Touch Screen with tablet-like functionality that makes it easy to find features and interact with business apps. No matter what your needs are and how they change, these intelligent systems will be there for you today and tomorrow.



<b>TASKalfa 308ci / 358ci Series</b> 
<b>Up to 32 / 37 Pages per Minute</b>
<b>Professional Finishing Options</b>
<b>HyPAS-enabled for Solutions &amp; Apps</b>
<b>KYOCERA Document Manager Ready</b>

# The TASKalfa 308ci / 358ci Series Options



Only available for the TASKalfa 358ci model  
 Available for both the TASKalfa 308ci and 358ci models  
<sup>1</sup> Requires AK-5100  
<sup>2</sup> Requires PF-5100

# General Specifications



## TASKalfa 358ci

### Pages Per Minute:

Color and Black – Letter: 37 ppm, Legal: 30 ppm, A4: 35 ppm

**Warm Up Time:** 24 Seconds or Less (Power On)

### First Page Out:

Copy: 5.9 Seconds or Less Black, 7.3 Seconds or Less Color;

Print: 5.5 Seconds or Less Black, 6.5 Seconds or Less Color

### Typical Electricity Consumption (TEC):

120V: 1.86 kWh / week;

220V: 1.66 kWh / week

**Weight:** 104.5 lbs (excludes Optional Document Processor)

**Maximum Monthly Duty Cycle:** 100,000 Pages per Month

### Basic Specifications

**Display:** New 7" 800 x 480 dot Color Touch Screen Control Panel

**Resolution:** 600 x 600 dpi; 1200 x 1200 dpi

(At reduced speed)

**Memory:** 4GB Standard

**Hard Disk Drive:** 320GB HDD Standard

**Standard Output Tray:** Statement - Legal / 500 sheets; up to

8.5" x 48" Banner / Single Sheet

**Electrical Requirements:** 120V, 60Hz, 8.9A; 220-240V, 50Hz, 5.4A

**Dimensions:** 21.65" W x 19.96" D x 29.13" H

### Print Specifications

**Standard Controller:** Freescale QorIQ T1024 / 1.0GHz

**PDLs / Emulations:** PRESCRIBE, PCL6 (PCL-XL / PCL5c), KPDL3 (PS3), XPS, OPEN XPS;

**Optional (UG-34):** IBM ProPrinter, Line Printer, LQ-850

**Print Resolution:** Up to 1200 x 1200 dpi (At reduced speed)

**Interfaces:** Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, 3 USB

Host Interfaces, 2 Expansion Slots

### Scan Specifications

**Scan Speeds (mono/color) @ 300 dpi:**

**DP-5100:** Simplex: 60, 62 ipm BW / 60, 62 ipm Color;

Duplex: 26, 27 ipm BW / 26, 27 ipm Color

**DP-5120:** Simplex: 60, 62 ipm BW / 60, 62 ipm Color;

Duplex: 120, 124 ipm BW / 120, 124 ipm Color

**DP-5130:** Simplex: 85, 87 ipm BW / 65, 67 ipm Color;

Duplex: 170, 174 ipm BW / 130, 134 ipm Color

### Copy Specifications

**Job Management:** 1,000 Department Codes

### Optional Document Processors

**Type / Capacity:**

**DP-5100<sup>2</sup>:** Reversing Automatic Document Processor / 75 Sheets

**DP-5120<sup>2</sup>:** Dual Scan Document Processor / 100 Sheets

**DP-5130<sup>2</sup>:** Dual Scan Document Processor / 270 Sheets

**Acceptable Originals:** 5.5" x 8.5" – 8.5" x 74.8" (1900mm)

**Acceptable Weights:**

**DP-5100:**

Simplex: 13 – 32 lb Bond (50 – 120gsm);

Duplex: 13 – 32 lb Bond (50 – 120gsm)

**DP-5120:**

Simplex: 13 – 32 lb Bond (50 – 120gsm);

Duplex: 13 – 32 lb Bond (50 – 120gsm)

**DP-5130:**

Simplex: 13 – 32 lb Bond (50 – 120gsm);

Duplex: 13 – 32 lb Bond (50 – 120gsm)

### Optional Fax Processors

**Fax Type:** Fax System 10(X)

**Fax Memory:** Standard 170 MB (No scalability: Maximum 170 MB)

### Optional 1,000 Sheet Finisher DF-5110<sup>3,4</sup>

**Stack / Staple Capacity:**

**Main Tray:** 1,000 Sheets (up to 80gsm) / 50 Sheets

(up to 24 lb Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 8.5" x 14"

**Paper Weight:** 16 lb Bond – 120 lb Index (60 – 220gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch:** PH-5100 2 and 3 Hole Punch Unit,

Supports 5.5" x 8.5" – 8.5" x 14"; 16 lb Bond – 120 lb Index

(60 – 220gsm)

**Dimensions:** 23.27" W x 20.35" D x 39.58" H

### Optional 3,200 Sheet Finisher DF-5120<sup>3,4</sup>

**Stack / Staple Capacity:** Main Tray (A): 3,000 Sheets; Sub Tray (B):

200 Sheets / 50 Sheets

**Paper Size:** 5.5" x 8.5" – 8.5" x 14"

**Paper Weight:** 16 lb Bond – 120 lb Index (60 – 220gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Standard Punch:** PH-5100 2 and 3 Hole Punch Unit,

Supports 5.5" x 8.5" – 8.5" x 14"; 16 lb Bond – 120 lb Index

(60 – 220gsm)

**Dimensions:** 25.59" W x 20.94" D x 42.35" H

### Additional Options

Bridge Unit Attachment Kit (AK-5100), Job Separator3 (JS-5100), Internet Fax Kit (A), Card Authentication Kit (B), ThinPrint (UG-33), Emulation (UG-34), Document Tray (DT-5100), Scan Extension Kit (A) for Searchable PDF/OCR, Key Counter, Key Counter Attachment Kit, Card Reader Holder (11), 5 Bin Mailbox (MT-5100), Wireless Card IB-50, Wireless Card IB-51

## TASKalfa 308ci

### Pages Per Minute:

Color and Black – Letter: 32 ppm, Legal: 26 ppm, A4: 30 ppm

**Warm Up Time:** 20 Seconds or Less (Power On)

### First Page Out:

Copy: 6.4 Seconds or Less Black, 7.8 Seconds or Less Color;

Print: 7.0 Seconds or Less Black, 8.0 Seconds or Less Color

### Typical Electricity Consumption (TEC):

120V: 1.55 kWh/week;

220V: 1.43 kWh/week

**Weight:** 109.3 lbs (includes Standard RADF)

**Maximum Monthly Duty Cycle:** 100,000 Pages per Month

### Basic Specifications

**Display:** 7" Color Touch Screen Control Panel

**Resolution:** 600 x 600 dpi; 1200 x 1200 dpi

(At reduced speed)

**Memory:** 1.5GB Standard (3GB Maximum)

**Hard Disk Drive:** Optional 32GB (HD-6) or 128GB (HD-7) SSD

**Standard Output Tray:** Statement - Legal / 500 Sheets

**Electrical Requirements:** 120V, 60Hz, 8.5A; 220-240V, 50Hz, 5.3A

**Dimensions:** 21.65" W x 19.96" D x 29" H (includes RADF)

### Print Specifications

**Standard Controller:** Main: SoC (PPC4655) 1GHz

**PDLs / Emulations:** PRESCRIBE, PCL6 (PCL-XL/PCL5c), KPDL3 (PS3), XPS, OPEN XPS

**Print Resolution:** Up to 1200 x 1200 dpi (At reduced speed)

**Interfaces:** Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, 2 USB

Host Interfaces, 2 Expansion Slots

### Scan Specifications

**Scan Speeds (mono/color) @ 300 dpi:**

**STD:** Simplex: 40, 42 ipm BW / 30, 32 ipm Color;

Duplex: 17, 18 ipm BW / 13 ipm Color

### Copy Specifications

**Job Management:** 100 Department Codes

### Standard Document Processor

**Type / Capacity:** Standard Reversing Automatic Document Processor

/ 75 Sheets

**Acceptable Originals:** 5.5" x 8.5" – 8.5" x 36" (915mm)

**Acceptable Weights:** Simplex: 13 – 32 lb Bond (50 – 120gsm);

Duplex: 13 – 32 lb Bond (50 – 120gsm)

### Optional Fax Processors

**Fax Type:** Fax System 11

**Fax Memory:** 3.5 MB

### Additional Options

Bridge Unit Attachment Kit (AK-5100), Job Separator2 (JS-5100), Card Authentication Kit (B), Gigabit NIC (IB-50), IEEE802.11b/g/n (IB-51), ThinPrint (UG-33), Document Tray (DT-5100), Card Reader Holder (11), SD Card<sup>4</sup> (16 or 32GB), 5 Bin Mailbox (MT-5100), Scan Extension Kit, Wireless Card IB-50





The TASKalfa 308ci/358ci are compact, highly scalable, multifunction systems that streamline your document processing. A host of intelligent features boost productivity, from robust paper handling and advanced finishing to a standard security kit.

## Specifications

### Basic Specifications

**Configuration:** Color Multifunction System – Print/Scan/Copy/Optional Fax

**Duplex:** Standard Stackless Duplex Supports Statement to Legal (5.5" x 8.5" – 8.5" x 14"), 16 lb Bond – 120 lb Index (60 – 220gsm)

### Security Specifications

**Standard:** Local Authentication, Network Authentication, IPsec, SNMPv3, IEEE802.1x, IPP over SSL/TLS, HTTPS, FTP over SSL/TLS, SMTP over SSL/TLS, POP3 over SSL/TLS, Enhanced WSD over SSL/TLS, LDAP over SSL/TLS

**Data Security Function:** HDD Overwrite Mode, HDD Data Encryption

### Print Specifications

**Fonts:** 136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap

**OS Compatibility:** Windows: 7/8/8.1/Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

**Mac:** OS Compatibility: Mac OS 10.5 and later, AirPrint Enabled

**Mobile Printing:** Apple AirPrint®, Google Cloud Print™, Mopria®, KYOCERA Mobile Print

Optional: 10/100/1000BaseTX (IB-50 for Dual NIC);

Optional: IEEE 802.11 b/g/n (IB-51 for Wireless LAN Interface)

Optional: IEEE 802.11 b/g/n (IB-35 for Wireless LAN Interface) for 308ci / (358ci comes standard with IB-35)

**Network Print and Supported Protocols:** TCP/IP, IPv4, IPv6; HTTP, LPD, FTP, IPP, RawPort, LLTD, SNMP, DHCP, SMTP, POP3, DNS, SNMPv1/v2, WSD Scan/Print

**Drivers:** KX Driver, PCL Mini Driver, KPDL Mini Driver, KX Driver for XPS, Network Fax Driver, TWAIN Driver, WIA Driver, PPD for MAC, PPD for Linux

**Utilities:** KYOCERA Device Manager, KYOCERA Net Viewer, KYOCERA Capture Manager, Command Center RX

### Paper Supply

**Standard Paper Sources:** Single 500 Sheet Tray, 100 Sheet MPT

**Optional Paper Sources:**

500 Sheet Tray (PF-5120), Dual 500 Sheet Trays (PF-5130); 2,000 Sheet Large Capacity Tray (PF-5140)<sup>1</sup>

**Paper Capacity:** Standard: 600 Sheets; Maximum: 3,100 Sheets

**Paper Size:**

Tray 1 – PF-5120 and PF-5130: 5.5" x 8.5" – 8.5" x 14" (Statement to Legal); PF-5140: 8.5" x 11" (Multiple Sheets) MPT: 5.5" x 8.5" – 8.5" x 14" (up to 356mm for 308ci Multiple Sheets / up to 1220mm for 358ci Single Sheet)

**Paper Weight:** Trays/MPT: 16 lb Bond – 120 lb index (60 – 220gsm)

**Input Materials:** Standard/Optional Drawer: Plain Paper, Bond Paper, Recycled Paper, Envelopes; MPT: Plain Paper, Bond Paper, Recycled Paper, Cardstock, Transparencies, Labels, Envelopes

### Scan Specifications

**File Formats:** TIFF (MMR compression), PDF (MMR compression), PDF (high compression), OpenXPS, XPS, JPEG

**PDF Extension:** Searchable PDF (OCR) Option

**Connectivity / Supported Protocols:**

10/100/1000BaseTX, TCP/IP, Hi-Speed USB 2.0

**Scanning Functions:** Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to FTP over SSL, Scan to USB, WSD Scan, TWAIN Scan

**Original Size:**

Through DP: Statement to Banner (5.5" x 8.5" – 8.5" x 74.8" for 358ci, up to 915mm for 308ci); Glass: up to 8.5" x 14"

### Copy Specifications

**Copy Resolution:** 600 x 600 dpi

**Image Mode:** Text, Photo, Text/Photo, Graphic/Map

**Continuous Copy:** 1 – 999 / Auto Reset to 1(308ci) 1 – 9999 / Auto Reset to 1(358ci)

**Additional Features:** Auto Magnification, Auto Paper Select, Auto Start, Auto Drawer Change, Interrupt Copy

**Magnification / Zoom:** Full Size, 7 Reduction, 5 Enlargement (for 308ci/358ci 5RSE) Preset Ratios, 25-400% in 1% step increments  
**Document Box:** Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)

### Optional Fax Specifications

**Compatibility / Data Compression:**

Super G3 Fax / MMR, MR, MH, JBIG

**Transmission Speed / Modem Speed:**

Less than 3 seconds / 33.6 Kbps

**Driver:** Network Fax Driver

**Fax Functions:** Network fax, duplex transmission and reception, encrypted transmission and reception, polling transmission and reception, broadcast

## Output & Finishing Options

### Optional 300 Sheet Inserter DF-5100<sup>3</sup>

**Stack / Staple Capacity:**

300 Sheets / 50 Sheets (up to 24 lb Bond [80gsm])

**Paper Size:** 5.5" x 8.5" – 8.5" x 14"

**Paper Weight:** 16 lb Bond – 120 lb Index (60 – 220gsm)

**Edge Staple Position:** 3 Positions: Front 1 staple, Edge 1 staple, Face 2 staple

**Dimensions:** 19.13" W x 15.55" D x 6.22" H

<sup>1</sup>Requires PF-5120

<sup>2</sup>Only 1 Document Processor can be installed

<sup>3</sup>Only 1 output option can be installed

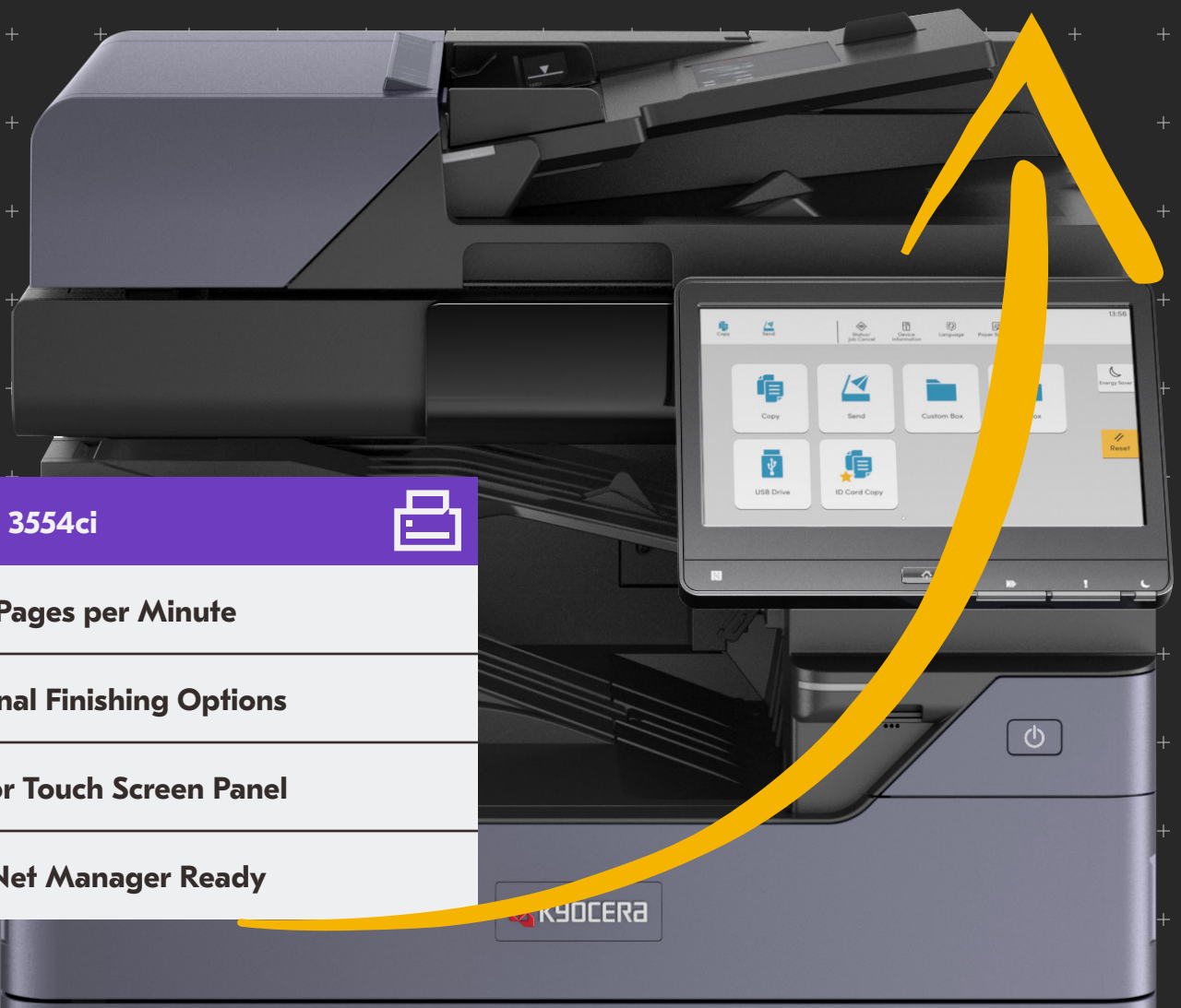
<sup>4</sup>Requires Bridge Unit Attachment Kit (AK-5100)



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# Evolve Printing in Your Workplace

The Kyocera Evolution Series has arrived to provide your workplace with the latest technology required to keep your data safe while optimizing workflows. With an easy-to-use control panel and innovative security enhancements, you can rely on the Kyocera Evolution Series for high-quality printing, copying and scanning.



**TASKalfa 3554ci**



**Up to 35 Pages per Minute**

**Professional Finishing Options**

**10.1" Color Touch Screen Panel**

**Kyocera Net Manager Ready**

# TASKalfa 3554ci

## BASIC SPECIFICATIONS

**Configuration:** Color Multifunctional System - Print/Scan/Copy/Optional Fax

**Speed:** Color and Black — Letter: 35 ppm, Legal: 21 ppm, Ledger: 17 ppm, 12" x 18": 17 ppm (print only)

**Warm Up Time:** 18 Seconds or Less (power on)

### First Page Out:

Copy: 5.3 seconds or less Black, 7.0 seconds or less Color  
Print: 5.9 seconds or less Black, 7.7 seconds or less Color

**Display:** 10.1" Color Touch Screen Control Panel

**Memory/Hard Disk Drive:** 4GB RAM/32GB SSD/320GB HDD Standard, 1TB HDD (option)

**Duplex:** Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 – 256gsm)

**Standard Output Tray:** Statement — 12" x 18"/500 Sheets; up to 12" x 48" Banner (single sheet)

**Electrical Requirements:** 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A

**Typical Electricity Consumption (TEC):** 120V: .46 kWh/week; 220V: .44 kWh/week

**Dimensions:** 23.7" W x 26.1" D x 31.1" H

**Weight:** 198.4 lbs

**Maximum Monthly Duty Cycle:** 125,000 Pages per Month

## PAPER SUPPLY

**Standard Paper Sources:** Dual 500 Sheet Trays, 150 Sheet MPT, Auto Selection/Switching

**Optional Paper Sources:** Dual 500 Sheet Trays (PF-7140) Dual 1,500-sheet Trays (PF-7150) 3,000 Sheet Capacity Tray (PF-7120),

**Paper Capacity:** Standard: 1,150 Sheets; Maximum: 7,150 Sheets

**Paper Size:** Tray 1 — 5.5" x 8.5" — 8.5" x 14" (statement to legal); Tray 2 — 5.5" x 8.5" — 12" x 18", Custom Size PF-7140: 5.5" x 8.5" — 12" x 18" PF-7150, PF-7120: 8.5" x 11" MPT: 5.5" x 8.5" — 12" x 18" (multiple sheets); Up to 12" x 48" Banner (single sheet)

**Paper Weight:** Trays/MPT: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

### Input Materials:

Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

## SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption Communication (IPsec, HTTPS, LDAPS, SMTP/POP/FTPS over TLS 1.3, SNMPv3), TPM chipset (Trusted Platform Module), S/MIME, SCEP (auto certificate issuance/renewal), OCSP/CRL (certificate validation), Secure Boot (firmware authenticity verification), Run Time Integrity Check, Data Security Kit 10 enhances IPsec communication (support for FIPS140-2), HDD and Memory Overwrite (7x) Mode and HDD Data Encryption (256 bit), Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2

## PRINT SPECIFICATION

**Standard Controller:** ARM Cortex-A53/1.6GHz

**PDLs/Emulations:** PRESCRIBE, PCL6 (PCL-XL/PCL-5c), KPDL3 (PS3), XPS, OPEN XPS, PDF; Optional (UG-34): IBM ProPrinter, Line Printer, LQ-850

**Print Resolution:** Up to 4800 x 1200 dpi

**Fonts:** KPDL3, PCL6, Bitmap

**OS Compatibility:** Windows: 8.1/10/Server 2012/Server 2012 R2/Server 2016/Server 2019; Mac OS X v10.0 or later; Chrome OS

**Mobile Printing:** Apple AirPrint®, Mopria®, KYOCERA Mobile Print, KYOCERA MyPanel

**Interfaces:** Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0, 4 Speed USB 2.0 Host Interfaces, 2 Expansion Slots, IEEE 802.11b/g/n Wireless LAN (communication distance 98.5 feet); Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz), 10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (communication distance 328.1 feet)

**Network Print and Supported Protocols:** HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

**Drivers:** KX Driver, PCL Mini Driver, KPDL Mini Driver, KX Driver for XPS, Network Fax Driver, TWIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver, Google Chrome Driver

**Utilities:** KYOCERA Net Viewer, KYOCERA Device Manager, KX PRESCRIBE and Macro Generator, Quick Setup, KYOCERA Net Manager, ID Register, Software Management Service, Upgrade Studio, Web Package Builder/Maker, Removal Tool, Wi-Fi Setup Tool, PDF Direct Print, Command Center RX

## SCAN SPECIFICATION

**Scan Type:** Color and Black & White Scanner

**Scan Resolution:** 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi

**File Formats:** TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG Compression/High Compression PDF/A-2.0); Option: Scan Extension Kit Text Searchable PDF; MS Office File

**Connectivity/Supported Protocols:** 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0

**Scanning Functions:** Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS, Scan-to-FTPS over TLS 1.3, Scan-to-USB, Specified Color Removal, Border Erase, Preview

**Original Size:** Document Processor: 5.5" x 8.5" — 11" x 17"; Glass: Up to 11" x 17"

**Drivers:** TWIN/WIA/DSM-SANE Driver, WSD Scan

## OPTIONAL DOCUMENT PROCESSORS<sub>2</sub>

**Acceptable Originals:** 5.5" x 8.5" — 11" x 17"

**DP-7140:** Reversing Automatic Document Processor/50 Sheets Speed: Simplex: 50 ipm (BW Color); Duplex: 16 ipm (BW/Color) Weight: Simplex: 13 lb. Bond — 90 lb. Index (45 — 160gsm); Duplex: 16 lb. — 32 lb. Bond (50 — 120gsm)

**DP-7150:** Reversing Automatic Document Processor/140 Sheets Speed: Simplex: 80 ipm (BW Color); Duplex: 48 ipm (BW/Color) Weight (with multi-feed detection): Simplex: 13 lb. Bond — 90 lb. Index (35 — 160gsm); Duplex: 16 lb. — 32 lb. Bond (50 — 120gsm)

### DP-7160 (with multi-feed detection):

Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm BW/Color; Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. And staple bond — 120 lb. Index (35 — 220gsm); Duplex: 16 lb. — 120 lb. Index (50 — 220gsm)

### DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm (BW/Color); Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. Bond — 120 lb. Index (35 — 220gsm); Duplex: 16 lb. — 120 lb. Index (50 — 220gsm)

## COPY SPECIFICATIONS

**Copy Resolution:** 600 x 600 dpi

**Image Mode:** Text, Photo, Text/Photo, Graphic/Map

**Continuous Copy:** 1 — 9,999

**Additional Features:** Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy, Handwriting Emphasis, Super Resolution

**Job Management:** 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

**Magnification/Zoom:** Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 — 400% in 1% Step Increments

**Document Box:** Custom Box, Job Box, USB Drive Box, Fax Box (with optional Fax System)

## OPTIONAL FAX SPECIFICATIONS

**Fax Type:** Fax System 12 (option)

**Type/Data Compression:** G3 Fax/MMR, MR, MH, JBIG

**Transmission Speed/Modem Speed:** Less than 3 seconds/33.6 Kbps

**Fax Memory:** Standard 170 MB

**Driver:** Network Fax Driver

**Fax Functions:** Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

## SOLUTIONS AND SERVICES

### Remote Management

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3<sup>rd</sup> party application integration, allowing you to focus solely on your business.

### Printing Software

Cost Control & Security, Cloud & Mobile, Printer Management

### Content Services

Scan & Connect, Intelligent Process Automation, Enterprise Content Management

### IT Solutions

Technology Solutions, including solutions for Cloud and Data Centers; Network Infrastructure, Cybersecurity Solutions, Collaboration Solutions

### Consulting Services

Including IT Health Check, CIO as a Service, Healthcare Compliance, Backup and Recovery Planning

### Professional Services

Including Design and Architecture, Project Implementation, Project Management

**Managed Services:** Including Help Desk Services, Retainer Services and On-site Support

**Output & Finishing Options<sup>3</sup>**

**OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7100**

**Stack Capacity:** 250 Sheets

**Paper Size:** 8.5" x 11" – 11" x 17"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100<sup>4</sup>**

**Stack/Staple Capacity:** 500 Sheets/50 Sheets

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Front 1 Staple, Edge 1 Staple, Face 2 Staples

**Optional Punch:** PH-7100 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 19.4" W x 21" D x 6.9" H

**OPTIONAL 1,000 SHEET FINISHER DF-7120<sup>4</sup>**

**Stack/Staple Capacity:** Main Tray: 1,000 Sheets/50 Sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch:** PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 21.6" W x 24.4" D x 41.3" H

**OPTIONAL 4,000 SHEET FINISHER DF-7140<sup>4</sup>**

**Stack/Staple Capacity:** Main Tray (A): 4,000 Sheets; Sub Tray (B): 200 Sheets/65 Sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch:** PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 29" W x 26" D x 42" H

**Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)**

Booklet Folder supports 8.5" x 11", 8.5" x 14", 11" x 17"; Fold Booklet Staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 20 sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13 sheets; Higher than 28 lb. Bond (Higher than 105gsm) 1 sheet; Fold booklet no staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 32 lb. Bond – 110 lb. Cover (121 – 256gsm) 1 sheet; Trifold supports 8.5" x 11" only: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 16 lb. – 28 lb. Bond (60 – 105gsm) 1 sheet

**Optional Multi-Bin Mailbox MT-730(B): (DF-7140) 7 Trays;**

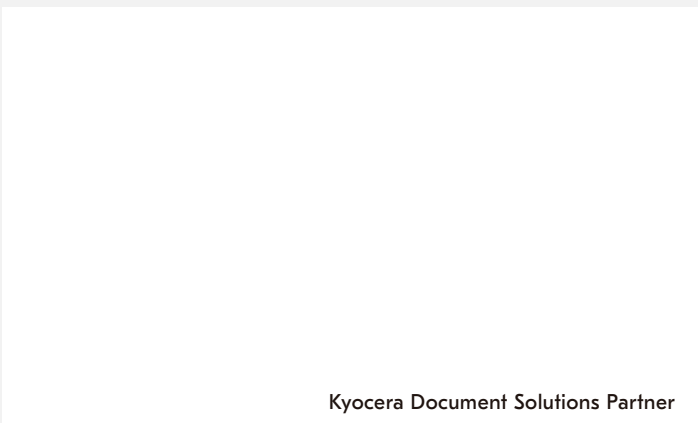
Supports: 16 lb. Bond – 90 lb. Index (60 – 163gsm); Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"

**ADDITIONAL OPTIONS**

AK-7110 Bridge Unit Attachment Kit, JS 7100 Inner Job Separator, HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet Fax Kit (A), Card Authentication Kit (B), Dual NIC (IB-50), Extended Range Wireless LAN NIC (IB 51), Thin Print option (UG-33), Printer Emulation option (UG-34), DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable PDF; MS Office File, Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand

- <sup>1</sup> Requires PF-7140
- <sup>2</sup> Only 1 Document Processor can be installed
- <sup>3</sup> Only 1 Output Option can be installed
- <sup>4</sup> Requires Bridge Unit Attachment Kit (AK-7110)

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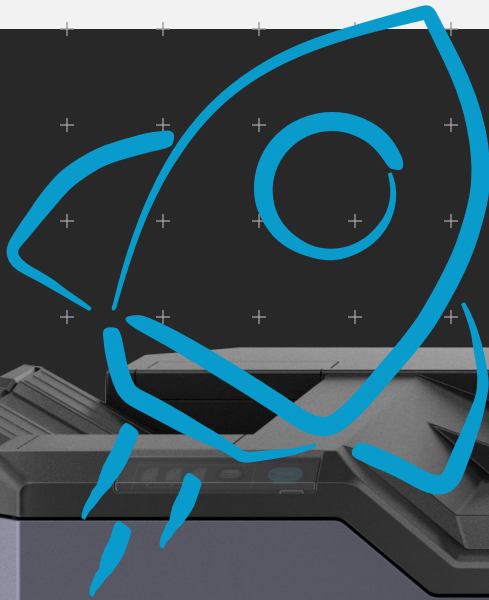
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 Tel: 973-808-8444



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# Your Workplace Evolution

These monochrome additions to the Kyocera Evolution Series are designed to keep your costs low and your efficiency at its highest. With the latest security compliance, rapid print and scan speeds, and a more engaging user experience, they will optimize your workflows and maximize productivity. Join the Evolution today and keep your business at the cutting edge!



## **TASKalfa 4004i**

**Up to 40 Pages per Minute**

**Fast Scanning Options**

**10.1" Color Touch Screen Panel**

**Kyocera Net Manager Ready**



# TASKalfa 4004i

## BASIC SPECIFICATIONS

**Configuration:** BW MFP - Print/Scan/Copy/Optional Fax

**Speed:** Letter: 40 ppm, Legal: 24 ppm, Ledger: 20 ppm (print only)

**Warm Up Time:** 17 seconds or less (power on)

**First Page Out:**

Copy: 4.5 seconds

Print: 5.1 seconds

**Display:** 10.1" Color Touch Screen Control Panel

**Memory/Hard Disk Drive:** 4GB RAM/32GB SSD/320GB HDD Standard, 1TB HDD (option)

**Duplex:** Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 - 256gsm)

**Standard Output Tray:** Statement - 12" x 18"/500-sheets; up to 12" x 48" Banner (single sheet)

**Electrical Requirements:** 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A

**Typical Electricity Consumption (TEC):** 120V: .49 kWh/week; 220V: .31 kWh/week

**Dimensions:** 23.7" W x 26.1" D x 31.1" H

**Weight:** 182 lbs

**Maximum Monthly Duty Cycle:** 175,000 Pages per Month

## PAPER SUPPLY

**Paper Capacity:** Standard 1,150-sheets; Maximum 7,150-sheets

**Standard Paper Sources:** Dual 500-sheet Trays, 150-sheet MPT, Auto Selection/Switching

**Standard Paper Size:**

Tray 1 - 5.5" x 8.5" - 8.5" x 14" (statement to legal)

Tray 2 - 5.5" x 8.5" - 12" x 18", Custom Size

MPT: 5.5" x 8.5" - 12" x 18" (multiple); to 12" x 48" Banner (single)

**Optional Paper Sources:**

**PF-7140** Dual 500-sheet Tray Option - 5.5" x 8.5" - 12" x 18"

**PF-7150** Dual 1,500-sheet Tray Option - 8.5" x 11"

**PF-7120** 3,000-sheet Large Capacity Tray Option - 8.5" x 11"

**Paper Weight:**

Trays/MPT: 14 lb. Bond - 166 lb. Index (52 - 300gsm)

**Input Materials:** Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

## SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption Communication (IPsec, HTTPS, TLS 1.3, LDAPS, SMTP/POP/FTPS over TLS, SNMPv3), TPM chipset (Trusted Platform Module), S/MIME, SCEP (auto certificate issuance/renewal), OCSP/CRL (certificate validation), Secure Boot (firmware authenticity verification), Run Time Integrity Check, Data Security Kit 10 enhances IPsec communication (support for FIPS 140-2), HDD and Memory Overwrite (7x) Mode and HDD Data Encryption (256 bit), Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2

## PRINT SPECIFICATION

**Standard Controller:** ARM Cortex-A53/1.6GHz

**PDLs/Emulations:** PRESCRIBE, PCL6 (PCL-XL/PCL-5e), KPDL3 (P53), XPS, OPEN XPS, PDF; Optional (UG 34): IBM ProPrinter, Line Printer, LQ-850

**Print Resolution:** Up to 4800 x 1200 dpi

**Fonts:** KPDL3, PCL6, Bitmap

**OS Compatibility:** Windows: 8.1/10/Server 2012/

Server 2012 R2/Server 2016/Server 2019;

Mac OS X v10.0 or later; Chrome OS

**Mobile Printing:** Apple AirPrint®, Mopria®, KYOCERA Mobile Print, KYOCERA MyPanel

**Interfaces:** Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0, 4 USB 2.0 Host Interfaces, 2 Expansion Slots,

IEEE 802.11b/g/n Wireless LAN (supports up to 98.5 feet);

Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz), 10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (supports up to 328.1 feet))

**Network Print and Supported Protocols:** HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

**Drivers:** KX Driver, PCL Mini Driver, KPDL Mini Driver, Network Fax Driver, TWIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Super Resolution, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver

**Utilities:** KYOCERA Net Viewer, KYOCERA Net Device Manager, Quick Setup, KX PRESCRIBE Macro Generator, ID Register, Software Management Service, Upgrade Studio, Web Package Maker, Removal Tool, Wi-Fi Setup Tool, PDF Direct Print, Command Center RX; Kyocera Net Manager (option)

## SCAN SPECIFICATION

**Scan Type:** Color and Black & White Scanner

**Scan Resolution:** 600/400/300/200 dpi, 200 x 100 dpi, 200 x 400 dpi

**File Formats:** TIFF, JPEG, XPS, OpenXPS, PDF/A-2.0

(MMR/IPG Compression/High Compression PDF);

Option: Scan Extension Kit Text Searchable PDF; MS Office File

**Connectivity/Supported Protocols:** 10 BASE-T/100

BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP,

Hi-Speed USB 3.0

**Scanning Functions:** Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS over TLS, Scan-to-USB, PDF Digital Signatures, WSD Scan, DSM/SANE Scan, TWIN Scan, Specified Color Removal, Border Erase, Preview

**Original Size:** Up to 11" x 17" (Glass)

**Drivers:** TWIN/WIA/DSM-SANE Driver/WSD Scan

## OPTIONAL DOCUMENT PROCESSORS<sub>2</sub>

**Acceptable Originals:** 5.5" x 8.5" - 11" x 17"

**DP-7150:** Reverse Auto Document Processor/140-sheets

Speed: Simplex: 80 ipm; Duplex: 48 ipm (BW/Color)

Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)

Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)

**DP-7160 (with multi-feed detection):**

Dual Scan Document Processor/320-sheets

Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

**DP-7170 (with multi-feed and staple detection):**

Dual Scan Document Processor/320-sheets

Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

## COPY SPECIFICATIONS

**Copy Resolution:** 600 x 600 dpi

**Image Mode:** Text, Photo, Text/Photo, Graphic/Map

**Continuous Copy:** 1 - 9,999

**Additional Features:** Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy

**Job Management:** 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

**Magnification/Zoom:** Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 - 400% in 1% Step Increments

**Document Box:** Custom/Job/USB Drive Box, Fax Box (w/option)

## OPTIONAL FAX SPECIFICATIONS

**Fax Type:** Fax System 12 (option)

**Type/Data Compression:** G3 Fax/MMR, MR, MH, JBIG

**Transmission Speed/Modem Speed:** Less than 3 seconds/33.6 Kbps

**Fax Memory:** Standard 170 MB

**Driver:** Network Fax Driver

**Fax Functions:** Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

## SOLUTIONS AND SERVICES

### Remote Management

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

### Printing Software

Cost Control & Security  
Cloud & Mobile  
Printer Management

### Content Services

Scan & Connect  
Intelligent Process Automation  
Enterprise Content Management

### IT Solutions

Technology Solutions  
Including solutions for Cloud and Data Centers  
Network Infrastructure  
Cybersecurity Solutions  
Collaboration Solutions

### Consulting Services

Including IT Health Check  
CIO as a Service  
Healthcare Compliance  
Backup and Recovery Planning

### Professional Services

Including Design and Architecture  
Project Implementation  
Project Management

### Managed Services

Including Help Desk Services  
Retainer Services and On-site Support

## Output & Finishing Options<sup>3</sup>

### OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7100

**Stack Capacity:** 250-sheets

**Paper Size:** 8.5" x 11" – 11" x 17"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

### OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100<sup>4</sup>

**Stack/Staple Capacity:** 500-sheets/50-sheets

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Front: 1 Staple,

Edge: 1 Staple, Face: 2 Staples

**Optional Punch: PH-7100** 2/3 Hole Punch Unit,

supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

**Dimensions:** 19.4" W x 21" D x 6.9" H

### OPTIONAL 1,000 SHEET FINISHER DF-7120<sup>4</sup>

**Stack/Staple Capacity:** Main Tray: 1,000-sheets/50-sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch: PH-7A** 2/3 Hole Punch Unit,

supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

**Dimensions:** 21.6" W x 24.4" D x 41.3" H

### OPTIONAL 4,000 SHEET FINISHER DF-7140<sup>4</sup>

**Stack/Staple Capacity:** Main Tray (A): 4,000-sheets;

Sub Tray (B): 200-sheets/65-sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch: PH-7A** 2/3 Hole Punch Unit, supports

5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

**Dimensions:** 29" W x 26" D x 42" H

### Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)

**Booklet Folder:** supports 8.5" x 11", 8.5" x 14", 11" x 17"

**Fold Booklet (staple):** 16 lb. – 24 lb. Bond (60 – 90gsm)

20-sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105 gsm) 1-sheet

**Fold Booklet (no staple):** 16 lb. – 24 lb. Bond (60 – 90gsm)

5-sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3-sheets;

32 lb. Bond – 110 lb. Cover (121 – 256gsm) 1-sheet

**Trifold:** supports 8.5" x 11" only: 16 lb. – 24 lb. Bond

(60 – 90gsm) 5-sheets; 25 lb. Bond – 72 lb. Index

(91 – 120gsm) 3-sheets

### Optional Multi-Bin Mailbox MT-730(B): (DF-7140)

7 Trays; supports: 16 lb. Bond – 90 lb. Index (60 – 163gsm);

Stack Capacity per bin: 100-sheets: 5.5" x 8.5", 8.5" x 11";

50-sheets: 8.5" x 14", 11" x 17"

### OPTIONAL 4,000 SHEET FINISHER DF-7150<sup>4</sup>

**Stack/Staple Capacity:** Main Tray (A): 4,000-sheets;

Sub Tray (B): 200-sheets/100-sheets (up to 20lb. Bond [80gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch: PH-7A** 2/3 Hole Punch Unit,

supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

**Dimensions:** 29" W x 26" D x 42" H

### Optional Booklet Folder/Trifold Unit BF-9100: (DF-7150)

**Booklet Folder:** supports 8.5" x 11", 8.5" x 14", 11" x 17"

**Fold Booklet (staple):** 14 lb. – 24 lb. Bond (52 – 90gsm)

20-sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105 gsm) 1-sheet

**Fold Booklet (no staple):** 14 lb. – 24 lb. Bond (52 – 90gsm)

5-sheets; 24 lb. Bond – 28 lb. Index (91 – 105gsm) 3-sheets;

28 lb. Bond – 140 lb. Index (106 – 256gsm) 1-sheet

**Trifold:** supports 8.5" x 11" only: 14 lb. – 24 lb. Bond

(52 – 90gsm) 5-sheets; 25 lb. Bond – 28 lb. Index

(91 – 105gsm) 3-sheets

### ADDITIONAL OPTIONS

AK-7110 Bridge Unit Attachment Kit, JS-7100 Job Separator, HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet Fax Kit (A), Card Authentication Kit (B), Data Security Kit 10, Dual NIC (IB-50), Extended Range Wireless LAN NIC (IB-51), Thin Print option (UG-33), Printer Emulation option (UG-34), DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable PDF; MS Office File, Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand

<sup>1</sup> Requires PF-7140

<sup>2</sup> Only 1 Document Processor can be installed

<sup>3</sup> Only 1 Output Option can be installed

<sup>4</sup> Requires Bridge Unit Attachment Kit (AK-7110)

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KONICA MINOLTA

**bizhub C3320i**

Color A4 multifunctional

**bizhub  
i-SERIES IS  
SMARTER  
WORKING**  
RETHINK IT



Giving Shape to Ideas

## CUSTOMER BENEFITS



### Intuitive operability

Operate the bizhub like a smartphone or tablet with fully customized user interface



### Mobile connectivity

Print anytime from anywhere with Konica Minolta's innovative mobile technologies



### Security

Secure network integration, data encryption, and advanced user authentication



### Services

Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup



### Sustainability

Numerous eco features reduce energy consumption and costs

## OPTIONS

### 1 ENHANCED FEATURES

Antivirus  
LK-116

### 2 CONNECTIVITY

Fax board  
FK-517

Wireless LAN  
UK-221

USB I/F kit  
EK-P08

USB I/F kit  
EK-P09

NFC kit  
EK-P10

Biometric authentication  
AU-102

ID card reader

Mount kit  
MK-P08



### 3 OTHERS

Working table  
WT-P03

10-Key pad  
KP-P03

Keyboard holder  
KH-P02

External Keyboard

### 4 MEDIA INPUT

Paper tray  
PF-P21

Height adjustment unit  
PF-P25

Copy desk  
DK-P05

### 5 MEDIA OUTPUT

Off-line stapler  
FS-P04

### LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

## FINISHING FUNCTIONALITIES



Duplex



Corner  
stapling  
(offline)

## DESCRIPTIONS

### ENHANCED FEATURES

LK-116 Antivirus*	Bitdefender® Antivirus provides real time scanning of all incoming and outgoing data
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### CONNECTIVITY

FK-517 Fax board	Super G3 fax; digital fax functionality
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode
EK-P08 USB I/F kit	USB keyboard connection
EK-P09 USB I/F kit	USB keyboard connection; Bluetooth
EK-P10 NFC interface	To connect with Android mobile devices
AU-102 Biometric authenticaton	Finger vein scanner
ID card reader	Various ID card technologies
MK-P08 Mount kit	Installation kit for ID card reader

\*Not available at time of launch

## TECHNICAL SPECIFICATIONS

### SYSTEM SPECIFICATIONS

Panel size/resolution	7" / 800 x 480
System memory (standard/max)	4 GB
Micro SD	16 GB (standard)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n (optional)
Network protocols	TCP/IP (IPv4/IPv6); SMB; LPD; IPP; SNMP; HTTP(S); AppleTalk; Bonjour
Automatic document feeder (standard)	Up to 80 originals; 5.8" x 8.3" to 8.5" x 14"; 50–128 gsm; Dualscan ADF
Paper input capacity (standard/max)	600 sheets / 1,100 sheets
Paper tray input (standard)	1x 500 sheets; 3.9" x 5.8" to 8.5" x 11"; custom sizes; 60–210 gsm
Paper tray input (optional)	1x 500 sheets; 8.5" x 11" to 8.5" x 14"; 60–90 gsm
Manual bypass	100 sheets; 3.5" x 8.8" to 8.5" x 14"; custom sizes; 60–210 gsm
Automatic duplexing	8.5" x 11"; 60–210 gsm
Finishing modes (optional)	Group; Sort; Staple (offline)
Output capacity (standard)	Max. 250 sheets
Copy/print volume (monthly)	Rec. 6,500 pages; Max. 196,000 pages
Toner lifetime	Black up to 13,000 pages CMY up to 9,000 pages
Imaging unit lifetime	Black up to 200,000 pages (imaging unit) CMY up to 100,000 pages (imaging unit)
Power consumption	110–120 V / 50/60 Hz; Less than 1.45 kW
System dimension (W x D x H)	16.5" x 20.7" x 22.5" (without options)
System weight	Approx. 84 lb (without options)

### PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print speed	Up to 35/35 ppm (mono/color)
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System	Windows 7 (32/64); Windows 8/8.1 (32/64); Windows 10 (32/64); Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile); Mobile Authentication and Pairing (iOS/Android) Optional: WiFi Direct

### OTHERS

WT-P03 Working table	Authentication device placement
KP-P03 10-Key pad	For use instead of touchscreen
Keyboard	Keyboard for alphanumeric data entry
KH-P02 Keyboard holder	To place USB keyboard

### MEDIA INPUT

PF-P21 Paper tray	500 sheets, 8.5" x 11" or 8.5" x 14"; 60–90 gsm (max. 1)
PF-P25 Height adjustment unit	To achieve comfortable height for operation
DK-P05 Copier desk	Provides storage space for print media and other materials

### MEDIA OUTPUT

FS-P04 Off-line stapler	20-sheet off-line stapling
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### SCANNER SPECIFICATIONS

Scan speed (mono/color)	Up to 30/30 ipm in simplex Up to 58/58 ipm in duplex
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX
Scan destinations	2,100 (single + group); LDAP support

### COPIER SPECIFICATIONS

Imaging technology	Laser
Toner technology	Simitri® HD polymerized toner
Copy/print speed (mono/color)	Up to 35/35 ppm
Autoduplex speed (mono/color)	Up to 35/35 ppm
1 <sup>st</sup> copy out time	6.0/7.2 sec.
Warm-up time	Approx. 13 sec. in mono; 15 sec. in color <sup>2</sup>
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1–9,999
Original format	3.9" x 8.8" to 8.5" x 14"; Custom sizes
Magnification	25–400% in 0.1% steps; Auto-zooming

### FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analogue; i-Fax; Color i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,100 (single + group)

# Proposal

	Current Costs	Proposal 1 5-year Lease	Proposal 2 Cash Purchase
<b>Purchase Price</b>		-	\$25,772.65
<b>Annual Lease Payment</b>	\$3,311.16	\$6,185.44	-
<b>Service Contract on MFPs</b>	\$6,475.63	\$3,503.38	\$3,503.38
<b>Black Overage Rates on MFPs</b>	\$0.011	\$0.0064	\$0.0064
<b>Color Overage Rates on MFPs/</b>	\$0.058	\$0.034	\$0.034
<b>Estimated Total Annual Spend</b>	\$9,786.79	\$9,688.81	\$3,503.38

- New lease terms:
  - 60-Month lease with annual payments
  - Lease payment/purchase price includes all equipment listed in Schedule A
  - Proposal includes all end of lease expenses on current leases
- BBT will issue service credit for unused prints at end of contract year
- **Service rates LOCKED for 5 years**
- New equipment/software to be purchased:

Model	Proposal
Kyocera 3554ci	2
Kyocera 4004i	2
Kyocera 308ci	1
Konica Minolta C3320i	1

Signature \_\_\_\_\_

Date \_\_\_\_\_

*By signing this proposal, the Granton School District authorizes BBT to order, install, & invoice all equipment listed in Schedule A.*



# PROPOSED SOLUTION

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Designed For:

**GRANTON AREA SCHOOL DISTRICT**

800.362.4333

[www.rhyme.biz](http://www.rhyme.biz)

**Rhyme**



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## PROPOSAL OVERVIEW

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Rhyme would like to thank you for giving us the opportunity to provide Granton Area School District with a custom proposal to meet your organization’s needs.

We believe a partnership between Rhyme and Granton Area School District is a great fit because our values are so aligned. Rhyme believes in being dedicated to the “little things” and always doing what’s right, no matter what. The values at Rhyme that guide every decision and action we take are excellence, integrity, being growth-oriented, being a team player, and having compassion.

All of the 90 plus people here at Rhyme are excited about the opportunity we’ve been presented. I can guarantee you every one of those people will be proud of our relationship and will work diligently on your behalf to make sure that Granton Area School District never regrets the decision to choose Rhyme, not even for one minute.

**Throughout our proposal Rhyme will address the following Print Management Objectives:**

- ✓ Provide premium customer service and implementation assistance through dedicated account management and dedicated tactical technical support.
- ✓ Implement an Auto-Toner Program so all locations have the supplies they need when they’re needed.
- ✓ Maximize your investment in fleet technology by managing and optimizing its fleet (as it pertains to standardization, operating costs, business productivity, and environmental impact).
- ✓ Contract with one local partner that provides all hardware, service and support.

Rhyme is committed to working with Granton Area School District to develop a strategy to achieve these goals.

Thank you again for this opportunity to present this proposal. We at Rhyme look forward to working with you and your staff.

Sincerely,

**Jeff Witte**  
Client Manager

# 1. RHYME BACKGROUND

---

## HISTORY OF RHYME

Rhyme has strong roots in Wisconsin, from pharmaceuticals to printers. Frank Rhyme founded Rhyme Drug in 1886 in downtown Portage. Frank was in the first class to graduate from the new School of Pharmacy at the University of Wisconsin. Frank’s son, William Rhyme, who at the time was serving as a Pilot in the Air Force during World War I, returned home to take over the business in 1919 following the death of his father.

For over 25 years William “Punk” Rhyme spent most of his time in the Rhyme Drug business, but slowly added product and service offerings such as office furniture, typewriters and a service department operating out of the Rhyme Drug balcony. In 1945 he purchased 400 government surplus typewriters and within a year, Rhyme Supply Company officially branched out as its own division in a new, separate location.



In 1950 William’s son Frank Augustus Rhyme joins the family business. Frank was a member of the highly skilled bomber crew of the Army Air Forces during World War II. Over the next 40 years, three other families ran Rhyme and continued on the legacy – Tom Cline, Ken Hutler, and the current owner, Mike Steinhoff.

Rhyme is a business founded on integrity and a commitment to always deliver on its promises, to co-workers and our customers. This company wide commitment has been at the core of our business for 135 years and will continue for the next 135. We are committed to making our communities better through quality service to the people we serve, and charitable work through volunteering and donations.

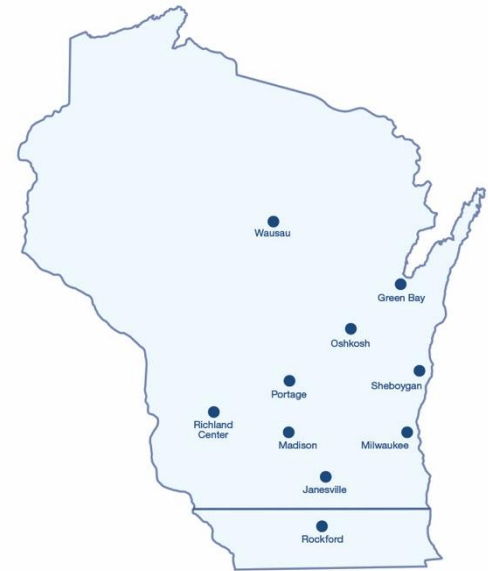
We understand the importance of providing an enjoyable customer experience.

**Dream. *Believe.* Do.**

## 2. FOOTPRINT

### Midwest Footprint

Rhyme is conveniently located throughout Wisconsin and Illinois, with 10 local offices to serve our clients. These locations include: Green Bay, Janesville, Madison, Milwaukee, Oshkosh, Portage, Richland Center, Rockford (IL), Sheboygan and Wausau. Over the years Rhyme has seen consistent growth in its footprint and size. Rhyme has acquired other locally-owned family businesses in Wisconsin, which has allowed us to add good people to our family business.



### National Major Account Program (NMAP)

In partnership with our vendors, Rhyme can provide your company with nationwide coverage across the United States. This program was designed to simplify the procurement and management of your office technology needs.

With our local and national partnership, you will get the best of both worlds; a single-point of contact for all your purchasing and service needs, 24/7 online fleet management access, custom billing based on your company’s needs, and more. Best of all, you will be working with a company that goes above and beyond to ensure your interactions with our delivery, administrative, service, sales and management teams are satisfactory. We are committed to getting it right the first time and every time.



Rhyme provides national service coverage through our network of independent dealers and one of them is always right down the street from your locations and ready to service your people, locally.

### 3. LEADERSHIP TEAM

---

#### Mike Steinhoff — President



Mike has owned Rhyme since 1999. With an extensive background in the Office Technology Industry he brings decades of sales and sales leadership experience to Rhyme. He has grown the company through double-digit growth year-over-year and is the visionary for the company.

#### Kim Steinhoff — Vice President



Kim has a background in Finance and Accounting and has been with Rhyme for 30 years. Her biggest accomplishment to date was the conversion of Rhyme's operating system in 2015. She leads the HR, Contracting, Accounting and Operations Departments and works directly with the managers to improve processes and implement new programs.

#### Kendall Steinhoff — Director of Marketing



Kendall started her career at Rhyme in various administrative roles and moved into Marketing after completing her Bachelor of Business Administration and Master of Business Administration from the University of Wisconsin-Oshkosh. Kendall manages Rhyme's charitable foundation and puts together the Steve Ennis Memorial Golf Classic each year.

#### Dave Brady — Director of Services



Dave lives and breathes the Rhyme culture. He has over 40 years of industry experience and 25 years at Rhyme. Dave has an Electronics and Digital TTL Technology background and is fully-trained in numerous computer, copier, and printer repairs. Dave works closely with Service Management and Dispatch to ensure the needs of our staff and clients are being met.

#### Jake Schneider — Director of IT



Jake has a diverse educational background with Associate degrees in Music & Recording Technology and Electrical Engineering Technology, and a Bachelor's in Information & Communication Technology. His ability to learn new technologies led him to an IT Services Engineer role in 2008. Today, as our Director of IT, Jake provides the strategic leadership for RhymeIT.

## 4. CORE VALUES

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Below are the Core Values at Rhyme that guide every decision and action we take. Our commitment to these values is the heartbeat of our company.



### EXCELLENCE

Believe in what you do and be the best at it.



### INTEGRITY

Do the right thing no matter what.



### GROWTH-ORIENTED

Set high standards, meet them, and raise them higher.



### TEAM PLAYER

Lift each other up.



### COMPASSIONATE

Care for people and our communities.

## 5. COMMUNITY INVOLVEMENT

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Every year Rhyme gives out scholarships to students that have been touched by cancer. We do this in honor of Steve Ennis and Jack Steinhoff; two men that always represented hard work, determination, optimism and “Making Every Day Count”. The reason we chose Rhyme “Time” is because time is our most valued asset and we cherish the opportunity we’ve been given to help others.

Since 2010, we have awarded 70 scholarships and over \$100K to local students from many High Schools across the state. With the continued support we receive every year at our Steve Ennis Memorial Golf Classic we have been able to grow our scholarship foundation and include more local High Schools. Cancer not only creates emotional hardships on a family, but can also leave financial burdens, resulting in students not being able to afford college. We’ve seen this firsthand and hope to keep increasing the amounts of scholarships awarded to high school graduates.

### RHYME CHARITABLE CONTRIBUTIONS

Rhyme donates time, money and resources to many organizations like the United Way and many of their agencies (YWCA, Big Brothers Big Sisters, Boys & Girls Club), schools, scholarships and many other programs, so you can feel good that a percentage of your purchase goes back to the community.

#### Helping Organizations Through Machine Donations

Over the years Rhyme has donated our products and services to non-profit organizations that can't afford to upgrade their technology. We do this because we are dedicated to doing what's right for our customers and our communities. When our local non-profits have the technology and tools they need to operate more efficiently, the entire community benefits.

#### Lee Lake Polar Bear Plunge

This annual event, held in Cazenovia, WI has been going strong since 2000. A brave group of Rhyme individuals plunge into the frigid waters of Lee Lake for cancer research every year. The plunge benefits the American Cancer Society and G.R.A.C.E. (Greater Richland Area Cancer Elimination). The event has raised well over \$400,000 since 2000.



## 6. PRODUCTS & SERVICES OVERVIEW

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### Document Imaging – Multifunction Devices, Printers & Collaboration Displays

With decades of experience with a wide range of office equipment, we know how to find the perfect fit for your organization. We service and sell high-quality products from HP, Kyocera, Lexmark, RISO, Sharp and Xerox including: Multifunction Printers, Wide-Format Devices, Production Printers and Collaboration Displays.

### Managed IT Services

RhymeIT offers a proactive Managed IT Services approach to help you prevent IT issues before they become problems. A single monthly fee gets you a complete IT solution to maintain computer and network health rather than an hourly fee to fix machines that are broken. We employ highly trained technicians that are motivated to keep your network healthy and up-to-date. We can give you piece of mind and an IT support cost with a predictable budget. We also offer on-premise and cloud solutions for all your business telecom needs.

### Document Management Solutions

Our Document Management solutions offer a set of highly intuitive features that eliminate the need for inefficient paper-based processes. With a Document Management solution from Rhyme the days of file cabinets and hours of research to find important documents are over. We offer affordable solutions that streamline repetitive business processes, enhance security and compliance while minimizing the time and expense associated with handling paper documents.

### Managed Print Services

Rhyme can help you free up valuable IT resources by designing and implementing a Managed Print Services (MPS) system to track, manage and reduce copy and print volume and expense. MPS provides short and long term benefits enabling you to make fact based decisions to fine tune your print environment over time to achieve and maintain the greatest efficiencies. Our solution has the potential to not only save you money but transform the way you work altogether.

### Office Supplies & Furniture

Rhyme is your one-stop source for everything workplace. We offer over 50,000 products in the categories of general office supplies, janitorial and sanitation, breakroom, technology products and office furniture. We also offer design services for office furniture and we will always install and haul away the packaging materials at no additional cost. Our online catalog is available for ordering 24/7 and our prices are some of the most competitive in the industry.

## 7. HOW WE'RE DIFFERENT

### VALUE ADDED SERVICES

Some of the value-added services Rhyme offers include:

#### Unlimited Training & Support At No Cost

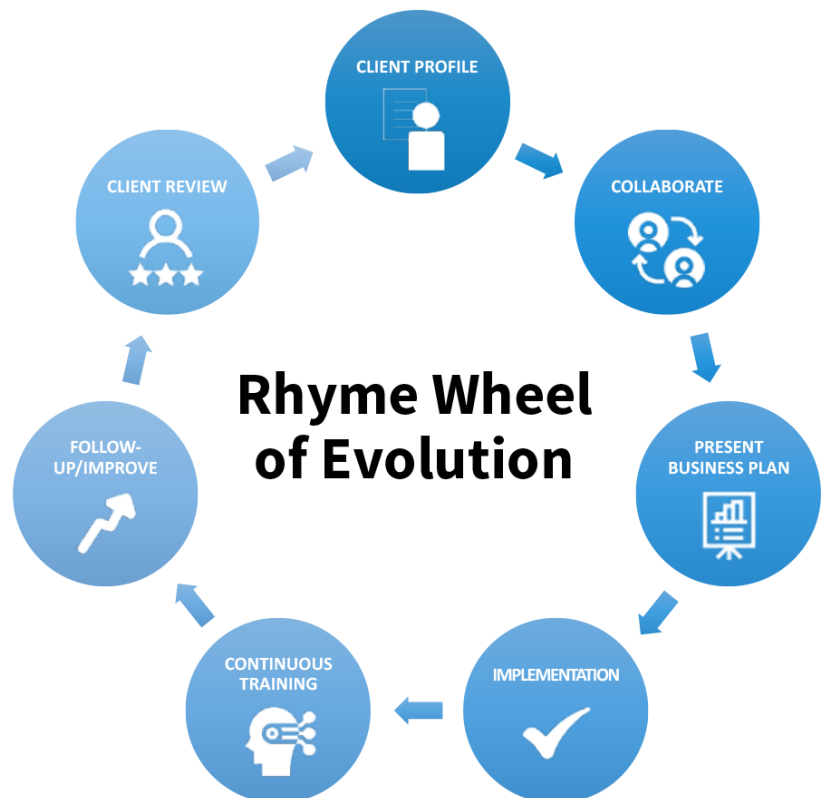
Rhyme provides this training at no cost because we believe that the better you understand your equipment the more efficient you become. Our goal is to keep the best attributes of current processes and leverage your current investment by enhancing and improving what is already working well for you.

#### Client Reviews

We schedule regular client reviews, whether it's monthly, quarterly or annually, what matters is it works for you. During these meetings we want to verify organization-wide satisfaction, make sure devices are working as intended and the solution is fitting company needs. We will report back on device performance and uncover any new needs or objectives you may have.

This proactive approach allows us to discuss any product or service that isn't working right for you. We will give you continuous knowledge of your print environment and develop plans for when you need to add additional technology or upgrade it. Advanced reporting will also be available to software clients through an online portal.

Meetings result in action plans to bring improvements wherever possible such as electronic storage to reduce file space, reducing power consumption, suggestions to relocate devices to match changes in usage with device capacities and other ways to create budget surplus, improve efficiency, and maximize return on investment.



### Auto-Toner Replenishment Program

Rhyme's Auto Toner Replenishment Program provides a two-way communication between your equipment and our customer service team. This two-way communication streamlines business processes and eliminates overhead related to the supply reorder process. This program eliminates unnecessary inventory sitting next to your printers or supply closets by providing just-in-time toner.

We monitor how much you print and calculate the best time to ship out supplies for each device. Each device will have different print trends, and our experienced staff takes each print environment and its habits into consideration. We monitor your fleet so that you don't have to, saving you valuable resources – your time and money.



- ✓ Eliminate excess in-house supply inventory. Many companies acquire more inventory than they need, taking up valuable office space. When you are on the Auto Replenishment Program with us, this will never happen to you again.
- ✓ Reduce time and effort. You're busy as it is. Why should you have to worry about your printers running out of toner, what inventory you have on site and what you need to order from one or multiple suppliers?
- ✓ It's easy to implement. We start shipping when your printer lets us know it's ready!
- ✓ It's flexible. It can work with multiple manufacturers and models, no problem. With no contracts required, you can start this service at any time.

### Service Differentiators

Rhyme has a proactive approach to servicing our customers. We use software that allows our machines to communicate with our Dispatching team 24/7 allowing us to dispatch service calls proactively rather than waiting for you to call us. Once our technicians are onsite, they are to never worry about parts costs, their main goal is to fix the issue the first time and also do complete preventative maintenance checks and parts replacements while they are there, maximizing uptime and performance.

### Strong Partnerships

Rhyme works with a select group of manufacturers and use those to fit the needs at hand. We are very careful about who we choose to partner with, and only work with those who provide the necessary resources to allow us to provide top-level support. Rhyme has partnered with Sharp for over 35 years and are recognized as one of their Hyakuman Kai Elite Providers (Top 10 in the nation), and one of their Platinum-Level service providers (top 2% in the nation).

## 8. TRAINING OVERVIEW

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Rhyme shall provide **unlimited** initial and follow-up training sessions with the following guidelines:

Any of our training sessions have no limit to the number of attendees. This will be limited only by the available space, so we still have a comfortable learning environment. User interface can be projected on a screen, so all can become familiar with the controls.

### General Overview Training - 60 Minutes, Including Q&A Session

With any and all users that will interact with the machines.

**Session Description** – General, but thorough overview to include but not limited to, paper sources, changing paper sizes or types, replacing supplies such as toner and/or staples, exposure, enlargement/reduction, two-sided, finishing features if applicable, cancelling jobs, select special features that can improve overall workflow and efficiency, general maintenance such as cleaning the glass, removing misfeeds and print, scanning and faxing. Training will also be provided on the print driver for general output options such as paper selection, stapling, two-sided printing, etc.

One initial training session can be held at an on-site location of your choice.

### Follow-Up Training Sessions - 60 Minutes, Including Q&A Session

This training can be directed at new users or at advanced users or training on features not covered in the general training such as converting scanned images to editable documents, faxing from a PC, etc.

**Session Description** – Follow-up training can be the general overview outlined above or they can be more advanced for users that want to take advantage of all the features the machines have to offer which include but are not limited to covers and inserts for jobs that require multiple colors or types of paper, stamping text, page numbers or dates on the copies, copying on tab stock, edge erase, job build for large documents, card copy for insurance and identification cards, book copy, custom programming for special jobs, document filing, confidential printing, watermarks and overlays, etc.

This training is ongoing – Rhyme does not limit the number of follow-up training sessions to our clients. We believe that the better you understand your equipment, the more efficient you will become.

**Rhyme will create a customized training program that will be available to the entire organization. We will work with you on a training schedule that works best for you.**

## 9. SERVICE EXCELLENCE

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### **ACCOUNT MANAGEMENT & TECHNICAL SERVICE**

Rhyme's service department is comprised of two main groups. The IT/Helpdesk group and the MFP group. Each of these groups has a Service Manager that reports to our Director of IT and our Director of Service, respectively. We also have a Client Services group. The individuals within this group mainly provide support for our clients or the end users. However, they also provide technical support for our Field Service Technicians, IT staff, Client Managers and internal administrative personnel. Their average tenure with Rhyme is just over seven years and their average tenure within this industry is over 20 years.

### **TRAINING & CERTIFICATIONS**

All Rhyme technicians are required to go to direct to manufacturer training facilities around the country to get their training and certification from the manufacturers directly. We do not allow a Rhyme technician to service a machine until they have been trained and certified by the manufacturer.

### **ACCESS TO REAL-TIME INFORMATION**

Each Rhyme technician is equipped with a smartphone and a laptop or notebook computer. These devices can connect to the Internet, which gives them access to Rhyme's internal database for checking on equipment service histories and replacement part availability as well as the physical locations of the parts. This also gives the technicians the ability to reach out to the entire group if they need assistance or if they would like to send the group valuable information.

### **ESCALATION PROCESS**

If a service technician needs additional technical support on equipment-related issues our service department has an escalation procedure in place for this. The technician may choose to send out an email to the entire group in the event that the technician on-site knows that someone else in the group has already encountered and resolved the same issue.

If the on-site technician still cannot resolve the issue, they call their service manager to discuss the issue and the troubleshooting steps taken to that point. In the event that the issue is still unresolved, the technician will call the manufacturer's support hotline for immediate assistance. Rhyme also has the availability of on-site visits provided by the equipment manufacturer technical support representatives. Loaner equipment is also carefully considered for our clients. We have a pool of equipment we can use if a loaner is necessary.

### Platinum Level Service Department

Rhyme has been recognized as a Platinum Level Service Provider. The Platinum Level Service Provider Award recognizes dealers that demonstrate exceptional customer support and satisfaction. The award is a symbol of meeting the highest standards within our authorized service network.

Platinum Level Service Providers (PLSPs) demonstrate a commitment to superior service training programs. **The commitment of training includes:**

- ✓ Achievement of Gold Level Certification for all technicians in your organization
- ✓ Minimum of two (2) Technicians certified on all current models for each sales office
- ✓ Minimum of one (1) each of the following: CompTIA PDI+ and CompTIA Net+ certified technicians



A great service delivery organization meets customer expectations related to response time and equipment up time. **PLSPs have written service level agreements with their customers and commit to the following:**

- ✓ Maximum of four (4) Hour On-site Response Time for down equipment
- ✓ Next-day Loaner machines in the event of catastrophic failures
- ✓ Follow all Preventative Maintenance guidelines
- ✓ Practice written Total Call procedures to maximize mean copies between visits

We validate our excellence by contracting a 3rd party company to benchmark all our service data against the top dealers in the United States every month. Rhyme has consistently ranked in the top 10, and #1 in the key categories of:

- ✓ *First Call Efficiency*
- ✓ *Copies/Prints Between Service Calls*

***We bonus our people according to how well your machines are running to make sure you're getting what you pay for and more.*** We are proud to have a customer-focused service department that provides years of worry-free productivity.



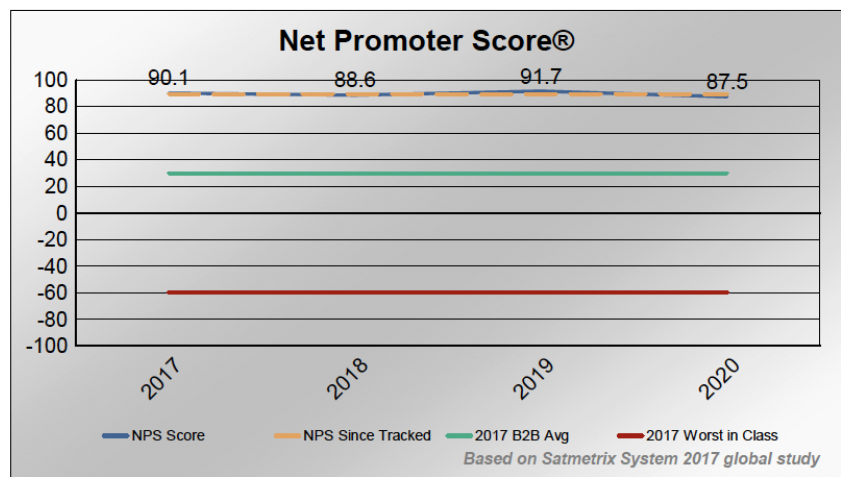
*"Rhyme is dedicated to providing an unprecedented level of customer service with best-in-class technicians and knowledgeable sales personnel that make sure that each model purchased perfectly fits the client's needs."* - **Dave Brady, Director of Services**

## Record of Performance | Net Promoter Score & Service Response

Rhyme is consistently ranked in the Top 10 of Dealers across the U.S. for Response Time and First Call Effectiveness out of well over 200 dealers. Our Service Department prides itself on continuously improving our service metrics and standards to keep us at the top of our industry.

**2020 Rhyme Net Promoter Score (NPS) | 87.52**

**2020 North American Average NPS | 30.00**



Many companies claim that they have the "Best service in the business" but few even have a way to measure how happy customers are. Here at Rhyme, we have a system that allows us to capture feedback after every service call. We use the Net Promoter Score system. Our 2020 score was 87.52.

### TO SHOW HOW WE COMPARE:

The average North American company has a Net Promoter Score® of 30. Some well-loved companies reach scores into the 70s and 80s. Rhyme is consistently ranking at the top of the NPS System. Satmetrix, the company that invented the NPS process, defines World Class Service as a Net Promoter Score of 70 or higher.

The Net Promoter Score (NPS)®, is a straightforward loyalty metric that holds companies and employees accountable for how they treat customers. It is both a loyalty metric and a discipline for using customer feedback to fuel profitable growth in your business. Employees at all levels of the organization understand it, opening doors to customer centric change and improved performance.

### Service Excellence Award & BEI Services

Here at Rhyme, when it comes to customer satisfaction, our company prides itself on being a member of a prestigious group of dealerships that have been awarded the Office Technology Service Excellence Award.

This award is determined through committing to a full audit of individual technicians and overall service department performance by BEI Services Inc., the nation's only unbiased source of service and equipment benchmarking. Only companies that have a proven track record of service excellence in areas that relate directly to customer service, machine performance and overall Service Department efficiency are awarded.

**Within our Service team, Rhyme technicians are recognized by BEI Services for their service expertise.**

- ✓ Diamond Level
- ✓ Platinum Level
- ✓ Gold Level



Performance is measured in 11 different service performance areas, centered on analytics and unbiased benchmarks for service excellence that must be obtained. Both current and historical service and equipment performance data is collected to continually monitor and ensure that the customer experience is consistent.

**As a customer of Rhyme, you can be confident that our Service Department will provide you the following:**

- ✓ Maximum up time for your machine(s)
- ✓ Quality service calls performed by highly trained technicians
- ✓ Technicians stocked with the right parts to ensure machines are fixed the first time
- ✓ Professional and courteous staff you can trust to deliver on commitments
- ✓ Higher performance standards that lead to lower service costs
- ✓ 100% satisfaction in our products and services

## 10. LIFETIME GUARANTEE

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Rhyme guarantees the performance of your new Document Imaging Technology for the lifecycle of the equipment.

At any time throughout the lifecycle of your new equipment, if you are not satisfied with the performance of your equipment and service efforts fail to produce satisfaction, Rhyme will install loaner equipment and if necessary, replace your equipment with equal or greater equipment at no charge, no questions asked.

Equipment must be new when installed, maintained under a Rhyme maintenance agreement and supplies must be supplied by Rhyme throughout its lifecycle.

Lifecycle is defined as 5 years, term of rental or lease agreement or specific model copy lifecycle, whichever comes first.

We at Rhyme only want one kind of customer, a satisfied one. It's this philosophy that creates a partnership between Rhyme and all of our customers.

**Our family of employees will do whatever it takes to earn and keep a customer for life!**



Mike Steinhoff  
President

## 11. RHYME LEASING

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Rhyme has been financing business equipment throughout our history to help our customers acquire the technology they need with added support and flexibility.

### Benefits of Leasing with Rhyme

- ✓ Rhyme offers competitive programs and there are no surprises at lease-end so that we keep you satisfied.
- ✓ Flexible term options — 12-63 months to suit your individual needs. We can quote all options so that you can make an informed decision.
- ✓ Customer service excellence — we have a commitment to service and pride ourselves on our accessibility to you. Our company culture is centered on our customers' success, doing the right thing and making it easy to do business with Rhyme.
- ✓ Team of individuals and “customer first” attitude — we service our customers from start to finish with experts in sales, service and administration of your contract. This ensures that we take care of you and your account to serve you better.
- ✓ End-of-term options:
  - Rhyme believes in full transparency and long-term customer relationships. That's why you'll never find hidden fees or surprises at the end of term.
  - Month-to-month renewal – you won't be hand-cuffed with a 12-month lock-in. Our standard is to allow clients to continue to pay their monthly lease payment when the term expires, with no additional fees or hidden charges.
  - Return Equipment
    - Should you choose to return your equipment, there will be no restocking fees.
    - If you need help with the return of your equipment, we are here to assist you with the process.
    - Purchase equipment outright.
    - Upgrade your equipment to new technology.
- ✓ Awareness — we notify you on your invoice in advance of upcoming lease expiration/termination.
- ✓ Cost-per-image programs — we help you save money with an all-inclusive offering and simplify administration with a single invoice to you.
- ✓ A variety of equipment financing capabilities – whether it's your phone system, IT equipment or MFPs — we can help you finance it!

**Rhyme is committed to being a trusted, proven partner dedicated to your success.**

## 12. YOUR SUPPORT TEAM

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Our people will continue to make the difference for your people.

Jeff Witte – **Client Manager**



With many years of experience, Jeff Witte specializes in helping organizations achieve their Document Imaging goals and objectives by aligning the appropriate technology and solutions to meet their needs. They are your go-to resource and are 100% committed to providing the best possible customer experience.

Hogan Hughey – **State Contract Manager**



The State Contract Manager brings many years of Industry, Sales, and Sales Management experience. His extensive background brings value to you through custom solution development and high-level account management.

### Other Key Contacts & Resources

**Mark Follett** – Regional Service Manager

Mark brings 15+ years of experience in technical services to the team and 10 years of management experience, including Major Account management. He provides support for document output systems and MFP network integration services.

### Client Services Staff

Our Client Services staff are a key component in the assessment, installation, implementation and training on various software solutions including document management, PaperCut, and more.

### Help Desk Staff

Our Help Desk Technicians have many years of experience in computer hardware and software repairs. They will provide support for MFP integration, networking, virus eradication, operating system services, and various hardware and software repairs.

**100+ other Rhyme people are ready to support as needed.**

### 13. PROPOSED SOLUTION-SHARP

LOCATION NAME	Make	Model	Quantity
Upper Workroom & Lower Workroom	Sharp	MXM4051	2
	Sharp	MXFN27N	2
	Sharp	MXPK13L	2
	Sharp	MXFX15	1
	Sharp	MXDE28N	2
	Sharp	Promo450	2
Library/District Office/HS Office	Sharp	MX3051	3
	Sharp	MXFN27N	2
	Sharp	MXPK13L	3
	Sharp	MXTU16	1
	Sharp	MXFX15	1
	Sharp	Promo375	3
	Sharp	MXDE25N	3

MAINTENANCE RATES	MFP's
Color	0.03900000
Black & White	0.00490000

Purchase Price-Sharp	\$17,775
60 Month Lease-Sharp	\$353.72

## 14. PROPOSED SOLUTION-KYOCERA

LOCATION NAME	Make	Model	Quantity
District Office & HS Office	Kyocera	1102VG2US0 (TASKalfa 3253ci)	2
	Kyocera	1203RV2US0 (DF-7120)	2
	Kyocera	1203RJ6US0 (DP-7120)	2
	Kyocera	1703SZ0UN0 (AK-7110)	2
	Kyocera	855D200802 (Stand)	2
	Kyocera	1503RK2USJ (Fax System 12)	1
Library	Kyocera	1102VH2US0 (TASKalfa 2553ci)	1
	Kyocera	1203RJ6US0 (DP-7120)	1
	Kyocera	855D200802 (Stand)	1
Upper Workroom & Lower Workroom	Kyocera	1102YT2US0 (TASKalfa 4004i)	2
	Kyocera	1203V36US0 (DP-7150)	2
	Kyocera	1703SZ0UN0 (AK-7110)	2
	Kyocera	1203V52US0 (PF-7150)	2
	Kyocera	1503RK2USJ (Fax System 12)	1
	Kyocera	1203RV2US0 (DF-7120)	2

MAINTENANCE RATES	MFP's
Color	0.03900000
Black & White	0.00490000

60 MONTH LEASE-Kyocera	\$565.71
PURCHASE ONLY PRICE-Kyocera	\$29,427.53

## 15. PROPOSED SOLUTION-KYOCERA PRINTERS

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MAINTENANCE RATES	Printers
Black & White	0.0095

Rhyme will take over the Maintenance of the existing and owned, 14-Kyocera printers for the above rate. Price includes all service, supplies, consumables, travel etc. Excludes Paper

## 16. REFERENCES

### *Some clients we work with:*

- ABC Supply Co.
- UW Credit Union
- Lands' End
- 4Imprint
- JJ Keller
- Exact Sciences
- Wisconsin Bankers Association
- Madison Gas & Electric
- Seneca Foods
- Nelson Global
- Moraine Park Technical College
- Regal Ware
- Marcus Corporation
- Steel Craft Corporation
- Open Sky Education
- Jones Sign
- Horizon Home Care & Hospice



Check out our Website for case studies & more!  
[www.rhymebiz.com/case-studies](http://www.rhymebiz.com/case-studies)

“The website, and the acknowledgement of the call being placed lets me know help is on the way, I like that assurance. I really like getting the service report, I can attach it to our internal ticket for the issue. All Rhyme techs I have dealt with have been top notch. Knowledgeable, prompt, and very helpful in educating me to self-repairs or prevention I can do.”

– Nelson Global Products



“It's very easy to just pick up the phone and call, and better yet, that we receive a professional, yet friendly voice on the other end, who takes our service call seriously. I would recommend Rhyme to anyone in a heartbeat! We're glad we have Rhyme to help us out! Professional, courteous, personable and easy to work with! Your logo should be, "When it's time, just call Rhyme!"

– Waunakee School District

***Detailed references including contact names and information are available upon request.***

## 17. ADDITIONAL SUPPORT

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### ONLINE FORMS FOR SERVICE & SUPPORT

For devices not on our Auto Toner Program, when supplies are needed orders can be placed online 24/7 through our easy ordering form. When one of your machines is down or is experiencing issues, the easiest way to place a service request is also online through our [Support Page](#).

Rhyme identifies all of our equipment out in the field through the machine ID number. The ID number can be found on the label placed on the front of the machine.



### TRAINING VIDEOS

Rhyme has a YouTube page where general overview videos are shared for Sharp, Kyocera and Xerox Multifunction Printers. These videos cover basic to more advanced functionality and serve as an additional resource beyond our unlimited and free training. In addition to these videos, we share other content related to Rhyme's offerings and community involvement. If you don't see something you're looking for on our page, send us a request!

### PRODUCT RECYCLING

Rhyme is committed to treating our environment with the same respect and fairness that we have always shown to our employees, vendors and clients. Rhyme Eco-Tec is our way to make it easier to do your part. Join us in making this world a better place.



As a part of our commitment to the environment, we work with our vendors to offer our customers a zero waste toner recycling program for all consumables, including: cartridges, bottles, toner collection containers and drum units. Visit [www.rhymebiz.com/Recycle](http://www.rhymebiz.com/Recycle) to choose your manufacturer and follow the instructions to recycle your consumables.

## 18. CONCLUSION

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As your Client Manager I am responsible for the day-to-day management of your account and together we will engage in quarterly, semiannual or annual meetings to review fleet status, service performance and recommendations for improvements. Whenever an issue arises, or you have questions about your account I am always available to you.

Together we can evolve and bring positive change to your organization. Doing business with us isn't a transaction; it's an ongoing partnership that revolves around you and your business goals. Our plan is simple:

### UNDERSTAND

- ✓ We invest the time in learning about your business plans and goals to identify the tools and services to boost your business's performance.

### IMPLEMENT

- ✓ We put solid improvements and support programs in place to help your business grow and compete in the marketplace.

### FOLLOW THROUGH

- ✓ We provide on-going training, support and updated solutions to ensure that together, we carry out the plan we created.

### REVIEW

- ✓ We verify that you're absolutely satisfied and that we have earned our place as your go-to resource for everything your workplace needs.

Thank you for allowing Rhyme to submit this proposal. We are excited to work together and hope we become the chosen vendor to take care of all of your workplace needs.

### Key Contact Information

#### Jeff Witte

Client Manager

Phone: 800-362-4333

Email: [jwitte@rhymebiz.com](mailto:jwitte@rhymebiz.com)



**— THANK  
YOU**

**Granton Area School District**

800.362.4333

[www.rhyme.biz](http://www.rhyme.biz)

**Rhyme**

## 13. PROPOSED SOLUTION-SHARP

LOCATION NAME	Make	Model	Quantity
Upper Workroom & Lower Workroom	Sharp	MXM4051	2
	Sharp	MXFN27N	2
	Sharp	MXPK13L	2
	Sharp	MXFX15	1
	Sharp	MXDE28N	2
	Sharp	Promo450	2
Library/District Office/HS Office	Sharp	MX3051	3
	Sharp	MXFN27N	2
	Sharp	MXPK13L	3
	Sharp	MXTU16	1
	Sharp	MXFX15	1
	Sharp	Promo375	3
	Sharp	MXDE25N	3
DAY CARE	SHARP	MXC357F	1

MAINTENANCE RATES	MFP's
Color	0.03900000
Black & White	0.00490000

Purchase Price-Sharp	\$19,104.41
60 Month Lease-Sharp	\$380.18

## 14. PROPOSED SOLUTION-KYOCERA

LOCATION NAME	Make	Model	Quantity
District Office & HS Office	Kyocera	1102VG2US0 (TASKalfa 3554ci)	2
	Kyocera	1203RV2US0 (DF-7140)	2
	Kyocera	1203RJ6US0 (DP-7120)	2
	Kyocera	1703SZ0UN0 (AK-7110)	2
	Kyocera	855D200802 (Stand)	2
	Kyocera	1503RK2USJ (Fax System 12)	1
Library	Kyocera	1102VH2US0 (TASKalfa 2554ci)	1
	Kyocera	1203RJ6US0 (DP-7140)	1
	Kyocera	855D200802 (Stand)	1
Upper Workroom & Lower Workroom	Kyocera	1102YT2US0 (TASKalfa 4004i)	2
	Kyocera	1203V36US0 (DP-7150)	2
	Kyocera	1703SZ0UN0 (AK-7110)	2
	Kyocera	1203V52US0 (PF-7150)	2
	Kyocera	1503RK2USJ (Fax System 12)	1
	Kyocera	1203RV2US0 (DF-7120)	2

Day Care

KYOCERA

M5526cdw

1

### MAINTENANCE RATES

### MFP's

**Color** 0.03900000

**Black & White** 0.00490000

60 MONTH LEASE-Kyocera \$457.32

PURCHASE ONLY PRICE-Kyocera \$22,980.62

## 15. PROPOSED SOLUTION-KYOCERA PRINTERS

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MAINTENANCE RATES	Printers
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<b>Black &amp; White</b>	0.0095
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Rhyme will take over the Maintenance of the existing and owned, 14-Kyocera printers for the above rate. Price includes all service, supplies, consumables, travel etc. Excludes Paper

Impact Protective Coatings

N3475 Oriole Drive  
 Medford, WI 54451

# Estimate #1

Date	Estimate #
2/16/2022	15556

Name / Address

Project

Description	Qty	Cost	Total
Grind substrate to a CSP-3 profile, apply 16-18 mils of Key 502 primer, seed torefusal with color quartz. Sweep and vac excess color quartz, apply 16-18 mils of Key 511, seed torefusal with color quartz. Sweep and vac excess color quartz, apply 20-22 mils of Key 511 grout coat . Apply 3-5 mils of Key 467 urethane with aluminum oxide anti-skid for final topcoat.	1,000	7.28632	7,286.32
Prep and apply 4" roll cove in kitchen area.	154	15.27	2,351.58
		<b>Total</b>	<b>\$9,637.90</b>

Customer Signature \_\_\_\_\_

February 8, 2022

# QUOTATION

Granton High School  
Robbie Roehl  
217 N Main St  
Granton, WI 54436

Email: [roehlr@granton.k12.wi.us](mailto:roehlr@granton.k12.wi.us)

Thank you for contacting Osseo Plastics & Supply. We are pleased to provide you the following quote for an epoxy floor system. After visiting the site and reviewing the areas we are proposing a paintable (1882) system with a decorative flake cast finish and clear UV resistant top coat.

The basic product and application will include:

## 1882 Flooring System

- Grind the existing floor surface and prepare for coating application. The grinding process will utilize vacuums to aid in collecting dust however they are not 100% effective and some dust should be expected from the process.
- Fill any existing cracks and pitted areas, grind back smooth. The expansion /control joints in the concrete slab will be filled to help eliminate debris from collecting in these areas however it should be expected that these areas will likely develop small cracks over time.
- Apply (1) prime coat, (1) base color coat with flake cast and (2) top clear coats using a polyurethane for UV resistance. Final coating thickness will be approximately 12-15 mils. Depending on the option selected, any sand or flake textures will be added in to the base coat.

## Pricing Summary:

**Kitchen – Flake Cast Floor (970 Sq Ft) ..... \$10,190.00**

**Optional Pricing:**

The following optional pricing includes a paintable wall base which will be epoxied in place and finished to match the floor. Options for a 1” and 4” cove have been provided.

<b>1” Wall Base Cove (180 LF)</b> .....	<b>\$3,045.00</b>
<b>4” Wall Base Cove (180 LF)</b> .....	<b>\$4,380.00</b>

**Payment**

30% Down, Balance due Net 30 -or-  
100% due at Completion

**For coating application, the floor will need to be above 55-60° F.**

**Customer Responsibilities-** Please note, the following will be required to be completed prior to Osseo Plastics starting work on site:

- Remove all furniture, racking, equipment and loose objects from the room. We will apply up to and around any permanent/remaining fixtures and equipment.
- Remove all existing floor tile.
- Provide unrestricted access to the work areas and limit normal work operations in the work areas until flooring application is complete.
- The floor area should be generally swept clean to remove any large debris prior to OPS beginning work.
- Provide 110v power for tools.

Thank you for considering Osseo Plastics & Supply and we look forward to working with you in the future.

**Brandon Leinon**  
Vice President



Tel 715-597-2498 | Cell 715-797-4181  
Email: [bleinon@osseo.com](mailto:bleinon@osseo.com)



#4

Date \*\*12/7/21

Name & Address  
Granton Schools

Phone Number  
Robby: 715-937-5883

Proposal

Store Hours:  
Sunday 10-1 Monday-Friday 10-6 Saturday 10-1



R&R Flooring and Furniture  
312 S Pacific St, Hwy 13  
Spencer, WI 54479  
715-659-5880  
[www.flooringandmattress.com](http://www.flooringandmattress.com)  
[flooringandr@gmail.com](mailto:flooringandr@gmail.com)  
Like us on Facebook!

Description	
<b><u>Storage / Office / Landing / Kitchen / Cooler</u></b>	
<b><u>Option 1:</u></b> LVP or LVT Deja New- 15 year Commercial Warranty / Adhesive / Install Vinyl Base / Adhesive / Install	\$6,000 <u>1,050</u> \$7,050
<b><u>Option 2:</u></b> Quary Tile / Mortar / Grout / Install Vinyl Base / Adhesive / Install	\$17,850 <u>1,050</u> \$18,900
**Floor Prep / Prime Floors- \$TBD- Not to exceed \$700**	

Please note additional 3% surcharge added to all Credit Card payments.  
Others are not responsible for removing or replacing tables, furniture, water, or gas appliances. Removing and/or disposing of coverings, prepping floors/walls for flooring is an extra charge. No returns on special order. Require 50% down when order is placed, balance due immediately upon completion. Carpet must be professionally cleaned every 18 months to retain warranty. Relative humidity must be always kept been 35 to 55%. Paint and baseboards may need to be touched up after new coverings are installed. Net 1 1/2% per month interest charge if past due account.

Thank you for your business!

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classroom during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrances to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their action/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the District Administrator is directed to annually notify parents and students through the Student Handbook and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring;

however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

### **Retention, Secure Storage, Access to and Disposal of Video Recordings**

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The Building Principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The Building Principal shall approve requests for access to recorded and stored video images. The Building Principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Adopted: March 14, 2022  
Revised:

Legal References: Wisconsin Statutes: 19.31-19.39, 118.125  
FERPA 20 U.S.C. 1232g  
34 C.F.R. 99.1-99.67  
Title I of the Electronic Communication Privacy Act of 1986  
18 U.S.C. 2510-2521

## **ANIMALS ON DISTRICT PROPERTY**

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property.

### **Definitions**

A. "Animal": Includes any living creature that is not a human being.

B. "Service animal": any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

### **GUIDELINES FOR ANIMALS WHICH ARE PERMITTED TO VISIT SCHOOLS**

It is important that animals brought into schools be clean and healthy so that the risk of their transmitting diseases to students is minimal. Animals brought to school should be clean and free of external parasites such as fleas, ticks, and mites. Visiting animals should be restricted to an area designated by the teacher.

Verified Rabies Vaccination – A current rabies vaccination is required for all dogs, cats, and ferrets being brought to school. Dogs and cats under three months of age and not vaccinated against rabies should NOT be handled by children.

Proper Restraints of Animals – Because animals may react strangely to classroom situations, it is important to have an effective way to control them.

Collars and Leashes – All dogs, cats, and ferrets should be wearing a proper collar, harness, and/or leash when on school grounds. The owner or person responsible for the animal should be able to restrain the animal at all times during the visit. No animal should be allowed to roam unrestrained in the school.

Pet Birds – Pet birds should not be allowed to fly free in a classroom unless it is a part of their socialization and exercise routine.

Estrus – Dogs and cats should be determined not to be in estrus (heat) at the time of the visit.

### **Service Animals for Students**

The Granton Area School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following: 1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the District Administrator at 217 N. Main Street, Granton, WI 54436, and must contain required documentation of vaccinations. This written request must be delivered to the District Office at least 10 business days prior to bringing the service animal to school or a school function. 2. Owners of a service dog must provide annual proof of the following vaccinations pursuant to Wisconsin Stat. 95.21(2)(a) and 95.21(2) (f): Rabies. Vaccinations for DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Corona virus) and Bordetella are highly recommended by the Wisconsin State Veterinarian's Office. 3. The Wisconsin State Veterinarian's Office highly recommends that owners of service miniature horses provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles. 4. Owners of a service dog must provide annual proof of licensing as required by the local municipality where the dog resides, as well as proof of licensing with the Village of Granton. 5. Owner of service animals must provide proof of insurance against liability for any actions, accident, or property damage caused by the service animal. 6. Owners of a service dog shall remain liable for damage or injury caused by the dog pursuant to Wisconsin Stat. 174.01(1)(a). 7. All service dogs must be spayed or neutered. 8. All service animals must be treated for, and kept free of, fleas and ticks. 9. All service animals must be kept clean and groomed to avoid shedding and dander. 10. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. 11. The animal must be "required" for the individual with disability. 12. The animal must be "individually trained" to do work or a task for the individual with a disability. 13. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering: a. The type, size, and weight of the miniature horse and whether the facility can accommodate

these features. b. Whether the handler has sufficient control of the miniature horse. c. Whether the miniature horse is housebroken. d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. 14. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs: a. The animal is out of control and the animal's handler does not take effective action to control it. b. The animal is not housebroken c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity. 15. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control. 16. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's needs to relieve itself. 17. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. 18. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise their service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case by case basis at the discretion of the District Administrator.

### Therapy Dogs

Therapy dogs will be allowed in school per procedures set by the District Administrator.

Adopted:	March 14, 2022
Revised:	

Legal	Administrative Code:
References:	Wisconsin Statutes: 106.52, Section 504 of the Rehabilitation Act of 1973 28 C.F.R. 35.104, 28 C.F.R. 35.136 The Americans with Disabilities Act (ADA) The Individuals with Disabilities Education Act (IDEA)



# InsulBase<sup>®</sup> POLYISO

## Insulation



### Overview

InsulBase is a rigid-roof insulation panel composed of a closed-cell polyisocyanurate foam core bonded on each side to glass-reinforced felt (GRF).

### Features and Benefits

- » InsulBase polyiso insulation provides the highest R-value per inch of commercially available insulation products
- » Environmentally friendly construction with 0% ozone-depleting components and CFC free
- » Approved for direct application to steel decks

### Panel Characteristics

- » Available in 4' x 4' (1220 mm x 1220 mm) and 4' x 8' (1220 mm x 2440 mm) panels in thickness of ½" (13 mm) to 4.5" (115 mm)

### Applications

- » Single-Ply Roof Systems (Ballasted, Mechanically Attached, Fully Adhered)

### Installation

#### Ballasted Single-Ply Systems

Each InsulBase panel is loosely laid on the roof deck. Butt edges and stagger joints of adjacent panels. Install the roof membrane according to Carlisle's specifications.

#### Mechanically Attached Single-Ply Systems

InsulBase panels must be secured to the roof deck with fasteners and plates (appropriate to the deck type). Butt edges and stagger joints of adjacent panels. Install the roof membrane according to Carlisle's specifications.

#### Fully Adhered Single-Ply Systems

InsulBase panels must be secured to the roof deck with fasteners and plates (appropriate to deck type). Butt edges and stagger joints of adjacent panels. Install the roof membrane according to Carlisle's specifications.

InsulBase 4' x 8' panels can be secured to the roof deck with Carlisle's Flexible FAST<sup>®</sup> Adhesive, either full coverage or bead spacing.

InsulBase 4' x 4' panels may be adhered to prepared concrete deck with a full mopping of Type III or IV asphalt.

*Review Carlisle specifications and details for complete installation information.*

### Codes and Compliances

- » ASTM C1289, Type II, Class 1, Grade 2 (20 psi), Grade 3 (25 psi)
- » International Building Code (IBC) Section 2603
- » UL Standard 790, 263 and 1256: Component of Class A Roof Systems (refer to UL Roof Materials' system directory)
- » FM<sup>®</sup> Standards 4450/4470: Class 1 approval for steel roof-deck constructions (refer to FM RoofNav<sup>SM</sup>)
- » California Code of Regulations, Title 24, Insulation Quality Standard License #TI-1418
- » Third-party certification with the PIMA Quality Mark for Long-Term Thermal Resistance (LTTR) values
- » CAN/ULC S704, Type 2 & 3, Class 3
- » Florida Building Code Approval
- » CDPH compliant for maximum allowable concentrations of target VOCs

# InsulBase POLYISO

## Insulation

### Precautions


Insulation must be protected from open flame and kept dry at all times. Install only as much insulation as can be covered the same day by completed roof-covering material. Protect installed product from excessive foot traffic. Carlisle will not be responsible for specific building and roof design by others, for deficiencies in construction or workmanship, for dangerous conditions on the job site or for improper storage and handling. Technical specifications shown in this literature are intended to be used as general guidelines only and are subject to change without notice. Call Carlisle for more specific details, or refer to PIMA Technical Bulletin No. 109: Storage & Handling Recommendations for Polyiso Roof Insulation.

### Typical Properties and Characteristics (ASTM C1289)

Physical Property	Test Method	Value
Compressive Strength	ASTM D1621	20 psi* minimum (138 kPa, Grade 2)
Dimensional Stability	ASTM D2126	2% linear change (7 days)
Moisture Vapor Permeance	ASTM E96	<1 perm (57.5 ng/(Pa•s•m <sup>2</sup> ))
Water Absorption	C1763	<1% volume

Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.

\*Also available in 25 psi minimum, Grade 3



Foamed plastic as roof deck construction material with resistance to an internal fire exposure only for use in construction no.(s) 120 and 123. See UL Directory of Products Certified for Canada and UL Roofing Materials and Systems Directory. 99DL.



### InsulBase Polyiso Thermal Values

Thickness (inches)	LTR R-value	Thickness (inches)	LTR R-value
0.5	2.8	2.75	15.9
0.75	4.2	2.8	16.2
1	5.7	2.9	16.8
1.1	6.3	3.0	17.4
1.2	6.8	3.1	18.0
1.25	7.1	3.2	18.6
1.3	7.4	3.25	18.9
1.4	8.0	3.3	19.2
1.5	8.6	3.4	19.9
1.6	9.1	3.5	20.5
1.7	9.7	3.6	21.1
1.75	10.0	3.7	21.7
1.8	10.3	3.75	22.0
1.9	10.8	3.8	22.3
2	11.4	3.9	23.0
2.1	12.0	4	23.6
2.2	12.6	4.1	24.2
2.25	12.9	4.2	24.9
2.3	13.2	4.25	25.2
2.4	13.8	4.3	25.5
2.5	14.4	4.4	26.1
2.6	15.0	4.5	26.8
2.7	15.6		

Flute Spanability is 2%" for 1.4" or thickness or smaller. Flute Spanability is 4%" for 1.5" thickness or greater.

# ***ThermalStar***<sup>®</sup>

*Rigid Insulation*



BUILDING SOLUTIONS  
BROCHURE

## **ROOF INSULATION BOARD**

FLAT & TAPERED ROOF APPLICATIONS



ThermalStar Roof Insulation Tapers

Insulation is a vital component of a building's envelope. For building designers requiring the highest quality rigid insulation, ThermalStar<sup>®</sup> Rigid Insulation provides unmatched quality, with a stable long term R-value that will last the lifetime of your structure. Manufactured under an industry leading quality control program monitored by UL and ICC-ES, ThermalStar Rigid Insulation meets or exceeds ASTM C578 standards, providing an HFC free, recyclable rigid insulation with a low Global Warming Potential (GWP).



**MULTIPLE THICKNESSES**



**DESIGN FLEXIBILITY**



**STABLE, LONG TERM R-VALUE**



**ENVIRONMENTALLY FRIENDLY**



**LIMITED LIFETIME WARRANTY**

# PHYSICAL PROPERTIES

See *Insulation Board Tech Data Sheet* for a full listing of the physical properties.

PRODUCT NAME	ASTM C578 TYPE	COMPRESSIVE STRENGTH	R-VALUE PER INCH @75°F
ThermalStar Insulation Board 10	Type I	10 PSI	3.9
ThermalStar Insulation Board 13	Type VIII	13 PSI	3.9
ThermalStar Insulation Board 15	Type II	15 PSI	4.2
ThermalStar Insulation Board 25	Type IX	25 PSI	4.4
ThermalStar Insulation Board 40	Type XIV	40 PSI	4.4
ThermalStar Insulation Board 60	Type XV	60 PSI	4.5



## BENEFITS

- ThermalStar Insulation Board is available in multiple standard thicknesses, ranging from 1/2" up to 4". Other thicknesses available upon request.
- Atlas has a dedicated tapered department to help meet the design and specification needs of your project.
- The thermal properties of ThermalStar Insulation Board do not degrade over time, allowing the R-value to remain stable over the life of the structure.
- ThermalStar Insulation Board does not include HCFCs, HFCs or formaldehyde, providing an insulation with a low global warming potential (GWP) and zero ozone depletion potential (ODP).
- ThermalStar Insulation Board is backed by a limited lifetime warranty for physical and thermal performance. See separate ThermalStar warranty for terms and conditions.

## APPLICATIONS

- Square Edge Insulation Board
- Tapered
- General Use

*\*See separate ThermalStar Brochure for flute fill applications.*

FOR MORE INFORMATION AND PRODUCTS VISIT [ATLASMOLDEDPRODUCTS.COM](https://www.atlasmoldedproducts.com)

**GREATER COVERAGE  
GREATER AVAILABILITY**



Atlas Molded Products, a Division of Atlas Roofing Corporation  
8700 Turnpike Drive, Suite 400, Westminster, CO 80031  
Phone: 855.597.4427 | Fax: 303.428.2595 | [AMPinfo@AtlasRoofing.com](mailto:AMPinfo@AtlasRoofing.com)

