

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD  
Shorewood, Wisconsin  
May 28, 2024 AGENDA

SCHOOL BOARD MEETING  
7:00 PM  
**Shorewood High School Library Media Center (LMC)**  
**1701 East Capitol Drive**  
**Shorewood, WI 53211**

To attend the School Board meeting, please enter through the Administration Building doors and take the west stairs up to the second floor to reach the Library Media Center. The building elevator can be accessed near the east stairs.

**Community members can use the alternative method of School Board meeting access that the District is providing on Zoom:**

Join Zoom:

<https://us02web.zoom.us/j/81599627722>

Meeting ID: 815 9962 7722

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***This meeting notice was posted on May 24, 2024.***

**Parameters for Public Comment**

The Board welcomes public comments. Public comments are limited to three minutes per person. Per Wisconsin’s open meeting law and guidance issued by Wisconsin’s Attorney General, we cannot engage in substantive discussions or act on items not on the agenda; however, we will follow up with speakers after the meeting or add items to a future Board agenda for purposes of addressing the matter. Further, we do not permit discussion of pupils, current or former staff, or job candidates. The Board is also reachable by email at schoolboard@shorewood.k12.wi.us.

**I. 7 pm CALL TO ORDER**

A. Adopt the Agenda (GC2)

B. Overarching Result for Shorewood School District (R1)

*Our students are leaders who challenge themselves to grow and achieve academically, pursue their passions, navigate change, learn continuously and contribute to the common good.*

C. Awards and Recognitions

**II. 7:05 pm STUDENT ACHIEVEMENT AND RESULTS (R1)**

**Lake Bluff Elementary School**

**III. 7:20 pm PUBLIC COMMENT #1 (GC3)**

*Initiate and maintain effective communication with the citizens and other important stakeholder groups as a means to engage them in the work of the Board and the District.*

**IV. 7:30 pm SUPERINTENDENT'S REPORT**

**3**

**V. 7:40 pm SUPERINTENDENT'S CONSENT AGENDA**

A. Approval of Monthly Financials

37

B. Approval of District Staffing Changes: Appointments, Resignations, Retirements & Leave of Absence Requests

43

**VI. 7:45 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION**

A. Discussion of Revisions to R2 (Academic Achievement and Growth) Student Results Monitoring Document

45

B. Presentation of the Draft Preliminary 2024-2025 Budget

48

**VII. 8:45 pm BOARD CONSENT AGENDA (GC2)**

A. Approval of Board Meeting Minutes

60

May 14, 2024 Regular Board Meeting

B. Approval of the District's Office Equipment Lease Agreement (Marco Technologies)

62

C. Approval of the District's Annual Food Service Renewal Agreement (Aramark)

163

**VIII. 8:50 pm PUBLIC COMMENT #2 (GC3)**

*Initiate and maintain effective communication with the citizens and other important stakeholder groups as a means to engage them in the work of the Board and the District.*

**IX. 9:05 pm BOARD MEMBER REPORTS**

**170**

Wisconsin Governance Conference

**X. 9:45 pm REVIEW OF 'TO DO' ITEMS**

**XI. 9:50 pm FUTURE AGENDA ITEMS**

**XII. 10:00 pm RECESS AND DEBRIEF**



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Superintendent's Report

**Date:** May 28, 2024

**Prepared by:** Laurie Burgos, Superintendent

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by School Board
- Presentation/action next meeting

**Purpose:**

To summarize current District education, administrative and operations priorities and provide follow up on items from prior Board meetings.

**Community Updates**

Though it took some time to reschedule an event planned for January, we were very pleased to welcome Percy Brown to the District on May 23. He presented *The Power of Words* to an assembly of all SIS and SHS students; the new date also allowed us to add an evening program for parents of students at all grade levels and community members at 6 pm.

Through his work as Director of Diversity, Equity and Inclusion in DeForest, and in other roles, Mr. Brown offers a unique understanding of the challenges that schools face in proactively addressing hate speech. These talks are one aspect of our ongoing efforts to increase awareness, and individual and collective action, that can make a positive difference in all of our schools.

Teaching students what to do if they experience or witness bullying, harassment or hate speech of any kind is a key element of our integrated SEL curriculum, and we will continue to underscore policy, our Student Code of Conduct and age-appropriate procedures for addressing bullying and hate speech through student services, and assemblies, orientation events and other student gatherings. Use of social media is also important, and we will be revisiting this along with student expectations and guidelines for cell phone use this summer, as we discussed at the May 14 Board meeting.

School principals at SIS and SHS will also be updating procedures to ensure that student activities not sponsored by the District are in compliance with policy. Concurrently, the District is working with parents and community members to identify next steps in addressing antisemitism. Shari Tucker, Director for Equity, has taken the lead to identify resources to educate students and staff, and I will share more information about this in future reports.

### **District and School News**

Earlier this year, Chris Jacquart and Roxanne Tibbits collaborated on the development and submission of the District's application for the Seal of Biliteracy, an award program that recognizes students who have studied an attained proficiency in two or more languages by graduation. In addition to recognizing students' academic success, there are many tangible benefits to bilingualism, which can be explored through the Global Scholars Program, Academic and Career Planning and Education for Employment initiatives that the District shared in recent Board meetings.

Amanda Jamerson, SHS Associate Principal, will serve as our Summer School principal, and she has recruited some high school and intermediate school teachers to the summer school team. Their involvement will be helpful to building relationships with students and getting to know them and their families, especially those transitioning to SIS or SHS in the fall. We also made an important change in how students are identified for summer school, relying more on data rather than teacher recommendations. Summer school enrollment will be approximately 94 students, which is slightly more than last year. Summer School begins on June 17 and will be located at Lake Bluff Elementary School this year.

I also want to share news that the District has been approached by DPI to be a model demonstration site for a systems approach to improving outcomes for students with disabilities called [Rightful Presence](#). Wisconsin is one of four states selected by the U.S. Office of Special Education Programs for this initiative, and Shorewood would be one of eight districts participating across the nation; Monona Grove is the other Wisconsin site. This partnership would complement and leverage our ongoing equity work, in addition to providing professional development resources for cross-categorical staff at no cost to us. If we proceed, the partnership would begin in the fall and go through the 2026-2027 school year. Kate Harder, Director of Special Education and Student Services will be leading further discussion about this potential partnership.

Kate has also been leading the District's work to complete our DPI Self-Evaluation of Pupil Nondiscrimination and Equality of Educational Opportunities, which will be submitted later this week. Our evaluation included participation and representation in extracurricular activities, awards and scholarships, student support services, etc. This process began in March, and involved all of our school and department leaders, school staff, the athletics department, the Office of Teaching and Learning and many others.

The position of Director of Recreation & Community Services has been posted on WECAN and with the Wisconsin Parks and Recreation Association. We have also shared this through school

newsletters and in the Village Manager's Memo. With this recruitment ongoing over the next several weeks, I appreciate the support and dedication of our Recreation and Community Services team as we enter our busy summer season.

Of course, these last few days of the school year are full of events, performances and transitions for students, families and staff. Eight long-time faculty members will be retiring next week, and we will celebrate their careers in education at a District reception on May 30 at 3:45 in the Shorewood High School Library Media Center. Together, they have impacted thousands of children and families, and we welcome community members to join us to wish them well as they begin their retirements.

Finally, I am pleased to announce that the District's 2023-2024 Annual Report is now available on the [District website](#). A QR code and announcement is also in the current issue of *Shorewood Today*. Thanks to Maria Campbell, Communications Specialist, and our District leadership team, for their work on this project. I am pleased with all that we have accomplished together this year, and look forward to our continued partnership to achieve our goals for students.



**2023 Five-Year Self Evaluation of the Status of  
Nondiscrimination  
and Equality of Educational Opportunity  
(PI 9.06)**

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**Shorewood School District**

**Presented to the School Board on: May 28, 2024**

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**SECTION I: CONTRIBUTORS TO THE PLAN**  
**2023 FIVE-YEAR SELF EVALUATION OF THE STATUS OF NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITY**

DPI: Prepare a written summary that describes the methods used to conduct the evaluation, who participated in the process and what contributions the participants provided. Include this summary in your report.

The Shorewood School District has provided an opportunity for participation in the self-evaluation. The following individuals and groups either assisted in developing the plan or reviewed the plan for comments and/or changes prior to presentation to the School Board.

Names	Position
Katherine R. Lieske Harder	Director of Special Education and Student Services
Iris Bohan	Administrative Assistant for Student Services and Teaching and Learning
Carrie Wettstein	Chief of Staff
Michael Joynt	Director of Teaching and Learning
Taz Landry	Athletic Director
Jessica McCabe	Administrative Assistant for Shorewood High School/Scholarship Coordinator
District Student Services Team	
Dr. Laurie Burgos	Superintendent

**Opportunities to Participate in the Writing/Development of the Pupil Nondiscrimination Self-Evaluation 2023 Report PI 9.06**

Opportunity for participation in the writing/development of this report was offered to pupils, teachers, administrators, parents and residents of the school district in the following manner:

- Open meeting portion of a scheduled school board meeting
- Individual meetings
- Focus groups for students
- Focus groups for parents
- Focus groups for district residents
- Staff meeting for school personnel
- Discussion item at an administrative meeting
- Discussion item at student services meeting
- Other\_\_ Participation in focused parent meetings to provide feedback to the district\_\_\_\_\_

Other\_\_ Participation in online surveys to provide feedback to the district\_\_\_\_\_

**Opportunities to Participate in the Final Review/Evaluation of the Nondiscrimination and Equality of Educational Opportunity Five-Year Self-Evaluation 2023 Report PI 9.06**

Opportunity for participation in the final review/evaluation of this report was offered to pupils, teachers, administrators, parents and residents of the school district in the following manner:

Open meeting portion of a scheduled school board meeting

Individual meetings

Focus groups for students

Focus groups for parents

Focus groups for district residents

Staff meeting for school personnel

Discussion item at an administrative meeting

Public notice in a local newspaper

Newsletter article/announcement

Principal bulletin/article/announcement

Letters home to students and parents

Online survey or comments

Brochure

Other\_\_\_\_\_

Other\_\_\_\_\_

**SECTION II: INTRODUCTION AND LEGAL BASIS TO THE SELF EVALUATION OF THE STATUS OF NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITY**

The self-evaluation required by PI 9.06, Wis. Admin. Code is more than simply a legal requirement. It is an invaluable tool that can be used to strengthen our commitment and efforts to foster equitable and successful schools for all students.

**COORDINATE AND CONSOLIDATE MULTIPLE, EQUITY-RELATED PLAN REQUIREMENTS** It is our hope that schools and districts will use the information gained in the self-evaluation when they prepare consolidated plans, the district’s strategic plan, a district equity plan, and/or in other school improvement processes, plans, or programs.

**LEGAL BASIS FOR AN EQUITY PLANNING PROCESS FOR CREATING EQUITY IN WISCONSIN SCHOOLS**

<b>Wisconsin State Statute 118.13</b>			<b>Administrative Rule PI 9.06</b>
<p><b>118.13 Pupil discrimination prohibited.</b> (1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person’s:</p>			<p><b>PI 9.06 Evaluation.</b> (1) In order to provide the information necessary for the state superintendent to report on the compliance with s. 118.13, Stats., as required under s. 118.13 (3) (a)3., Stats., each board shall evaluate the status of nondiscrimination and equality of educational opportunity in the school district at least once every 5 years on a schedule established by the state superintendent. The evaluation shall include the following:</p> <p>a) School board policies and administrative procedures.                      b) Enrollment trends in classes and programs.                      c) Methods, practices, curriculum and materials used in instruction, counseling, and pupil assessment and testing.                      d) Trends and patterns of disciplinary actions, including suspensions, expulsions and handling of pupil harassment.                      e) Participation trends and patterns and school district support of athletic, extracurricular and recreational activities.                      f) Trends and patterns in awarding scholarships and other forms of recognition and achievement provided or administered by the school district.                      g) School district efforts to achieve quality of education opportunity and nondiscrimination.</p>
-Sex	-Ancestry	-Sexual orientation	
-Race	-Creed	-Physical, mental,	
-Religion	-Pregnancy, marital	emotional or	
-National Origin	or parental status	learning disability	

- |  |
|--|
| <p>h) School district technology, including electronic communications by school district staff.</p> <p>(2) The district shall provide an opportunity for participation in the evaluation by pupils, teachers, administrators, parents/guardians and residents of the school district.</p> <p>(3) The district shall prepare a written report of the evaluation which shall be available for examination by residents of the school district.</p> |
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**SECTION III SCHOOL BOARD POLICIES AND ADMINISTRATIVE PROCEDURES 9.06 (1)(A)**

Data Examined	Findings	Analysis & Supporting Information	Recommendations
<p>Review of parent and student concerns/complaints related to bullying, hate speech and discrimination.</p> <p>Review of curriculum and instruction that is provided to students as part of social-emotional learning.</p> <p>Bullying and non-discrimination policies and procedures with</p>	<p>While the District has a policy for bullying prevention and intervention, students do not understand what they can do about bullying and how they can respond</p>	<p>Ongoing concerns regarding student and family understanding of bullying/harassment/discrimination definitions, policies and procedures as well as administrative follow-up.</p> <p>Review of curriculum and instruction that is provided to students as part of social-emotional learning does not specifically address bullying or typical conflict at an in depth level.</p> <p>Discussion and review of policies and procedures indicated that there is not a current district standard procedure taught to students to address bullying concerns.</p>	<p>The District will begin developing a comprehensive Bullying Prevention and Intervention model during the summer of 2024. This model will enhance our current education for students and teach a model to all students and staff to develop awareness of what typical conflict looks like, how conflict differs from bullying/harassment, and what to do when someone is bullying or harassing you (including hate speech)</p>
<p><a href="#">Policy 2260</a></p>	<p>The District policy for complaint procedures does not specify that the written decision from the Superintendent must include the information about appeal or the timeline for appeal.</p>		<p>Revise the procedures within District policy 2260 to indicate that the written decision from the superintendent must include the information about the right to and timeline for appeal with the State Superintendent.</p>
<p><a href="#">Staff Handbook</a>  <a href="#">SHS student Handbook</a>  <a href="#">SIS student Handbook</a>  <a href="#">Elementary student Handbook</a></p>	<p>District Staff and Student Handbooks do not include the full complaint investigation procedure which is outlined in policy 2260.</p>		<p>Revise handbooks to include the full complaint procedure which is outlined in policy 2260</p>

PI	Requirement	Benchmarks	Findings
9.06(1)(a)	Evaluate Board approved policies and procedures	Board has adopted/updated policies covering all areas of school operations, including school sponsored programs and activities.	<a href="#">Policy 2260</a> covers Nondiscrimination and Access to Equal Educational Opportunities; Administration provides Board Results and Operational Expectations reports annually.
		The policies include all protected categories listed under Wis. Stat. § 118.13.	<a href="#">Policy 2260</a> refers to all protected classes including; race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional or learning disability as “protected classes”
		The policies either specifically address harassment, or there is a separate anti-harassment policy.	Policy 2260 mentions discrimination specifically and it is also covered directly in policy 5517
		The policies are easily understood and accessible to all staff, students, and parents/guardians	All <a href="#">District policies</a> are available on the district website, which has accessible features to make it available to all.
		The policies are published annually in a class 1 legal notice.	Class 1 legal notices could not be located as part of this self-assessment. The District will ensure that this is included as part of the annual notices for the 2024-25 school year and beyond.
		An employee has been designated to receive Wis. Stat. § 118.13 discrimination complaints.	<a href="#">Policy 2260</a> lists two employees as designated compliance officers.
		The name and address of the designated employee is published annually in a Class 1 legal	Name and address of both designated employees are listed in <a href="#">policy 2260</a> but as noted above, a Class 1 legal notice was not found as part of this self-evaluation.

PI	Requirement	Benchmarks	Findings
		<p>notice.</p> <p>The discrimination complaint procedure provides for a written acknowledgement of the complaint within 45 days and final resolution of the complaint within 90 days.</p> <p>The discrimination complaint procedure provides for a written decision that notifies the complainant of the right to appeal a negative determination to the state superintendent within 30 days and of the procedures for making the appeal.</p>	<p>This timeline for both acknowledgement in 45 days and resolution by 90 days is outlined in the complaint procedures within <a href="#">policy 2260</a> unless additional time is agreed to by the complaining party.</p> <p>Policy 2260 outlines that the Superintendent will issue a final decision within ten (10) business days of receiving the report of the CO absent extenuating circumstances. While the policy indicates that the complainant may appeal the decision to the State Superintendent, the policy does not specifically indicate that this information will be included within the written decision or timeline for the appeal.</p>
		<p>The complete complaint procedure is included in all student and staff handbooks.</p>	<p>The staff/employee handbook includes a grievance procedure for disagreements, but does not specifically include the complaint procedure for nondiscrimination. Student handbooks include a nondiscrimination statement as well as a summary of the complaint investigation process, but not the full complaint procedure.</p>
		<p>The procedure is effective in resolving pupil discrimination complaints.</p>	<p>The District will begin developing a comprehensive Bullying Prevention and Intervention model during the summer of 2024. This model will enhance our current education for students and teach all students and staff to develop awareness of what typical conflict looks like, how conflict differs from bullying/harassment, and what to do when bullying or harassment occurs.</p>

**SECTION IV : ENROLLMENT TRENDS AND PATTERNS IN CLASSES AND PROGRAMS 9.06 (1)(B)**

<b>Data Examined</b>	<b>Findings</b>	<b>Analysis &amp; Supporting Information</b>	<b>Recommendations</b>
AP course enrollment over the last five years.	Data from AP Courses suggest that some courses have increasing enrollment of students from underrepresented groups while other courses show stable or declining enrollment. In particular, students with disabilities and multilingual learners (ML) have much lower rates of participation in AP courses than their peers.	None of our currently offered AP courses have students with disabilities or ML students participating at a similar level as their peers; however one course, AP Environmental Science, does have increasing enrollment for both of these groups of students.	As part of the equity work within the District (including the leveling up of math courses and curricula), consider how we can expand our AP offerings, encourage students of diverse abilities to take courses, and look at prerequisites for all AP coursework. This can be done as part of the equity work each year as well as part of curriculum review cycles.

PI	Requirement	Benchmarks	Findings
9.06(1)(b)	Evaluate enrollment trends and patterns in classes and programs	Significant progress is made each year toward increased enrollment in courses and programs by underrepresented groups based on race, gender, disability, and/or national origin.	Progress is being made in AP Environmental Science consistently while AP French has had declining or stagnant (low) enrollment for females, students of color from students of diverse national origin.
		Particular programs and courses that merit attention include advanced and/or college preparatory classes, talented and gifted programs, and vocational education classes and programs.	In the Shorewood School District, we do not have a traditional identifying/labeling system for gifted and talented students. Additionally vocational education programs are not currently being implemented other than participation in theater arts. Analysis of AP coursework shows that while progress has been made for a few Science courses in particular (especially AP Environmental Science, the majority of our AP classes are not increasing enrollment for underrepresented groups. In particular, students with disabilities

PI	Requirement	Benchmarks	Findings
			participating in AP courses as well as students identified as multilingual are much lower than would be expected.

**SECTION V: EVALUATE METHODS, PRACTICES, CURRICULUM AND MATERIALS USED IN INSTRUCTION, COUNSELING AND PUPIL ASSESSMENT AND TESTING. 9.06 (1)(c)**

<b>Data</b>	<b>Findings</b>	<b>Analysis &amp; Supporting Information</b>	<b>Recommendations</b>
<p>Curriculum guide (course options)</p> <p>ACP process guide</p> <p>Review of counseling materials</p>	<p>The curriculum guide continues to be revised and updated as part of the ongoing review of instructional materials through curriculum review/adoption cycles.</p> <p>Processes to review the counseling materials were updated as part of the Civil Rights corrective action plans so that the team of counselors and administration review this information at least annually.</p>	<p>Work with ICS Equity on specific curriculum areas (math) has been ongoing and will be expanded into other curricular areas in the future.</p> <p>Counselors and administration have recently developed a draft ACP process guide to ensure that we are following the process for all learners.</p> <p>Recurring event scheduled for the review of counseling materials each year.</p>	<p>Ensure that as part of these processes we are considering student feedback and input.</p> <p>Consider additional course options or pathways such as through apprenticeship and/or work-study which could allow students to explore more nontraditional careers or higher wage opportunities.</p>

<b>PI</b>	<b>Requirement</b>	<b>Benchmarks</b>	<b>Findings</b>
9.06(1)(c)	Evaluate methods, practices, curriculum and materials used in instruction, counseling, and pupil assessment and testing.	No forms of bias or stereotyping are present in instructional materials, instructional practices, student assessment and counseling strategies.	<p>The Shorewood School District is developing the Academic and Career Planning (ACP) process and formalizing access to career planning.</p> <p>Additionally, as part of the equity work within the district, school staff have reviewed instructional materials in order to ensure that biases and stereotyping are not present. This process continues as part of the curriculum adoption and review cycle that the District uses.</p>

PI	Requirement	Benchmarks	Findings
		Counselors emphasize that courses, programs, roles and careers are open to all regardless of gender, race, national origin or disability.	Counselors meet with students individually to plan for life after high school and make suggestions to students based on their interest areas. As part of the <a href="#">ACP process</a> that is under development, counselors are providing greater emphasis on the multiple career pathways.
		Teachers and counselors demonstrate high expectations for all students.	Teachers and counselors work together with students in order to ensure that their course planning aligns with their future goals. As a District, we are continuing to work towards high expectations for all learners as staff may not consistently demonstrate high expectations for students with more significant disabilities.

**SECTION VI: TRENDS AND PATTERNS OF DISCIPLINARY ACTIONS AND HANDLING PUPIL HARASSMENT 9.06(1)(d)**

Data	Findings	Analysis & Supporting Information	Recommendations
<p>Review of SEL curriculum by student services staff</p> <p>Review of current policies, practices and complaints</p> <p>Review handbooks and other methods of information dissemination</p> <p>Review training and educational opportunities related to bullying and harassment</p>	<p>While students are taught strategies to address bullying and harassment as well as proactive steps for social relationships, the District does not have a systematic process that students, staff and families learn in responding to situations independently before seeking staff to resolve the situation.</p>	<p>Students report bullying/harassment without a distinction between developmentally appropriate conflict. Additionally, students and families seek for school staff to resolve student to student issues or dynamics as the first level of response rather than encouraging students to try to work through things together.</p>	<p>Representatives from the District Student Services team will develop a systematic plan for bullying prevention and response over the summer of 2024 to implement and share with staff, families and students in the 2024-2025 school year. As part of this process, consideration will be given to include an educational component within disciplinary responses when hate speech or harassment is related to any aspect of personal identity.</p>

PI	Requirement	Benchmarks	Findings
<p>9.06(1)(d)</p>	<p>Evaluate trends and patterns in discipline actions, including suspensions, expulsions and handling of pupil harassment.</p>	<p>Disciplinary measures, including suspensions and expulsions are applied consistently to all students.</p>	<p>Disciplinary actions, particularly those related to suspension and expulsions, are disproportionately assigned to males and students with racial backgrounds other than White. In addition, students with disabilities are disproportionately suspended.</p>
		<p>Alternative educational opportunities are provided for children in the district who are expelled.</p>	<p>While expulsions are relatively rare in Shorewood, students who have been expelled are often provided the opportunity to continue their education in other programs or with other school districts, even when there is an increased cost to the school district.</p>

PI	Requirement	Benchmarks	Findings
		<p>The pupil nondiscrimination policies either address harassment or there is a separated anti harassment policy. The policies define harassment, provide examples, explain the consequences, prohibit retaliation, and assure as much confidentiality as reasonably possible.</p>	<p>District <a href="#">policy 2260</a> both prohibits harassment and cites the anti-harassment policy more specifically (<a href="#">5517</a>). The policies define multiple types of harassment, provide examples, prohibit retaliation and assure a level of confidentiality; however, the consequences are not clearly outlined.</p>
		<p>Responses to harassment are prompt, firm, and effective.</p>	<p>Deans/administration investigate bullying/harassment complaints and assign relevant disciplinary action when needed. Restorative practices are attempted first when possible, but progressive disciplinary actions up to and including suspension and expulsion are effective.</p>
		<p>Staff, students and parents/guardians are aware of how to file a complaint of harassment.</p>	<p>Students at intermediate level are taught how to use the StopIt program to file an anonymous complaint. Students are also provided with the Code of Conduct and school expectations at both the intermediate and high school levels. Parents/guardians are made aware of policies through handbooks which include procedures for filing a complaint. School Perception surveys indicate that students understand how to contact staff about a concern.</p>
		<p>Regular opportunities are provided for students and staff to address the issue of harassment (such as curricular materials, educational programs, forums, orientation programs, etc.)</p>	<p>SEL lessons across elementary and intermediate levels include these opportunities. At the high school level, advisory lessons address harassment, but these opportunities are episodic rather than regular in nature.</p>

**SECTION VII: EVALUATE PARTICIPATION TRENDS AND PATTERNS AND SCHOOL DISTRICT SUPPORT OF ATHLETICS, EXTRACURRICULAR, AND RECREATIONAL ACTIVITIES PI 9.06(1)(e)**

Data Examined	Findings	Analysis & Supporting Information	Recommendations
<p>Data on participation in clubs and extracurriculars at SHS over the last 5 years</p> <p>Data on participation in athletics at SHS over the last 5 years</p>	<p>Currently the District does not consistently obtain data regarding the participation of specific students in all extracurricular clubs and activities so disaggregating information about their participation is challenging. While we have information related to the student participation for some clubs, not all clubs report participation. Participation can also vary from one week to the next.</p>	<p>All students participate in clubs at the intermediate school as time for clubs is built into their school day.</p>	<p>Begin retaining information about all student participation in clubs, athletics and other extracurricular activities so that the District can better consider which activities to offer in addition to more clearly identifying the students who do not participate in clubs and extracurriculars.</p> <p>When participation data is more consistent, the District should review and analyze the data in order to determine if there are groups of students who are not participating and trends related to groups of students who do not join specific activities.</p>

PI	Requirement	Benchmarks	Findings
9.06(1)(e)	Evaluate participation trends and patterns and school district support of	Students have a variety of athletic and extracurricular activities available, with the necessary resources to make them accessible for all students.	<p>At the intermediate school, all students participate in clubs and the list of available clubs can change based on student interest. Students have the opportunity to request the creation of a new club.</p> <p><u>Clubs offered</u>: Chess Club, Contemporary Classics,</p>

PI	Requirement	Benchmarks	Findings
	athletics, extracurricular activities and recreational activities.		<p>Cooking Club, Dungeons and Dragons, Environmental, Geography/Spelling/History Bees, Instrumental Practice Studio, Jazz Ensemble, Language Arts Challenge, Math Team, Quiet Zone, Student Advisory Council, Team Sports, Video Games, Video Production, Yearbook and others</p> <p><u>Athletics offered</u>: Mountain biking, Football, Cross Country, Girls Basketball, Boys Basketball, Volleyball, Softball, Track and Field, Tennis</p> <p>At the High School, there are clubs, activities and athletics offered to all, but no required times and tracking of participation is not consistent.</p> <p><u>Clubs offered</u>: Aerospace, American Civil Liberties Union (ACLU), American Field Service (AFS), Art, Astronomy, Badminton, Book, Bowling, Career, Chess, Chinese, Climbing, Copperdome (Yearbook), Drama, Eco, Feminism, Film, Garden, Gender Sexuality Alliance (GSA), Girls' gym, Global Scholars, Girls who Code, Guatemala Club, Hiking Club, Homework Club, Health Occupation Students of America (HOSA), Investment Club, Jazz Ensemble, Key Club, Kosher Food Club (KFC), Latinos Unidos, Lego Club, Magic the Gathering, Math, Mathletes, The Melodies, Mental Health Advocacy Club (MHAC), Mock Trial, Model United Nations, Muslim Student Union, National Honor Society, Neurodivergent, Pegasus, Poetry, Ripples, Science, Shorewood Young Democratic Socialists of America, Spikeball, Sports, Student Council, Ultimate Frisbee, Youth Rising Up</p>

PI	Requirement	Benchmarks	Findings
		Interscholastic athletic programs for boys and girls are comparable in type, scope, and support.	Athletic programs are similar in type and scope. Support for programs is not currently trackable as the sport budgets and coaching information have not been monitored according to the specific activity.
		School provides extracurricular and recreational activities to meet the interests and abilities of diverse students, as evidenced by the range of activities offered and participation rates or an interest survey.	The school district provides a wide range of clubs and extracurricular activities as indicated above (see summary of club offerings). Additionally, the District adds clubs and extracurriculars when students request them based upon their interests and available staff.
		School assemblies, special programs and speakers reflect the diverse and pluralistic nature of the school and the larger community.	Annually the Youth Rising Up club designs an assembly for students at the intermediate school and high school as part of the Black History Month celebration. This event is created for and by students and consistently represents the diverse nature of the school community. <sup>23</sup>

**SECTION VIII: EVALUATE TRENDS AND PATTERNS IN AWARDING SCHOLARSHIPS AND OTHER FORMS OF RECOGNITION AND ACHIEVEMENT PROVIDED OR ADMINISTERED BY THE SCHOOL DISTRICT PI 9.06(1)(f)**

Data Examined	Findings	Analysis & Supporting Information	Recommendations
Specific student information is maintained regarding applicants but the information regarding awards is not currently tracked	The District needs better tracking systems for applications for each scholarship/award and scholarship/award recipients in order to review data trends and patterns.	While the intent from the Civil Rights corrective action plan was to implement a better tracking system, this plan was only followed for one year. The District needs to develop a more robust system.	The District will be starting to use a new data warehouse, which can be used to not only track the data but to hold the applications and outcomes so that data over time will be more accessible for ongoing review and future self-assessments.
Scholarship/award information from the 2021-22 school was reviewed	Analysis of the scholarship data from 2021-22 indicated that students with disabilities are not receiving scholarships at a rate that is similar to their peers without disabilities.	Students with disabilities are nominated and awarded scholarships at a much lower rate than their peers without disabilities.	Cross-Categorical teachers work with the counseling department in order to better understand the potential scholarships that could be available for students with disabilities. If there are not sufficient scholarships available that students with disabilities could qualify for within the District, then District staff should seek out information from state or national resources on scholarships. Likewise, case managers and counselors should work directly with students on completing the application for scholarships such that it would be more likely for students to be considered for the awards.

			<p>Building administration considers how data for scholarship discussions is presented. If data is not presented in a “blind” format, consider the use of the data warehouse in order to allow the determination based on the specifics of the scholarship to be more closely tied to data and not an individual’s biases.</p> <p>Building administration considers the make-up of the scholarship committee each year and ensures that there is representation that is similar to the make-up of the school and 25 District. In addition, consider how a rotation of staff on the scholarship committee may assist in decision-making.</p>
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PI	Requirement	Benchmarks	Findings
9.06(1)(f)	Evaluate participation trends and patterns in awarding scholarships and other forms of	All scholarships and other forms of recognition are awarded in a way that does not discriminate.	The <a href="#">internal process</a> was recently revised as a result of a corrective action plan for Civil Rights compliance. The current process ensures that recognition of students is done in a way that does not discriminate; however, the District needs to track information more effectively in order to ensure that the plan is being implemented as designed.

PI	Requirement	Benchmarks	Findings
	recognition and achievement provided or administered by the school district	Significant progress is made toward increasing distribution of scholarships and other awards to underrepresented groups.	<p>Currently the District does not have a robust method of tracking this information annually; however we have begun making plans to improve this as we begin to use our new data warehouse.</p> <p>The data from the 2021-22 school was reviewed as part of the Civil Rights compliance corrective action plan. Findings indicated that Asian and White students were overrepresented in the percent of award winners while Hispanic and Black students were underrepresented in the percent of award winners as compared to the District’s demographic data. Additionally, female students were overrepresented as compared to males and students with disabilities were underrepresented as compared to peers without disabilities. The school district will continue to evaluate the system for award nomination and review this as part of the ACP process.</p>
		Information about award opportunities is accessible to all parents/guardians and students.	Information is provided by school counselors to students as part of their individual planning conferences. Additionally, information on award opportunities is available on the <a href="#">Shorewood High School Student Support webpage</a> .
		Application materials, eligibility criteria, and award information are free of bias, discrimination and stereotyping	As noted above, the <a href="#">internal process</a> was recently revised as a result of a corrective action plan for Civil Rights compliance. The eligibility criteria for many awards are set by those who administer the award as they are separate from the school district. Additionally, there are several awards that are only open to specific groups of students who may not have had access to post-secondary education historically.



**SECTION IX: EVALUATE SCHOOL DISTRICT EFFORTS TO ACHIEVE EQUALITY OF EDUCATIONAL OPPORTUNITIES AND NONDISCRIMINATION. PI 9.06(1)(g)**

Data Examined	Findings	Analysis & Supporting Information	Recommendations
<p>School and District improvement plans</p> <p>Equity Audits</p> <p>IDEA data</p>	<p>While we have improved relative to disproportionality in identifying students of color with Other Health Impairment (OHI) disabilities, we continue to have academic gaps for students of color and students with disabilities.</p>	<p>FastBridge data demonstrates persistent achievement gaps for students of color and students with disabilities since 2021.</p>	<p>Maintain the District’s focus on equity throughout all professional learning and curriculum work, continue the development of the school and District improvement plans, which are more specifically driven to address gaps at each level.</p> <p>The District should use the data warehouse platform to continuously examine data related to disproportionality. As a part of this process, data will be disaggregated, particularly related to students of color and students with disabilities and made accessible to staff.</p>

PI	Requirement	Benchmarks	Findings
9.06(1)(g)	Evaluate school district efforts to achieve equality of educational opportunity and nondiscrimination	Significant progress in made in closing academic achievement gaps.	The District has been considered disproportionate for identifying Black students with Other Health Impairment (OHI) for the last four school years (since 2018-2019 school year). Through the planning and equity-focused work that the District has been doing, we are no longer significantly disproportionate in that area. While this indicates progress, there is still work to

PI	Requirement	Benchmarks	Findings
			<p>be done as achievement gaps persist between students of color and White students as well as students with disabilities and students without disabilities.</p>
		<p>Every staff member demonstrates high expectations for all students.</p>	<p>Most staff members demonstrate high expectations for all students, but continued professional learning is needed to ensure that every staff member demonstrates high expectations for all students. Not all teachers believe that students with disabilities can achieve at high levels and this is observed through the amount of additional support or modifications that staff seek when working with students. We continue to focus professional learning on both belief systems and instructional practices.</p>
		<p>An ongoing effort is in place to ensure equality of educational opportunity and nondiscrimination.</p>	<p>The District has worked with the ICS Equity agency in order to provide ongoing professional development and coaching to help build the capacity of District staff in ensuring equitable educational opportunities for all students. District staff receive monthly professional development focused on equity. Equity grounds all District work.</p> <p>The District has adopted <a href="#">Collaborative Commitments to Equity</a> which are central to all of the work within the District and focused on the success of all learners.</p> <p>Additionally, beginning with the 2024-25 school year, we will be beginning a partnership with the SWIFT center (Rightful Presence) in order to work towards greater access and equity for our students who have more significant disabilities in particular.</p>

PI	Requirement	Benchmarks	Findings
		The school environment is welcoming to all students and parents/guardians who visit the building.	A high percentage of students (92% in 2023) agreed that staff try to make the school welcoming to students and parents (88% in 2023) indicated that they feel welcome at school.
		Equality of educational opportunity and nondiscrimination are considered in the planning and implementation of staff development.	The planning for professional learning has consistently had a focus and emphasis on equity for the last four years. Additionally, as we review data and receive information from families related to bullying, hate speech, and other potential discrimination, we are revising policies and procedures in order to ensure that we are proactively teaching positive behaviors to limit discrimination.

**SECTION X: SCHOOL DISTRICT TECHNOLOGY AND ELECTRONIC COMMUNICATION IS ACCESSIBLE BY PARENTS AND STUDENTS PI 9.06(1)(h)**

PI	Requirement	Benchmarks	Findings
9.06(1)(h)	School district technology, including electronic communications by school district staff.	School district technology and electronic communication is accessible by parents and students.	<p>Students have access to technology devices to support their learning on a 1:1 basis with either Chromebooks or iPads.</p> <p>Parents/guardians who prefer to not receive school communication electronically or who do not have access to electronic communication, are able to request paper copies of school communication.</p>

**SECTION XI – METHODS USED IN CONDUCTING THE SELF-EVALUATION PI 9.06(2)**

<b>Data Examined</b>	<b>Findings</b>	<b>Analysis &amp; Supporting Information</b>	<b>Recommendations</b>
Self-evaluation process	Because of the length of time it took to collect data that was not automatically tracked or stored in a manageable system, there was not sufficient time to engage multiple groups of stakeholders in the process in the most meaningful ways.	Feedback from informal meetings was gathered and considered as a part of this evaluation and subgroups of staff were involved in considering the data and policies/procedures, but participation was not as meaningful as desired.	Set up data tracking systems within the new data warehouse so that the information that needs to be reviewed can be analyzed more regularly by specific groups of staff and compiled for meaningful participation at the next self-assessment window.

<b>PI</b>	<b>Requirement</b>	<b>Benchmarks</b>	<b>Findings</b>
9.06(2)	Provide an opportunity for participation in the self-evaluation by pupils, teachers, administrators, parents/guardians, and residents of the school district.	Students, teachers, administrators, parents, and community members actively participated in the self-evaluation process.	<p>Feedback from students, teachers and community members was considered throughout the self-evaluation process; however, administrators were primarily involved in reviewing the data and making recommendations.</p> <p>The District is establishing a new data warehouse system which will allow for better data tracking and compilation, which will be accessible to parents/guardians on a regular basis. Additionally, the District now knows areas that we need to track better so that we can engage diverse stakeholder groups in this process in the future.</p>



## SECTION XII: WRITTEN REPORT PI 9.06(3)

### Summary of the self-evaluation process.

Data was compiled from multiple sources in order to ensure that we had the maximum amount of information available. We compiled data from clubs and extracurricular activities, athletics, participation in AP coursework, and disciplinary actions related to harassment as well as suspension and expulsion data specifically. As a part of this collection of data, we were unable to obtain specific information related to the support for multiple activities and sports as that information has not been tracked separately.

In addition to that data, we considered “street data” including the feedback of parents, students, and staff particularly as it relates to bullying, harassment, and hate speech.

This data was then reviewed and analyzed for trends and patterns, which resulted in the recommendations for continued growth.

### Summary of findings of the self-evaluation team.

While the team found room for improvement and growth in several key areas, much of the continued growth is related to the District’s focused work with respect to equity and inclusion, particularly for students of color and students with disabilities in our school communities.<sup>34</sup> Moreover, it was evident that the work that the District has already done to build equity capacity is moving us forward in multiple areas. Growth has been noted in the timeframe of the self-evaluation process, yet we know that equity work is ongoing and does not end. Key areas for continued growth are noted in each of the eight subsections, which are outlined as part of this self-evaluation.

### Summary of the recommendations for improvement made by the team.

- **School Board policies, District policies, and administrative procedures**
  - Develop a Bullying Prevention and Intervention Model to be used districtwide to train staff, students and parents/guardians in interpersonal conflict, bullying/harassment prevention and intervention.
  - Revise the procedures within District policy 2260 to include all required components of written decisions.
  - Revise handbooks to include the full complaint procedure that is outlined in policy 2260.
  
- **Enrollment trends in classes and programs**
  - Consider potential expansion of AP offerings, encourage students of diverse abilities to take courses and review prerequisites for all AP coursework.
  
- **Methods, practices, curriculum and materials used in instruction, counseling, and pupil assessment and testing**

- Ensure that we consider and include student feedback and input as a part of these processes.
  - Consider additional course options or pathways (e.g., apprenticeship and/or work-study), which could allow students to explore more non-traditional careers or higher wage opportunities.
- **Trends and patterns of disciplinary actions, including suspensions, expulsions and handling of pupil harassment**
    - The District student services team will develop a systematic plan for bullying prevention and response over the summer of 2024. This programming will be implemented in the 2024-2025 school year.
- **Participation trends and patterns and school district support of athletic, extracurricular and recreational activities**
    - Begin retaining information about all student participation in clubs, athletics and other extracurricular activities so that we can better consider what activities to offer to students and identify the students who do not currently participate.
    - When participation data is more consistent, continuously review data to determine if there are groups of students who are not participating or trends related to groups of students who do not join specific activities.
- **Trends and patterns in awarding scholarships and other forms of recognition and achievement provided or administered by the school district**
    - The District will be starting to use a new data warehouse which can be used to track data as well as retain the applications and outcomes. As such, the data over time will be more accessible for ongoing review and future self-assessments.
    - Cross-Categorical teachers work with the counseling department in order to better understand the potential scholarships that could be available for students with disabilities. Likewise, case managers and counselors should work directly with students on completing the application for scholarships.
    - Building administration considers how data for scholarship discussions is presented. If data is not presented in a “blind” format, consider the use of the data warehouse in order to allow the determination based on the specifics of the scholarship to be more closely tied to the data and not related to bias.
    - Building administration considers the make-up of the scholarship committee each year and ensures that there is representation that is similar to the make-up of the school and District. In addition, consider how a rotation of staff on the scholarship committee may assist in decision-making.
- **School district efforts to achieve equality of educational opportunity and nondiscrimination**
    - Maintain the District’s focus on equity throughout all professional development and curriculum work and continue the school and district improvement plans, which are more specifically driven to address gaps at each level.

- Continuously examine data related to disproportionality through the data warehouse platform and make disaggregated data, particularly related to students of color and students with disabilities accessible to staff.

### **A plan for achieving recommended improvements.**

- Changes for the enrollment trends and patterns can be reviewed as part of the equity work each year as well as part of curriculum review cycles.
- Improved data collection and warehousing will allow us to review data more frequently and address discrepancies sooner.
- Continued improvement planning that is linked across schools and the District to ensure consistency and focus on our improvement processes across the district.
- Ensure regular curriculum review cycles for all courses and curricular areas across grade levels at least every 5 years to ensure equity of access to content.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Monthly Financial Reports

**Date:** May 28, 2024

**Prepared by:** Heather Heaviland

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

**Purpose:** Financial reports are provided to the Board monthly to assist with monitoring of financial condition and compliance with the adopted budget.

**April 2024 Statements**

April 2024 financial statements reflect activities and financial changes for the first 10 months of the fiscal year.

- Revenue and Expenses
  - General fund revenues are to date in line with expectations. The District expects to end the year with revenue at or near the budgeted amount.
  - Expenses in the general fund are to date generally in line with expectations with potential to fall slightly below budget in the aggregate. Salaries and benefits are currently projected to fall below projections, While expenses related to purchased services, capital (due to the separately approved snow truck purchase), and debt are projected to be above budget, the amounts are small and offset by other expenses that are trending below budget.
  - Aggregate expenses in Fund 27, which are required to meet a certain minimum or “Maintenance of Effort” are currently lower than expected due primarily to staffing challenges. An allowance is made for hiring shortages that are outside of the District’s control. The District has submitted these exemptions and is monitoring to ensure this reduces our threshold requirements to the amount we expect to meet.

- Balance Sheet
  - Current trends project a year-end fund balance at or near the budgeted amount.

Attachments:

- Budget Performance Update
- Revenue Dashboard
- Expense Dashboard
- Cash Receipts 2024-2 and 2024-4
- Budget Status 2024-2 and 2024-4
- Check Register 2024-2 and 2024-4
- Balance Sheet 2024-2 and 2024-4

**Additional Information**

**Understanding Account Numbers:** Account numbers are shown on several of the monthly reports. A complete description of account codes and how they are used can be obtained from the Business Office or Department of Public Instruction / School Financial Services website. The following is provided to assist with reading the provided monthly reports.

Fund - the 1st two digits are a designation of an accounting entity. The accounting entity is assigned by the DPI to ensure compliance with various statutory requirements related to the type of financial transactions reported. The common funds are:

- 10            General Fund is for recording any transaction not required to be recorded in another fund. This fund accounts for about 75% of total financial transactions.
- 21            Special Revenue Trust Fund is used to record transactions financed with non-governmental donations or other receipts designated for a specific educational purpose. Examples include support from PTO's, booster clubs, SEED and so forth.
- 27            The Special Education Fund is considered a sub-fund to the General Fund and is used to segregate financial transactions related to extraordinary costs for meeting the needs of students identified as requiring an Individualized Education Plan.
- 38 & 39      These funds are used to record property taxes levied for the purpose of repayment of long-term debt and the corresponding transactions for the principal and interest payments.
- 41 & 49      Capital Projects funds track revenue specifically raised to pay the costs of a capital project and the expenses thereof. Revenues are typically a segregated property tax levy or borrowed amounts.

- 50 The fund is used to segregate financial transactions related to operating the school food service program. A deficit, if any, in this fund is covered with a transfer from the General Fund.
- 80 Financial transactions related to operating the Fitness Center , Recreation Programs or other community oriented activities are recorded in the Community Services Fund.

Type - accounts codes have the following account types:

- A Asset
- L Liability
- Q Equity
- E Expense
- R Revenue

# Shorewood Sch Dist - Budget Performance Update - General Fund

**Fund summary basis: General and Special Education**

**Month of April (fiscal year 2024):**

- ↑ Total MTD Revenues: \$2,559,688; over plan\* (favorable) by +\$670,902
- ↓ Total MTD Expenditures: \$2,231,757; under plan (favorable) by -\$188,771

**Fiscal year to date (July-April):**

↓ Total YTD Revenues: \$24,077,691 (68.0% of annual budget compared to 63.2% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$221,760**

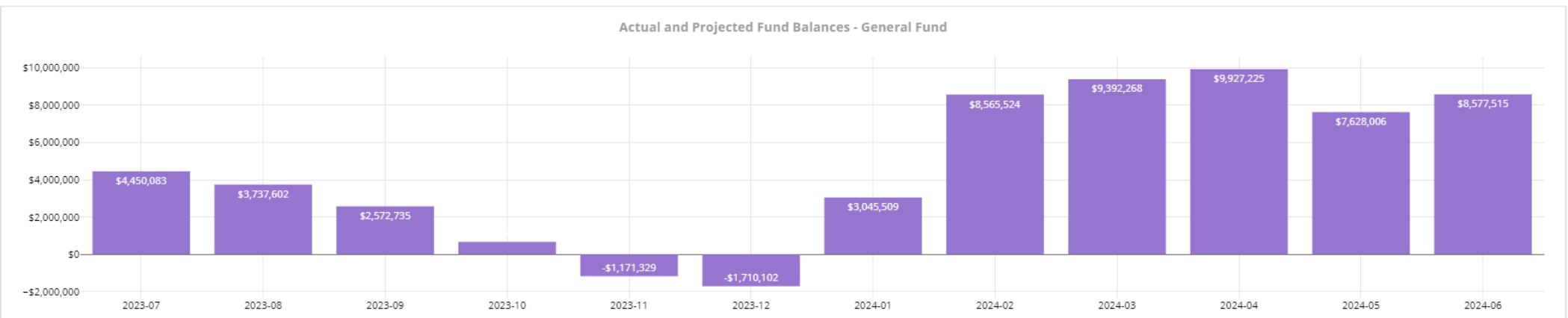
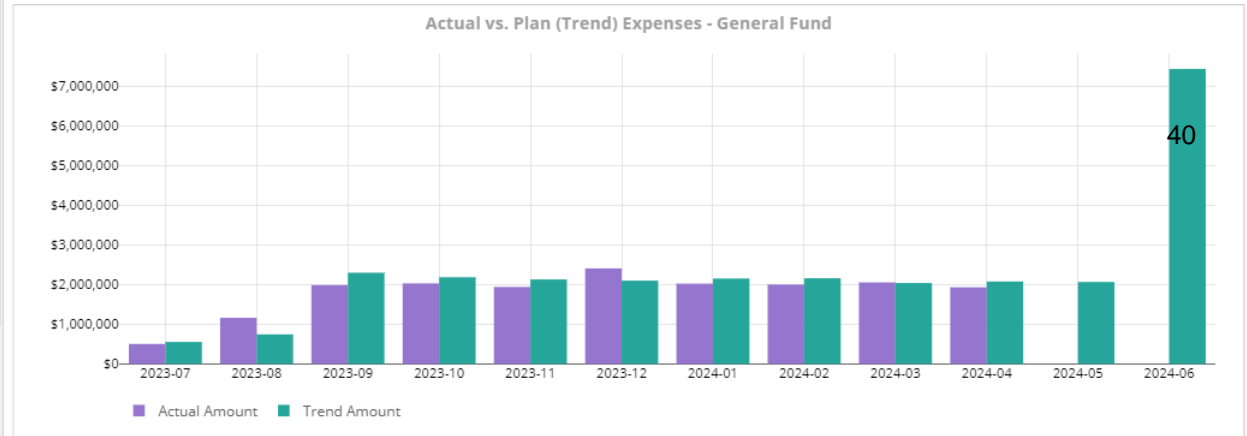
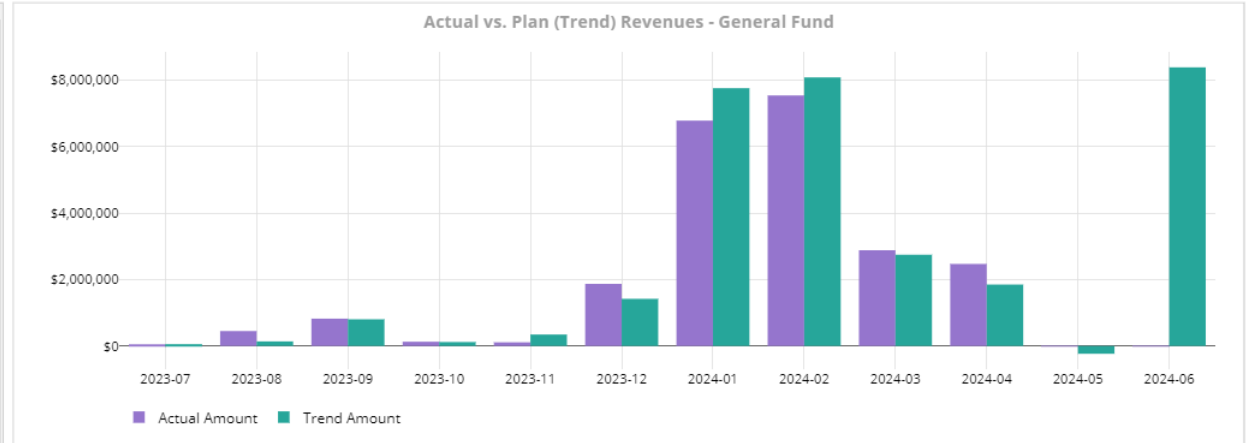
- 100 TRANSFERS - IN FROM ANOTHER FUND: +\$0
- ↓ 200 REVENUE FROM LOCAL SOURCES: **-\$613,619**
- ↑ 300 INTERDISTRICT PAYMENTS WITHIN WISCONSIN: +\$66
- ↑ 500 REVENUE FROM INTERMEDIATE SOURCES: +\$20,631
- ↑ 600 REVENUE FROM STATE SOURCES: +\$140,964
- ↑ 700 REVENUE FROM FEDERAL SOURCES: +\$70,192
- ↑ 800 OTHER FINANCING SOURCES: +\$69,615
- ↑ 900 OTHER REVENUES: +\$90,391

↓ Total YTD Expenditures: \$20,640,911 (64.7% of annual budget compared to 66.6% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$674,434**

- ↓ 100 SALARIES: -\$287,239
- ↓ 200 EMPLOYEE BENEFITS: -\$391,488
- ↑ 300 PURCHASED SERVICES: **+\$11,997**
- ↓ 400 NON-CAPITAL OBJECTS: -\$18,514
- ↑ 500 CAPITAL OBJECTS: **+\$32,464**
- ↑ 600 DEBT RETIREMENT: **+\$25,516**
- ↓ 700 INSURANCE AND JUDGMENTS: -\$13,513
- 800 TRANSFERS: +\$0
- ↓ 900 OTHER OBJECTS: -\$33,656

**End of Fiscal Year Projection**

	Projected	Annual Budget	Variance
<b>Total Revenues</b>	\$35,200,873	\$35,422,633	-\$221,760



Shorewood Sch Dist  
 FY24 YTD Overview - Expense - Funds 10 & 27 Unless Otherwise Noted  
 April 2024



YTD Salary and Benefits

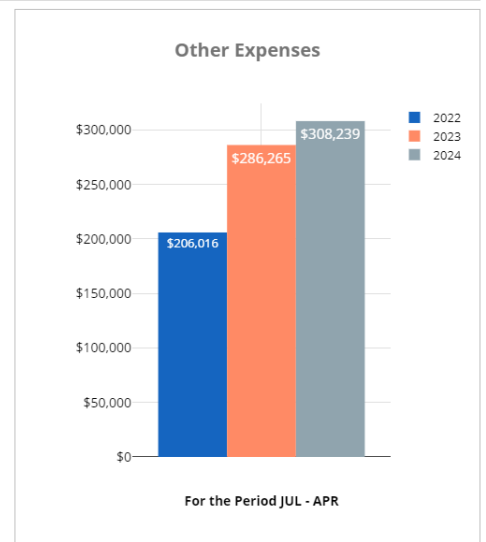
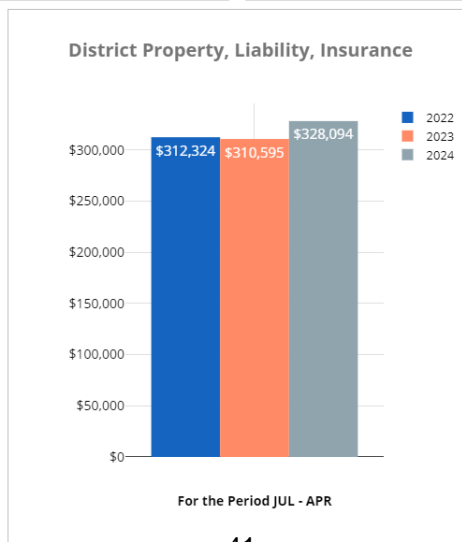
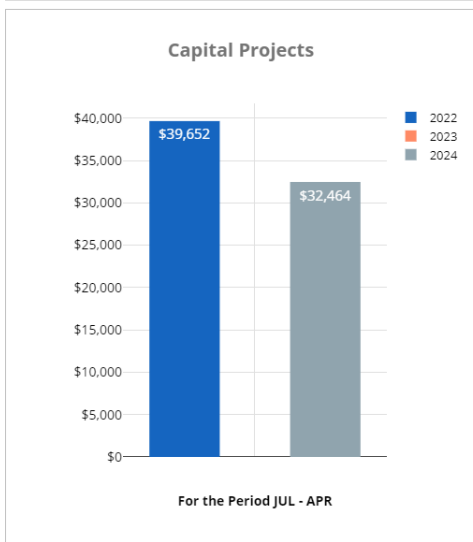
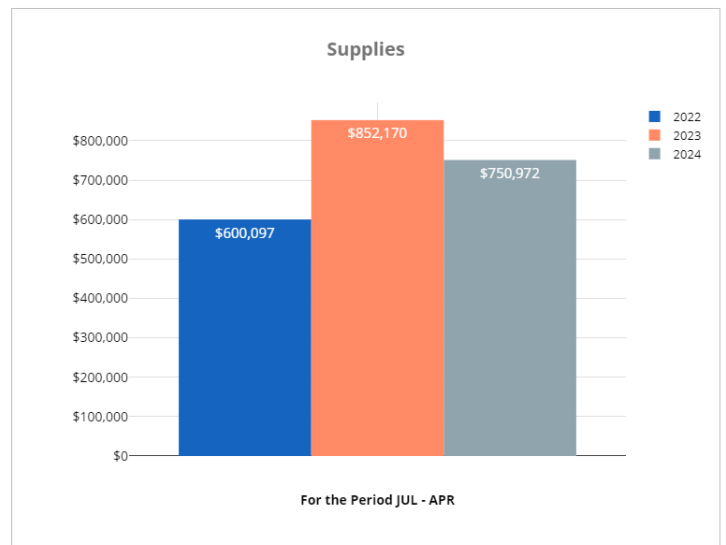
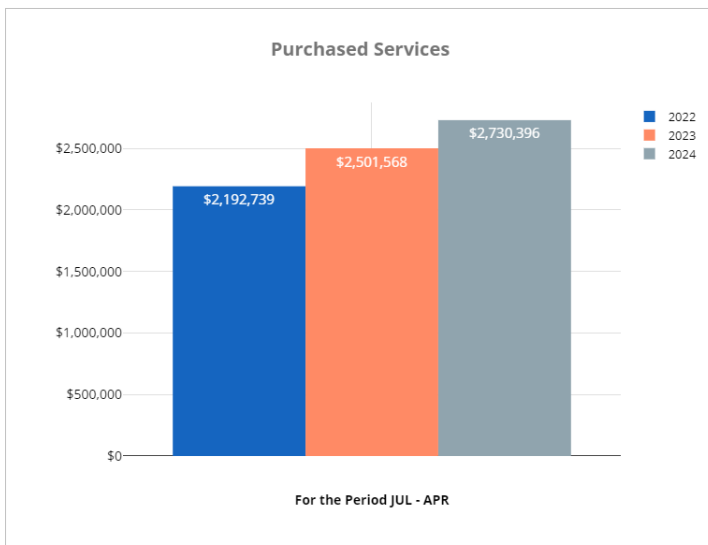
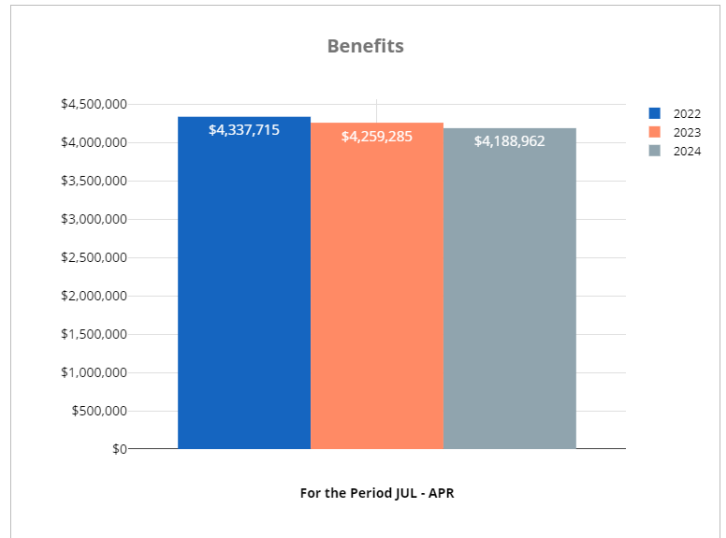
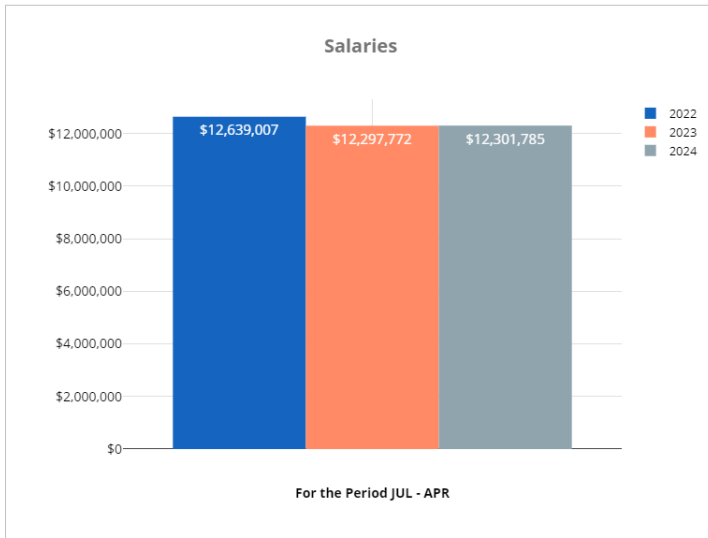
**69.89%** of Budget  
 Prior Year YTD: 72.38% of Actuals

YTD Purchased Services

**68.45%** of Budget  
 Prior Year YTD: 68.59% of Actuals

YTD Other Expenses

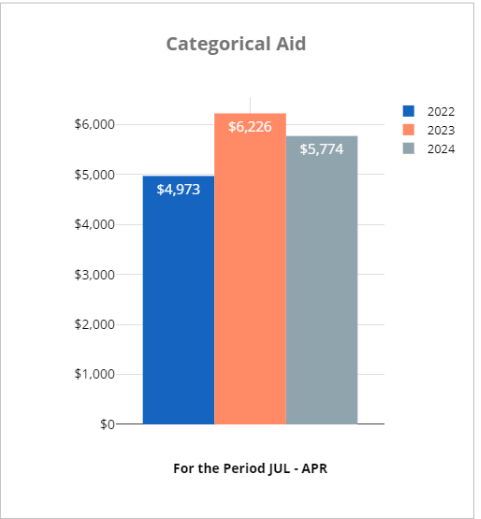
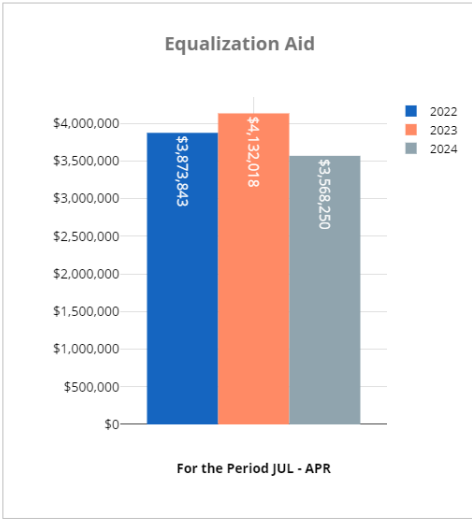
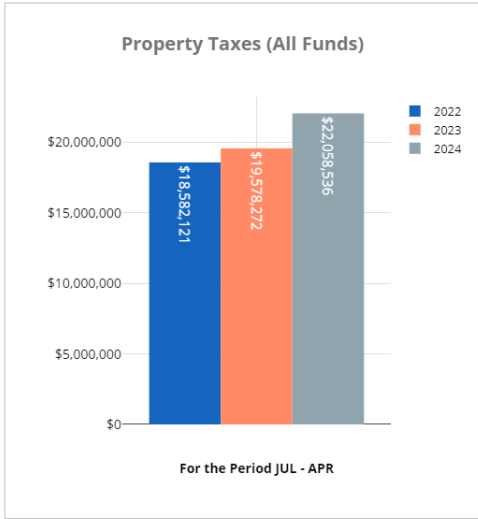
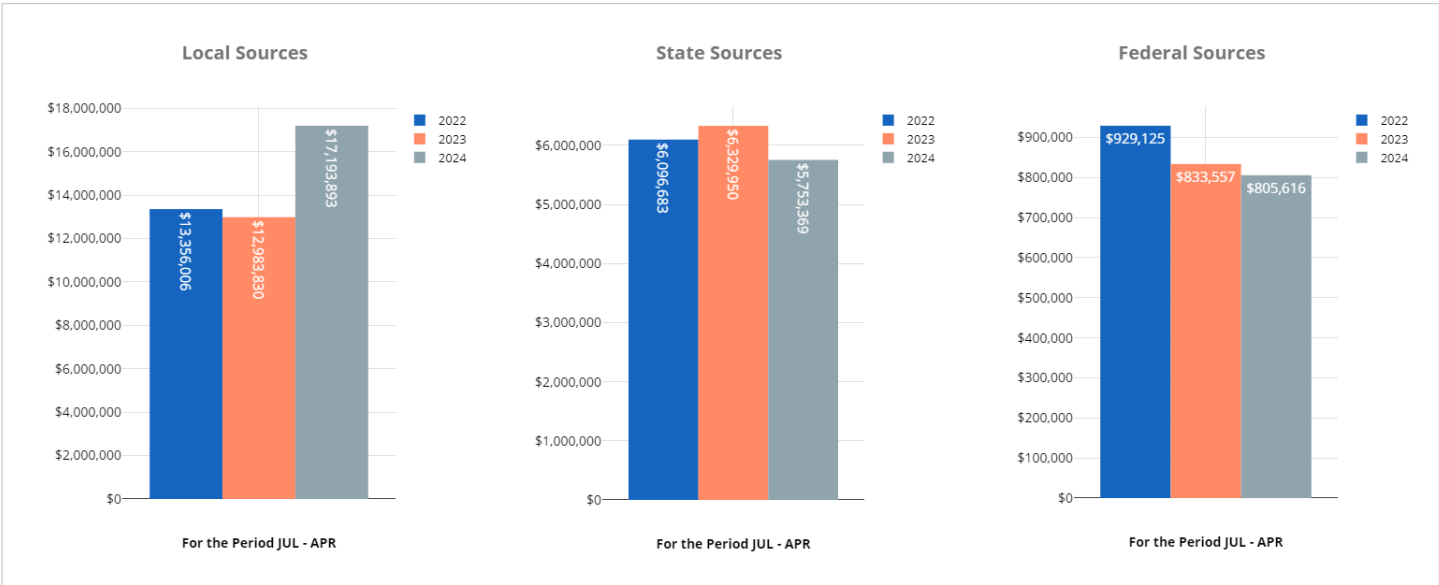
**32.93%** of Budget  
 Prior Year YTD: 34.08% of Actuals



Shorewood Sch Dist  
 FY24 YTD Overview - Revenue - Funds 10 & 27 Unless Otherwise Noted  
 April 2024



<p>YTD Local Sources</p> <p><b>81.84%</b> of Budget</p> <p>Prior Year YTD: 78.28% of Actuals</p>	<p>YTD State Sources</p> <p><b>70.55%</b> of Budget</p> <p>Prior Year YTD: 68.98% of Actuals</p>	<p>YTD Federal Sources</p> <p><b>53.54%</b> of Budget</p> <p>Prior Year YTD: 42.79% of Actuals</p>
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**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** New Appointments

**Date:** May 28, 2024

**Prepared by:** Carrie Wettstein

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by committee
- Discussion/action by Board of Education
- Presentation/action next meeting

**Recommendation(s):** Approval

**Purpose:** New Appointments

**Background:**

These new appointees will begin their positions in the 2024-2025 school year:

- Rylee Anderson will join the Atwater staff as 3rd grade teacher, replacing Jackie Sprinkmann, who is retiring;
- Yazaret Cournia has been hired as a new 2nd grade teacher at Atwater Elementary School
- Lauren Courter has been hired as the art teacher at Lake Bluff Elementary. She will replace Kevin Karman, who is retiring this year. Lauren served as an art student teacher at Shorewood High School earlier this year, working under Jessica Mohagen;
- Grant Doty has been hired as a 7th & 8th grade math teacher. He will replace Lara Perry, who is retiring this year;
- Mai McCarthy has been hired as a 6th grade teacher at Lake Bluff Elementary School; and
- Sarah Mueller has been hired as a 3rd grade teacher at Lake Bluff Elementary School, replacing Brenda Eiers, who is retiring.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Leave of Absence Request

**Date:** May 28, 2024

**Prepared by:** Carrie Wettstein

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by committee
- Discussion/action by Board of Education
- Presentation/action next meeting

**Recommendation(s):** Approval

**Purpose:** Leave of Absence Request

**Background:**

Eric Mathews, SHS Science Teacher, has requested a leave of absence from his position for the first semester of the 2024-25 school year: Monday, August 26, 2024 through Friday, January 24, 2025.

He will return to work on Monday, January 27, 2025 (the first day of the second semester).



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** R2 Revisions  
**Date:** May 28, 2024  
**Prepared by:** Laurie Burgos and Mike Joynt

- Information only  
 Presentation/discussion  
 Discussion/action by board of education  
 Presentation/action next meeting

**Purpose:** To update School Board members on the development of revisions to the R2 (Student Achievement and Growth) Results Monitoring Document following policy changes adopted in October 2023.

**Background:** During the 2023-24 school year, the Board of Education and District Administration have followed the established Board Work Plan for reporting on Student Results and Operational Expectations. Members of the Board of Education have also engaged in workshops and conversations about indicators for these reports, with additional attention to R2, Student Results (Academic Achievement and Growth).

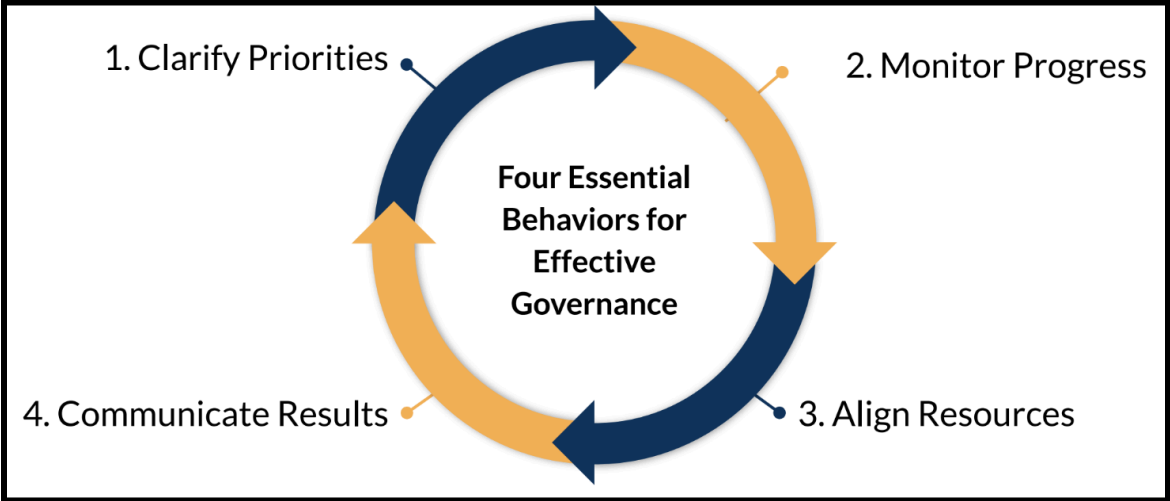
In a fall workshop with Shorewood School District administrators this year, the Board of Education made changes to R2 policy language:

*Through high expectations, culturally responsive teaching, relevant, rigorous, engaging, and innovative learning experiences delivered in and out of the classroom, students will:*

- *Make reasonable progress each year toward being literate and numerate across academic disciplines.*
- *Gain the necessary skills to be prepared for college, career, and life readiness.*
- *Be able to demonstrate content knowledge and apply skills and competencies through assessments and other learning opportunities.*

Board Member, Nathan Hammons, also provided recommendations for related changes to the R2 monitoring report in a subsequent memo to the Board and administration.

Concurrently, the District has been working to create coherence in our continuous improvement and [EMLSS processes](#). The data we collect, analyze, and report should be reflective of the Board’s stated priorities and goals, and directly align with continuous improvement processes. As evidenced in our resource allocation and budget development work, the District team has embraced these governance practices this year:



With these initiatives in mind, and in response to our shared learning and desire to accurately reflect the updated R2 language while staying true to our Collaborative Commitments for Equity, the administration proposes the following:

1. **2023-24 R2 Report:** Administration will present the R2 report in July using previously established data points as these data points were used to establish School Growth Plans and continuous improvement work over the course of the 2023-24 school year. Standardized assessment data from the current school year will not be available until November.
2. **Possible Changes to R2 for 2024-25:**
  - a. Include long-term and short-term goals for literacy, math, science, and social studies, disaggregating each data point by race/ethnicity, socioeconomic status, disability status, and ML status to the extent possible:
    - i. Long-term goals will reflect student achievement and use higher-level data points including standardized assessment results (Forward, Pre-ACT, ACT);
    - ii. Short-term goals will reflect data points closer to the classroom and school growth plans (e.g., screener data, common assessments) aligned

to the long-term goals. Teacher Student Learning Objectives (SLOs) should align to these data points.

- b. Identify data points for world language, physical education, music, arts: Examples could include: course completion or credit attainment, AP enrollment and success, data points from common assessments or data identified by staff.
  - c. Reference [Redefining Ready Indicators](#) and identify progress in developing a more robust Academic and Career Planning model. We are in the beginning stages of this work and will be in a position to report on progress rather than results until 2025-26.
- 3. Review Timeframes for Reporting:** It may be advantageous to move the presentation of the R2 report to December in order to include standardized test results. It is important to note that regardless of the timeframe of the report, there will be lagging indicators.
- 4. Strategic Visioning & Planning Process:** As we engage the community in a strategic visioning and planning process, the Board may want to consider identifying a learner profile that reflects our overarching result. A learner or graduate profile identifies key traits that encompass a holistic view of student development over time. The profile then actively guides curriculum, instruction, assessment, and professional learning for adults in all grade levels and schools.

We appreciate feedback from the Board of Education with regard to the proposed changes so we can structure work to engage staff in all departments to identify data points and indicators.



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Proposed Preliminary Budget

**Date:** May 28, 2024

**Prepared by:** Heather Heaviland

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

**Purpose:** Discuss proposed preliminary budget and provide direction to management for preliminary budget to be presented for approval at the June 11th meeting.

**Background:** The preliminary budget serves the dual purpose of (a) allowing for the continued operation of the District and (b) is the basis for the Budget Hearing and Annual Meeting on August 27, 2024. The preliminary budget includes the best estimates of expected revenue and expenditures for the upcoming school year as of the date preparation. Adjustments will be made throughout the summer and early fall to develop what is known as the original budget to be approved by the Board in October.

The preliminary budget has been developed through multiple phases and conversations over the past several months. These include:

- Let's Talk About Budgets Community Sessions on 1-26-2024, 2-9-2024, and 3-1-2024
- Enrollment Projections presented to the board on 1/23/24
- Board Budget Workshop on 2-20-2024
- 5-Year Financial Projections presented to the board on 3-12-2024
- Preliminary Budget Assumptions presented to the board on 3-12-2024
- Community Budget Information Session on 3-18-2024
- Capital and Vehicle Maintenance Plan presented to the board on 4-9-2024
- Budget Balancing Strategies presented to the board on 4/23/2024

Assumptions used to develop the proposed preliminary budget are consistent with those presented in the aforementioned informational presentation and are further detailed in the attached 2024-2025 Proposed Preliminary Budget.

### **Financial Impact**

The proposed preliminary budget reflects significant progress in building the District's financial health. Prior to passage of the operating referendum, the District was making significant reductions in staffing and limiting the availability of resources in order to break even. In 2020, the District's fund balance was at the lowest level since prior to 2013 and met only the minimum threshold required by policy, below which the District would be considered to be in financial danger and well below the level recommended by the District's financial auditors. By contrast, the 2024-2025 budget projects a year end fund balance of 28% of operating expenses, which is within the auditor recommended level of 25-35% and will potentially enable the District to end annual short-term borrowing. Short-term borrowing, for which the District incurs an interest expense, has been necessary in order to maintain a positive cash balance throughout the year. More importantly, the District is achieving this while funneling investment into three areas that board, community stakeholders, and staff agree are the three most critical:

- Academic rigor;
- Support for the whole child; and,
- Compensation.

This required the District to absorb expenses previously funded by ESSER, an average salary increase of 4.6%, a medical premium increase of 12%, and a 56% reduction in title one funding. Additional funds provided by the operating fund were critical, but the District also took action to redirect expenses to the highest priorities. While this did result in some position reductions and changes to staffing assignments, the District is adding 4 new positions with a net FTE increase of only 1.7. These and other budget balancing strategies are further detailed in the 4-23-2024 budget balancing strategies presentation.

Despite these positive changes to the District's financial health, maintaining this level of investment into the future is expected to be challenging. The change in salary and benefits from FY24 to FY25 totals \$1,060,554. This is significantly larger than the increase projected for future years (for 25-26, the District projected an increase of just over \$600,000.) There is currently no indication that the state will increase future school funding more than the perpetual \$325 annual per pupil approved in last year's state budget process. Significantly smaller salary and wage increases, benefit reductions, and or other reductions to the District budget are therefore likely to be necessary in order to prevent future deficits.

### **Attachment(s):**

The detailed budget "FY25 Proposed Preliminary Budget" and a full set of assumptions is "FY25 Proposed Preliminary Budget Narrative" are attached.



# 2024-2025 Proposed Preliminary Budget (05-28-2024)

## I. Assumptions for the Preliminary Budget

The preliminary budget establishes the intent of the district regarding programs and services for the ensuing year and is used as the basis for receiving public comment at the Budget Hearing and for approval of an initial estimated tax levy at the Annual Meeting.

To develop the preliminary budget several estimates must be made, some of which will materially change between the time of the estimate and when the original budget is adopted in October, such as general state aid, property tax levy, impact of actual enrollment, staffing changes, and others. The following assumptions were used for the proposed preliminary budget and reflect changes compared to the 23-24 revised budget:

### REVENUE

- Top 5 sources of operating revenue:
  - The property tax levy for the general fund will increase by \$364,940 to \$20,703,914.
  - General state aid will remain static at \$5,683,851.
  - Open enrollment revenue will increase by \$241,304 to \$2,326,860.

- Per pupil aid will decrease by \$20,034 to \$1,242,850.
- Categorical aid will decrease by \$123,087 to \$1,000,000.
- Total property tax levy:
  - Across all funds, the total tax levy will increase by \$1,037,052. In addition to the increase in the general fund levy, this increase reflects the reinstatement of the levies for Fund 80 and Fund 41, which were decreased in FY24 to balance the levy impact of the loss of state aid that was caused by a DPI/MPS error.
- Overall, general fund revenue is expected to decrease by \$418,238 compared to FY24 (fiscal year 2024). This decrease is largely driven by the loss of ESSER revenue, a 56% reduction in title one funding (\$112,000), and a one-time insurance reimbursement. These are offset by the increases in property tax and open enrollment revenue.

## EXPENSES

- Salaries and Benefits:
  - Wages were increased by an average of 4.6%, in line with the salary schedules which provide for an accelerated increase in pay as staff move up the schedule. The net additional salary investment projected by the District is \$567,839 which reflects both increases and changes in staffing.
  - Benefit expenses are expected to increase by \$492,715, 96% of which is driven by the increased cost of medical insurance paid by the District.
- Purchased Services:
  - Expenses for purchased services remained largely static, after adjusting for one-time repairs related to building damage completed in FY24.
- Materials and Equipment
  - Materials expense is projected to increase by \$186,422. Approximately half of this expense is related to the adoption of a new english and language arts curriculum for Kindergarten through 8th grade. 17% is accounted for by a projected increase in library and media center materials, which are funded by a grant. An array of other miscellaneous expenses account for the remainder.
- Capital Maintenance
  - As laid out in the long-term capital improvement plan presented in April 2024, the 2024-2025 budget includes \$887,740 in capital maintenance expenditures. These include:
    - \$20,000 for maintenance of athletic fields
    - \$467,740 for roof repair and replacement
    - \$230,000 for building systems and infrastructure, including installation of a new District-wide access control system and phased replacement of the SIS elevator
    - \$40,000 for repairs to community maintenance facilities
    - \$40,000 for concrete and exterior hardscape

- \$50,000 for interior finishes, including misc high need items to be identified throughout the school year
- \$40,000 for technology infrastructure, including fiber optic cable for the elementary schools
- Also included in the budget is an allowance of \$170,000 (\$120,000 in the general fund and \$50,000 in the food service fund) to replace two district vehicles (dump truck and food delivery van) that have exceeded their life expectancy.

The District's top five highest projected expenditures in the general fund (Fund 10), excluding salaries and benefits, special education transfer, and items that are exempt from the revenue limit are:

- Substitute teachers and aides (\$500,000)
- Open enrollment tuition payments for students enrolled in other Districts (\$328,960)
- Electricity (\$250,000)
- Textbooks and Workbooks (\$167,700)
- Property insurance (\$162,853)

## **II. General Operations, Fund Balance**

The District maintains a fund balance as a safety net for unexpected events and has set a goal of increasing its fund balance over the next five years. The FY25 budget projects a year-end fund balance of \$9,615,434. This represents a much stronger financial position at 28% of the projected 2024-25 expenses for funds 10 and 27 than the District has experienced in previous years. With passage of the \$5.5M annual operating referendum, the District anticipated significant growth in fund balance in the first year (2023-24), followed by decreasing gains in the subsequent four years. The District anticipates careful management of the fund balance to ensure that it is maintained and used for non-recurring expenses, to reduce the need for operational debt, and to fuel program choices that help maintain a strong financial position.

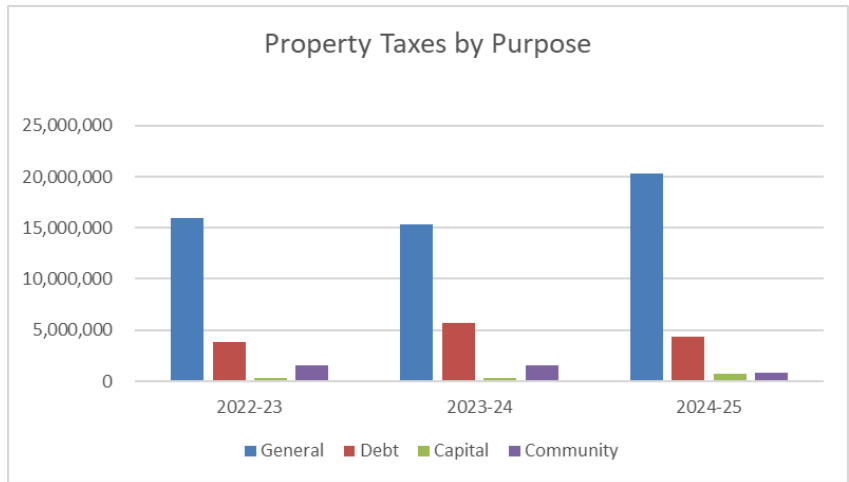
## **III. Property Tax Levy**

The budget anticipates a property tax increase of \$1,034,052 (4%) over the total current year levy. The increase is driven by the voter-approved operational referendum which provided for an increase to the revenue limit for purposes of operations and maintenance.

The equalized value amount for the Village of Shorewood is, for projection purposes, assumed at \$2.283 million. This represents an increase of 7.5%, which is an estimate based on previous year over year change. The chart below depicts the tax levy and the impact on the mill rate over time.

10 Year Tax Levy and Mill Rate History					
Fiscal Year		Tax Levy	Increase (Decrease)	Change	Equalized Mill Rate
2015-16	Actual	19,679,974			
2016-17	Actual	20,105,480	425,506	2.2%	13.88
2017-18	Actual	20,816,294	710,814	3.5%	13.88
2018-19	Actual	21,659,543	843,249	4.1%	13.88
2019-20	Actual	22,405,811	746,268	3.4%	14.07
2020-21	Actual	22,284,348	(121,463)	-0.5%	14.13
2021-22	Actual	21,665,147	(619,201)	-2.8%	13.40
2022-23	Actual	22,869,257	1,204,110	5.6%	11.84
2023-24	Actual	26,224,272	3,355,015	14.7%	12.35
2024-25	Proposed	27,261,324	1,037,052	4.0%	11.94

The tax levy supports educational and support programs (general operations), repayment of debt, capital projects and community services. Taxes for other than general operations are restricted to the specific purpose for which they are levied. As shown in the chart below, the levy is primarily for general operations.



#### IV. State Aid

The State of Wisconsin shares in the costs of education based on three methods of revenue distribution. General Aid is direct property tax relief distributed to school districts in accordance with multiple formulae. Per Pupil Adjustment Aid is classified as a general-purpose aid and is used for operation and maintenance of school programs. Categorical Aid is based on performance of specific tasks or providing specific programs and is restricted to the specific purpose for which it is intended.

State Aid by Category					
Fiscal Year	General Aid	Per Pupil Aid	Categorical Aid	Total State Aid	Increase (Decrease)
2011-12	3,633,592	0	808,602	4,442,194	
2012-13	4,870,290	82,800	818,009	5,771,099	1,328,905
2013-14	5,143,964	126,225	815,378	6,085,567	314,468
2014-15	5,039,363	256,200	919,545	6,215,108	129,541
2015-16	5,367,323	268,650	951,145	6,587,118	372,010
2016-17	5,641,758	458,250	963,561	7,063,569	476,451
2017-18	6,131,376	840,150	1,041,050	8,012,576	949,007
2018-19	5,824,659	1,226,250	1,403,679	8,454,588	442,012
2019-20	5,390,317	1,386,056	1,129,249	7,905,622	(548,966)
2020-21	6,396,264	1,348,956	1,136,122	8,881,342	975,720
2021-22	6,340,962	1,314,824	1,169,809	8,825,595	(55,747)
2022-23	6,657,039	1,276,240	1,220,491	9,153,770	328,175
2023-24	5,682,048	1,262,884	1,263,509	8,208,441	(945,329)
2024-25	5,683,357	1,242,850	1,244,180	8,170,387	(38,054)

The table above shows the amount of aid received in each of the three classifications since the 2011-12 school year. Per pupil aid is projected to remain relatively stable for next year, while general and categorical aid are projected to decrease slightly.

## V. Other Budget Information

### Revenue Limits

The State of Wisconsin limits the amount of revenue public schools generate through the combination of state general aid and the property tax levy. This limitation is referred to as “Revenue Limits”. The proposed budget includes \$5.5M in additional allowed revenue limit in addition to a \$325 per student increase, which was included in the biennial state budget. Altogether, after adjusting for other revenue limit changes, the FY25 revenue limit is expected to increase by \$314,784 compared to FY24.

### Student Membership and Enrollment

Student membership refers to the number of students that the District counts for the purpose of calculating the revenue limit, which includes all full time, resident students who attend Shorewood schools as well as Shorewood residents who attend other public-school districts in Wisconsin through the open enrollment option. The District also counts part time students, such as K4 and summer school, although they do not each count as a full-time student.

Membership used in the revenue limit formula for 2023-24 is 1,675, a decline from the prior year of 27 students. The formula uses a rolling 3-year average to smooth

out the financial impact of a material change, such as experienced here. The table at the end of this section reports the 3-year average.

Enrollment is the number of students that are educated in a District school and may include students from other school districts. Enrollment is important in determining the resources needed, such as space, instructional materials, and number of staff. Whereas membership determines revenue, enrollment determines costs.

School funding formulae reallocate funds from one district to another for the number of non-resident students in each school district. Therefore, for budget purposes, the District must monitor both membership and enrollment. The table below shows the 3-year rolling average membership has been declining since 2018-2019. Total enrollment has been buffered by open enrollment.

<b>10 Year Membership and Enrollment History</b>					
<b>Year</b>	<b>Revenue Limit Members *</b>	<b>Member Change</b>	<b>Enroll</b>	<b>Enroll Change</b>	<b>Enroll Over (Under) Members</b>
2015-16	1,771		2,026		255
2016-17	1,832	61	2,042	16	210
2017-18	1,867	35	2,020	(22)	153
2018-19	1,878	11	1,930	(90)	52
2019-20	1,868	(10)	1,942	12	74
2020-21	1,818	(50)	1,889	(53)	71
2021-22	1,774	(44)	1,915	26	141
2022-23	1,719	(55)	1,933	18	214
2023-24	1,702	(17)	1,927	(6)	225
2024-25	1,675	(27)	1,928	1	253

\* Rolling 3-year average membership

### **Energy Efficiency Exemption**

The Board of Education approved upgrades to electrical, heating, ventilating, air conditioning and lighting systems under a provision of state law that allows the repayment of the debt for these upgrades to be exempt from the revenue limit. The following report provides information on utility cost savings because of this project, through the last reporting date of November 30, 2023.

ENERGY EFFICIENCY EXEMPTION			
<b>§ 121.91 (4) (o) Revenue Limit Exemption for Energy Efficiencies-Evaluation of the Energy Performance Indicators</b>			
Name of Qualified Contractor	Honeywell ESG		
Performance Contract Length (years)			15
Total Project Cost (including financing)			\$6,014,876
Total Project Payback Period			40
Years of Debt Payments			15
Remaining Useful Life of the Facility			50
Prior Year Resolution Expense Amount	Fiscal Year	2022-2023	\$586,285
Prior Year Related Expense Amount or CY debt levy	Fiscal Year	2022-2023	\$600,068
Utility Savings applied in Prior Year to Debt	Fiscal Year	2022-2023	\$159,474
Sum of reported Utility Savings to be applied to Debt			\$ 259,046
<b>Savings Reported for 2023</b>			
<b>Specific Energy Efficiency Measure or Products</b>	<b>Project Cost Including Financing</b>	<b>Utility Cost Savings</b>	<b>Non-Utility Cost Savings</b>
Annual KWh electric savings		\$ 162,302	
Annual MMBtu gas savings		\$ 80,162	
Annual CCF water savings		\$ 16,582	
<b>Entire Energy Efficiency Project Totals</b>	<b>\$ 6,014,879</b>	<b>\$ 259,046</b>	<b>\$ 22,174</b>

## Outstanding Long-term Debt

The amount of long-term debt that a school district is permitted to issue is limited to 10% of equalized value. The following tables report debts for which there is a balance outstanding and the calculation of the margin of indebtedness. Credit rating firms consider the margin as one of the factors in assigning a credit rating to the District. Shorewood outstanding debt is 3%, well below the allowable amount.

Outstanding Long-term Debt					
Type	Original Amount	Issue Date	Interest Rates	Date of Maturity	Balance as of 6/30/24
Taxable G. O. Refunding Bonds	5,055,000	4/1/2015		4/1/2035	\$ 2,850,000
G. O. School Improvement Bonds	40,000,000	7/1/2019		4/1/2039	\$ 29,850,000
G. O. School Improvement Bonds	3,875,000	7/6/21		10/01/2028	\$ 2,765,000
Bond Anticipation Notes	25,000,000	7/6/2021		6/12/2023	\$ -
General Obligation Refunding Bond	22,110,000	5/30/2023			\$ 22,110,000
					<b>\$ 57,575,000</b>
<b>Debt Margin 6/30/2024</b>					
Equalized value	2,282,987,916				
Allowable debt margining	10%				
Allowable debt	228,298,792				
Outstanding long-term debt	57,575,000				
<b>Margin of indebtedness</b>	<b>170,723,792</b>				
	<b>2.5%</b>				

## VI. Budget Publication

The DPI has established standard formatting for the publication of budgets

and a recommended format for approval by the Board of Education. The required publication standard will be followed when the original budget is published in the local newspaper. The recommended budget adoption format is attached as “FY25 Proposed Preliminary Budget.”

Budgets are estimates based on information available at the time of development and will change as additional facts and circumstances necessitate. Interpretation of budgets without an understanding of the programs and activities operated by the District and the federal and state rules and regulations can lead to erroneous conclusions.

For more information about this budget or the school district in general please refer to our web site, <https://www.shorewood.k12.wi.us/>.

Attachment: FY25

<b>PROPOSED PRELIMINARY BUDGET 2024-25 *</b>			
<b>GENERAL FUND (FUND 10)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
Beginning Fund Balance (Account 930 000)	3,418,181	4,903,837	8,139,053
Ending Fund Balance, Unassigned (Acct. 939 000)	4,903,835	8,139,053	9,615,434
<b>TOTAL ENDING FUND BALANCE (ACCT. 930 000)</b>	<b>4,903,837</b>	<b>8,139,053</b>	<b>9,615,434</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>			
<i>Local Sources</i>			
210 Taxes	15,353,032	20,338,974	20,703,914
260 Non-Capital Sales	13,599	7,650	10,420
270 School Activity Income	126,538	60,000	57,700
280 Interest on Investments	353,188	200,000	175,000
290 Other Revenue, Local Sources	739,748	414,035	399,431
<b>Subtotal Local Sources</b>	<b>16,586,104</b>	<b>21,020,659</b>	<b>21,346,465</b>
<i>Other School Districts Within Wisconsin</i>			
340 Payments for Services	1,893,141	2,085,556	2,326,860
<b>Subtotal Other School Districts within Wisconsin</b>	<b>1,893,141</b>	<b>2,085,556</b>	<b>2,326,860</b>
<i>State Sources</i>			
610 State Aid -- Categorical	378,082	354,359	397,778
620 State Aid -- General	6,356,951	5,386,851	5,386,851
630 DPI Special Project Grants	16,456	14,080	66,373
690 Other Revenue	1,299,275	1,276,564	1,265,885
<b>Subtotal State Sources</b>	<b>8,050,764</b>	<b>7,031,854</b>	<b>7,116,887</b>
<i>Federal Sources</i>			
730 DPI Special Project Grants	1,042,993	922,155	125,770
750 IASA Grants	190,029	201,085	111,469
780 Other Federal Revenue Through State	241,680	0	0
<b>Subtotal Federal Sources</b>	<b>1,474,702</b>	<b>1,123,240</b>	<b>247,859</b>
<i>Other Revenues</i>			
960 Adjustments	164,444	195,000	0
970 Refund of Disbursement	19,410	0	0
990 Miscellaneous	8,242	0	0
<b>Subtotal Other Revenues</b>	<b>192,096</b>	<b>195,000</b>	<b>0</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>28,196,807</b>	<b>31,456,309</b>	<b>31,038,071</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>			
<i>Instruction</i>			
110 000 Undifferentiated Curriculum	5,036,701	5,428,657	5,504,114
120 000 Regular Curriculum	7,477,995	7,465,679	7,675,535
130 000 Vocational Curriculum	188,442	184,126	200,856
140 000 Physical Curriculum	707,968	539,054	551,478
160 000 Co-Curricular Activities	429,489	421,845	399,340
170 000 Other Special Needs	138,254	150,438	132,227
<b>Subtotal Instruction</b>	<b>13,978,849</b>	<b>14,189,799</b>	<b>14,463,551</b>
<i>Support Sources</i>			
210 000 Pupil Services	1,236,775	1,381,755	1,504,553
220 000 Instructional Staff Services	1,130,442	1,256,178	1,451,036
230 000 General Administration	742,982	782,945	827,293
240 000 School Building Administration	1,377,775	1,626,127	1,656,192
250 000 Business Administration	3,977,041	4,382,495	4,679,630
260 000 Central Services	265,512	413,062	509,933
270 000 Insurance & Judgments	310,595	343,418	375,373
280 000 Debt Services	74,462	83,157	83,157
290 000 Other Support Services	121,096	136,355	96,104
<b>Subtotal Support Sources</b>	<b>9,236,679</b>	<b>10,405,494</b>	<b>11,183,271</b>
<i>Non-Program Transactions</i>			
410 000 Inter-fund Transfers	2,562,762	2,611,803	2,835,238
430 000 Instructional Service Payments	882,310	1,013,997	1,079,631
490 000 Other Non-Program Transactions	51,004	0	0
<b>Subtotal Non-Program Transactions</b>	<b>3,496,076</b>	<b>3,625,800</b>	<b>3,914,869</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>26,711,605</b>	<b>28,221,093</b>	<b>29,561,691</b>

<b>SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	632,199	717,918	497,464
<b>900 000 Ending Fund Balance</b>	<b>675,059</b>	<b>497,464</b>	<b>497,464</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>			
100 000 Instruction	463,750	0	125,000
200 000 Support Services	286,635	153,646	86,000
400 000 Non-Program Transactions	100,376	75,596	39,000
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>33,880</b>	<b>181,600</b>	<b>0</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>420,890</b>	<b>410,842</b>	<b>125,000</b>

<b>SPECIAL EDUCATION FUND (FUND 27)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	0	0	0
<b>900 000 Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>			
100 Transfers-in	2,412,762	2,461,803	2,585,238
<i>State Sources</i>			
610 State Aid -- Categorical	1,120,872	1,123,087	1,000,000
690 Other Revenue	4,777	0	0
<b>Subtotal State Sources</b>	<b>1,125,649</b>	<b>1,123,087</b>	<b>1,000,000</b>
<i>Federal Sources</i>			
710 Federal Aid - Categorical	0	0	0
730 DPI Special Project Grants	380,619	381,434	406,434
780 Other Federal Revenue Through State	92,903	0	90,000
<b>Subtotal Federal Sources</b>	<b>473,522</b>	<b>381,434</b>	<b>496,434</b>
<i>Other Revenues</i>			
960 Adjustments	50,000	0	0
<b>Subtotal Other Revenues</b>	<b>50,030</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>4,061,963</b>	<b>3,966,324</b>	<b>4,081,672</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>			
150 000 Special Education Curriculum	2,738,005	2,674,297	2,804,631
<b>Subtotal Instruction</b>	<b>2,738,005</b>	<b>2,674,297</b>	<b>2,804,631</b>
<i>Support Sources</i>			
210 000 Pupil Services	528,147	552,471	501,027
220 000 Instructional Staff Services	373,261	410,812	407,155
230 000 General Administration	44,686	48,672	113,015
250 000 Business Administration	66,370	68,000	53,558
290 000 Other Support Services	0	0	0
<b>Subtotal Support Sources</b>	<b>1,012,939</b>	<b>1,079,955</b>	<b>1,090,255</b>
430 000 Instructional Service Payments	311,019	212,072	186,787
<b>Subtotal Non-Program Transactions</b>	<b>311,019</b>	<b>212,072</b>	<b>186,787</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>4,061,963</b>	<b>3,966,324</b>	<b>4,081,672</b>
<b>DEBT SERVICE FUND (FUNDS 38, 39)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	3,447,956	2,380,966	2,722,201
<b>900 000 ENDING FUND BALANCES</b>	<b>2,380,966</b>	<b>2,722,201</b>	<b>2,722,201</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>28,451,221</b>	<b>4,335,298</b>	<b>4,369,910</b>
281 000 Long-Term Capital Debt	6,474,827	3,994,063	4,030,950
282 000 Refinancing	22,701,649	0	0
283 000 Operational Debt	0	0	0
285 000 Post Employment Benefit Debt	341,735	341,235	338,960
289 000 Other Long-Term General Obligation Debt	0	0	0
400 000 Non-Program Transactions	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>29,518,210</b>	<b>4,335,298</b>	<b>4,369,910</b>
<b>842 000 INDEBTEDNESS, END OF YEAR</b>	<b>59,730,000</b>	<b>57,575,000</b>	<b>55,215,000</b>
<b>CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	9,576,362	1,835,502	1,835,094
<b>900 000 Ending Fund Balance</b>	<b>1,835,502</b>	<b>1,835,094</b>	<b>2,174,854</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>570,777</b>	<b>900,000</b>	<b>1,187,500</b>
100 000 Instructional Services	0	0	0
200 000 Support Services	8,187,222	900,408	847,740
300 000 Community Services	0	0	0
400 000 Non-Program Transactions	124,415	0	0
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>8,311,637</b>	<b>900,408</b>	<b>847,740</b>
<b>FOOD SERVICE FUND (FUND 50)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	562,231	599,880	495,820
<b>900 000 ENDING FUND BALANCE</b>	<b>599,880</b>	<b>495,820</b>	<b>275,765</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>587,413</b>	<b>518,500</b>	<b>518,001</b>
200 000 Support Services	549,764	622,560	738,056
400 000 Non-Program Transactions	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>549,764</b>	<b>622,560</b>	<b>738,056</b>
<b>COMMUNITY SERVICE FUND (FUND 80)</b>	<b>Audited 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
900 000 Beginning Fund Balance	827,643	1,349,356	680,672
<b>900 000 ENDING FUND BALANCE</b>	<b>1,349,356</b>	<b>680,672</b>	<b>789,134</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>2,610,105</b>	<b>1,724,775</b>	<b>2,264,895</b>
200 000 Support Services	615,757	920,987	598,609
300 000 Community Services	1,472,636	1,472,472	1,557,824
400 000 Non-Program Transactions	0	0	0
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>2,088,392</b>	<b>2,393,459</b>	<b>2,156,433</b>



SCHOOL DISTRICT OF SHOREWOOD  
Board Meeting Minutes  
Shorewood High School Library Media Center  
May 14, 2024

Board Member Participation:

Emily Berry, President  
Ellen Eckman, Vice President  
Abby Fowler (absent for items I-VI. B)  
Becky Freer, Treasurer  
Nathan Hammons, Member

Student Board Representatives

Bella Busby (absent for items I-VI. B)  
Emmett Joslyn

District Administrator Participation:

Laurie Burgos, Superintendent  
Mike Joynt, Director of Teaching & Learning  
Tiara Rogers, Principal, Shorewood Intermediate School

I. 7:01 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Nathan Hammons and SECONDED by Becky Freer

AYE: 4 NAY: 0

II. 7:03 pm STUDENT ACHIEVEMENT PRESENTATION

Shorewood Intermediate School Environmental Club, Sarah Kopplin, Advisor

III. 7:20 pm PUBLIC COMMENT #1 - No Comments

IV. 7:21 pm SUPERINTENDENT'S REPORT

V. 7:28 pm SUPERINTENDENT'S CONSENT AGENDA

Approval of District Staffing Changes: Resignations, Retirements, Appointments and Leave of Absence Requests

Resignations: Alcorta, Kriegel, Reich

MOVED by Ellen Eckman and SECONDED by Nathan Hammons

AYE: 4 NAY: 0

VI. 7:29 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Approval of the District's K-8 ELA Curriculum Selection

MOVED by Becky Freer and SECONDED by Nathan Hammons

AYE: 4 NAY: 0

B. Approval of the District's Integrated Library and Technology Plan

MOVED by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

C. Election of Board Officers and Liaison Assignments

Nomination of Emily Berry for Board President by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

Nomination of Ellen Eckman for Board Vice President; Ellen Eckman defers  
Nomination of Becky Freer for Board Vice President by Becky Freer and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

Nomination of Nathan Hammons for Board Treasurer by Becky Freer and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

Nomination of Abby Fowler for Board Clerk by Ellen Eckman and SECONDED by Emily Berry

AYE: 5 NAY: 0

Ellen Eckman will serve as Member at Large

VII. 9:24 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

April 23, 2024 Regular Board Meeting

April 23, 2024 Closed Session

MOVED by Abby Fowler and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

VIII. 9:25 pm PUBLIC COMMENT #2 - No comments

IX. 9:26 pm BOARD MEMBER REPORTS

WPEN

X. 9:32 pm REVIEW OF 'TO DO' ITEMS

SHS ELA Alignment; ELA communications; SWSA workforce study and Board Report; SSD Annual Report; NextPath; social media in integrated health classes

XI. 9:34 pm FUTURE AGENDA ITEMS

Draft Preliminary Budget; Board Consent Agenda: Aramark & Marco Technologies

XI. 9:35 pm RECESS AND DEBRIEF



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Contract with Marco Technologies  
**Date:** May 28, 2024  
**Prepared by:** Heather Heaviland

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

**Purpose:** To approve the District to negotiate and enter into a contract with Marco Technologies to continue their services as the District's print and copier provider for the next four years.

**Background:** In July, the District's four-year agreement with Marco Technologies will end. In April of this year, the District issued an RFP for copier services and received four responses. Marco Technologies provided the most financially competitive proposal and has provided excellent service to the District for the past four years. They were therefore selected as the winning bidder.

**Fiscal impact:** The annual cost of the copier leases will increase by \$13,776 compared to the previous contract proposal. Per page print costs are increasing slightly with specific amounts differing by machine and copy type.

**Attachment:** Marco Proposal



April 10, 2024

**COPY/SCANNER/PRINT PROPOSAL FOR**

# **SHOREWOOD SCHOOL DISTRICT**

**JACK WALLNER**

Prepared by:

**LeRoy DePas**

Technology Advisor

920.687.4352

[leroy.depas@marconet.com](mailto:leroy.depas@marconet.com)

**Marco Technologies, LLC**

2305 Kelbe Dr

Little Chute, WI 54140



**Managed  
Services**



**Copiers &  
Printers**



**Audio  
Visual**



**Business  
IT Services**



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April 10, 2024

Shorewood School District  
Jack Wallner  
1701 E Capitol Dr  
Shorewood, WI 53221

**RE: Cover Letter**

Dear Jack,

Thank you for the opportunity to partner with Shorewood School District staff over the past 4 years and provide the following response to your Copy/Scanner/Print Request for Proposal.

Established in 1973, Marco is the leading company in integrated technology solutions in the nation with over 1,200 team members committed to our mission of helping clients effectively apply technology that contributes to their success. We proudly serve over 17,000 clients nationally with offices in 16 states throughout the upper Midwest and East Coast, including Wisconsin.

At Marco, we gauge our success by our ability to deliver solutions that help our clients achieve their goals. Based on what we have learned, here's a look at some of the results Shorewood School District could see by partnering with Marco:

- A single vendor that can serve your print needs with applicable cost savings
- An entire in-house team dedicated to PaperCut solution design, implementation and support
- Full management oversight of print performance throughout the organization
- Standard automation by Marco's team, which takes the burden of work from Shorewood School District
- Best-in-class service to meet the 4-hour SLA
  - Current average response time is 2.5 hours
- Professional services provided from our experienced technical and support team who understand your business goals
- Strong focus on security for all your networked devices
- We have earned a reputation for being a key player in the technology industry by leading innovation and advancements, which has helped increase the Shorewood School District Years's business performance.
- Continued partnering with the largest national service provider in North America, with over 5,500 MPS clients
- Increasing green initiatives and providing an eco-friendly print environment

We're passionate about what we do and what to achieve excellence every time. Here's what our clients tell us they appreciate most about Marco:

- **Extensive technical expertise** with over 650 factory-trained, certified systems engineers and technical professionals who can design solutions to promote efficiency, cost-savings and growth
- **Strong vendor partnerships** established over the past 51 years that enable us to provide the best solutions for your business needs
- **Top player in the industry** with a track record of leading innovation and advancements that improve business performance



A commitment to developing long-term client relationships have driven our growth and established Marco as the trusted company it is today. We look forward to continuing the ongoing relationship formed with Shorewood School District.

Sincerely,

A handwritten signature in black ink, appearing to read "LeRoy DePas".

LeRoy DePas  
Technology Advisor  
920.687.4352  
[leroy.depas@marconet.com](mailto:leroy.depas@marconet.com)

A handwritten signature in black ink, appearing to read "Ann McCann".

Ann McCann  
Sales Director  
414.771.9675 x3096  
[annm@marconet.com](mailto:annm@marconet.com)

## MARCO CORPORATE OVERVIEW

### WHO WE ARE AND WHAT WE DO

Marco is a leading integrated technology services company with 47 locations and over 17,000 clients nationally. Our 51 years of business experience and history of innovation demonstrate our leadership in these areas:

- Copiers/Printers
- Managed Services
- Business IT Services
- Phone Systems
- Cloud Services
- Carrier Services
- Enterprise Content Management
- Audio Visual Systems
- Physical Security
- Shredding Services

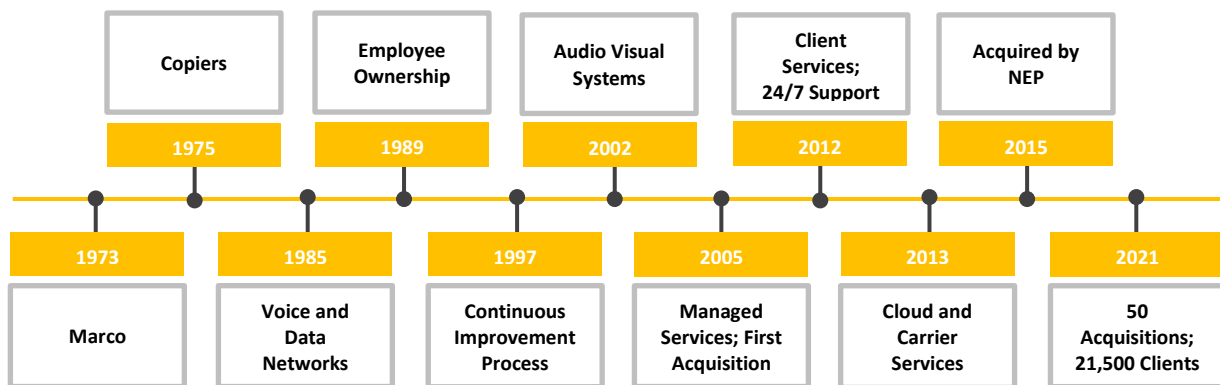


### MARCO'S MISSION

To help our clients effectively apply technology that contributes to their success.

### OUR JOURNEY IN TECHNOLOGY

Originating as a typewriter company in the 1930s, Marco took on the printing industry in 1975, voice and data solutions in 1985 and continued to expand into cloud technologies, software solutions and managed services.



Marco's unique insight on how each critical business tool, application and infrastructure works together will help you leverage your investment, maximize your technologies adoption and improve organizational efficiency.

## FINANCIAL STABILITY

As a low-risk technology provider that has remained strong and profitable, Marco has increased its workforce to over 1,200 employees, expanded to 16 states and 47 locations. Our ongoing commitment to growth contributes to the success of our company and our clients.

Revenue:

- 2022 | \$412 million
- 2021 | \$398 million
- 2020 | \$399 million

## TECHNICAL SUPPORT

When partnering with Marco, you will not only receive a dedicated account team, but you also will have access to over 650 factory-trained, certified systems engineers and technical representatives to keep you aware of the latest technologies. Our full-time dispatchers and Support Desk professionals consistently maintain a 95% live call answer rate and resolve 97% of network service issues remotely. That means better productivity for users.

## GOLD STANDARD CULTURE

Creating a strong corporate culture takes intention — and a lot of passion. We have both, and you can feel it as soon as you walk in our doors. We take employee satisfaction to heart and consider our team members part of our work family and our Gold Standard Community.



Marco's Gold Standard is focused on building a positive workplace environment – and it's not only for our employees. The Gold Standard includes four pillars: **employee engagement, client satisfaction, community support and vendor partnerships**. We have internal committees dedicated to making each pillar a success because we never settle for less than gold.

## ADDITIONAL INFORMATION AND RESOURCES

- Learn more about what we do and more importantly, why we do it on our website at [marconet.com](https://marconet.com).
- We offer many [free educational resources](#), such as our webinars, questionnaires, and eBooks.
- Sign up for our [Technology Insights Blog](#) on our website for additional educational tools to help you and your business succeed.

## DIVERSITY, EQUITY, AND INCLUSION

### **The proposal must include the Proposer's Diversity, Equity, and Inclusion (DEI) Statement as well as an overview of the Proposer's active DEI goals and initiatives.**

Marco Technologies, LLC has established a policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of federal, state, and local governing bodies or agencies. *Please see General EEO-AA Policy Statement below.*

We have formed a Minnesota EEO workforce team as well as The Marco Women's Alliance team. The Minnesota EEO workforce team works to measure and report on Marco diversity across the organization and is reviewed regularly. Part of the MN workforce certification included Marco's CEO affirming Marco's commitment to hire, train, promote and retain people of color, Indigenous people, women, and people with disabilities.

Our Human Resources and Talent Acquisition teams provide applicant and recruiting metrics to help identify gaps and/or trends with hiring as it relates to diversity, equity, and inclusion.

Marco is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. Marco has established two training programs: Respectful Workplace and Understanding Bias. There are employee and manager versions of these two training programs. The Respectful Workplace training is mandatory for all managers and employees. Understanding Bias training is mandatory for all managers and optional for employees. Marco's Respectful Workplace training defines what it means to work by Marco's Gold Standard and values statement. It informs employees and managers of Marco's expectations for a workplace where all employees are treated with respect to help foster an environment that everyone feels welcome in. Understanding Bias: How our Perspectives and Experiences Impact the Workplace is a new training offered by Marco's Human Resources team in collaboration with an expert in workplace environment dynamics. The purpose of this course is to understand how our biases can impact our actions, decisions and elements within the workplace. The goal of the course is to gain strategies to uncover and respond to both conscious and unconscious biases.

Additional DEI initiatives include the formation of The Marco Women's Alliance, a resource group established to support advancement and opportunities for women within Marco and the greater community. The alliance is committed to empowering women to achieve success on their own terms, and strive to create a network and deliver programs that contribute to personal and professional development, which will lead to the continued pursuit of gender balance within the workplace. Furthermore, Marco invested in an expanded corporate training library from which Marco's learning and development team will review for rolling out future DEI training/awareness topics to employees.



## GENERAL EEO-AA POLICY STATEMENT

Marco will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, or status with regard to public assistance.

Neither will Marco tolerate sexual harassment in our workplace.

Marco will take Affirmative Action to enforce that all employment practices are free of such discrimination. This policy covers all aspects of employment, including hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The full cooperation and assistance of all employees is expected. Marco will continue to evaluate the performance of its managers on the basis of their involvement in achieving Affirmative Action objectives as well as other established criteria.

Marco will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Marco fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Marco will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this organization, or subcontractor to this employer, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement and Plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, will be subject to appropriate legal sanctions.

Marco has appointed Jolene Shaughnessy, Vice President of Human Resources, to manage the Equal Employment Opportunity Program. His responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. The Chief Executive Officer of Marco will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact Jolene Shaughnessy, 4510 Heatherwood Road, St. Cloud, MN 56301, or call 320-259-3000.

Marco will contact more public agencies which refer women, minorities, and disabled and encourage them to refer their qualified applicants. Marco will also examine the current selection process and other employment practices to ensure they do not screen out qualified women, minority or disabled individuals.

The General EEO/AAP program is available for review by any employee. Contact Jolene Shaughnessy if you wish to see the program or if you have questions concerning Marco's policies.

If any employee or applicant for employment believes he/she has been discriminated against or sexually harassed, please contact Jolene Shaughnessy or myself.

Doug Albregts  
Chief Executive Officer

## PROPOSAL SIGN OFF

I, the undersigned, hereby certify that I am a duly authorized agent of Marco Technologies, LLC submit this RFP for consideration and acknowledge that all sixteen (16) pages, including this page, of the RFP document have been reviewed and agree to the terms contained therein.

Signed: Ann McCann

Name: Ann McCann  
(Print or Type)

Email: annm@marconet.com

Vendor Name: Marco Technologies, LLC

Address: 2305 Kelbe Dr, Little Chute, WI 54140

Phone Number: 414.771.9675 x3096

Fax Number: 800.847.3087



## RFP Q&A

- a. Service Questions
- b. Print Management Questions

## SERVICE QUESTIONS

### 1. Where is the location from which service would originate?

2305 Kelbe Dr  
Little Chute, WI 54140

### 2. What is your service response time for a new issue?

When contacting us, below are the standards you should expect for service response times:

- Marco strives to provide a live call answer experience 95% of the time for service requests with e-mail and Client Center portal response within 1 hour during regular business hours.
- If your service request is deemed network-related, you will be transferred to our Support Desk team, who will work remotely to remediate and resolve your issue.
  - We currently have a 90% remote resolution rate.
- If on-site service is required, a certified technician will call within one hour to establish an on-site arrival time and will arrive on-site within four business hours, unless otherwise requested by the client.

#### Service Level Targets

Response times below are for contracted service requests only.

CLIENT SERVICES RESPONSE Receive confirmation of request	TECHNICIAN RESPONSE	TECHNICIAN ON-SITE	MARCO MANAGER NOTIFIED	ESCALATE TO MANUFACTURER Based on technician diagnosis	RESOLUTION & FOLLOW-UP
<b>15 Minutes</b>	1 Business Hour Variable by Contract	4 Business Hours	As Required	As Required for Resolution	Daily

*\*On-site service will be provided next business day for clients outside of Marco's local service area. 24-hour on-call service is available and defined in terms of your Marco contract.*

### 3. What is your quality assurance process regarding equipment uptime and customer satisfaction?

Upon the service ticket being opened and again when it is closed, an email notification will be sent to the designated end user. Marco's guaranteed uptime rate is 96% and is based on the time a copier/printer is operational. Marco's first-call effectiveness rate is in the top 10% of the industry.

Feedback is very important to Marco and the information received is used to resolve any issues, make improvements, and enhance our support services. After the service ticket is closed, a survey is emailed to the end user to gather feedback about the experience. Marco's technical supervisor reviews the survey results and contacts customers who provided a score of 3 or less (on a scale of 1-5) or any negative comments. Marco's Copier/Printer service call survey results average a score of 4.5 for support desk and on-site assistance.

**4. What is your escalation process for unresolved issues?**

Occasionally, circumstances arise where our normal service procedures may not provide you with the response you require. In these rare circumstances, we ask that you contact one of Marco's service managers. Once the issue has been resolved, an email notification is sent to the designated end user.

**5. What is your process for ensuring normal operating supplies are with the District as needed (ex. Toner)? Do you offer an auto ship supply option based on reported machine levels for toner?**

Marco's auto-toner replenishment system is designed so you won't worry about sparse copier/printer supplies again. The system automatically monitors your toner usage for networked devices and generates an alert to Marco's Support Desk when toner for your device runs low. A shipping ticket is created with the location, make, model and serial number, as well as the contact for the printer that has low toner. A supply item is then proactively shipped to the customer's location. Further, the project kick-off meeting will address monitoring and reporting items for your environment.

For additional supply orders, contact our Client Services team at 800.847.3098, email us at [supplies@marconet.com](mailto:supplies@marconet.com), use our online ordering process through our Client Center portal ([portal.marconet.com](http://portal.marconet.com)) or use the QR app. Marco's hours for ordering supplies (via phone or email) are from 8:00 a.m. to 5:00 p.m. (CST/EST), Monday through Friday. Product orders received by 3:00 p.m. (CST/EST) will be shipped on the same business day. Any order received after 3:00 p.m. (CST/EST) will be shipped the following business day.

Marco will replace any defective cartridge within two business days, considering the product is available through the manufacturer. If a cartridge is deemed defective, Marco asks that the defective supply item be returned directly to Marco, so we may process and replace the defective supply item and expedite a replacement. To return a defective cartridge, contact Marco's Client Services at [mpps@marconet.com](mailto:mpps@marconet.com) or 1.800.888.2081; you may also use the online return form at [www.marconet.com/support/request-return/](http://www.marconet.com/support/request-return/).

## PRINT MANAGEMENT QUESTIONS

1. **Do you have the ability to allow end users to be able to retrieve their print jobs securely from any enabled device (ex PaperCut FollowMe Printing)?**

Yes, any device embedded with PaperCut can authenticate with PaperCut MF, and release jobs held in a centralized secure Queue. With the latest version of PaperCut integration end users can also modify the number of sets, change color jobs to lower cost monochrome if desired, as well as save some paper by changing single sided prints to duplex.

2. **Can the user in this scenario select their desired print job without having to print all of their secure print jobs?**

Yes, in addition to doing some simple modifications to print jobs as mentioned above, individual jobs can be printed or deleted as needed, and jobs not picked up after a specified duration can be deleted automatically. Jobs not released do not cost against the user and/or department printing costs.

3. **Does your system allow an administrator to delete jobs that haven't been released in a certain time period?**

Yes, and while jobs can be deleted manually, they will automatically be purged after the number of minutes specified (1-9999).

4. **If a device contains the ability to scan, does your software give an administrator the ability to enable or disable the scan function by user?**

Yes, Papercut integrated scan actions (email, folder, cloud, fax) can be created centrally in the papercut admin console, and each individual scan action can be made visible to everyone, or just individual users or groups.

5. **Does your system allow a "scan to email" to populate the "FROM" field with the user's name (instead of the device name)?**

Perhaps, with some limitations due to new security best practices. Here's some details:

- PaperCut integrated scan can easily substitute the address of the authenticated user as the sender when submitting email scans. If the email server connection supports unique sender, it works exactly like you would want/expect.
- With recent changes to both O365 and gmail, existing connection methods are very quickly becoming deprecated in favor of using Oauth2 tokens. Unfortunately, both enterprise apps that generate these tokens expect a fixed sender address. If a customer wants/needs variable sender addresses, use of a relay server in between may be a requirement.



## PROJECT RESOURCES AND SUPPORT SERVICES

- a. Dedicated Support Team
- b. Certified Technicians and Support Services
- c. Production Print Solutions Team and Certified Technicians
- d. Imaging Software Solutions Team
- e. Project Management Team
- f. Marco Security Team
- g. Copier/Printer Support Services

## DEDICATED SUPPORT TEAM

### Marco Technologies, LLC

2305 Kelbe Dr  
Little Chute, WI 54140  
920.687.4300



#### LeRoy DePas | Technology Advisor

920.687.4352

[leroy.depas@marconet.com](mailto:leroy.depas@marconet.com)

- Industry Experience Since 2021
- B.S. in Business Management, A.A. in Logistics, and A.A. in Transportation
- Experience with leadership and management, teamwork and collaboration, problem solving and decision making, communication and interpersonal skills, adaptability and resilience, sales and negotiation, and business development.



#### Jeremy Ryan | Sales Manager

920.687.4300 x7611

[jeremy.l.ryan@marconet.com](mailto:jeremy.l.ryan@marconet.com)

- Industry Experience Since 2003
- Education: B.A. Business Management

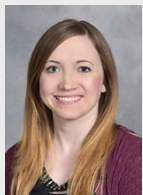


#### Ann McCann | Sales Director

920.687.4300 x3096

[annm@marconet.com](mailto:annm@marconet.com)

- Industry Experience Since 1996
- Education: B.A. in Business Management and B.S. in Marketing



#### Dana Danielson | Project Manager

815.962.4990 x3002

[dana.danielson@marconet.com](mailto:dana.danielson@marconet.com)

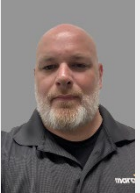
- Industry Experience Since 2015
- B.A. in Business.
- Experience in Leadership, Account Management and Project Management in Managed Print Services, Large Copier/Printer Installations and Enhanced Copier Solutions/
- Certified: Microsoft Programs

**Joe Helmers | Network Copier Installer/Trainer**

920.687.4300

[name@marconet.com](mailto:name@marconet.com)

- Industry Experience Since 2011
- A.A.S Network Specialist
- Experience with Sharp, Samsung, HP, and Lexmark

**Scott Polzin | Primary Copier Service Technician**

920.687.4300

[scott.polzin@marconet.com](mailto:scott.polzin@marconet.com)

- Industry Experience Since 2007
- Experience servicing Konica Minolta and Canon

**Dan Mueller | Secondary Copier Service Technician**

920.687.4300

[name@marconet.com](mailto:name@marconet.com)

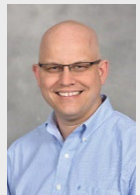
- Industry Experience Since 1993
- A.A.S Degree in Computer Electronics Engineering Technology
- Experience with Sharp and Konica Minolta

**Brian Van Cuick | Service Manager**

920.687.4300 x7617

[brian.l.vancuick@marconet.com](mailto:brian.l.vancuick@marconet.com)

- Industry Experience Since 1987

**Rob Zachman | Senior Solutions Sales Consultant**

920.687.4300 x7621

[rob.zachman@marconet.com](mailto:rob.zachman@marconet.com)

- Industry Experience Since 1996
- B.B.A. in Marketing
- Experience with Document Management, Variable Data, Print/Output and Color Management and Scan/Route Automation
- Certified: CompTIA CDIA+ and PaperCut Professional

**Wade Link | Solutions Sales Consultant**

920.687.4300 x4909

[wade.link@marconet.com](mailto:wade.link@marconet.com)

- Industry Experience Since 2002

- AS Degree in Commercial Art & Advertising Design/Marketing Communication
- Experience in the Print Production field with Project Conception and Design through Distribution
- Certified: EFI Expert and Xerox Trainer



**Joe Brown | Solutions Sales Consultant**

920.687.4300 x8424

[joe.brown@marconet.com](mailto:joe.brown@marconet.com)

- Industry Experience Since 2018
- Experience with 5 different manufacturers through sales and solutions
- Certified: Sharp Ultimate Certified



**Dan Voss | Director of Copier Service**

920.687.4300 x3060

[dan.voss@marconet.com](mailto:dan.voss@marconet.com)

- Industry Experience Since 1992

## CERTIFIED TECHNICIANS AND SUPPORT SPECIALISTS

### Copier / Printer

#### COPIER SERVICE LEADERSHIP



**Jeff Olson | Sr. Director of Field Service Operations**

- Industry Experience Since 1990



**Dan Voss | Director of Field Service Operations**

- Industry Experience Since 1992



**Jeff Douglas | Director of Field Service Operations**

- Industry Experience Since 1992



**Chuck Thompson | Copier Support Desk Supervisor**

- Industry Experience Since 2016

#### WISCONSIN | LEADERSHIP



**Brian Van Quick | Copier Installation Manager**

- Industry Experience Since 1987

#### MILWAUKEE, WI & LOCAL RESOURCES



**Dan Mueller | Copier Service Technician**

- Industry Experience Since 1993
- A.A.S Degree in Computer Electronics Engineering Technology
- Experience with Sharp and Konica Minolta

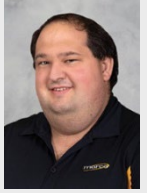
*Milwaukee*

	<p><b>Joe Helmers   Network Copier Installer/Trainer</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 2011</li> <li>• A.A.S Network Specialist</li> <li>• Experience with Sharp, Samsung, HP, and Lexmark</li> </ul>	<p><i>Milwaukee</i></p>
<p>PHOTO COMING SOON</p>	<p><b>Scott Polzin   Copier Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 2007</li> <li>• Experience servicing Konica Minolta and Canon</li> </ul>	<p><i>Milwaukee</i></p>
	<p><b>Jeffery Engstrom   Copier Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 2002</li> <li>• Certified on HP printers</li> </ul>	
<p>PHOTO COMING SOON</p>	<p><b>Andreas Holmgaard   Copier Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry experience since 2023</li> <li>• Experience servicing HP</li> </ul>	
	<p><b>Corey Jansen   Copier Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry experience since 2016</li> <li>• Certified on HP printers</li> </ul>	
	<p><b>Brandt Anderson   Copier Refurb Technician</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 2000</li> <li>• Certified: ATSP, Sharp Gold SESP and Konica Minolta Outward Associate</li> </ul>	
	<p><b>Don Kerscher   Copier Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 1991</li> <li>• A.A. Degree in Electro-Mechanical Technology</li> <li>• Konica Minolta Pro-Tech Certification (26 years)</li> <li>• Experience servicing Konica Minolta, Risograph, Ricoh, HP, Sharp and Kyocera-Mita</li> </ul>	
	<p><b>Jeff Huss   Production Print Service Technician</b></p> <ul style="list-style-type: none"> <li>• Industry Experience Since 1994</li> </ul>	



**John Koehler | Copier Service Technician**

- Industry Experience Since 1991
- Experience servicing KIP, HP, Konica Minolta, Sharp, Lexmark and Fiery



**Justin Korpall | Network Copier Installer/Trainer**

- Industry Experience Since 2006
- Certifications: Kyocera Total Document Solutions, Konica Minolta Outward Associate, Konica Minolta Outward Professional
- Experience servicing, installing and networking with Kyocera, Mita, HP, Gestetner, Sharp, Samsung, Brother, Okidata, Duplo, Standard Digital Duplicators, Ricoh Digital Duplicators



**Larry Ahrens | Copier Service Technician**

- Industry Experience Since 2014
- Experience servicing KIP, HP, Konica Minolta, Sharp, Lexmark and Fiery



**Paul Borden | Copier Service Technician**

- Industry Experience Since 1989
- Experience servicing HP, Ricoh, Konica Minolta, Samsung and Risograph



**Stacy Pantzlaff | Copier Service Technician**

- Industry Experience Since 1990
- Experience servicing KIP, Konica Minolta, Risograph and Samsung



**Todd Triebensee | Copier Service Technician**

- Industry Experience Since 1988
- Experience servicing Ricoh, Risograph, HP and Konica Minolta



**Troy Wilker | Copier Setup Technician**

- Industry Experience Since 2015
- Experience servicing Canon and Sharp
- Certified: HP, Konica Minolta Outward Professional and Sharp Gold



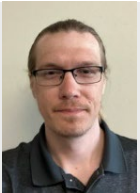
**Phil Scanlan | Copier Service Technician**

- Industry Experience Since 2022
- B.A. and M.I.S
- Experience servicing Konica Minolta and Sharp
- Certified: Konica Minolta and Sharp



**Andy Kretlow | Copier Service Technician**

- Industry Experience Since 1992
- Experience servicing Kyocera



**Eric Kersten | Copier Service Technician**

- Industry Experience Since 2022
- Certified: HP A4 MONO Laserjet 500, Sharp Core Competencies, and Sharp MFP Core Color



**Wayne Simon | Network Copier Installer/Trainer**

- Industry Experience Since 2022
- A.A.S. Degree in Information Technology

## PRODUCTION PRINT SOLUTIONS TEAM AND CERTIFIED TECHNICIANS

### TEAM LEADERSHIP



**Clint Dorgan | Solutions Manager**

- Industry Experience Since 1993
- Experience with production print sales and technical expertise assisting clients in implementing production print solutions



**John Welle | Production Print Support Specialist Manager**

- Industry Experience Since 1999
- Experience with variable data printing, color management and troubleshooting, in-house digital printings including Konica Minolta and Sharp, with a background in graphic design and high-quality print output
- Certified: EFI Fiery Certified Expert, Konica Minolta Fiery IC-417 Controller

### PRODUCTION PRINT SOLUTIONS ARCHITECTS



**Darin Lerbs | Solutions Architect**

- Industry Experience Since 1987
- Experience with production print prepress and expertise in workflows and applications, color management, variable data printing and troubleshooting for Mac and PC environments
- Certified: EFI Fiery Certified Expert



**Gary Wooldridge | Solutions Engineer**

- Industry Experience Since 1990
- Experience with digital print production, and conventional offset, software applications including workflow, color management, and variable data
- Certified: EFI Fiery Certified Expert



**Kelly Feddema | Associate Solutions Engineer**

- Industry Experience Since 1991
- Experience with digital print production, and conventional offset, troubleshooting and implementation Experience with software applications including workflow, color management, and variable data
- Certified: EFI Fiery Certified Expert

### PRODUCTION PRINT SERVICE RESOURCES



**Alan Gravenhof | Production Print Service Technician**

- Industry Experience Since 1991
- Experience servicing Canon, HP, Konica Minolta, Lexmark, Samsung and Sharp



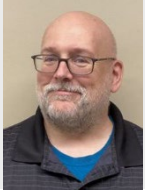
**Amos Mix | Production Print Service Technician**

- Industry Experience Since 2009
- Experience servicing Konica Minolta, Kyocera, Canon, Lexmark, HP, KIP, Sharp and Samsung



**Bob Brenhofer | Production Print Service Technician**

- Industry Experience Since 1989
- Experience servicing Konica Minolta, HP and Sharp



**Bryan Giancola | Production Print Service Technician**

- Industry Experience Since 2001
- Konica color production trained



**Bob Holtman | Production Print Service Technician**

- Industry Experience Since 1990
- Experience servicing Canon, Sharp, Konica Minolta and HP



**Bryan Vollrath | Production Print Service Technician**

- Industry Experience Since 1988
- AA Degree in Electronics
- Experience servicing Konica Minolta, Canon and Lexmark



**Byron Thompson | Production Print Service Technician**

- Industry Experience Since 1986
- Experience servicing Canon, Konica Minolta, HP, Ricoh and Sharp



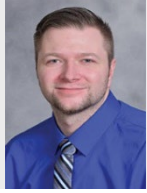
**Chris Ernst | Copier Service Technician**

- Industry Experience Since 2019
- Experience servicing Kyocera, Sharp, Konica Minolta, HP and Lexmark



**Clint Hainley | Production Print Service Technician**

- Industry Experience since 2000
- Associates Degree in Electronics
- Experience servicing Kyocera, HP, Konica Minolta, Lexmark, and Sharp Certified CompTIA PDI+



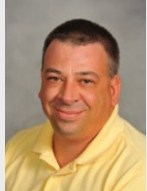
**Clint Tangen | Production Print Service Technician**

- Industry Experience Since 2016
- Experience servicing HP, Konica Minolta and Sharp



**Dan Haselhorst | Production Print Service Technician**

- Industry Experience Since 1994
- Experience servicing Canon, HP, Samsung, Sharp, Lexmark and Konica Minolta



**Dan Kucera | Production Print Service Technician**

- Industry Experience Since 1990
- AAS Degree in Electronics
- Experience servicing Canon, HP, Konica Minolta, Lexmark and Sharp



**Dave Schantzen | Production Print Service Technician**

- Industry Experience Since 1987
- Experience servicing Canon, Konica Minolta, HP and Sharp



**Dominick Schmidt | Production Print Service Technician**

- Industry Experience Since 2016
- Experience servicing Konica Minolta Pro & Press, Kyocera



**Doug Neely | Senior Solutions Sales Consultant**

- Industry Experience since 1987
- Involved in the print industry for over 35 years, offering a vast sales and technical background to assist clients in implementing production print solutions to help increase their sales and profits



**Eric Hanson | Production Print Service Technician**

- Industry Experience Since 2016
- Experience servicing Sharp, Konica Minolta, HP, Canon, Lexmark, Kyocera, and Samsung



**Gregg Carlson | Production Print Service Technician**

- Industry Experience Since 1996
- Experience servicing Canon, HP, Konica Minolta and Sharp



**Jason Bruntz | Production Print Service Technician**

- Industry Experience Since 2013
- Degree in Web Design, Associates in Web Programming, Associates in Web Master
- Experience servicing HP, Konica Minolta, Kyocera, Lexmark, Panasonic and Sharp



**Jeff Rings | Production Print Service Technician**

- Industry Experience Since 1992
- Experience servicing Sharp, Konica Minolta, HP, Canon, Lexmark and Samsung



**Jeremy Poirier | Production Print Service Technician**

- Industry Experience Since 1999
- Experience servicing Canon, HP, Samsung, Sharp, Lexmark and Konica Minolta



**Jimmy Lang | Production Print Support Specialist**

- Industry Experience Since 1999
- Experience with in-house digital printings including Konica Minolta and Canon, with a background in graphic design and high-quality print output



**John Conner | Production Print Service Technician**

- Industry Experience Since 1985
- Associates degree in Electronics
- Experience servicing HP Pagewidth XL wide format, KIP wide format, Konica Minolta, Kyocera, Lexmark and Sharp



**Joe Arntson | Production Print Service Technician**

- Industry Experience Since 1994
- Experience servicing Canon, Konica Minolta and Sharp



**Julian Pierre | Production Print Service Technician**

- Industry Experience Since 2015
- Experience servicing Canon, HP, Kip, Samsung, Lexmark, Sharp and Konica Minolta



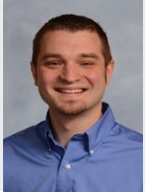
**Kevin Mayfield | Production Print Service Technician**

- Industry Experience Since 1984
- Experience servicing Kyocera, Sharp and Konica Minolta



**Lee Baldwin | Production Print Service Technician**

- Industry Experience Since 2007
- AAS Degree in Electronics
- Experience servicing Canon and Konica Minolta Bizhub C308-C658, AccurioPress C3080 Series, Press 1050-1250 and Canon 6500-8500 and C5500 Series
- Certified: Konica Minolta Outward Professional



**Mike Schlueter | Production Print Service Technician**

- Industry Experience Since 2009
- AA Degree in Electrical Engineering Technology
- Experience servicing Canon, Konica Minolta, Toshiba and Lexmark



**Paul Gasper | Production Print Service Technician**

- Industry Experience Since 1989
- Certified CompTIA PDI+
- Experience servicing Konica Minolta, Kyocera, Sharp, Canon, Kip



**Randy Egli | Production Print Service Technician**

- Industry Experience Since 1996
- Experience servicing Sharp, Konica Minolta, Kyocera, Ricoh, HP, Lexmark and Samsung



**Randy Miller | Production Print Service Technician**

- Industry Experience Since 1995
- Experience servicing Konica Minolta, Toshiba, HP, Samsung and Ricoh



**Rob Hoffman | Production Print Service Technician**

- Industry Experience Since 2002
- Experience servicing Canon, HP, Konica Minolta, Samsung and Sharp



**Shane Schnabel | Production Print Service Technician**

- Industry Experience Since 1998
- Experience servicing Canon, Samsung, HP, Lexmark, Sharp and Konica Minolta



**Steve Walters | Production Print Service Technician**

- Industry Experience Since 2008
- Experience servicing Konica Minolta, HP and Sharp
- Certified: KIP and MGI

**Troy Vink | Production Print Service Technician**

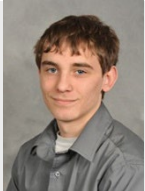
- Industry Experience Since 2007
- Experience servicing Canon, HP, Konica Minolta, Sharp and Fiery
- Certified: CompTIA A+ and Konica Minolta Expert

**Tyrone Howard | Production Print Service Technician**

- Industry Experience Since 2000
- Certifications: CompTIA A+, Ricoh, Xerox, Canon, and Konica Minolta
- Experience servicing Ricoh, Xerox, Konica, and Canon Printers

**Wade Link | Solutions Sales Consultant**

- Industry Experience Since 2002
- AS Degree in Commercial Art & Advertising Design/Marketing Communication
- Experience in the Print Production field with Project Conception and Design through Distribution
- Certified: EFI Expert and Xerox Trainer

**Zach Heggebo | Production Print Service Technician**

- Industry Experience Since 2014
- Experience servicing Konica Minolta, HP and Lexmark

## IMAGING SOFTWARE SOLUTIONS TEAM

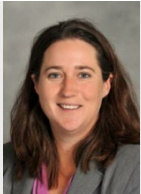
### Enhanced Copier Solutions

#### LEADERSHIP



**Dan Larkin | Solutions Sales Director**

- Industry Experience Since 2006
- B.A. in History
- Responsible for all sales, service and operational teams and for the delivery of MPS and Imaging Software Solutions to Marco’s client base, with a focus on client experience



**Amy Lindgren | Solutions Manager**

- Industry Experience Since 2002
- Experience providing advanced technical advice, consultation and expertise in direct support of securing sales of enterprise printing applications and solutions
- Certified: CompTIA CDIA+, uniFLOW, PaperCut, PrinterLogic and Kofax eCopy

#### SOFTWARE SPECIALISTS



**Brandon Nelson | Enhanced Copier Solutions Support Specialist**

- Industry Experience Since 2004
- Experience in the installation and repair of copy/print/scanning devices
- Certified: uniFLOW and PaperCut



**Dennis Halverson | Enhanced Copier Solutions Support Specialist**

- Industry experience since 2005
- A.A.S. Degree in Telecommunications
- Experience in production print, software solutions, copier installing, networking and troubleshooting
- Certified: Papercut, PrinterLogic, Konica MFPs, Kip K series Wide format, Xerox Docutech & Nuvera, HP Printers



**Eric Berg | Solutions Sales Consultant**

- Industry Experience Since 2022
- Certified: PaperCut MF



**Mike Sanders | Enhanced Copier Solutions Support Specialist**

- Industry Experience Since 2013
- B.S. in Computer Engineering
- Experience in copier networking, copier installation/troubleshooting and copier solutions
- Certified: PaperCut, uniFLOW and eCopy

**Nathan Chappell | Enhanced Copier Solutions Support Specialist**

- Industry Experience Since 1998
- A.A.S. Degree in Illustration/Graphic Design
- Industry experience in print production, graphic design, software solution support, networking, and canon hardware installation
- Certified: uniFLOW, PaperCut, Ecopy, Canon imageWARE, Canon System Engineer

**Richard Morrison | Solutions Sales Consultant**

- Industry Experience Since 1990
- Experience in advanced software solutions in the education, health, financial and legal fields
- Certified: eCopy, EDM, PaperCut and PrinterLogic

**Rob Zachman | Senior Solutions Sales Consultant**

- Industry Experience Since 1996
- B.B.A. in Marketing
- Experience with Document Management, Variable Data, Print/Output and Color Management and Scan/Route Automation
- Certified: CompTIA CDIA+ and PaperCut Professional

**Tim Outcalt | Solutions Sales Consultant**

- Industry Experience Since 1999
- A.A.S. in Electronics Engineering Technology
- Experience in printer and MFP networking and software solutions, Javascript programming language, Mac and Linux operating systems
- Certified: Kofax eCopy, PaperCut, KMBS Outward Master Office Solutions, Xerox Certified Level 3 Analyst

**Birch Phillips | Solutions Sales Consultant**

- Industry Experience Since 1973
- B.S. Degree in Civil Engineering
- Experience as a Press Operator, Sales and Delivery, Business Management and Solutions Specialist
- Certified: PaperCut Tech and Kyocera HYPAS

## PROJECT MANAGEMENT TEAM

### TEAM LEADERSHIP



**Jeff Olson | Sr. Director of Field Service Operations**

- Industry Experience Since 1990
- Associate in electronics & computer repair
- Experience in Leadership, Project Management, Service Management, Copier Installation Management, Large Copier/Printer Installations, and Inventory Control



**Dana Henriksen | Manager of Project Management Office**

- Industry Experience Since 2015
- B.A. in Business
- Certified Microsoft Programs
- Experience in Leadership, Account Management and Project Management in Managed Print Services, Large Copier/Printer Installations and Enhanced Copier Solutions



**Travis Sharer | Supervisor of Project Management Office**

- Industry Experience Since 2015
- B.S. Degree in Marketing
- Experience in Leadership, Account Management, Project Management, Managed Print Services, Copier Solutions, Copier and Printer Installations, Copier and Printer Sales

### PROJECT MANAGERS



**Pete Porrey | Project Manager**

- Industry Experience Since 1985
- A.A.S Degree in Electronics Technology
- CompTIA – A+, CNE, CDIA+
- Experience with Managed Print Services, Account Management and Project Coordination in Print Management, Enhanced Copier Solutions, Production and Wide Format Printing, Document Management and End User Training



**Tania Jones | Project Manager**

- Industry Experience Since 2010
- Experience with Customer Service, IT Field Service and Copier Installation Dispatching, Logistics and Project Planning and Resource Management

### PROJECT COORDINATORS



**Drew Morse | Project Coordinator**

- Industry Experience Since 2000
- B.S. Degree in Mass Communication
- CompTIA – A+, CTT+ VCTT+ Certified. EFI Fiery Professional Certification
- Experience with Project Coordination, End User Training, Managed Print Services, Enhanced Copier Solutions, Production (Fiery) Printing and Customer Service



**Devon Deibler | Project Coordinator**

- Industry Experience Since 2016
- Experience with Account Management, Installation Coordination within Copier Division, IT-Purchasing, and Customer Service



**Jennifer Wasko | Project Intake Coordinator**

- Industry Experience Since 2019
- Experience with Customer Service, IT Field Service and Copier Installation Dispatching, Logistics and Project Planning and Resource Management



**Michelle Cole | Project Coordinator**

- Industry Experience Since 2021
- Experience with Account Management, Administrative, Document Control, Project Coordination and Customer Service

**SERVICE COORDINATORS**



**Bobbie Lang | Service Coordinator**

- Industry Experience Since 2011
- Experience with Customer Service and Leadership



**Karen Glein | Service Coordinator**

- Industry Experience Since 2019
- B.A. Degree in Communication
- Experience with Customer Service and Leadership



**Lowell Bueligen | Service Coordinator**

- Industry Experience Since 2015
- Experience with Customer Service, Copier Installation Dispatching, Logistics Planning and Project Management, Resource Management and Computer Installation and Repair



**Teri Omar | Service Coordinator**

- Industry Experience Since 2013
- Experience with Customer Service, IT Field Service and Copier Installation Dispatching, Logistics and Project Planning and Resource Management



**Chris Hanson | Service Coordinator**

- Industry Experience Since 2007
- Experience: Customer Service, Copier/Printer Setup



## MARCO SECURITY TEAM

### CORPORATE LEADERSHIP



**Glenn Middlekauff | Chief Service and Automation Officer**

- Industry Experience Since 1990



**Eric Anderson | Head of Cybersecurity**

- Industry Experience Since: 2006
- Bachelor's Computer Science
- Certifications: CISSP, Security+
- Experience with: Incident Response, Security Operations, Threat and Vulnerability Management, Risk Management, Information Security Governance and Compliance

### TEAM LEADERSHIP



**Charles Brandt | Consulting Services Manager (vCIO/vCISO Services)**

- Industry Experience Since 2000
- Bachelor's Degree in Business Management
- Certifications: Cybersecurity Risk Management, Blockchain Applications,
- Experience: High-Availability IT Infrastructure, Network Security, Cybersecurity Remediation, Risk and Impact Analysis, Incident Response Planning, Security Program Development, Cybersecurity Framework Alignment, Executive Team and Board Stakeholder Communication



**Jay Brown | Cyber Security Manager**

- Industry Experience Since 2014
- BBA in Management Information Systems (MIS)
- Certifications: CISSP, Associate of ISC2, HP Endpoint Security Certified
- Experience: Defense Federal Acquisition Regulations Supplement (DFARS) National Institute of Standards and Technology (NIST) SP 800-171, FFIEC IT Handbook, PCI, GLBA Section 501(b) and HIPAA/Health Information Technology for Economic and Clinical Health (HITECH) compliance reviews



**Jennifer Hemmah | Risk Manager**

- Risk and Controls Experience Since 2008
- MBA and BS in Business Economics
- Jennifer previously worked for Archway where she was contracted to work on-site at Microsoft leading the Finance Business Intelligence Controls and Compliance team
- Experience: Over 10 years of experience in design, testing and documentation of SOX, operational and fraud controls

### CYBERSECURITY CONSULTING



**Jared Thienes | Client Systems Analyst/Print Security Specialist**

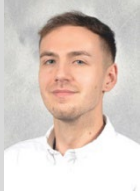
- Industry Experience Since 2021
- BA Management Information Systems (MIS)
- Certifications: Security+

- Experience: An active United States Marine Corps Reserve member with educational background in management information systems and cybersecurity toolsets and compliance standards

**CYBERSECURITY SPECIALISTS**

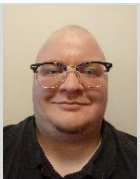
**Areas of Focus/Specialization**

Incident Response and Forensics, Security Tool Operations, Security Engagements, MIT Client Audit Response, Internal Compliance



**Brendan Ruplin | Security Analyst**

- Industry Experience Since 2018
- Certifications: Cisco Networking
- Experience with Barracuda email filtering, Meraki and WatchGuard Firewall, Microsoft Windows server network, VPN, Microsoft operating systems, Webroot, AD, Exchange, Office 365, QuickBooks, Remote desktop services, networking and VMware Virtualization



**Cameron Bauch | Vulnerability Analyst**

- Industry Experience Since 2022
- Summit Academy Cybersecurity Certification
- Experience: Autopsy, Registry Explorer, KnowBe4, CyberCNS, ConnectWise, and Mosaic



**Don Hoversten | Senior Virtual CIO**

- Industry Experience Since 2017
- BS in Marketing and Management
- Certifications: ITIL Foundation Certified



**Glenn Sweeney | Senior Virtual CISO**

- Industry Experience Since 2004
- A.S. in Electronics Engineering
- Certifications: Information System Security Professional (CISSP) 321505, SANS GIAC Security Essentials (GSEC) 10312, SANS GIAC Certified Incident Handler 26355, Certified HIPAA Security Expert (CHSE), Certified Cybersecurity Awareness Professional (CCAP), EC-Council Computer Hacking Forensic Investigator (CHFI), CompTIA Security+, Microsoft Certified Systems Engineer (MCSE) +Security (Legacy), OCEG GRCP (Certified GRC Professional)



**Nathan Spanier | Security Analyst**

- Industry Experience Since 2019
- BS Degree in Cybersecurity
- Experience: Professional experience with Azure, o365, Meraki and DUO



**Sam Glassberg | Security Engineer**

- Industry Experience Since 2018
- AAS in IT/Help Desk/Networking and a AAS in Network Engineering
- Certifications: Linux Pro, Network Pro, Network Security Pro
- Experience: CrowdStrike (EDR), Perch (CW-SIEM), Auvik, Umbrella, ThreatLocker, Meraki, Cisco ASA/Switches, SonicWall, Barracuda, Mimecast, O365, ATP, Exchange, AD, Azure AD, Azure ADFS, MS365, VMWare, Hyper-V, WDS, MDT, Windows Server

2008+, Linux Systems Administration, WatchGuard, CJIS, Emergency IR, RCA, Purple Team, Vulnerability Remediation

**RISK MANAGEMENT SPECIALISTS**

**Areas of Focus/Specialization**

SOC 2 Compliance, Internal Audit, Internal Security Monitoring, Risk Management Program, Vendor Due Diligence



**Ziad Ammouri | Technical Auditor**

- Industry Experience Since 2019
- BS Degree in Cyber Security and Information Assurance
- Certifications: Certifications: ISO/IEC 27001 Information Security Internal Auditor, Associate/ CISSP/ Experience Conditions, CISA ISACA Provisionally passed, AWS Cloud Practitioner, OneTrust: Certified Privacy Professional, Scrum Foundation Professional Certificate - SFPC™, Certified API Penetration Testing, OneTrust: Certified GRC professional, OneTrust: Cookie Consent expert, PMI: Fundamentals of Waterfall Project Management, PMI: Fundamentals of Agile Project Management
- Experience: Information System Audit, Ethical Hacking, Network Security, Digital and Network forensics, Python, SQL, Programming



**Sandi Helm | Risk Analyst**

- Industry Experience Since 2016
- BS Degree in Microbiology
- Experience: Controls Monitoring/Auditing and Program Management

# **Copier/Printer Support Services**

Simple.  
Secure.  
Better.

## COPIER/PRINTER SUPPORT SERVICES

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## 1. COPIER/PRINTER SOLUTIONS

Marco has been providing copier-printer solutions since 1975 and is recognized nationally as an elite Managed Services provider. Marco’s Managed Print Services includes equipment delivery and installation, parts, on-site service, remote Support Desk assistance, preventative maintenance, all supplies (except paper and staples), automated toner supply delivery and printer replacement.

### A. Print Assessment

Marco’s print assessment approach is a four-step process we created to assess, plan, measure and manage your company's printing output. We figure out if your current multifunction devices (printer/scanner/copier/fax) are the right size for your space.

1. **Assess** – How does your office currently utilize copiers, printers, fax machines and scanners? How many devices do you have? Who is responsible for maintenance, repair and supplies? What documents are you producing or working with currently? What is the purpose of the document?
2. **Plan** – What steps can we take to improve efficiency and workflow?
3. **Measure** – What does success look like? Is it lower costs on supplies and maintenance? Is it fewer touches from the IT Department? Do we eliminate the printed document altogether, or use a digital document for automated workflow?
4. **Manage** – Where do we go from here? How do we foresee problems before they arise? Our approach is proactive instead of reactive.



During our on-site survey, we will review current usage of your devices to get an accurate measure of supplies and other aspects. We will also talk to key staff members about challenges with your current setup. We'll map the locations of your current copiers/printers so we can offer recommendations for consolidations, relocation and additional placements.

Our [comprehensive on-site print assessment](#) includes document output and usage reports, drawings of your floor plan for device placement, cost saving opportunities and tools for maintaining control of your print environment.

Here are a few of the many benefits of Marco's assessment plan:

- Save up to 30% on your printing costs
- Save office space by consolidating products
- Increase productivity and user satisfaction
- Plan for future expansion and technology

### B. Managed Print Services Program

Marco’s Managed Print Services program includes:

**Discovery**

- Complete device discovery for asset tracking
- Conduct interviews with your key personnel
- Implement monitoring/management tools
- Conduct site survey (if fleet changes are required)
- Document device locations
- Capture meter readings



**Management & Monitoring**

- Live Support Desk assistance
- On-site service and support from certified systems engineers and technical representatives
- Online access to service call status/history
- Automatic supply ordering and shipment
- Proactive maintenance

**Analysis & Reporting**

- Analyze usage, deployment and overall performance of print environment
- Data collection tools used for reporting include Print Aware (customized automated reporting), PaperCut MF, e-Automate, Marco’s Client Center portal ([portal.marconet.com](http://portal.marconet.com)), Client Business Reviews and more
- Customized and ad hoc reporting is provided upon customer request
- Print Aware can pull the MIB (Management Information Base) from the print devices on your network.
  - The MIB contains information such as serial number, make, model, ip address, meter counts, and toner levels for each print device.
- Our Client Center portal gives you access to placing service and supply calls, as well as reviewing service and supply history
- Standard reports provide a detailed summary of:
  - Service call history
  - Supplies usage
  - Device utilization
  - Device list and status
  - Average monthly print volume

**Performance Improvements**

- Semi-annual business review
- Printer replacement, as necessary
- Maximize resources and strategize for future growth
- Make informed changes based on users’ needs

**C. Optional Support Desk**

As an option, you can receive expertise from both hardware and network technicians with a live-call answer. Hardware technicians work directly on your equipment to solve hardware malfunctions. Network technicians focus on your connectivity and device settings, such as scanning documents from the copier to your email. Marco’s copier support team consists of technicians who work remotely with copier and print devices daily. They spend their time helping you become a workplace hero. If a service request escalates, the copier support team receives help from hundreds of certified Marco technicians.

## 2. DEDICATED SUPPORT TEAM

The following comprehensive team of experts is dedicated to providing a migration and management strategy for your Managed Print Services:

<b>Technology Advisor</b>	Single point of contact dedicated to your account
<b>Technical Account Manager</b>	Interacts with technology advisor and customers to solve business needs and recommend solutions; qualifies and scopes sales opportunities; works with technical escalation point for sales support team; facilitates Client Business Reviews
<b>Software Solutions Sales Consultant</b>	Provides recommendations and software integration within print environment
<b>Sales Manager</b>	Escalation contact for sales-related issues
<b>Sales Director</b>	Manages and escalates pricing, support, post and pre-sales issues, maintains the day-to-day manufacturer-customer relationship
<b>Cyber Security Manager</b>	Scopes, designs and ensures implementation of the controls required to meet your organization’s unique environmental, regulatory and contractual requirements
<b>Network Copier Installer/Trainer</b>	On-site resource for network installation and user training on new equipment
<b>Project Manager</b>	Facilitates on-boarding (i.e., device discovery, coordination of Marco resources, planning, process training) for large copier/printer implementations; once implementation is complete-acting account manager (in addition to the sales rep) for escalations, questions, account management and Client Business Reviews
<b>Client Services</b>	Provides basic phone support, routes service calls to Support Desk remote technical support or dispatches a technician for on-site repair
<b>Support Desk</b>	Fields print-related service calls, works remotely to remediate and resolve the issue
<b>Certified Copier Service Technician</b>	Provides on-site service and preventative maintenance
<b>Copier Service Manager</b>	Manages, escalates and resolves service requests, maintains the day-to-day manufacturer-customer relationship

### A. Certified Systems Engineers and Technical Representatives

Marco has over 650 factory-trained, certified systems engineers and technical representatives who go on-site and serve our customers throughout the nation. Customers will have dedicated technicians assigned to them based on geography and machine type. Marco has built solid relationships with its vendors over the past 51 years.

We have the product experience, technical expertise and resources needed to provide the best solution, successful implementation and ongoing service/maintenance. Marco’s professional certifications can be found on our website at <https://www.marconet.com/about/why-marco/professional-certifications>.

### 3. IMPLEMENTATION PROCESS

Marco has a dedicated Project Management Office that will partner with you to ensure the installation of new print devices and implementation of Managed Print Services goes smoothly. The assigned project manager will gather information on all devices, including but not limited to, device location, contact information, serial numbers, starting meters, etc.

Prior to the delivery of new equipment, a project manager or installation coordinator will contact you to discuss your needs and current environment. The installation coordinator will formulate a plan for equipment removal and installation that will create the least amount of interruption to your staff and workflow. During this call, the coordinator will also discuss scheduling of the network installation and training sessions.

Finally, we will conduct a Welcome Kit call to review the go-forward process, navigation of Marco’s website, etc. At the time of the Welcome call, we will “go-live” and begin proactively monitoring and managing your devices.

#### A. Implementation Milestones



**B. Implementation Plan Sample**

**PHASE 1 – FINALIZE CONTRACTS, PROJECT PLANNING, EQUIPMENT ORDERING, SETUP AND TESTING**

*NOTE: Project timelines vary upon several factors. Your individual timeline may be shorter or longer than the sample below based on customer needs/availability.*

**Week 1:**

<b>Project Task</b>	<b>Marco Resource</b>	<b>Client Resource</b>
Assign Strategic Account Specialist (Project Manager) to manage copier/printer fleet transition	Copier/Printer and MPS Implementation Team	Assign a change management leader
Approve [Client Name] contract terms and conditions	Sales	Finance
Schedule kick-off call - discussion of print environment; Identify complete list of printer devices and MFPs and volumes associated with those devices based upon color and black and white prints	Sales	IT staff
Installation of data collection agent	Project Manager/data collection team	IT staff
Identify MFD fleet by location/department	Sales	Department staff
Identify current utilization and performance of MFD fleet	Sales	IT staff
Finalize hardware requirements	Sales	IT staff/Finance
Marco to order new hardware from manufacturers	Sales	N/A

**Week 2:**

<b>Project Task</b>	<b>Marco Resource</b>	<b>Client Resource</b>
Distribute a message to employees, faculty and staff regarding change	N/A	Change management leader
Provide current contracts and invoices associated with MFD fleets (i.e., identify overages, underutilization, etc.)	Sales	IT/Finance
Review and sign Statement of Work to initiate transition for management of print services to Marco	Sales	IT staff/Finance/change management leader
Service branding and launch communication messaging discussion/planning	Project Manager	Change management leader

**Week 3:**

Project Task	Marco Resource	Client Resource
Review and approve Marco agreement	Sales	Finance
Review Data Collection Report; ensure it covers entire fleet of network printers	Project Manager	IT staff
Create IT plan for using Digital Site Survey information and a process for old MFD device data to transition to new devices (i.e., Address books)	Project Manager	IT staff
Equipment received and setup begins*	Technicians	N/A
Software solution installation/testing	ECS team	IT staff

\*Devices can be pre-programmed by obtaining network and current device settings. This will minimize the disruption to your work environment.

**PHASE 2 – ON PREMISE EQUIPMENT TESTING, EQUIPMENT INSTALLATION, USER TRAINING**

**Week 4:**

Project Task	Marco Resource	Client Resource
Marco to install equipment	Installation/ Training team	Change management leader/IT staff
Marco to train super-users on equipment	Installation/ Training team	Department Staff
Software/device deployment	ECS team	IT staff

**Week 5:**

Project Task	Marco Resource	Client Resource
Marco to install equipment	Installation/ Training team	Change management leader/IT staff
Marco to train super-users on equipment	Installation/ Training team	Department staff
Software/device deployment	ECS team	IT staff

**PHASE 3 – GO-LIVE CALL FOR PROJECT REVIEW AND WRAP UP**

**Week 6:**

Project Task	Marco Resource	Client Resource
Reconcile printer device discovery information (serial numbers, location identifiers, etc.) with IT staff prior to entry into Marco’s system	Project Manager	IT staff
“Go-live” call for printer devices – how to place service/supply orders, utilizing the Client Center portal and Client Services team	Project Manager	Change management leader/IT staff

**Follow up (1 week to 1 Month after Go-Live)**

Project Task	Marco Resource	Client Resource
Client Services wellness call – printer implementation (MPS)	Project Manager	Change management leader/IT staff
Schedule additional MFD training if required	Project Manager	Change management leader/classroom

### C. Installation and Training

Marco's network copier installer/trainers are dedicated to making sure your new copier/printer is fully configured and tested for network printing and scanning (copier/printer must be a networked device). They provide training to ensure that your staff receives the information needed to be efficient and successful when using your new equipment. Marco has color specialists available for advanced training and support. We also have production print specialists available for advanced Fiery training and color matching support.

The typical class size ranges from five to eight staff members. The sessions are tailored to each department's particular copying, printing and/or scanning needs. Training typically includes basic 'walk-up' copying, an introduction to the advanced copy/print/scan functions, routine loading of supplies (paper and toner) and clearing misfeeds. Key operators will be introduced to default and security settings, and our Client Center portal ([portal.marconet.com](http://portal.marconet.com)), which is available for you to place service calls and order supplies 24 hours a day, 7 days a week. Our Client Center portal gives you real-time access to your account information, including order status, purchase history, account details, etc.

Marco's training is designed to be as concise and comprehensive as possible to help you and your staff feel comfortable using your new solution(s). Training may be provided via remote or classroom instruction, online videos, Marco YouTube, printed manuals, etc. Further, training can include one-on-one instruction, FAQ's, cheat sheets, etc. Specific training requirements and associated fees will be identified and provided to you as part of your Statement of Work. Marco's network copier installer/trainers are available for questions or to schedule follow-up training as needed.



### D. Change Management (Moves, Adds, Changes)

Following successful implementation, your support team, in conjunction with our strategic account team, will support change management as needed. Our Print Device Change Request Form located on our website (<http://www.marconet.com/print-device-change-request-form/>) is one resource available for change management.

## 4. SERVICE/MAINTENANCE

### A. Service Hours

Marco's service hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding our published holidays\*, with 24-hour emergency support available.

\*Marco's published holidays include New Year's Day, Good Friday (close at 12:00 p.m.), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve (close at 3:00 p.m.).

**B. Service/Maintenance Requests**

To place a service/maintenance request, you can contact Marco’s Client Services/Support Desk at 800.847.3098, email requests to [copierservice@marconet.com](mailto:copierservice@marconet.com) or use our online service/supply request process through our Client Center portal ([portal.marconet.com](http://portal.marconet.com)).

The Client Center portal makes it easy for you to place service calls and order supplies 24 hours a day, 7 days a week. It also provides real-time access to your account information and the ability to assign user access based on location, so you can assign account view/access to just their location.

Within the Client Center portal you can view device inventory, run service/supply reports, check billing status and more. Please see Reporting for additional information.

**C. Response Time**

When contacting us, below are the standards you should expect for service response times:

- Marco strives to provide a live call answer experience 95% of the time for service requests with e-mail and Client Center portal response within 1 hour during regular business hours.
- If your service request is deemed network-related, you will be transferred to our Support Desk team, who will work remotely to remediate and resolve your issue.
  - We currently have a 90% remote resolution rate.
- If on-site service is required, a certified technician will call within one hour to establish an on-site arrival time and will arrive on-site within four business hours, unless otherwise requested by the client.

**Service Level Targets**

Response times below are for contracted service requests only.

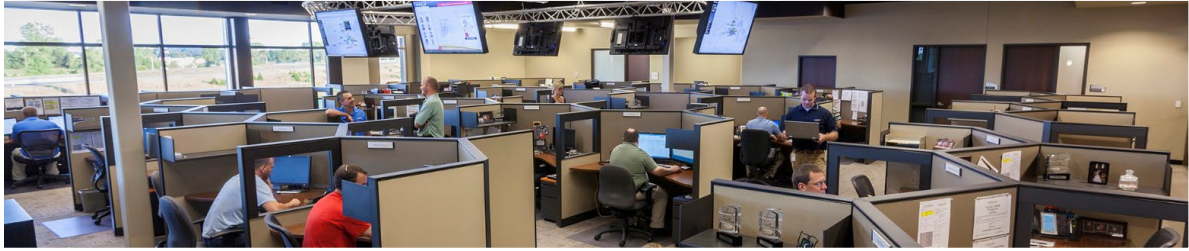
<b>CLIENT SERVICES RESPONSE</b> Receive confirmation of request	<b>TECHNICIAN RESPONSE</b>	<b>TECHNICIAN ON-SITE</b>	<b>MARCO MANAGER NOTIFIED</b>	<b>ESCALATE TO MANUFACTURER</b> Based on technician diagnosis	<b>RESOLUTION &amp; FOLLOW-UP</b>
<b>15 Minutes</b>	1 Business Hour Variable by Contract	4 Business Hours	As Required	As Required for Resolution	Daily

*\*On-site service will be provided next business day for clients outside of Marco’s local service area. 24-hour on-call service is available and defined in terms of your Marco contract.*

Upon the service ticket being opened and again when it is closed, an email notification will be sent to the designated end user. Marco’s guaranteed uptime rate is 96% and is based on the time a copier/printer is operational. Marco’s first-call effectiveness rate is in the top 10% of the industry.

Feedback is very important to Marco and the information received is used to resolve any issues, make improvements, and enhance our support services. After the service ticket is closed, a survey is emailed to the end user to gather feedback about the experience. Marco’s technical supervisor reviews the survey results and contacts customers who provided a score of 3 or less (on a scale of 1-5) or any negative comments. Marco’s

Copier/Printer service call survey results average a score of 4.5 for support desk and on-site assistance.



**D. Service Escalation**

Occasionally, circumstances arise where our normal service procedures may not provide you with the response you require. In these rare circumstances, we ask that you contact one of Marco’s service managers. Once the issue has been resolved, an email notification is sent to the designated end user.

**E. Total Call Process and Preventative Maintenance**

When on-site service is needed, your certified Marco technician will call within one hour to establish an on-site arrival time. In addition to diagnosis and resolution of any immediate issues, the technician will perform a complete 10-point maintenance check, specific to the device type, to determine the next two potential items that may require service in the future. This involves a top to bottom, left to right analysis to guarantee the device continues performing at top functionality.



We take into consideration manufacturer recommended service schedules when performing preventative maintenance. On every service call, the technician will check if any parts need to be replaced for the device to maintain its optimal performance level. To maximize the usage of parts, minimize costs and support our green initiative, we may extend the interval time for maintenance if a device is working effectively and producing quality results.

Each technician is equipped with an appropriate stock of parts that will maximize customers’ uptime. In most cases, any parts that your technician does not have in his/her van stock can be retrieved the same day from one of our locations.

**F. GPS Tracking System**

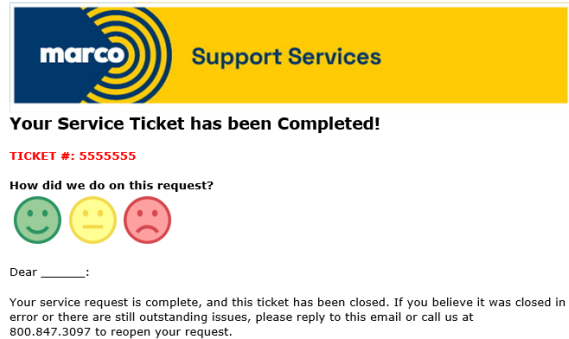
Marco utilizes a GPS tracking system for all our copier/printer technical service representatives. Through the online graphic user interface, we see the location of our service vehicles to effectively dispatch and route service calls. The system provides our customers with even quicker response times and faster resolutions for any critical downtime issues. Our service technicians can access the GPS interface from their laptops to more effectively plan their service call routes, which lessens gas emissions and travel time on the road.

## G. Printer Replacement

Marco will replace printers with a comparable device for no additional charge if a device is not operating to manufacturer/industry standards after completing the manufacturer's escalation process. Marco provides automated monitoring to ensure performance of the device. In the event Marco/manufacturer declares the printer at end of life and replacements parts, print drivers or firmware are no longer available, a discussion will be necessary to provide customers with options to replace the non-qualified legacy devices.

## H. Service Call Survey

Feedback is very important to Marco and the information received from our customers is used to resolve any issues, make improvements and enhance our support services. After each service ticket is closed, a follow-up survey is emailed to the end user. Marco's Care Team supervisor reviews the survey results and contacts customers who provided a neutral or negative response. Marco's Copier/Printer service call survey has a positive average rating of 96.5% for the past 12 months.



## 5. SUPPLIES

### A. Automated Supply Ordering and Shipment

Marco's auto-toner replenishment system is designed so you won't worry about sparse copier/printer supplies again. The system automatically monitors your toner usage for networked devices and generates an alert to Marco's Support Desk when toner for your device runs low. A shipping ticket is created with the location, make, model and serial number, as well as the contact for the printer that has low toner. A supply item is then proactively shipped to the customer's location. Further, the project kick-off meeting will address monitoring and reporting items for your environment.

### B. Supply Ordering

For additional supply orders, contact our Client Services team at 800.847.3098, email us at [supplies@marconet.com](mailto:supplies@marconet.com), use our online ordering process through our Client Center portal ([portal.marconet.com](http://portal.marconet.com)) or use the QR app. Marco's hours for ordering supplies (via phone or email) are from 8:00 a.m. to 5:00 p.m. (CST/EST), Monday through Friday. Product orders received by 3:00 p.m. (CST/EST) will be shipped on the same business day. Any order received after 3:00 p.m. (CST/EST) will be shipped the following business day.



### C. Toner Cartridge Guarantee

Marco will replace any defective cartridge within two business days, considering the product is available through the manufacturer. If a cartridge is deemed defective, Marco asks that the defective supply item be returned directly to Marco, so we may process and replace the defective supply item and expedite a replacement. To return a defective cartridge, contact Marco’s Client Services at [mps@marconet.com](mailto:mps@marconet.com) or 1.800.888.2081; you may also use the online return form at [www.marconet.com/support/request-return/](http://www.marconet.com/support/request-return/).

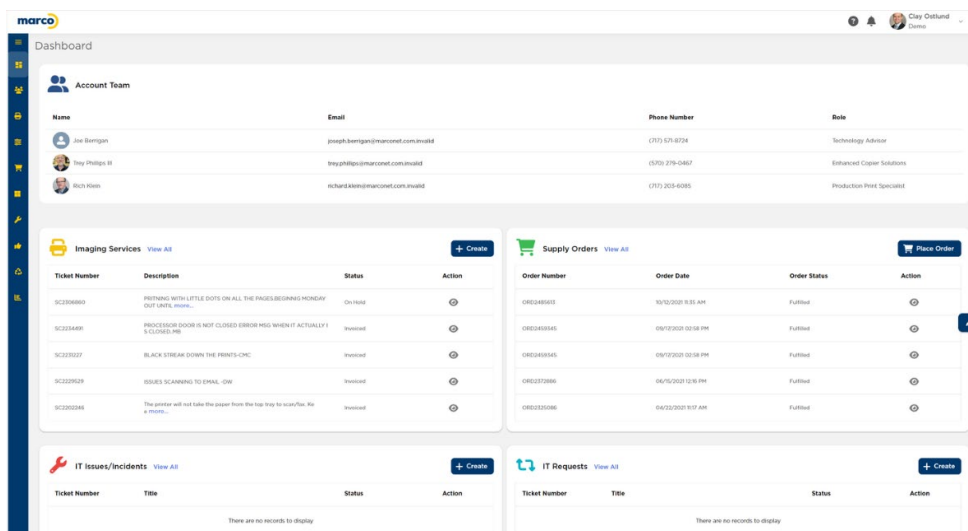
### D. Toner/Parts Recycling

At Marco, we believe it is not enough for a business to do well. It must also do “good.” Implementing ways to save energy and promote energy-efficient technologies is part of our corporate strategy to protect the environment. We also share “green” tips with our customers, such as ways to “print smarter” and instructions for recycling toner cartridges.

- **Free Toner Recycling** – As part of Marco’s green initiative, we provide toner recycling at no cost to our customers. To ship your empty toner cartridges, please visit our website at [www.marconet.com/support](http://www.marconet.com/support) and complete the form provided.
- **Parts Recycling Program** – Any equipment that is traded-in will be properly disposed. Marco has a Copier Used Parts (CUP) process to efficiently harvest the parts, bar code, and inventory them to be reused, understanding we are responsible for copies between calls and very carefully measure the performance. It works; it’s green, and it helps decrease print costs.

## 6. REPORTING

Marco uses a combination of systems and software tools for reporting, including, but not limited to, Print Aware, PaperCut MF, e-Automate, our Client Center portal ([portal.marconet.com](http://portal.marconet.com)), Client Business Reviews, etc. Customized and ad hoc reporting is provided upon customer request. Print Aware powered by MPS Monitor allows Marco to automatically submit meter counts on print devices for billing, so you don’t have to. Our client portal also gives you access to placing service and supply calls, as well as reviewing service and supply history.



## A. Client Center

Marco's Client Center ([portal.marconet.com](https://portal.marconet.com)) is designed to save you time. We've created a better way to shop, resolve technology issues, stay informed, get tips, and much more. Discover the client-rich features with access to multiple reports and customer specific data including, but not limited to:

- View device inventory by site or entire account
  - Search for equipment
  - 3, 6, and 12-month average volumes
  - Devices nearing or exceeding recommended monthly volumes
  - High volume/mission critical devices
  - Run print fleet and other service reports
  - Devices replaced/relocated (if any)
- Place and track service calls
  - View pending and cleared service details and technician notes
- Place and track supply orders
  - Print QR labels and place service and supply requests from your smartphone
  - Enter meters (if applicable)
- Billing status
- Access to Marketplace ([shop.marconet.com](https://shop.marconet.com))
  - Create customized personal or company favorite lists for easy, repetitive orders
  - Browse through our online catalog for printers, laptops, accessories, supplies and more
  - Buy hardware and/or software and manage cloud subscriptions
- Client surveys

## B. Client Business Reviews

Marco's Client Business Reviews provides our Managed Print Services customers with a proactive collection of information about your print devices, print volumes/utilization, service requests, supply usage and requests, etc. We monitor your print environment and help you efficiently track and manage your device maintenance, toner supplies and usage patterns. We will make sure your expectations are met and help you plan for your future business goals.

## 7. PRINT SECURITY

Marco is proud to offer a number of complementary security programs for all print customers at no additional cost. Our programs are designed to be secure by default, for all our customers, without any action taken. This includes complementary print security advisory services, complementary hard drive data destruction services, secure device administrative passwords hardening services, and more. No action is required to take advantage of these programs. The full details and list of our industry-leading security features are enumerated in our MPS SOC Type 2 report, available upon request.

## A. Security Advisory Services

Every organization has their own unique IT policies, procedures and standards. At Marco, we recognize that each organization should define its internal IT controls and requirements in regard to the print environment. Marco has a dedicated Print Security Department available to scope, assess and design appropriate controls to meet your organization's needs. Our services are right fit to your environment, and include risk assessment services, solution identification, hardware lifecycle management and strategic planning guidance. These advisory and consultation services are available throughout the lifecycle of the engagement at no additional cost.



## B. Hard Drive Security and Disposal Options

Print devices may contain hard drives storing sensitive data. Marco standard operating procedure for devices returned through a Marco facility (e.g., lease return) includes sanitization (multi-pass overwrite) of hard disk drives (HDD) / solid state drives (SSD) as well as wiping of device non-volatile memory (NVRAM) using manufacturer-specific End of Lease features. Certificates of destruction are available upon request.

Marco is proud to offer this industry-leading print security program to all customers at no additional cost. However, we recognize this benefit program may not meet your organization's specific information security and privacy control requirements. Uplift services are available including hard drive encryption at setup, and hard drive removal/surrender services at disposal. Our dedicated Print Security Team is available to provide more information.



April 10, 2024

**PRICING PROPOSAL FOR**

# **SHOREWOOD SCHOOL DISTRICT**

Prepared by:

**LeRoy DePas**

Technology Advisor  
800.847.3098

Leroy.depas@marconet.com

Expiration Date: Pricing Valid Through RFP



**Managed Services**



**Copiers & Printers**



**Audio Visual**



**Business IT Services**

# SHOREWOOD SCHOOL DISTRICT

## Summary of important numbers:

**48 Month FMV Lease ..... \$2,758.56/Month**

### Service

- **A3 Pool**
- Black and White Print Overage: \$0.0034/Print
- Color Print Overages: \$0.034/Print
- Locked for 48 Months
  
- **A4 Pool**
- Black and White Print Overage: \$0.007/Print
- Locked for 48 Months

**48 Month PaperCut Renewal..... \$214.13/Month**

Optional:

**48 Month Card Readers ..... \$4.11Month/Device**

**48 Month eGoldFax Renewal ..... \$67.67/Month**

**Marco Support Desk (16+ Devices) ..... \$30.00/Month**

- Billed at \$44/15 minutes without a support agreement

**SHOREWOOD SCHOOL DISTRICT**

**A4 Options:**

**Sharp - BP-B540WR** **\$27.77/month**  
B/W Desktop MFP 40 page per minute

**A3 Options:**

**Sharp BP-70M36** **\$52.24/month**  
B/W Copier 36 page per minute

**Sharp BP-70M45** **\$54.65/month**  
B/W Copier 45 page per minute

**Sharp BP-70M55** **\$60.60/month**  
B/W Copier 55 page per minute

**Sharp BP-70M65** **\$76.33/month**  
B/W Copier 65 page per minute

**Sharp BP-70C31** **\$57.05/month**  
Color Copier 31 page per minute

**Sharp BP-70C45** **\$75.37/month**  
Color Copier 45 page per minute

**Light Production:**

**Sharp BP-70M75** **\$99.53/month**  
B/W Copier 75 page per minute

**Sharp BP-70M90** **\$127.93/month**  
B/W Copier 90 page per minute

**Sharp BP-90C70** **\$239.42/month**  
Color Copier 70 page per minute

**Sharp MX-M1206** **\$236.22/month**  
B/W Copier 120 page per minute

## SHOREWOOD SCHOOL DISTRICT

### **A4 Additional Accessories: (40-50PPM)**

1 – 600 Sheet Paper Tray: \$3.16/month  
Stand with Storage: \$3.39/month  
Inner Finisher: \$12.37/month

### **A3 Additional Accessories: (36-65 PPM Copiers)**

4 – 550 Sheet Paper Trays: \$9.34/month  
2 – 550 Sheet Paper Trays + 2,100 Split Tandem Paper Drawer: \$12.93/month  
External Stapler: \$22.99/month  
Hole Punch: \$5.03/month  
Fax: \$6.47/month

### **Light Production Additional Accessories: (70-90PPM)**

External Stapler: \$30.89/month  
Hole Punch: \$5.03/month  
Fax: \$6.47/month

### **(120PPM)**

Large Capacity Cassette: \$11.64/month  
External Stapler: \$87.95/month  
Hole Punch: \$9.70/month

## SHOREWOOD SCHOOL DISTRICT

### RECOMMENDED PRINT SOLUTION

QTY	ITEM	DESCRIPTION
8	BP-70C31	SHARP BP-70C31 31 PPM A3 COLOR MFP
2	BP-70C45	SHARP BP-70C45 45 PPM A3 COLOR MFP
1	BP-70M36	SHARP BP-70M36 36 PPM A3 B&W MFP
2	BP-70M45	SHARP BP-70M45 45 PPM A3 B&W MFP
1	BP-70M65	SHARP BP-70M65 65 PPM A3 B&W MFP
5	BP-70M75	SHARP BP-70M75 75 PPM B&W MFP
2	BP-70M90	SHARP BP-70M90 90 PPM B&W MFP
1	MX-M1206	SHARP MX-M1206 120 PPM B&W HIGH SPEED COLOR COPIER
11	BP-B540WR	SHARP MX-B540WR 40 PPM B&W MULTIFUNCTION PRINTER A4

#### **Sharp BP-70C31 – Qty: 1**

- 31 B/W and Color Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Pantone Color Matching
- Retractable Keyboard
- 100 Sheet Bypass Tray
- (2) 550 Sheet Paper Tray
- Tandem 2,100 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Stapling + Booklet Finisher
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirement



## SHOREWOOD SCHOOL DISTRICT

### **Sharp BP-70C31 – Qty: 1**

- 31 Monochrome & Color Pages Per Minute
- 300 Sheet Single Pass Document Feeder
- 140/280 ipm Scan Speed
- 100 Sheet Bypass Tray
- (3) 550 Sheet Paper Tray
- Inner Stapling Finisher
- Built-in OCR (Scan to Word & searchable PDF)
- Retractable Keyboard
- Wireless Connectivity
- Mobile Printing
- Power Requirement: 15 AMP



### **Sharp BP-70C31 – Qty: 6**

- 31 Monochrome & Color Pages Per Minute
- 300 Sheet Single Pass Document Feeder
- 140/280 ipm Scan Speed
- 100 Sheet Bypass Tray
- (4) 550 Sheet Paper Tray
- Inner Stapling Finisher
- 2/3 Hole Punch (Qty: 1)
- Built-in OCR (Scan to Word & searchable PDF)
- Retractable Keyboard
- Wireless Connectivity
- Mobile Printing
- Power Requirement: 15 AMP



## SHOREWOOD SCHOOL DISTRICT

### **Sharp BP-70C45 – Qty: 1**

- 45 B/W and Color Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Pantone Color Matching
- Retractable Keyboard
- 100 Sheet Bypass Tray
- (4) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Center Exit Tray
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirements



### **Sharp BP-70C45 – Qty: 1**

- 45 B/W and Color Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Pantone Color Matching
- Retractable Keyboard
- Stapling Finisher
- 100 Sheet Bypass Tray
- (4) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirement



## SHOREWOOD SCHOOL DISTRICT

### **Sharp BP-70M36 – Qty: 1**

- 36 B/W Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- Center Exit Tray
- (3) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirements



### **Sharp BP-70M45 – Qty: 1**

- 45 B/W Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- (2) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirements



## SHOREWOOD SCHOOL DISTRICT

### **Sharp BP-70M45 – Qty: 1**

- 45 B/W Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- Stapling Finisher
- 2/3 Hole Punch
- 100 Sheet Bypass Tray
- (3) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Scan to E-Mail/Network Folder
- 120 Volt Power Requirement



### **Sharp BP-70M65 – Qty: 1**

- 65 B/W Pages Per Minute
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- (2) 550 Sheet Paper Tray
- 300 Sheet Single Pass Document Feeder
- Scan to E-Mail/Network Folder
- 20 AMP Power Requirements



## SHOREWOOD SCHOOL DISTRICT

### **Sharp BP-70M75 – Qty: 5**

- 70 B/W Pages Per Minute
- 300 Sheet Single Pass Document Feeder
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- 100 Sheet Bypass Tray
- (2) 550 Sheet Paper Tray
- 2,100 Sheet Tandem Paper Tray
- Stapling External Finisher
- 2/3 Hole Punch (Qty: 2)
- Scan to E-Mail/Network Folder
- 20 AMP Power Requirement



### **Sharp BP-70M90 – Qty: 2**

- 70 B/W Pages Per Minute
- 300 Sheet Single Pass Document Feeder
- 140/280 ipm Scan Speed
- OCR Capabilities
- Retractable Keyboard
- 100 Sheet Bypass Tray
- (2) 550 Sheet Paper Tray
- 2,100 Sheet Tandem Paper Tray
- Stapling External Finisher
- 2/3 Hole Punch (Qty: 2)
- Scan to E-Mail/Network Folder
- 20 AMP Power Requirement



## **Sharp MX-M1206 – Qty: 1**

- 120 B/W and Color Pages Per Minute
- 3,500 Large Capacity Cassette
- 100 Sheet Bypass Tray
- (2) 550 Sheet Paper Tray
- 2,100 Sheet Tandem Paper Tray
- Curl Correction Unit
- OCR Capabilities
- 4K Stapling Finisher
- Hole Punch
- Scan to E-Mail/Network Folder
- 20 AMP Power Requirement



## **Sharp BP-B540WR – Qty: 11**

- 40 Pages Per Minute
- Copy, Printer, Scan, Fax
- 50 Sheet RSPF
- Duplex Printing
- (1) 500 Sheet Paper Tray
- 50-Sheet Bypass Tray
- 7-Inch Touch Panel Display



**MANAGED ACCOUNT PROGRAM (MAP)**

Our Managed Account Program includes equipment, service, staples and supplies (except paper). The result is a system with the capabilities and features you need—without the administrative headaches.

**48 Month FMV Lease ..... \$2,758.56/Month**

A3 Pool

- Black and White Print Overage: \$0.0034/Print
- Color Print Overages: \$0.034/Print
- Locked for 48 Months

A4 Pool

- Black and White Print Overage: \$0.007/Print
- Locked for 48 Months

**DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING**

Delivery, Installation, Initial Supplies & Initial Training.....Included

**MARCO SUPPORT DESK (RECOMMENDED OPTION)**

Our network and hardware technicians support hardware malfunctions, connectivity and device settings. You can receive support directly from your workstation or we can also provide interactive, remote sessions. Remote work allows our staff access to your computer, so we can walk you through the solution visually.

- Live-call answer Monday-Friday, 8:00 a.m. to 5:00 p.m.
- Setting up scan to e-mail folder and desktop solutions.
- Help with duplex printing, desktop publishing, booklet printing, etc.
- Identification of solutions for device connection and printing
- Support with Sharp, HP, Lexmark, Konica Minolta, Kyocera, Canon, and Toshiba
- Proficiency with both Windows and Mac
- Coordination with IT staff members to resolve server issues.

**1-5 Devices ..... \$10.00/Month\***  
**6-15 Devices ..... \$20.00/Month\***  
**16+ Devices ..... \$30.00/Month\***

*\*Note: The monthly cost is per contract.*

*The above pricing does not include applicable sales tax.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



April 9, 2024

**PAPERCUT MF PRINT MANAGEMENT PRICING PROPOSAL FOR**  
**SHOREWOOD SCHOOL DISTRICT**



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

### Track Printing

PaperCut's core purpose is to track all printing in a network environment. It keeps detailed print logs for all user printing activity. This logging helps to understand printing at the level of interest, such as by user, project, printer, group, department, office or [shared account](#).

### User Level Tracking

Administrators can view the print history of each user

- Track the types of jobs printed, i.e., grayscale, color
- Filters make it easy to locate specific print jobs
- Export data as HTML, PDF or CSV (MS Excel)

User Details: Eric Peterson (eric.peterson)

Details | Adjustments & Charges | Transaction History | **Job Log**

DATE	CHANGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIB.	STATUS
Nov 20, 2018 12:44:00 PM	eric.peterson	00000SLP_0810_C308	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:20:00 PM	eric.peterson	00000SLP_0810_C308	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:00:00 PM	Copperleaf Boutique Home & Spa	00000SLP_0810_C308	1	\$0.00	[Scanning] - 10.64.18.17		Scanned web
Nov 20, 2018 12:02:21 PM	Pat West (MCA - WCA) at the Fax Dept	00000SLP_0810_C308	1	\$0.00	[Scanning] - 10.64.18.17		Scanned pdf

Users can view their own printing history via the [user web interface](#). User level printing may also be presented as the summary of all users in a group, office or department.

### Printer Level Tracking

Tracking by printer helps to understand how much printers are used, by who and when. This assists decisions such as purchasing a new printer or re-allocating existing printers to see more efficient usage.

- Compare and analyze printer usage
- Determine which printers are used most
- See detailed logs for each printer
- Visual charts help to understand utilization

PRINTER	PRINTERS	PRINTERS	PRINTERS	PRINTERS
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308
00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308	00000SLP_0810_C308

### Reports

All of PaperCut's logging is available for viewing or export as reports and come in three categories.

- One-Click Reports - Get access to the most important data in real-time - straight from your web browser, from anywhere on your network.
- Ad-Hoc Reports - Create reports with custom data by specifying date ranges, filtering and sorting by the data available. Great to give you different perspectives on printing usage.
- Schedule/Email Reports - Create reports that will be regularly generated and emailed to members of your organization or scheduled to be saved to disk. Great for sending regular reports to managers without even needing to compile it first.

### Print Monitoring and Control

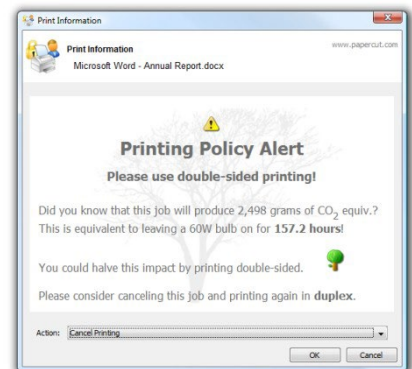
Implement best-practice print policy rules:

- Remind users via popup to print duplex
- Route large jobs to dedicated high-volume printers
- Discourage users from printing emails
- Discourage printing web pages in color

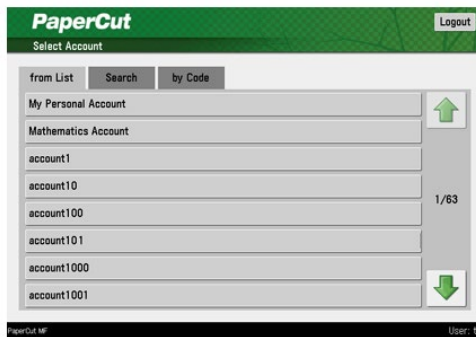
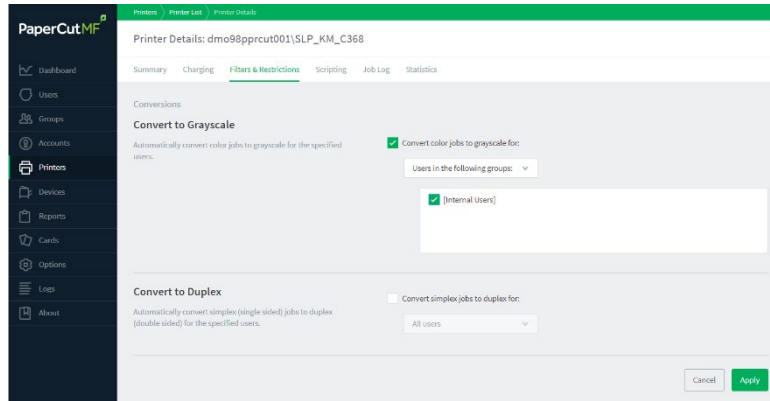
### Filter/Restrict Print Jobs

Filters are a great way to control printing. They can be used to *convert* or *restrict* print jobs. Some examples of print filter usage by administrators include:

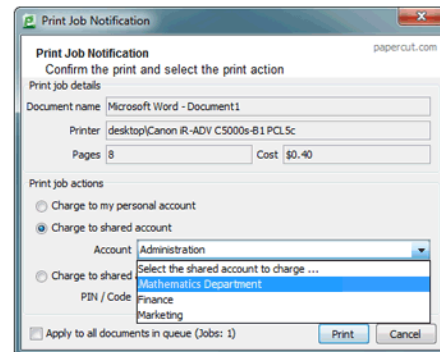
- Automatically convert student printing to duplex or grayscale.
- Automatically detect and delete duplicate jobs.
- Prevent large jobs from being printed on slow printers.



- Stop jobs of certain names/types. A great way to stop someone accidentally printing the "accounts.xls" file that results in 20,000 pages.
- Catch invalid paper sizes. No more "manual feed" or "Load A5" blinking messages.
- Restrict access by domain group, maximum cost, color mode, size and more.



Charging to a [shared account](#) while copying



Charging to a [shared account](#) while printing from a workstation

### Secure Print Release and Find-Me Printing

In a standard printing environment, a user's jobs are sent directly to the printer for immediate printing. This results in wasted paper and toner when printing is forgotten and not collected. It also presents a security risk if those forgotten jobs were sensitive or confidential. PaperCut print release provides a simple solution that places jobs in a holding state until the user authenticates and releases the job at the printer. Users may select individual jobs to release or have jobs automatically print after successful authentication.

PaperCut print release offers:

- **Secure Printing** - Sensitive jobs will not sit uncollected on the printer. Jobs only print when released by the user.
- **Find-Me Printing/Pull Printing** - Provides a roaming print solution where users print to a single queue and jobs will be "pulled" to any printer where they authenticate. Also known as Follow Me Printing.
- **Reduced Waste** - No more uncollected jobs. No wasted paper or toner.





## PAPERCUT MF PRINT MANAGEMENT SOLUTION



**48-Months: \$214.13/month**

**Includes:**

Papercut MF Server/Client Software for unlimited User Licenses

- Includes print tracking for an unlimited number of printers on unlimited servers

(33) Papercut MF Embedded Software Licenses

- For tracking of copies, scans and faxes for Sharp MFPs
- Integrated scan automation (cloud/folder/email/fax)
- Enables secure release of print jobs at any embedded MFP

Software Implementation, Configuration and Training (remote)

Support & Maintenance<sup>±</sup> (See Pages 5 & 6)

<sup>±</sup>Valid Software Maintenance & Support Contract entitles Customer to unlimited phone support and upgrade software as available. Installation of upgrade software is considered Professional Services, and applicable rates would apply. If no valid Software Maintenance & Support Contract is in place, Marco could provide support at applicable rates and on a best-efforts basis.

**Card Readers: \$4.11 /month / device**

***The above pricing does not include applicable sales tax.***

*Prices quoted are subject to change and should be verified before placing your order.*

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

*Signing this document indicates that you have read this document, are indicating your approval to move forward with the proposed items listed above and have the authority to do so.*



**Software Solutions  
Professional Services**

**SOFTWARE SOLUTIONS PLATINUM  
PHONE/ONLINE SUPPORT AGREEMENT**

**CUSTOMER INFORMATION**

Customer Name:	SHOREWOOD SCHOOL DISTRICT - (SS008)	Account #:	<b>SS008</b>
Address:	<b>1701 E CAPITOL DR</b>	Phone #:	<b>414-963-6900</b>
City, State & Zip:	<b>SHOREWOOD, WI 53221-1911</b>	Customer PO #:	
Contact:	Diane Pause	Sales Rep #:	<b>ZAC001</b>

**SERVICES COVERED / BASE RATES**

The following services are covered under Marco’s Software Solutions Platinum Phone/Online Support Agreement:

**Services Covered with Software Solutions Platinum Phone/Online Support Agreement  
Professional Services:**

- Phone Support 800.847.3078
- Email Support copierservice@marconet.com

**SOFTWARE SOLUTIONS PLATINUM PHONE/ONLINE SUPPORT SUMMARY**

- All Terms and Conditions apply.
- The Agreement provides product support via phone or Internet for a minimum of one (1) year at the Support Agreement rate.
- Marco provides this plan as an authorized reseller of the products listed below. The plan provides access to version upgrades and product documentation.
- Support will be performed during Marco’s normal business hours (8:00 AM – 5:00 PM CST Monday – Friday).
- The Plan does not cover additional software licenses, installation or consulting services, on-site support or training.

**SOFTWARE SOLUTIONS PLATINUM PHONE/ONLINE SUPPORT RATES**

Supported Software Applications	Support Agreement Rate	Duration of Support
PaperCut		

For Office Use Only:

Contract #:	Effective:	Previous Contract #:
Contract Type: SSPLATINUM	Bill Code: DSAPPCONT	Item Desc: SOFTWARE SUPPORT SOLUTIONS

**TERMS AND CONDITIONS**

**General:** These Terms and Conditions (the "Agreement" or "Plan") are entered into by and between the Customer ("You", "Your" or "Customer") and Marco ("Marco" or "we"). You accept this Agreement by signing the Support Agreement Form.

**Duration of Service:** This Agreement will be effective, and services provided, as of the effective date stipulated by the following Marco’s Professional Services requirements:

- Payment is successfully processed for the appropriate Software Solutions Platinum Support Agreement Fee;
- Registration of this Agreement upon receipt of the Software Solutions Platinum Support Agreement Form completed by customer;
- Documentation of proper licensing for the Supported Software Application designated on the Software Solutions Platinum Support Agreement Form.



Services provided will cease at 5:00 p.m. (CST) of the business day one year from the commencement of services under this Agreement. Any unused portion is forfeited upon expiration or termination of the Software Solutions Platinum Support Agreement. The Software Solutions Platinum Support Agreement may not be used to purchase software, equipment or parts.

**Modifications:** Marco reserves the right to add or withdraw maintenance services on any or all Supported Software Applications or other products and to alter the prices, terms and conditions of the Software Solutions Platinum Support Agreement in advance of any agreement renewal. Any such additions, withdrawals or alterations will immediately amend the Software Solutions Platinum Support Agreement between the Customer and Marco and take effect regardless of support agreement or product purchase date.

**Renewal:** Customer will be notified 60 days in advance of contract expiration date. This Agreement will remain in effect with automatic renewal, at current support rates, until canceled in writing by either party. This written notice needs to be received 30 days prior to the expiration date of the effective contract.

**Provision of Service:** Service and support hours are restricted to Marco’s normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m. (CST). Marco does not guarantee a specific response time to answer and otherwise follow up on your support inquiry. Support is not available during Marco recognized legal holidays, weekends, company events, or storm closures. Marco reserves the right to determine when on-site service or support is necessary and does not guarantee resolutions to questions within the expressed period.

**CUSTOMER RESPONSIBILITIES**

Customer retains the ongoing responsibility to follow the operating instructions applicable to customer’s software as described in applicable manuals. In addition, customer hereby represents that it maintains ongoing backup processes sufficient to safeguard customer’s data.

Customer agrees to provide Marco’s Professional Services staff with full access to the Supported Software Application including remote web access and other reasonable efforts to assist in Marco’s efforts to resolve reported incidents.

**LIMITATION OF LIABILITY**

In no event shall Marco be liable for any damages caused by the customer’s failure to perform customer’s responsibilities. In no event shall Marco be responsible to customer for any lost profits or consequential damages, even if Marco has been advised of the possibility of such damages, nor shall Marco be liable for any claim against the customer brought by any other party.

Marco will perform repairs consistent with usual and customary practices in the industry. In the event the customer established that Marco fails to make repairs consistent with this standard, customer’s sole remedy shall be limited to a refund of amounts paid to Marco for the repairs; in no event shall the amount of any refund exceed the damages actually incurred by the customer. Our liability regarding parts supplied shall be limited to any warranty expressly agreed to in the purchase agreement for any parts or supplies. There shall be no warranty for such parts unless a purchase agreement is executed in writing and the purchase agreement explicitly provides such warranty.

The undersigned represents that they have authority to enter into this agreement and accepts copyright and backup responsibilities for the Support Software Applications.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



April 9, 2024

**EGOLDFAX CLOUD FAX RENEWAL PROPOSAL FOR  
SHOREWOOD SCHOOL DISTRICT**

Prepared by:

**LeRoy DePas**



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

## EGOLDFAX CLOUD FAXING SOLUTION

A Pure Cloud solution that lets you fax from email and integrated MFPs quickly and easily. There is no need for on premise fax telephone lines, server applications, or telephone system integration. *All you need is Internet access.*

- Keep existing fax numbers
- Never a busy signal for incoming faxes
- Monthly pages pooled over all numbers
- Unlimited users
- Unlimited devices (Sharp OSA application, Scan to email enabled MFPs)
- Eliminate phone lines
- Eliminate costly fax board on MFPs

### **Fax digitally right from your computer or smart phone.**

- Address email to: ***faxnumber@egoldfax.com***
- Subject and message text are placed on fax cover page
- Auto fax cover sheet is customizable with your logo
- Attach documents to email (Word, Excel, PDF, TIFF, JPEG, or BMP)

### **Secure, Encrypted Delivery**

- eGoldFax supports email encryption using Transport Layer Security (TLS 1.2)
- eGoldFax Center – PCI Data Security Standard (PCI-DSS) Level 1 Certification
- HIPAA compliant

### **Incoming Faxes**

- Each individual Fax number can be:
  - Routed to an email address
  - Printer and/or Network Folder routing available with enterprise option



## EGOLDFAX CLOUD FAXING SOLUTION



**48-Months:               \$67.67/month**

**Includes:**

eGoldFax Cloud Faxing for up to 250 Sent and Received Pages per Month

- Includes support
- Device integration, like papercut integrated scan
- Monthly pages pooled over all numbers
- All current lines stay with eGoldFax
- Overages are billed at \$0.10 per page over the 250 monthly volume for pages sent and received
  - eGoldFax will bill directly for any overages

Device Implementation, Configuration and Training (on-site and remote).

**Support & Maintenance<sup>±</sup>**

<sup>±</sup>Valid Software Maintenance & Support Contract entitles Customer to unlimited phone support and upgrade software as available.

***The above pricing does not include applicable sales tax.***  
*Prices quoted are subject to change and should be verified before placing your order.*

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

*Signing this document indicates that you have read this document, are indicating your approval to move forward with the proposed items listed above and have the authority to do so.*



## PRODUCT LITERATURE

- a. Sharp BP-70M36\_70M45 (Monochrome)
- b. Sharp BP-70M65 (Monochrome)
- c. Sharp BP-70M75\_70M90 (Monochrome)
- d. Sharp BP-B540WR (Monochrome)
- e. Sharp MX-X1206 (Monochrome)
- f. Sharp BP-70C31\_70C45 (Color)
- g. Sharp 3-Year Performance Guarantee
- h. PaperCut MF Overview
- i. eGoldFax Secure Cloud Fax Service Overview

## ADVANCED SERIES MONOCHROME DOCUMENT SYSTEMS simply smarter

### Designed for today's individual workstyles.

From media handling to workflow and collaboration, the new Advanced Series delivers the features businesses need to get the job done.

The new Advanced Series monochrome document systems enable workers to collaborate and share information seamlessly and securely. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

**Easy-to-use Touchscreen** Award-winning design that delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

**Technology Focused on Efficiency** Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

**Versatile Application Integration** Easy access to expanded cloud services, quickly connect with mobile devices, including touchless operation with the Sharp Synappx Go app.

**Leading Security** The Advanced Series uses the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.



10.1" (diagonally measured) customizable touchscreen display.



**Built-in retractable keyboard** simplifies email address and subject line entries.



**New Inner Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.



**High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.

- **300-sheet duplexing** single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- **Flexible paper handling** supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- **Built-in walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **Energy Star 3.0 certified** offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, and Dropbox.
- Strong, **multi-layered security** includes system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus help protect your data.
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- **Wireless LAN** supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

# SPECIFICATIONS BP-70M31/70M36/70M45

## Main Specifications

<b>BP-70M31/70M36/70M45</b>	Base models include multitasking controller, 300-sheet DSPF, PCL 6 and Adobe PostScript 3 printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray.	
<b>Type</b>	Monochrome multi-function digital document system	
<b>Display</b>	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display, 1,024 x 600 dots (W-SVGA)	
<b>Functions</b>	Copy, print, network print, network scan, document filing and fax <sup>1</sup>	
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Pad fusing/White LED exposure	
<b>Originals</b>	Sheets and bound documents	
<b>Max. Original Size</b>	11" x 17"	
<b>Output Size</b>	Min. 5½" x 8½", Max. 12" x 18"	
<b>Copy Speed</b>	31/36/45 ppm (8½" x 11")	
<b>Multiple Copy</b>	Max. 9,999 copies	
<b>First Copy Time (In Seconds)<sup>2</sup></b>	BP-70M31	BP-70M36/70M45
	Platen Glass: 5.4	4.5
	RSFP: 7.4	6.7
<b>Warm Up Time</b>	25 seconds (from main power switch on), 14 seconds (from [Power] button on)	
<b>Magnification</b>	25% to 400% in 1% increments (with DSPF 25%-200%)	
<b>Original Feed</b>	300-sheet DSPF with original size detection	
<b>Scan Speed</b>	Copy: Up to 280 ipm (Mono) Scan: Up to 280 ipm (Mono/Color)	
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"	
<b>Paper Capacity</b>	Standard: 650 Sheets, Maximum: 6,300 Sheets	
<b>Paper Feed System</b>	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/ statement size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/ statement size).	
<b>Paper Weights and Types</b>	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.	
<b>Duplexing</b>	Standard automatic duplex copying and printing	
<b>CPU</b>	Up to 1.6 GHz multi-processor design	
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 2 host ports; wireless 802.11 a/b/g/n/ac	
<b>Memory</b>	Standard 5 GB copy/print (shared)	
<b>Solid State Drive</b>	256 GB, 512 GB (option)	
<b>Copy Resolution</b>	Scan: Up to 600 x 600 dpi Output: Up to 1,200 x 1,200 dpi	
<b>Copy Modes</b>	Monochrome/Grayscale	
<b>Exposure Control Modes</b>	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual	
<b>Halftone</b>	256 gradations/2 levels (monochrome)	
<b>Copy Features</b>	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot	
<b>Account Control</b>	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management	

## Main Specifications (continued)

<b>Output Tray</b>	Center Exit Tray (Main): 400 sheets (face down)
<b>Capacity</b>	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 120 sheets (face down)
<b>Cloud Supported Services</b>	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice <sup>1</sup>
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
<b>Network and Data Security</b>	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), WPA3™ wireless, TLS 1.3 Encryption, Kerberos support <sup>1</sup>
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for download)
<b>Device Setup</b>	Web-based management with user/admin level login
<b>Service/Functions</b>	Remote Front Panel, remote access to service logs and click counts
<b>Accessibility Features</b>	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout, and voice interaction
<b>Environmental Standards</b>	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel, EPEAT Gold
<b>Power Source</b>	110-127 V AC, 60 Hz, 15 A receptacle
<b>Power</b>	1.5 kW or less
<b>Consumption</b>	
<b>Weight</b>	Approx. 157 lbs.
<b>Dimensions</b>	Approx. 24" (w) x 26" (d) 34" (h)
<b>Network Printing System</b>	
<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Speed</b>	31/36/45 pages per minute (8½" x 11")
<b>Print Drivers</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Windows PPD, OS X 10.10 - macOS 12, UNIX®, Linux®, Universal Print (native)
<b>Mobile Printing<sup>1</sup></b>	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Apple AirPrint
<b>Print Features</b>	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
<b>Resident Fonts</b>	80 outline fonts (PCL), 139 fonts (PS)
<b>Interface</b>	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Chrome OS™, OS X 10.10 - macOS 12, Unix®, Linux®, Citrix®, and SAP device types <sup>1</sup>
<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix
<b>Network Scanning System</b>	
<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	11" x 17"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
<b>Compression</b>	Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)

## Network Scanning System (continued)

<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>
<b>Scan Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option), Teams Folder, OneDrive, Box, Dropbox
<b>One-touch</b>	Up to 2,000 (combined scan destinations)
<b>Group Destinations</b>	Up to 500
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Email Connect</b>	Standard Gmail connector, standard Exchange connector
<b>Scanning Protocols</b>	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
<b>Software<sup>1</sup></b>	Sharpdesk Mobile (download), Synppx (download)

## Optional Equipment

<b>BP-70ABD</b>	Deluxe Copier Cabinet Base
<b>BP-DE12</b>	Stand/1 x 550-sheet Paper Drawer
<b>BP-DE13</b>	Stand/2 x 550-sheet Paper Drawers
<b>BP-DE14</b>	Stand/3 x 550-sheet Paper Drawers
<b>BP-DE15</b>	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
<b>BP-LC10</b>	3,000-sheet Large Capacity Cassette (letter, requires BP-DE12/DE13/DE14/DE15)
<b>BP-DD10</b>	Double Feed Detection Kit
<b>MX-LT10</b>	Long Paper Feeding Tray
<b>BP-FN11</b>	50-sheet Staple Inner Finisher
<b>BP-FN13</b>	1K Stacking 50-sheet Staple Finisher
<b>BP-FN14</b>	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
<b>BP-FN15</b>	3K Stacking 65-sheet Staple Finisher
<b>BP-FN16</b>	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
<b>BP-FD10</b>	Inner Folding Unit
<b>BP-RB10</b>	Paper Pass Unit (required for BP-FN13/14/15/16)
<b>MX-PN14B</b>	3-Hole Punch Unit (requires BP-FN11)
<b>MX-PN15B</b>	3-Hole Punch Unit (requires BP-FN13/14)
<b>MX-PN16B</b>	3-Hole Punch Unit (requires BP-FN15/16)
<b>MX-SCX1</b>	Staple Cartridge for BP-FN11/13
<b>AR-SC2</b>	Saddle-stitch Staple Cartridge for BP-FN14
<b>MX-SC11</b>	Staple Cartridge for BP-FN15/16
<b>MX-SC12</b>	Saddle-stitch Staple Cartridge for BP-FN16
<b>BP-TR12</b>	Right Side Exit Tray
<b>MX-TR20N</b>	Job Separator Tray
<b>BP-TU10</b>	Center Exit Tray
<b>BP-UT10</b>	Utility Table
<b>BP-FX11</b>	Fax Expansion Kit
<b>MX-FWX1L</b>	Internet Fax Expansion Kit
<b>MX-PF10</b>	Bar Code Font Kit
<b>MX-AMX1L</b>	Application Integration Module
<b>BP-SD10</b>	High Capacity SSD (512 GB)
<b>BP-VD10L</b>	Virus Detection Kit
<b>BP-FR120L</b>	Data Security Kit
<b>DVENDFSV</b>	Generic Vendor Interface Kit
<b>Supplies</b>	
<b>BP-NI700</b>	Toner Cartridge
<b>BP-NV700</b>	Developer
<b>BP-DR700</b>	Drum
<b>BP-HB701</b>	Toner Collection Container

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.



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## ADVANCED SERIES MONOCHROME DOCUMENT SYSTEMS simply smarter

### Designed for today's individual workstyles.

From media handling to workflow and collaboration, the new Advanced Series delivers the features businesses need to get the job done.

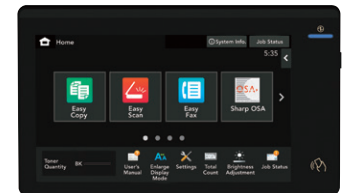
The new Advanced Series monochrome document systems enable workers to collaborate and share information seamlessly and securely. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

**Easy-to-use Touchscreen** Award-winning design that delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

**Technology Focused on Efficiency** Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

**Versatile Application Integration** Easy access to expanded cloud services, quickly connect with mobile devices, including touchless operation with the Sharp Synappx Go app.

**Leading Security** The Advanced Series uses the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.



10.1" (diagonally measured) customizable touchscreen display.



**Built-in retractable keyboard** simplifies email address and subject line entries.



**New Inner Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.



**High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.

- **300-sheet duplexing** single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- **Flexible paper handling** supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- **Built-in walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **Energy Star 3.0 certified** offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, and Dropbox.
- Strong, **multi-layered security** includes system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus help protect your data.
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- **Wireless LAN** supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

# SPECIFICATIONS BP-70M55/70M65

## Main Specifications

<b>BP-70M55/70M65</b>	Base models include multitasking controller, 300-sheet DSPF, PCL 6 and Adobe PostScript 3 printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray.
<b>Type</b>	Monochrome multi-function digital document system
<b>Display</b>	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display, 1,024 x 600 dots (W-SVGA)
<b>Functions</b>	Copy, print, network print, network scan, document filing and fax <sup>1</sup>
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Pad fusing/White LED exposure
<b>Originals</b>	Sheets and bound documents
<b>Max. Original Size</b>	11" x 17"
<b>Output Size</b>	Min. 5½" x 8½", Max. 12" x 18"
<b>Copy Speed</b>	55/65 ppm (8½" x 11")
<b>Multiple Copy</b>	Max. 9,999 copies
<b>First Copy Time (In Seconds)<sup>2</sup></b>	Platen Glass: 3.5, RSPF: 6.3
<b>Warm Up Time</b>	27 seconds (from main power switch on), 15 seconds (from [Power] button on)
<b>Magnification</b>	25% to 400% in 1% increments (with DSPF 25%-200%)
<b>Original Feed</b>	300-sheet DSPF with original size detection
<b>Scan Speed</b>	Copy: Up to 280 ipm (Mono) Scan: Up to 280 ipm (Mono/Color)
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
<b>Paper Capacity</b>	Standard: 650 Sheets, Maximum: 6,300 Sheets
<b>Paper Feed System</b>	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/statement size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawers (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/statement size).
<b>Paper Weights and Types</b>	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
<b>Duplexing</b>	Standard automatic duplex copying and printing
<b>CPU</b>	Up to 1.6 GHz multi-processor design
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 2 host ports; wireless 802.11 a/b/g/n/ac
<b>Memory</b>	Standard 5 GB copy/print (shared)
<b>Solid State Drive</b>	256 GB, 512 GB (option)
<b>Copy Resolution</b>	Scan: Up to 600 x 600 dpi Output: Up to 1,200 x 1,200 dpi
<b>Copy Modes</b>	Monochrome/Grayscale
<b>Exposure Control Modes</b>	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual
<b>Halftone</b>	256 gradations/2 levels (monochrome)
<b>Copy Features</b>	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot
<b>Account Control</b>	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management

## Main Specifications (continued)

<b>Output Tray</b>	Center Exit Tray (Main): 400 sheets (face down)
<b>Capacity</b>	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 120 sheets (face down)
<b>Cloud Supported Services</b>	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice <sup>1</sup>
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
<b>Network and Data Security</b>	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), WPA3™ wireless, TLS 1.3 Encryption, Kerberos support <sup>1</sup>
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for download)
<b>Device Setup</b>	Web-based management with user/admin level login
<b>Service/Functions</b>	Remote Front Panel, remote access to service logs and click counts
<b>Accessibility Features</b>	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout, and voice interaction
<b>Environmental Standards</b>	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel, EPEAT Gold
<b>Power Source</b>	110-127 V AC, 60 Hz, 15 A receptacle
<b>Power Consumption</b>	1.5 kW or less
<b>Weight</b>	Approx. 157 lbs.
<b>Dimensions</b>	Approx. 24" (w) x 26" (d) 34" (h)
<b>Network Printing System</b>	
<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Speed</b>	55/65 pages per minute (8½" x 11")
<b>Print Drivers</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Windows PPD, OS X 10.10 - macOS 12, UNIX®, Linux®, Universal Print (native)
<b>Mobile Printing<sup>1</sup></b>	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Apple AirPrint
<b>Print Features</b>	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
<b>Resident Fonts</b>	80 outline fonts (PCL), 139 fonts (PS)
<b>Interface</b>	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Chrome OS™, OS X 10.10 - macOS 12, Unix®, Linux®, Citrix®, and SAP device types <sup>1</sup>
<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix
<b>Network Scanning System</b>	
<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	11" x 17"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
<b>Compression</b>	Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)

## Network Scanning System (continued)

<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>
<b>Scan Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option), Teams Folder, OneDrive, Box, Dropbox
<b>One-touch</b>	Up to 2,000 (combined scan destinations)
<b>Group Destinations</b>	Up to 500
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Email Connect</b>	Standard Gmail connector, standard Exchange connector
<b>Scanning Protocols</b>	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
<b>Software<sup>1</sup></b>	Sharpdesk Mobile (download), Synnappx (download)

## Optional Equipment

<b>BP-70ABD</b>	Deluxe Copier Cabinet Base
<b>BP-DE12</b>	Stand/1 x 550-sheet Paper Drawer
<b>BP-DE13</b>	Stand/2 x 550-sheet Paper Drawers
<b>BP-DE14</b>	Stand/3 x 550-sheet Paper Drawers
<b>BP-DE15</b>	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
<b>BP-LC10</b>	3,000-sheet Large Capacity Cassette (letter, requires BP-DE12/DE13/DE14/DE15)
<b>BP-DD10</b>	Double Feed Detection Kit
<b>MX-LT10</b>	Long Paper Feeding Tray
<b>BP-FN11</b>	50-sheet Staple Inner Finisher
<b>BP-FN13</b>	1K Stacking 50-sheet Staple Finisher
<b>BP-FN14</b>	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
<b>BP-FN15</b>	3K Stacking 65-sheet Staple Finisher
<b>BP-FN16</b>	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
<b>BP-FD10</b>	Inner Folding Unit
<b>BP-RB10</b>	Paper Pass Unit (required for BP-FN13/14/15/16)
<b>MX-PN14B</b>	3-Hole Punch Unit (requires BP-FN11)
<b>MX-PN15B</b>	3-Hole Punch Unit (requires BP-FN13/14)
<b>MX-PN16B</b>	3-Hole Punch Unit (requires BP-FN15/16)
<b>MX-SCX1</b>	Staple Cartridge for BP-FN11/13
<b>AR-SC2</b>	Saddle-stitch Staple Cartridge for BP-FN14
<b>MX-SC11</b>	Staple Cartridge for BP-FN15/16
<b>MX-SC12</b>	Saddle-stitch Staple Cartridge for BP-FN16
<b>BP-TR12</b>	Right Side Exit Tray
<b>MX-TR20N</b>	Job Separator Tray
<b>BP-TU10</b>	Center Exit Tray
<b>BP-UT10</b>	Utility Table
<b>BP-FX11</b>	Fax Expansion Kit
<b>MX-FWX1L</b>	Internet Fax Expansion Kit
<b>MX-PF10</b>	Bar Code Font Kit
<b>MX-AMX1L</b>	Application Integration Module
<b>BP-SD10</b>	High Capacity SSD (512 GB)
<b>BP-VD10L</b>	Virus Detection Kit
<b>BP-FR120L</b>	Data Security Kit
<b>DVENDFSV</b>	Generic Vendor Interface Kit
<b>Supplies</b>	
<b>BP-NI700</b>	Toner Cartridge
<b>BP-NV700</b>	Developer
<b>BP-DR700</b>	Drum
<b>BP-HB701</b>	Toner Collection Container

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.



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SYNAPPX



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## HIGH VOLUME MONOCHROME DOCUMENT SYSTEMS simply smarter

### Designed for today's individual workstyles.

From media handling to workflow and collaboration, these new models deliver the features businesses need to get the job done.

The BP-70M75 and BP-70M90 high volume monochrome document systems enable workers to collaborate and share information seamlessly and securely. Enhanced access to cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

**Easy-to-use Touchscreen** Award-winning design that delivers an accurate, responsive user experience, critical for today's sophisticated workflows.

**Technology Focused on Efficiency** Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

**Versatile Application Integration** Easily access expanded cloud services, and connect with mobile devices to enable touchless operation with the Sharp Synappx Go app.

**Leading Security** These models use the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.



10.1" (diagonally measured) customizable touchscreen display.



**Built-in retractable keyboard** simplifies email address and subject line entries.



**Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.



**High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.

- 300-sheet duplexing single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- Flexible paper handling supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media.
- Smart controller design ensures MFP firmware is up to date by periodically checking for updates.
- Enhanced touchscreen delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using popular cloud services, such as Microsoft Teams, Google Drive™, and Dropbox.
- Strong, multi-layered security includes system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus help protect your data.
- Supports native Universal Print from Microsoft, enabling businesses to easily adapt to this popular cloud service.
- Wireless LAN supports 5 GHz Wi-Fi for stable, high-speed network communication.
- Sharp OSA® Technology provides a secure and intuitive user experience for integrated workflows.

# SPECIFICATIONS BP-70M75/70M90

## Main Specifications

<b>BP-70M75/70M90</b>	Base models include multitasking controller, 300-sheet DSPF, PCL 6 and Adobe PostScript 3 printing systems, network scanning, auto duplexing, 2,100-sheet tandem paper drawer, 2 x 500-sheet paper drawers, 100-sheet bypass tray.	
<b>Type</b>	Monochrome multi-function digital document system	
<b>Display</b>	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)	
<b>Functions</b>	Copy, print, network print, network scan, document filing and fax <sup>1</sup>	
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Heat roller fusing/White LED exposure	
<b>Originals</b>	Sheets and bound documents	
<b>Max. Original Size</b>	11" x 17"	
<b>Output Size</b>	Min. 5½" x 8½", Max. 12" x 18"	
<b>Copy Speed</b>	75/90 ppm (8½" x 11")	
<b>Multiple Copy</b>	Max. 9,999 copies	
<b>First Copy Time (in seconds)<sup>2</sup></b>	<b>BP-70M75</b>	<b>BP-70M90</b>
	Platen Glass	3.5
	DSPF	5.4
<b>Warm Up Time (BP-70M75/70M90)</b>	38/48 seconds (from main power switch on), 25/35 seconds (from [Power] button on)	
<b>Magnification</b>	25% to 400% in 1% increments (with DSPF 25%-200%)	
<b>Original Feed</b>	300-sheet DSPF with original size detection	
<b>Scan Speed</b>	Up to 140 ipm simplex, up to 280 ipm duplex	
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"	
<b>Paper Capacity</b>	Standard: 3,200 Sheets/Maximum: 6,700 Sheets	
<b>Paper Feed System</b>	Standard: Tandem Tray 1 – 1,250 sheets (letter), Tandem Tray 2 – 850 sheets (letter) + (2) 500-sheet paper drawers (letter/legal/ledger/statement) and 100-sheet bypass tray (letter/legal/ledger/statement). Optional: 3,500-sheet large capacity tray (letter) or 3,000-sheet large capacity tray (ledger).	
<b>Paper Weights and Types</b>	Tandem drawers: 16 lb. bond to 28 lb. bond. Paper drawers: 16 lb. bond to 80 lb. cover. Other paper types include plain, recycled, letterhead, pre-printed, pre-punched, and color paper. Bypass tray: 16-28 lb. bond (plain paper), 15-16 lb. bond (thin paper), 28lb. bond-110 lb. cover (heavy paper), and tab paper (letter). Also label paper, gloss paper, recycled, letterhead, pre-printed, pre-punched, color paper and OHP film.	
<b>Duplexing</b>	Standard automatic duplex copying and printing	
<b>CPU</b>	Up to 1.4 GHz multi-processor design	
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 1 device port (rear), 2 host ports (rear), wireless 802.11 a/b/g/n/ac	
<b>Memory</b>	Standard 5 GB copy/print (shared)	
<b>Solid State Drive</b>	256 GB, 512 GB (option)	
<b>Copy Resolution</b>	Scan: Up to 600 x 600 dpi. Output: Up to 1,200 x 1,200 dpi.	
<b>Copy Modes</b>	Monochrome/Grayscale	
<b>Exposure Control Modes</b>	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document Settings: Auto or 9 step manual	
<b>Halftone</b>	256 gradations/2 levels (monochrome)	
<b>Copy Features</b>	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot	
<b>Account Control</b>	Up to 1,000 users. Supports user authentication via local, LDAP, and Active Directory for copy, print, scan and document management.	
<b>Output Tray Capacity</b>	Center Exit Tray (Main): 250 sheets (face down) Optional Right Side Exit Tray: 100 sheets (face down)	
<b>Cloud Supported Services</b>	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice	
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.	

## Main Specifications (continued)

<b>Network and Data Security</b>	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), WPA3™ wireless, TLS 1.3 Encryption, Kerberos support
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for downloading)
<b>Device Setup</b>	Web-based management/clone with user/administrator level login
<b>Service/Functions</b>	Remote Front Panel, remote access to service logs and click counts
<b>Accessibility Features</b>	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout, and voice interaction
<b>Environmental Standards</b>	International ENERGY STAR® Program Ver. 3.0, European RoHS, Blue Angel, EPEAT Silver
<b>Power Source</b>	110-127 V AC, 60 HZ, 20 A Receptacle
<b>Power</b>	1.92 kW or less
<b>Consumption</b>	
<b>Weight</b>	Approx. 360 lbs.
<b>Dimensions</b>	Approx. 26" (w) x 30" (d) 49" (h)

## Network Printing System

<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Speed</b>	75/90 ppm (8½" x 11")
<b>Print Drivers</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Windows PPD, Mac OS (including 10.10 to 12), UNIX®, Linux®, Universal Print (native)

## Mobile Printing<sup>1</sup>

<b>Print Features</b>	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, AirPrint Auto configuration, serverless print release, bar code font printing, carbon copy print, chapter inserts, confidential print, continuous printing, custom image registration, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, folding, form overlay, hidden pattern print, image rotation, image stamp, image type, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, punching, stapling, tab paper print, tab printing, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print
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## Direct Printing

<b>File Types:</b>	TIFF, JPEG, PCL, PRN, TXT, PDF, Compact PDF, Encrypted PDF, PostScript, DOCX, XLSX, PPTX, and PNG. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embossed Print Engine support for PDF file formats.
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## Resident Fonts

<b>Interface</b>	80 outline fonts (PCL), 139 fonts (PS)
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## Operating Systems and Environments

<b>Interface</b>	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0/3.0, Wireless 2.4/5 GHz
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019/2022, Chrome OS™, Mac OS X 10.10-12, Unix®, Linux®, Citrix®, and SAP device types <sup>1</sup>

## Printing Protocols

<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix
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## Network Scanning System

<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	11" x 17"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image Compression</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option) <sup>1</sup>
<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>
<b>Scan Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option), Teams Folder, OneDrive, Box, Dropbox
<b>One-touch Destinations</b>	Up to 2,000 (combined scan destinations)

## Network Scanning System (continued)

<b>Group Destinations</b>	Up to 500
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Enhanced Email Integration</b>	Standard Gmail connector, standard Exchange connector
<b>Scanning Protocols</b>	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
<b>Software</b>	Sharpdesk Mobile (download), Synappx (download)

## 3K Stacking 65-Sheet Staple Finisher (MX-FN34 option)

<b>Type</b>	3,000-sheet console staple finisher (65-sheet stapling)
<b>Output Trays</b>	Top tray: 250 sheets (letter size, non-stapled) Lower tray: Moving offset tray (up to 3,000 letter size sheets)
<b>Stapling Capacity</b>	Up to 65 sheets (letter)
<b>Stapling Media</b>	Plain paper, letter/legal/ledger size or mixed
<b>Stapling Positions</b>	1 front, 1 rear, or 2 point stitching

## 3K Stacking 65-Sheet Staple/Saddle Stitch Finisher (MX-FN35 option)

<b>Type</b>	3,000-sheet console staple finisher (65-sheet stapling)
<b>Output Trays</b>	Top tray: 250 sheets (letter size, non-stapled) Lower tray: Moving offset tray (up to 3,000 letter size sheets)
<b>Stapling Capacity</b>	Up to 65 sheets (letter)
<b>Stapling Media</b>	Plain paper, letter/legal/ledger size or mixed
<b>Stapling Positions</b>	1 front, 1 rear, or 2 point stitching
<b>Saddle Stitch</b>	2-point center stitch and bi-folding letter/legal/ledger
<b>Saddle Stitch</b>	Up to 10 sets (11-20 sheets per set)/15 sets (6-10 sheets per set)/25 sets (1-5 sheets per set)

## Optional Equipment

<b>BP-DD10</b>	Double Feed Detection Kit
<b>BP-LC11</b>	Large Capacity Tray (letter)
<b>MX-LC19</b>	Large Capacity Tray (ledger)
<b>MX-LT10</b>	Long Paper Feeding Tray
<b>MX-FN34</b>	3K Stacking 65-sheet Staple Finisher <sup>1</sup>
<b>MX-FN35</b>	3K Stacking 65-sheet Staple/Saddle Stitch Finisher <sup>1</sup>
<b>MX-FN21</b>	4K Stacking 100-sheet Staple Finisher <sup>1</sup>
<b>MX-FN22</b>	4K Stacking 100-sheet Staple/Saddle Stitch Finisher <sup>1</sup>
<b>MX-PN16B</b>	3-Hole Punch Unit (requires MX-FN34/35)
<b>MX-PN13B</b>	3-Hole Punch Unit (requires MX-FN21/22)
<b>MX-SC11</b>	Staple Cartridge for MX-FN34, MX-FN35
<b>MX-SC12</b>	Saddle-stitch Staple Cartridge for MX-FN35
<b>MX-SCX1</b>	Saddle-stitch Staple Cartridge for MX-FN22
<b>MX-SCX2</b>	Staple Cartridge for MX-FN21, MX-FN22
<b>MX-RB13</b>	Relay Unit <sup>1</sup>
<b>MX-RB26</b>	Paper Pass Unit <sup>1</sup>
<b>MX-RB27</b>	Curli Correction Unit <sup>1</sup>
<b>MX-TM10</b>	Trimmer Unit (requires MX-FN22)
<b>MX-CF11</b>	2-Tray Inserter Unit <sup>1</sup>
<b>MX-FD10</b>	Multi-folding Unit <sup>1</sup>
<b>MX-TR21</b>	Right Side Exit Tray
<b>MX-TU15</b>	Center Exit Tray
<b>MX-PF10</b>	Barcode Font Kit
<b>BP-FX11</b>	Fax Expansion Kit
<b>MX-FWX1L</b>	Internet Fax Expansion Kit
<b>BP-FR12UL</b>	Data Security Kit
<b>MX-AMX1L</b>	Application Integration Module
<b>BP-SD10</b>	High Capacity SSD (512 GB)
<b>BP-VD10L</b>	Virus Detection Kit
<b>DVENDFSV</b>	Generic Vendor Interface Kit

## Supplies

<b>BP-NI705</b>	Toner Cartridge
<b>BP-NV705</b>	Developer
<b>MX-754DR</b>	Drum
<b>MX-700HB</b>	Toner Collection Container

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.



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## VERSATILE MONOCHROME MULTIFUNCTION PRINTERS simply smarter

### A Higher Standard of Functionality

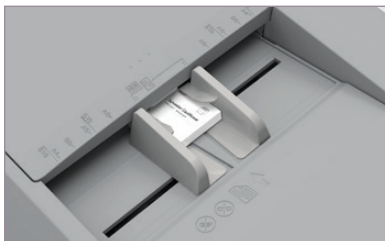
Adaptable and simplified printers that deliver safe and secure features.

The simply smarter BP-B540WR and BP-B550WD compact monochrome document systems deliver advanced security and collaborative functionality with high-quality output. These models provide users with an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time. Designed with high-performance features typically found on larger multifunction printers, both models deliver the user experience needed to meet the requirements of today's hybrid work environment.

**Easy-to-use Touchscreen** The easy-to-use Sharp touchscreen display is designed to deliver an accurate responsive user experience.

**Built-in Security** In today's ever changing work environments, it's vital to protect endpoint devices from security threats, which is why Sharp uses the latest technology to help ensure your data remains safe.

**Versatile Application Integration** Maximize productivity and collaboration with easy access to expanded cloud services, quickly connect with mobile devices to print and scan files and even utilize touchless operation with the Sharp Synappx Go app.



*Easily scan business cards and checks using the high resolution scanner.*



*Easy touch display with customizable menus.*



*Optional compact inner finisher offers stapling, offset stacking and sorting.*

Compact designs with advanced workflow features for virtually any size office.

- Standard **copy, print, scan, fax** and **wireless** capability.
- **100-sheet duplexing document feeder** on the BP-B550WD scans both sides of a document in a single pass. This enhances productivity while maintaining the integrity of original copies and minimizing wear on the feeder.
- Both models can feed **letter, legal, statement** and **business card** sized original documents.
- Built-in **optical character recognition** (OCR) function can convert scanned documents to text-searchable PDF, Microsoft® Office file formats and more.
- The compact PDF feature reduces file sizes of most scanned color documents and **decreases network traffic** and storage.
- **Access popular cloud services**, including Microsoft OneDrive® for Business, Microsoft Teams, SharePoint® Online, Box.com, Google Drive™, Dropbox and more with the Cloud Connect feature and Sharp Application Portal.
- **Direct print** from Microsoft Word, PowerPoint® and Excel® files with thumb drives, cloud applications, network folders and more.
- 7" (diagonal) **customizable touchscreen display** enables easy access to features and functions when setting up jobs.
- Offers up to **five paper sources** with available 2,350-sheet maximum paper capacity.
- Network ready **PCL® 6** and **Adobe® PostScript®3™** printing systems deliver up to 40 and 50 pages per minute.
- **Supports popular mobile technologies**, enabling users to easily print files from smartphones, tablets and notebook computers.
- Strong, **multi-layered security** such as system integrity check, intrusion detection, and optional Bitdefender antivirus help protect your data.

# SPECIFICATIONS BP-B540WR/B550WD

## Main Specifications

<b>BP-B540WR/ BP-B550WD</b>	Base models include multitasking controller, 50-sheet RSPF (BP-B540WR)/100-sheet DSPF (BP-B550WD), PCL 6 and Adobe PostScript® 3™ printing systems, network scanning, auto duplexing, 1 x 500-sheet paper drawer, 50-sheet bypass tray. Black developer is included.	
<b>Type</b>	Desktop monochrome multi-function printer	
<b>Display</b>	7" (diagonal) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)	
<b>Functions</b>	Copy, print, network print, network scan, document filing and fax	
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Roller fusing/White LED exposure	
<b>Originals</b>	Sheets and bound documents	
<b>Max. Original Size</b>	8½" x 14"	
<b>Output Size</b>	Min. 5½" x 8½", Max. 8½" x 14"	
<b>Copy Speed</b>	40/50 ppm	
<b>Multiple Copy</b>	Max. 9,999 copies	
<b>First Copy Time (in seconds)<sup>2</sup></b>	<b>BP-B540WR</b>	<b>BP-B550WD</b>
	Platen Glass 5.3	3.7
	Doc. Feeder 7.3	5.5
<b>Warm Up Time</b>	20 seconds (from main switch on)	
<b>Magnification</b>	25% to 400% in 1% increments (with document feeder 25% - 200%)	
<b>Original Feed</b>	BP-B540WR: 50-sheet RSPF BP-B550WD: 100-sheet DSPF	
<b>Scan Speed</b>	BP-B540WR: up to 40 ipm BP-B550WD: up to 130 ipm	
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 14", 2" x 3½" business card	
<b>Paper Capacity</b>	Standard: 550 Sheets/Maximum: 2,350 Sheets	
<b>Paper Feed System</b>	Standard: (1) 500-sheet paper drawer (letter/statement size) and 50-sheet bypass tray (letter/legal/statement/envelope size). 50-envelope capacity with standard paper cassette. Optional: up to 3 additional 600-sheet paper drawers (letter/legal/statement).	
<b>Paper Weights and Types</b>	Paper drawers: 16 lb. bond to 28 lb. bond other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper, bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-80 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope); label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.	
<b>Duplexing</b>	Standard automatic duplex copying and printing	
<b>CPU</b>	1.6 GHz multi-processor design	
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB3.0: 1 port (rear), USB2.0: 1 port (front) 1 device port (rear), Wireless 802.11 a/b/g/n/ac	
<b>Memory</b>	Standard 5 GB copy/print (shared)	
<b>Solid State Drive</b>	128 GB	
<b>Copy Resolution</b>	Up to 600 x 600 dpi	
<b>Exposure Control</b>	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Light Original	
<b>Halftone</b>	256 gradations/2 levels (monochrome)	
<b>Copy Features</b>	Scan-Once Print-Many, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), electronic sorting, black-white reversal, blank page skip, card shot, center erase, centering, cover pages, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, original count, pamphlet style, proof copy, repeat layout, stamp, stamp custom image, suppress background, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot	
<b>Account Control</b>	Up to 1,000 users. Supports user authentication via user-number, local login name/password, LDAP or Active Directory® for all modes	
<b>Output Tray</b>	Center Exit Tray (Main): 250 sheets (face down)	
<b>Capacity</b>	Inner Finisher: 280 sheets (face down)	
<b>Cloud Supported Services</b>	OneDrive for Business, Google Drive, Box, Dropbox, Sharepoint Online, Microsoft Teams, Gmail, Exchange Online	

## Main Specifications (continued)

<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
<b>Network and Data Security</b>	Includes IP/MAC address filtering, Protocol filtering, Port control, TLS 1.3 Encryption, WPA3, Kerberos, Active Directory integration, AES 256 bit data encryption, Secure data erase, End-of-Lease feature
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
<b>Device Setup</b>	Web-based management/cloning with user/administrator level login
<b>Service/Functions</b>	Remote Front Panel, remote access to service logs and click counts
<b>Accessibility Features</b>	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays and disable screen timeout
<b>Environmental Standards</b>	International ENERGY STAR Program Ver. 3.2, European RoHS, Blue Angel DE-UZ219
<b>Power</b>	AC 120 VAC, 60 Hz, 15 A receptacle
<b>Power Consumption</b>	1.44 kW or less
<b>Weight</b>	Approx. 63lbs (BP-B540WR)/68lbs (BP-B550WD)
<b>Dimensions</b>	Approx. 19-3/8" (W), 21-5/8" (D), 22" (H) (BP-B540WR) Approx. 19-3/8" (W), 21-5/8" (D), 24" (H) (BP-B550WD)

## Network Printing System

<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	600 x 600 dpi
<b>Print Speed</b>	40/50 ppm (8½" x 11")
<b>Print Drivers</b>	Windows 10, Windows 11, Windows Server 2016/2019/2022, Windows PPD, OS X 10.10 - macOS 13, UNIX®, Linux®, Universal Print (native)
<b>Mobile Printing</b>	AirPrint, Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile
<b>Print Features</b>	Auto configuration, serverless print release, bar code font printing, carbon copy print, chapter inserts, confidential print, custom image registration, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, image stamp, image type, job retention, layout print, margin shift, network tandem print, N-up printing, page interleave, pamphlet style, proof print, print and send, stapling, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print. <sup>1</sup>
<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PostScript, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
<b>Resident Fonts</b>	80 outline fonts (PCL), 139 fonts (PS)
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2016/2019/2022, Chrome OSTM, OS X 10.10 - macOS 13, Unix®, Linux®, Citrix®, and SAP device types <sup>1</sup>
<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix

## Network Scanning System

<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	8½" x 14"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
<b>Compression</b>	Color/Grayscale: JPEG (high, medium, low) Internet Fax mode: MH/MMR (option) <sup>2</sup>
<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>

## Network Scanning System (continued)

<b>Scan Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax, Teams Folder, OneDrive, Box, Dropbox
<b>One-touch Destinations</b>	Up to 2,000 (combined scan destinations)
<b>Group Destinations</b>	Up to 500
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Enhanced Email Integration</b>	Standard Gmail connector, standard Exchange connector (on-premise and online)
<b>Scanning Protocols</b>	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, POP3, LDAP, S/MIME
<b>Software</b>	Sharpdesk Mobile (download), Synappx (download)

## Super G3 Facsimile Function

<b>Communication Line</b>	Public Switched Telephone Network (PSTN)
<b>Transmission Mode</b>	Super G3, G3
<b>Modem Speed</b>	Maximum 33.6 KBPS with auto fallback
<b>Compression</b>	JBIG, MMR, MR, MH
<b>Scanning Method</b>	Sheet fed or manual feed from platen glass
<b>Transmit Resolution</b>	400 x 400 dpi (ultra-fine), 200 x 400 dpi (super-fine), 200 x 200 dpi (fine), 200 x 100 (standard)
<b>Halftones</b>	256 levels
<b>Transmit Speed</b>	Approx. 2 seconds per page in Super G3 mode
<b>Auto Dialing</b>	Up to 1000 destinations (combined)
<b>Group Dialing</b>	Up to 500 groups
<b>Inbound Fax Routing</b>	To email address, FTP or SMB using Transmit Terminal Identification (TTI), also Document Administration function can send blind copy of transmissions and receptions to an administrator email address, FTP or SMB location.
<b>Max. Original Length</b>	Up to 19.5"
<b>Programs</b>	48 (combined)
<b>Memory</b>	4 GB (shared)
<b>Features</b>	Transaction Reports, Activity Reports, PC Fax, F-Code communication, Memory Transmission, Quick On-line Transmission, Inbound Fax Routing, Anti-junk Fax Reception, Secure Fax Release, Out-of-Paper Memory Reception, Auto Redial, Auto Exposure, Chain Dialing, Polling Reception, Duplex Reception and ITU-T.37 Internet Fax Option.

## Optional Equipment

<b>BP-DS14</b>	High Stand
<b>BP-DS15</b>	Low Stand
<b>BP-CS12</b>	600-sheet Paper Feed Unit
<b>BP-FN17</b>	30-sheet Staple Inner Finisher
<b>MX-SCX1</b>	Staple Cartridge for BP-FN17
<b>MX-FWX1L</b>	Internet Fax Kit
<b>MX-PF10</b>	Bar Code Font Kit
<b>MX-AMX1L</b>	Application Integration Module
<b>DVENDFSV</b>	External Vendor Interface Kit
<b>BP-FR12UL</b>	Data Security Kit
<b>BP-VD10L</b>	Virus Detection Kit (powered by Bitdefender)
<b>BP-SD10</b>	High Capacity SSD (512GB)

## Supplies

<b>BP-B50NTA</b>	Toner Cartridge
<b>BP-B50NV</b>	Developer
<b>MX-B45DU</b>	Drum

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.

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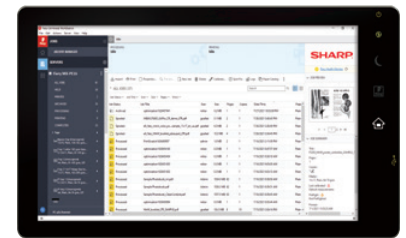
## PRO SERIES MONOCHROME DOCUMENT SYSTEMS

### Brilliant award-winning reliability with resourceful flexibility.

From scan-centric environments to in-plant copy rooms, the Sharp monochrome Pro Series MX-M1056 and MX-M1206 deliver advanced features that can help streamline your workflow like never before. These models are built on proven technology with award-winning reliability to handle the rigorous demands of high-volume environments. The latest EFI™ Fiery® platform allows for ultimate efficiency and operation, while providing unparalleled results.

### Key Features

- **Ease of Use** – Award-winning touchscreen display offers a user-friendly graphical interface with simplified Easy Modes, intuitive job management and quick access to network services.
- **Available GBC® SmartPunch™ Plus** – Fully automated in-line punching system that dramatically streamlines workflow from printing to punching, perforating or creasing in one easy step.
- **Powerful Fiery Print Server** – Optional print server for advanced workflows and high productivity. Command WorkStation® is fully integrated with the Sharp touchscreen for unmatched control and ease-of-use.



15.4" (diagonally measured) display with fully-integrated Fiery Command WorkStation.



Up to 13,500-sheet paper capacity supports media up to 110 lb. cover stock (300 gsm).



MX-PE16 Fiery Server enables full integration of Fiery Command WorkStation at the control panel.



High capacity 300-sheet DSPF with 150-business card feeder for increased efficiency and scanning capabilities.

### Designed and built for print-on-demand environments with world class features.

- **300-sheet duplexing single pass feeder (DSPF)** scans documents at up to 240 images per minute.
- **Scan Preview** feature offers on-the-fly page editing with easy fingertip navigation.
- **Triple air-feed paper handling** option offers **high reliability** and is virtually maintenance-free.
- **Print Engine Paper Catalog** stores up to 1,000 media profiles for optimal print quality.
- High-performance print controller with included **PCL® 6** and **Adobe PostScript 3**.
- **Adobe Embedded Print Engine technology**, which direct prints PDF files from a variety of sources with greater performance and rendering accuracy.
- Up to **13,500-sheet paper capacity** supports media up to **110 lb. cover stock** (300 gsm).
- True **1,200 x 1,200 dpi** printing provides beautiful images and enhanced clarity for fine details such as small text and graphics.
- Easily **access popular cloud applications**, including Microsoft® OneDrive® for Business, SharePoint® Online, Box and Google Drive™, with the Sharp Cloud Connect feature.
- Standard **Job Management** features make it easy to print on-demand as well as view jobs, retain jobs, combine jobs, select print settings and more.
- Easily **convert documents** to popular Microsoft® file formats, as well as a variety of PDF formats, with standard OCR (optical character recognition) capabilities.
- Leading-edge, multi-layered security features include **Firmware Attack Prevention** and Self Recovery, **Application Whitelisting**, and the convenient Sharp **End-of-Lease** feature, which erases all data from the device at time of trade-in.

# MX-M1056/M1206 SPECIFICATIONS

## Main Specifications

<b>MX-M1056/M1206</b>	Base models include 300-sheet DSPF, 2,000-sheet tandem paper drawer, (2) 500-sheet paper drawers, 100-sheet bypass tray, 1 TB hard disk drive, PCL <sup>®</sup> 6 and Adobe PostScript 3 network printing, network scanning, tilting swing out keyboard, application communication and external accounting modules.
<b>Type</b>	Monochrome multi-function digital document system
<b>Display</b>	15.4" (diagonally measured) color dot matrix high-resolution touch panel tilting display, 1,280 x 800 dots (WXGA)
<b>Functions</b>	Copy, print, network print, network scan and document filing <sup>1</sup>
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC/white LED exposure/heat roller fusing
<b>Originals</b>	Sheets and bound documents
<b>Max. Original Size</b>	11" x 17"
<b>Copy Size</b>	Minimum: 5½" x 8½", Maximum: 12" x 18"
<b>Copy Speed</b>	105/120 ppm (8½" x 11")
<b>Multiple Copy</b>	Maximum 9,999 copies
<b>First Copy Time<sup>2</sup></b>	Platen Glass: 3.2 seconds, DSPF: 5.5 seconds
<b>Warm-up Time<sup>2</sup></b>	213 seconds from main power switch on, 200 seconds from [Power] button on
<b>Magnification</b>	25% to 400% in 1% increments (with document feeder 25%-200%)
<b>Original Feed</b>	300-sheet/150-business card DSPF
<b>Scan Speed</b>	Up to 240 ipm (monochrome or color)
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
<b>Paper Capacity</b>	Standard: 3,000 sheets, Maximum: 13,500 sheets
<b>Paper Feed System</b>	Standard: Tandem Tray 1 - 1,200 sheets (letter size), Tandem Tray 2 - 800 sheets (letter size), Trays 3/4 - 500 sheets ea. (letter/legal/ledger/statement/12" x 18"). Optional: Multi-bypass Tray (for machine) - 100 sheets (letter/legal/ ledger/statement/12" x 18"), Multi-bypass (for LCT) - 500 sheets (letter/legal/ledger/statement/12" x 18"), LCT (2-Drawer) - 2,500-sheets each drawer (letter/legal/ledger/12" x 18"), Letter LCC - 3,500 sheets (letter).
<b>Paper Weights and Types</b>	Tandem Trays - 16-28 lb. bond, Trays 3/4 - 16 lb. bond to 80 lb. cover, Multi-bypass Tray (for machine) - 15 lb. bond to 110 lb. cover, Multi-bypass Tray (for LCT) - 13 lb. bond to 80 lb. cover, LCT (2-drawer) - 15 lb. bond to 110 lb. cover, Letter LCC - 16 lb. bond to 80 lb. cover. Supported paper types include thin, plain, recycled, color, letter head, pre-printed and pre-punched and glossy.
<b>Duplexing</b>	Standard automatic duplex copying and printing
<b>CPU</b>	Up to 1.4 GHz Multi-processor Controller
<b>Interface</b>	RJ-45 Ethernet (10/100/1,000 Base-T), USB 2.0 (2 host ports, front and rear), USB 2.0 (1 device port)
<b>Memory</b>	Standard 6 GB
<b>Hard Disk Drive</b>	1 TB
<b>Copy Resolution</b>	Scan: Up to 600 x 600 dpi; Output: Up to 1,200 x 1,200 dpi
<b>Copy Modes</b>	Monochrome/Grayscale
<b>Exposure Control</b>	Modes: Text, Text/Printed-Photo, Printed-Photo, Text Photo, Photo, Map, Pale-Color. Settings: Auto or 9 step manual
<b>Halftone</b>	256 gradations/2 levels (monochrome)
<b>Copy Features</b>	Electronic sort, Auto Paper Selection (APS), Auto Magnification Selection (AMS), image preview/edit, auto tray, paper type selection switching, rotate copy, reserve copy, tandem copy, book copy, margin shift, edge/center erase, book divide, dual page, cover/insert page, OHP insert, job build, card shot, blank page skip, mirror/B/W reverse, proof, pamphlet, watermark, custom image, job programs.
<b>Account Control</b>	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management.
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
<b>Device Setup</b>	Web-based management with user/administrator level login
<b>Service/Functions</b>	Remote front panel, remote access to service logs and click counts
<b>Accessibility</b>	Free stop tilting front panel, adjustment of key touch sound and speed, concave key, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout
<b>Features</b>	
<b>Environmental Standards</b>	International Energy Star Program Ver. 3.0, European RoHS
<b>Power Source</b>	208-240V AC, 60 Hz, 20 A Receptacle
<b>Power Consumption</b>	Maximum: 3.55 kW or less
<b>Weight</b>	Approx. 611 lbs.
<b>Dimensions</b>	Approx. 45" (w) x 30½" (d) x 60¼" (h)

## Network Printing System (Standard)

<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Speed</b>	105/120 pages per minute (8½" x 11")
<b>Print Drivers</b>	Windows 8.1, Windows 10, Windows Server <sup>®</sup> 2012, Windows Server 2016, Windows Server 2019, Windows PPD, Mac <sup>®</sup> OS X <sup>®</sup> /macOS <sup>®</sup> (including 10.9 to 11), all Mac PPD, Linux <sup>®</sup> PPD
<b>Features</b>	Auto configuration, continuous printing, electronic sorting, N-up printing, duplex printing, transparency inserts, margin shift, image rotation, different cover page, poster print, job bypass print, job retention, confidential print, proof print, user authentication, image stamp and watermarks. Additional features: Multiple pamphlet print, network tandem print, carbon copy print mode, different cover page/last page/other page, form overlay, tab paper settings, tab printing, chapter inserts and page interleave <sup>1</sup>
<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PDF, Encrypted PDF, Compact PDF/A, PostScript, DOCX, XLSX, PPTX, and PNG. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
<b>Resident Fonts</b>	80 outline fonts (PCL), 139 fonts (PS)
<b>Interface</b>	RJ-45 Ethernet 10/100/1,000 Base-T, USB 2.0
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows Server 2012, Windows Server 2016, Windows Server 2019, Chrome <sup>®</sup> , Mac OS X/macOS 10.9-11, Unix <sup>®</sup> , Linux, Citrix <sup>®</sup> , SAP device types
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix
<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3 and HTTP
<b>Network and Data Security</b>	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), TLS Encryption, Kerberos support, data encryption, End-of-Lease, data overwrite (up to 10x), DoD 5220.22-M

## Network Scanning System (Standard)

<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	11" x 17"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image Formats<sup>1</sup></b>	Monochrome: TIFF, PDF, PDF/A-1b, PDF/A-1a, Encrypted PDF, Searchable PDF, XPS, PPTX, XLSX, DOCX, TXT, RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A-1b, PDF/A-1a, Encrypted PDF, Compact PDF, Searchable PDF, XPS, PPTX, XLSX, DOCX, TXT, RTF.
<b>Image Compression</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
<b>Scan Destinations</b>	Compression Color/Grayscale: JPEG (high, middle, low)
<b>One-touch Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB
<b>Group Destinations</b>	Up to 2,000 (combined scan destinations)
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Network Protocols</b>	TCP/IP and TLS (includes HTTP, SMTP, LDAP, FTP, POP3), SMB, ESMP and 802.1x
<b>Sharp OSA Platform</b>	Application Communication Module (MX-AMX2L) and External Accounting Module (MX-AMX3L) standard

## MX-PE16 Fiery Server

<b>Server</b>	Type External Server
<b>System Software</b>	Fiery FS400 Pro
<b>CPU Type</b>	Intel <sup>®</sup> Pentium <sup>®</sup> Processor G5400
<b>CPU Speed</b>	3.7 GHz
<b>Memory</b>	8 GB RAM
<b>Hard Disk Drive</b>	500 GB
<b>Operating System</b>	Windows <sup>®</sup> Embedded 10 Pro
<b>Network</b>	RJ45 10/100/1000 Base-T
<b>Connectivity</b>	
<b>Power Source</b>	100-240V AC, 50/60 Hz, 3A
<b>Power Consumption</b>	Typical: 75W, Maximum: 180W
<b>Weight</b>	Approx. 15 lbs.
<b>Dimensions</b>	Approx. 20" (w) x 13½" (d) x 14" (h)

## 4K 100-Sheet Stapler/Finisher (MX-FN21: option)

<b>Type</b>	4,000-sheet console stapler finisher (100-sheet stapling)
<b>Output Trays</b>	Upper tray: Moving offset tray (up to 1,500 letter size sheets) Middle tray: 250 sheets (letter size, non-stapled) Lower tray: Moving offset tray (up to 2,500 letter size sheets)
<b>Stapling Capacity</b>	Up to 100 sheets (letter/statement)
<b>Stapling Media</b>	Plain paper, letter/legal/ledger size or mixed
<b>Stapling Positions</b>	1 front, 1 rear, or 2 point stitching
<b>Hole Punching</b>	Optional three-hole punch unit MX-PN13B
<b>Power Source</b>	120V AC, 60 Hz, 15 Amps
<b>Power Consumption</b>	200W/350W with MX-FD10
<b>Weight</b>	Approx.: 134.5 lbs.
<b>Dimensions</b>	Approx.: 35¼" (w) x 30" (d) x 41" (h) (with tray extended)

## 4K 100-Sheet Stapler/Saddle Stitch Finisher (MX-FN22: option)

<b>Type</b>	4,000-sheet console stapler finisher (100-sheet stapling)
<b>Output Trays</b>	Upper tray: Moving offset tray (up to 1,500 letter size sheets) Middle tray: 250 sheets (letter size, non-stapled) Lower tray: Moving offset tray (up to 2,500 letter size sheets)
<b>Stapling Capacity</b>	Up to 100 sheets (letter/statement)
<b>Stapling Media</b>	Plain paper, letter/legal/ledger size or mixed
<b>Stapling Positions</b>	1 front, 1 rear, or 2 point stitching
<b>Saddle Stitch</b>	Center stitch/center fold (2 staples) letter/legal/ledger paper sizes;
<b>Maximum Sets</b>	up to 5 sets (16-20 sheets per set)/10 sets (11-15 sheets per set)/15 sets (6-10 sheets per set)/25 sets (1-5 sheet(s) per set)
<b>Hole Punching</b>	Optional three-hole punch unit MX-PN13B
<b>Power Source</b>	120V AC, 60 Hz, 15 Amps
<b>Power Consumption</b>	200W/350W with MX-FD10
<b>Weight</b>	Approx. 134.5 lbs.
<b>Dimensions</b>	Approx. 35¼" (w) x 30" (d) x 41" (h) (with tray extended)

## Optional Equipment

<b>MX-CF11</b>	2-tray Post Sheet Inserter Unit <sup>1</sup>
<b>MX-FD10</b>	Multi-folding Unit <sup>1</sup>
<b>MX-LC12</b>	3,500-sheet Large Capacity Cassette (letter) <sup>1</sup>
<b>MX-LC13N</b>	5,000-sheet Large Capacity 2-Drawer Air-Feed Tray (ledger) <sup>1</sup>
<b>MX-MFX1</b>	100-sheet Multi-bypass Tray (for machine)
<b>MX-MF11</b>	500-sheet Multi-bypass Tray (for MX-LC13N)
<b>MX-FN21</b>	4K Stacking 100-Sheet Staple Finisher <sup>1</sup>
<b>MX-FN22</b>	4K Stacking 100-Sheet Staple/Saddle Stitch Finisher <sup>1</sup>
<b>MX-RB13</b>	Relay Unit
<b>MX-RB16</b>	Large Capacity Tray Mounting Kit
<b>MX-RB17</b>	Large Capacity Tray Tandem Connection Kit
<b>MX-RB18</b>	Curly Correction Unit <sup>1</sup>
<b>MX-TM10</b>	Trimmer Unit <sup>1</sup>
<b>MX-PN13B</b>	3-Hole Punch Unit (for MX-FN21/FN22)
<b>MX-SCX1</b>	Staple Cartridge (for MX-FN22)
<b>MX-SCX2</b>	Staple Cartridge (for MX-FN21/FN22)
<b>MX-SL10N</b>	Status Indicator
<b>AR-SU1</b>	Stamp Unit (requires AR-SV1 Stamp Cartridge)
<b>AR-SV1</b>	48 Stamp Cartridge (required for AR-SU1)
<b>MX-PF10</b>	Bar Code Font Kit
<b>MX-PE16</b>	Fiery Print Server
<b>MX-PX16</b>	Fiery Interface Kit
<b>MX-FR66U</b>	Data Security Kit

## Supplies

<b>MX-900NT</b>	Toner Cartridge
<b>MX-900NV</b>	Developer
<b>MX-850NR</b>	Drum
<b>MX-850HB</b>	Toner Collection Container

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> Specification may vary depending on product configuration, machine settings and operating conditions.



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## ADVANCED SERIES COLOR DOCUMENT SYSTEMS simply smarter

### Designed for today's individual workstyles.

From media handling to workflow and collaboration, the new Advanced Series delivers the features businesses need to get the job done.

The new Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

**Easy-to-use Touchscreen** Award-winning design that delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

**Technology Focused on Efficiency** Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

**Versatile Application Integration** Easy access to expanded cloud services, quickly connect with mobile devices, including touchless operation with the Sharp Synappx Go app.

**Leading Security** The Advanced Series uses the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.



10.1" (diagonally measured) customizable touchscreen display.



**Built-in retractable keyboard** simplifies email address and subject line entries.



**New Inner Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.



**High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.

- **300-sheet duplexing** single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- **Flexible paper handling** supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- **Built-in walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **Energy Star 3.0 certified** offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, and Dropbox.
- Strong, **multi-layered security** includes system integrity check at startup, firmware attack prevention and optional Bitdefender® antivirus help protect your data.\*
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- **Wireless LAN** supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

\*Bitdefender antivirus option available summer 2022.

# SPECIFICATIONS BP-70C31/70C36/70C45

## Main Specifications

<b>BP-70C31/70C36/70C45</b>	Base models include multitasking controller, 300-sheet DSPP, PCL <sup>®</sup> 6 and Adobe PostScript <sup>3</sup> printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included.																					
<b>Type</b>	Color multi-function digital document system																					
<b>Display</b>	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)																					
<b>Functions</b>	Copy, print, network print, network scan, document filing and fax <sup>1</sup>																					
<b>Copy System</b>	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Pad fusing/White LED exposure																					
<b>Originals</b>	Sheets and bound documents																					
<b>Max. Original Size</b>	11" x 17"																					
<b>Output Size</b>	Min. 5½" x 8½", Max. 12" x 18"																					
<b>Copy Speed</b>	31/36/45 ppm Mono/Color (8½" x 11")																					
<b>Multiple Copy</b>	Max. 9,999 copies																					
<b>First Copy Time (In Seconds)<sup>2</sup></b>	<table border="1"> <tr> <td></td> <td>BP-70C31</td> <td>BP-70C36/70C45</td> </tr> <tr> <td></td> <td>Mono</td> <td>Color</td> </tr> <tr> <td>Platen Glass:</td> <td>5.6</td> <td>7.6</td> </tr> <tr> <td>DSPP:</td> <td>7.3</td> <td>10.4</td> </tr> <tr> <td></td> <td>Mono</td> <td>Color</td> </tr> <tr> <td></td> <td>4.6</td> <td>6.5</td> </tr> <tr> <td></td> <td>7.3</td> <td>10</td> </tr> </table>		BP-70C31	BP-70C36/70C45		Mono	Color	Platen Glass:	5.6	7.6	DSPP:	7.3	10.4		Mono	Color		4.6	6.5		7.3	10
	BP-70C31	BP-70C36/70C45																				
	Mono	Color																				
Platen Glass:	5.6	7.6																				
DSPP:	7.3	10.4																				
	Mono	Color																				
	4.6	6.5																				
	7.3	10																				
<b>Warm Up Time</b>	29 seconds (from main power switch on), 18 seconds (from [Power] button on)																					
<b>Magnification</b>	25% to 400% in 1% increments (with DSPP 25%-200%)																					
<b>Original Feed</b>	300-sheet DSPP with original size detection																					
<b>Scan Speed</b>	Copy: Up to 280 ipm (Mono/Color) Scan: Up to 280 ipm (Mono/Color)																					
<b>Original Sizes</b>	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"																					
<b>Paper Capacity</b>	Standard: 650 Sheets/Maximum: 6,300 Sheets																					
<b>Paper Feed System</b>	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/ statement size).																					
<b>Paper Weights and Types</b>	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.																					
<b>Duplexing</b>	Standard automatic duplex copying and printing																					
<b>CPU</b>	Up to 1.6 GHz Intel processor																					
<b>Interface</b>	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 2 host ports (rear), wireless 802.11 a/b/g/n/ac																					
<b>Memory</b>	Standard 5 GB copy/print (shared)																					
<b>Solid State Drive</b>	256 GB, 512 GB (option)																					
<b>Copy Resolution</b>	Scan: 600 x 600 dpi (Mono/Color). Output: Up to 1,200 x 1,200 dpi (Mono), up to 600 x 600 dpi (Color)																					
<b>Color Modes</b>	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)																					
<b>Exposure Control Modes</b>	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual																					
<b>Halftone</b>	256 gradations/2 levels (monochrome)																					
<b>Copy Features</b>	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot																					
<b>Account Control</b>	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management																					

## Main Specifications (continued)

<b>Output Tray</b>	Center Exit Tray (Main): 400 sheets (face down)
<b>Capacity</b>	Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 120 sheets (face down)
<b>Cloud Supported Services</b>	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL/TLS, FTP/FTPS, SNNPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
<b>Network and Data Security</b>	Includes IP/MAC address filtering, protocol filtering, port control, user authentication, (local/LDAP/Active Directory), WPA3 wireless, TLS 1.3 Encryption, Kerberos support
<b>Firmware Management</b>	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for download)
<b>Device Setup</b>	Web-based management with user/admin level login
<b>Service/Functions</b>	Remote Front Panel, remote access to service logs and click counts
<b>Accessibility Features</b>	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout and voice interaction
<b>Environmental Standards</b>	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205), EPEAT Gold
<b>Power Source</b>	110-127 V AC, 60 Hz, 15 A Receptacle
<b>Power</b>	1.5 kW or less
<b>Consumption</b>	
<b>Weight</b>	Approx. 187 lbs.
<b>Dimensions</b>	Approx. 24" (w) x 26" (d) 34" (h)
<b>Network Printing System</b>	
<b>PDL</b>	Standard PCL 6, Adobe PostScript 3
<b>Resolution</b>	1,200 x 1,200 dpi
<b>Print Speed</b>	31/36/45 pages per minute (8½" x 11")
<b>Print Drivers</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Windows PPD, Mac <sup>®</sup> OS (including 10.10 to 12), UNIX <sup>®</sup> , Linux <sup>®</sup> , Universal Print (native)
<b>Mobile Printing<sup>1</sup></b>	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, AirPrint <sup>®</sup>
<b>Print Features</b>	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
<b>Direct Printing</b>	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
<b>Resident Fonts</b>	80 outline fonts (PCL), 139 fonts (PS)
<b>Interface</b>	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0/3.0, Wireless 2.4/5 GHz
<b>Operating Systems and Environments</b>	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Chrome OS™, OS X 10.10 - macOS 12, Unix <sup>®</sup> , Linux <sup>®</sup> , Citrix <sup>®</sup> , and SAP device types <sup>1</sup>
<b>Printing Protocols</b>	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix
<b>Network Scanning System</b>	
<b>Scan Modes</b>	Standard: Color, monochrome, grayscale
<b>Max. Original Size</b>	11" x 17"
<b>Optical Resolution</b>	600 dpi
<b>Output Modes</b>	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
<b>Image</b>	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR)
<b>Compression</b>	Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)

## Network Scanning System (continued)

<b>Image Formats</b>	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S <sup>1</sup>
<b>Scan Destinations</b>	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax, Teams Folder, OneDrive, Box, Dropbox
<b>One-touch Destinations</b>	Up to 2,000 (combined scan destinations)
<b>Group Destinations</b>	Up to 500
<b>Programs</b>	48 (combined)
<b>Max. Jobs</b>	Up to 100
<b>Enhanced Email Integration</b>	Standard Gmail connector, standard Exchange connector
<b>Scanning Protocols</b>	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
<b>Software<sup>1</sup></b>	Sharpdesk Mobile (download), Synappx (download)
<b>Optional Equipment</b>	
<b>BP-70ABD</b>	Deluxe Copier Cabinet Base (available summer 2022)
<b>BP-DE12</b>	Stand/1 x 550-sheet Paper Drawer
<b>BP-DE13</b>	Stand/2 x 550-sheet Paper Drawers
<b>BP-DE14</b>	Stand/3 x 550-sheet Paper Drawers
<b>BP-DE15</b>	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
<b>BP-1C10</b>	3,000-sheet Large Capacity Cassette (letter, requires BP-DE12/DE13/DE14/DE15)
<b>BP-DD10</b>	Double Feed Detection Kit
<b>MX-LT10</b>	Long Paper Feeding Tray
<b>BP-FN11</b>	50-sheet Staple Inner Finisher
<b>BP-FN13</b>	1K Stacking 50-sheet Staple Finisher
<b>BP-FN14</b>	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
<b>BP-FN15</b>	3K Stacking 65-sheet Staple Finisher
<b>BP-FN16</b>	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
<b>BP-FD10</b>	Inner Folding Unit
<b>BP-RB10</b>	Paper Pass Unit (required for BP-FN13/14/15/16)
<b>MX-PN14B</b>	3-Hole Punch Unit (requires BP-FN11)
<b>MX-PN15B</b>	3-Hole Punch Unit (requires BP-FN13/14)
<b>MX-PN16B</b>	3-Hole Punch Unit (requires BP-FN15/16)
<b>MX-SCX1</b>	Staple Cartridge for BP-FN11/13
<b>AR-SC2</b>	Saddle-stitch Staple Cartridge for BP-FN14
<b>MX-SC11</b>	Staple Cartridge for BP-FN15/16
<b>MX-SC12</b>	Saddle-stitch Staple Cartridge for BP-FN16
<b>BP-TR12</b>	Right Side Exit Tray
<b>MX-TR20N</b>	Job Separator Tray
<b>BP-TU10</b>	Center Exit Tray
<b>BP-UT10</b>	Utility Table
<b>BP-FX11</b>	Fax Expansion Kit
<b>MX-FWX1L</b>	Internet Fax Expansion Kit
<b>MX-PF10</b>	Bar Code Font Kit
<b>AR-SU1</b>	Stamp Unit (requires AR-SV1 Stamp Cartridge)
<b>AR-SV1</b>	Stamp Cartridge
<b>MX-AMX1L</b>	Application Integration Module
<b>BP-SD10</b>	High Capacity SSD (512 GB)
<b>BP-VD10L</b>	Virus Detection Kit (available summer 2022)
<b>BP-FR12UL</b>	Data Security Kit
<b>DVENDFSV</b>	Generic Vendor Interface Kit
<b>Supplies</b>	
<b>BP-NI70BA</b>	Black Toner Cartridge
<b>BP-NI70CA</b>	Cyan Toner Cartridge
<b>BP-NI70MA</b>	Magenta Toner Cartridge
<b>BP-NI70YA</b>	Yellow Toner Cartridge
<b>BP-NV70BA</b>	Black Developer
<b>BP-NV70SA</b>	Cyan/Magenta/Yellow Developer
<b>BP-DR70SA</b>	Drum

<sup>1</sup> Some features require optional equipment. See your local dealer.

<sup>2</sup> May vary depending on product configuration, machine settings and operating and/or environmental conditions.



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SYNAPPX



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# SHARP®

## 3 YEAR PERFORMANCE GUARANTEE



### **Acquire Sharp MFP with confidence and peace of mind!**

The performance and operation of any new Sharp Multi-functional Copier acquired under a Sharp awarded contract is guaranteed for 3 years from the date of installation.



### **Guaranteed to perform... or else**

If your Multi-functional Copier is not performing within the machine's design specifications and cannot be repaired by the Authorized Sharp Dealer and Sharp Service Technician, Sharp will replace your equipment with a like model with comparable features ... FREE.



### **Well maintained with genuine parts and supplies**

The 3-Year Performance Guarantee begins at the date of installation. All equipment must be maintained under a full Service Maintenance Agreement with a Sharp Authorized Dealer and operated using only genuine Sharp supplies and parts. Guarantee is not applicable to equipment that has been damaged by accident or misuse, including improper voltage.

If it is determined that the equipment was maintained using other than genuine Sharp supplies and parts, the 3-Year Performance Guarantee will no longer be valid.



### **Customer Assurance**

The 3-Year Performance Guarantee is provided for your assurance that Sharp Products, the Sharp Authorized Dealer network, and the Sharp National & Government Account Division are committed to your total satisfaction.



A HIGH-LEVEL FEATURE GUIDE FOR CUSTOMERS

# Complete **visibility and control** of your print environment

A powerful print management solution to enable, track, manage, and secure your printing, copying, and scanning.

**It doesn't matter what size you are, what printers you use, or what operating system your users prefer – PaperCut MF is for you.**

**That's because we take a cross-platform, vendor-neutral approach to technology and device support to deliver a print management solution that just works.**



With PaperCut MF you can:



**Manage your print environment**

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**Save money and the planet**

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**Secure your printing**

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**Integrate with third-party systems**

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**Manage 3D printing and Print Rooms**

---



**Give users power**

---



**Digitize documents**

---

## Manage your print environment

### Web-based admin dashboard

PaperCut MF provides built-in, browser-based administration access from any network location to enable centralized management of every user and printing device.

[The dashboard](#) gives an easy-to-read, single-page view of the printing environment in real time, including system activity, printer error notifications, toner levels, trend information and statistics – even environmental impact. You can designate automatic quotas, deploy print queues in bulk, enable language options, and apply many more features in the pages to come.

### User sync

PaperCut MF synchronizes user and group information from sources such as Windows Active Directory, Azure Active Directory, LDAP, and Google Cloud Directory (including multi-domain sync). This simplifies the administration of the system because you don't need to manage a separate database of users and groups.

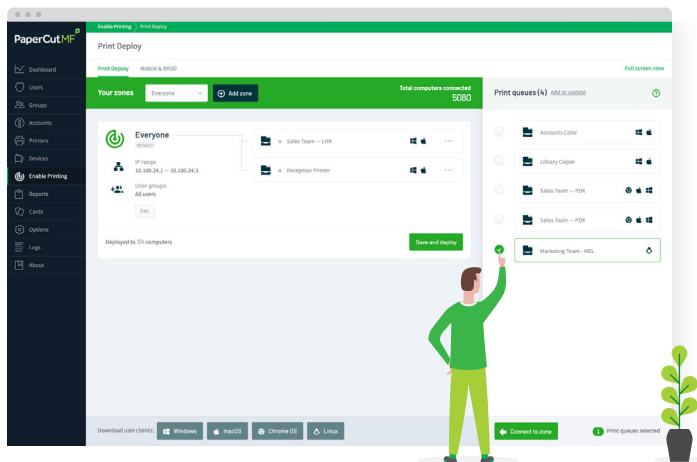
If a user is added to the domain or is removed from a group, PaperCut automatically synchronizes this information without any intervention from the administrator. And don't worry: you can mix and match multiple sync sources for ultimate flexibility.

## Print Deploy

Print Deploy automates the time consuming, frustrating tasks of setting up print queues and deploying print drivers on computers in your network. Once a user leaves a site, it removes the queue and driver automatically, so clean up is a breeze.

With Print Deploy, you'll:

- Save time by deploying print queues and drivers easily at scale
- Maintain flexibility with a tool that supports environments with or without a print server
- Reduce support tickets with an automated printer configuration that's no touch for end users, even as they move between sites
- Save money on maintaining and supporting an on-premise Active Directory just to support printing
- Increase end-user productivity with automated setup and printing that just works
- Remove risk because it's from an organization with 20 years' experience in print management
- Enable users to choose the printers they want to install anytime, anywhere



## Mobile printing and BYOD

Your team wants to work on the device they're most comfortable with – laptop, tablet, or smartphone; running iOS, Android, Chrome OS, Microsoft Windows or macOS – and PaperCut supports them all with its [BYOD](#) (Bring Your Own Device) features.



[Mobility Print](#) is the flagship solution for mobile printing and BYOD, enabling millions of users to easily print from their devices, with a native print experience from any application. It takes away the complexities when working across different operating systems, file formats, and brands.

Harnesses PaperCut's cloud service to keep users printing from Mac, Windows, and Chromebooks, even when they're outside the network or on an untrusted guest network.

Additionally, the [Web Print](#) option gives users easy access to print Microsoft Office, PDF, and image files directly from the browser, even when they're not on site or connected to the local print network. Combine this with [Email to Print](#), and users have the option to email their jobs to an address you create (e.g. printme@organization.net), and their documents will print at an authorized printer within your environment, making guest printing as easy as PaperCut.



# Save money and the planet

## Reporting

PaperCut MF includes over 80 one-click [reports](#) available for online viewing, export, or print. Reports address all areas, from detailed page logs to summaries by user, department, device, and environmental impact.

Administrators can also build custom reports to make sure they're delivering the most applicable data; and all these reports can be emailed to specific people on a regular schedule, removing any manual efforts.

## Print policies

Implementing a print policy isn't just about sending people an email with a list of rules to follow; a great policy is automated through a system. Enter PaperCut MF.

[Print policies](#) allow you to track and control printing and copying based on users, department, class, or client. Start out lightly by suggesting environmentally friendly printing options like double-sided or grayscale printing, or add firm rules to restrict behavior and reduce waste.

## Advanced scripting

[Advanced scripting](#) can be used to define and fine-tune your print and copy policies, and support your organization in eliminating waste and changing user behavior.

With advanced scripting, you can:

- Route complex jobs to more efficient, high volume printers
- Display a pop-up message if a user forgets to select duplex or grayscale
- Restrict users' functionality (e.g. after hours)
- Allow free printing on schedules (e.g. during class or workshop times)
- Give discounts during off-peak times
- And much more...

## Cost recovery

Want a bigger impact than just applying policies? Designate different [costs for print settings](#), such as color versus grayscale, single-sided versus duplex, and printer P versus printer C.

## User pay-for-print

Set users or groups up with [quotas](#) by applying credit to their account. This can be a recurring allocation per semester, quarter, month, or hour – or even implement a “use it or lose it” policy.

Integrate with one of many third-party payment gateways – such as PayPal, Authorize.Net, RBS WorldPay and CyberSource – to enable users to transfer balance directly from their bank to their PaperCut account.

Or give users quick and easy print credit by using [prepaid/top-up cards](#). Create a bulk batch and distribute them to different department heads, or offer them in a vending machine. A user buys a card, enters the unique code into their PaperCut UI, and ta-da: they're ready to print!



## Client Billing

Are you printing in a business that would like to bill costs back to a client or project? That's easy with PaperCut MF's [Client Billing](#). Every time a job is initiated, select the appropriate account and the charge will be applied to their balance, making tracking and invoicing simple and precise.

To make things extra easy, PaperCut integrates with a variety of third-party legal and accounting systems so you don't even need to change your existing setup to start feeding data through.

# Secure your printing

## End-to-end encryption

PaperCut MF supports end-to-end encryption on the network. That means not just security at the printer, but from the user's device to the print server, the print server to the printer, and the printer to the user's hand. They're protected at every stage, from "I want to print this," to "I've printed this, now it's time for coffee."

## User authentication

To avoid mix-ups with balance allocations and document handling, PaperCut MF requires users to authenticate at the MFD with a variety of login options. Enter a unique ID, username with a correlated password or pin, scan an ID card or badge, or integrate with biometric hardware for the most secure level of identification.

Card numbers can easily be extracted from your network's user directory or a database (e.g. door access control system), or users can self-associate their card on first use.

## Watermarking and digital signatures

[Watermarking](#) automatically adds a username, timestamp, digital signature, or other metadata to every printed page. It's a fantastic mechanism to improve behavior in your organization – when users see that printed documents can be traced back to them, it's much less likely they'll let sensitive documents lie around the office.



## Secure Print Release

[Secure Print Release](#) increases document security and reduces wasteful, uncollected print jobs. All print jobs sit in a holding state until the user walks up to the multi function device (MFD), logs in, and approves its release. This avoids confidential documents sitting on the paper tray until users can make their way to the MFD, or if a user forgets they pressed "print" at all.



## Find-Me Printing

Adding convenience to the already secure mix, [Find-Me Printing](#) saves users from needing to choose what printer they'd like their job sent to. They can print to the shared Find-Me queue, then simply walk up to any printer they like, authenticate, and safely release their job under their strict supervision.

With Find-Me Printing, you'll:

- Reduce the need for IT administrators to manage multiple print drivers and queues
- Reduce waste by up to 20% in busy office environments
- Minimize inconvenience when printers are in error by letting users easily select another

## Print archiving

[Print archiving](#) empowers administrators to browse and review the content of print activity in their environment. Alongside the powerful tracking and reporting functionality built into PaperCut MF, this gives administrators a wide range of auditing functions.

# Integrate with third-party systems

## System integrations

PaperCut has one of the biggest collections of [third-party integrations](#) around, making it as easy as possible to amp up your existing business structure with the added support of PaperCut MF. You can connect with:

- Payment gateways

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- Accounting systems

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- Legal practice management software

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- Coworking management software

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- And many more...

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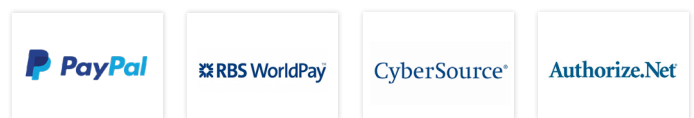
Take control of your Microsoft Universal Print environment with PaperCut to enjoy easy, secure, and waste-free printing.



## Payment gateways

PaperCut MF plays nicely with leading [payment providers](#) – like PayPal, Authorize.Net, RBS WorldPay or CyberSource – to enable real-time, online payments via credit card. It also supports closed or internal payment systems like college fund accounts.

Hardware gateways are available to support a range of cash loaders, self-service kiosks, and bill and coin boxes. For hardware, please reach out to a PaperCut [Authorized Solution Center](#) (ASC).



## Electronic Medical Record (EMR)

PaperCut MF syncs with popular EMR systems – like Epic, Cerner, Allscripts, and many others – to keep data flowing securely and smoothly within healthcare facilities.

# Manage 3D printing and Print Rooms

## 3D printing

Managing a [3D print](#) environment? PaperCut MF streamlines the process for everyone. For users, it's enabling them to submit complete job requests and track their progress. For operators? It's giving them the tools to stay on top of orders they need to process, and even communicate with users. It also gets more people using all that great equipment you've invested in!

You're covered for more than 3D printing, too. Services on CNC machines, laser cutters, or any other equipment your lab offers can all be set up. And since it's PaperCut, you can also allocate users' costs to their traditional printing quotas, and run consistent reporting.

## Print Rooms

By tracking and managing all activity, PaperCut MF does away with pesky [Print Room](#) problems. No more easily lost email and paper forms, no more charging and quoting across multiple departments, no more frustration.

From when the user submits a job ticket, to when the print room operator reviews, tracks, and completes the project, PaperCut's end-to-end workflow tool keeps things moving along smoothly and efficiently.

You also get the same consistent reporting and cost-allocation convenience available with PaperCut MF.

# Give users power

## Control at the MFD

Monitor and control all actions directly on your MFD: print, copy, scan, and fax.

With PaperCut MF, users have power at the device to:

- Authenticate with username and password, pin, or card swipe

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- Select specific jobs to release or delete

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- Allocate jobs to a personal or shared account

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- Change print settings, including color versus black and white, single-sided versus duplex, or quantity of copies

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- Select scan destinations like email, folder, Google Drive, SharePoint Online, or many more

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- View account balance

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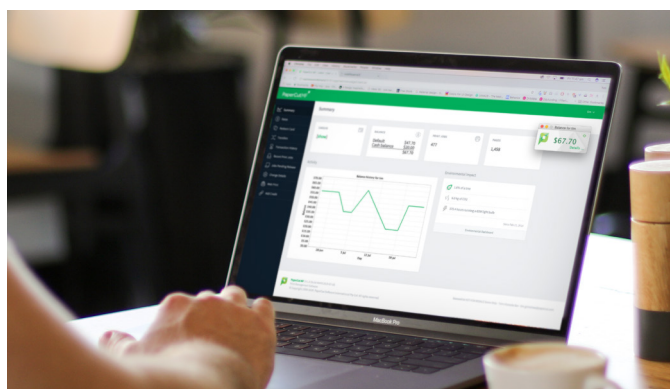
- Select what language the device displays in

And because PaperCut's vendor-neutral, users get that familiar experience on the MFD panel – no matter which printer they go for.



## Control from computer, tablet or smartphone

End users have access to a set of web tools to track their activity, check or add to their account balance, and view prior transactions without administrator assistance. Users can even choose from 30 languages when interacting on the PaperCut [web interface](#). Want to brand the users' interface? No problem! Choose custom colors, logos, and messaging to support your organization's spirit.



The [User Client](#) is a pop-up window that allows users to easily view their current account balance, or allocate their print job to a desired personal or shared account. It can also do plenty more to streamline printing and help organizations reduce waste, like:

- Provide a final notification to confirm what's about to be printed

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- Display system messages like low credit warnings or print policy reminders

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- Show users their impact on the planet - measured in trees, carbon, and energy - with the [environmental widget](#)

# Digitize documents

## Create smart, searchable documents

With Scan Actions applied, users can convert hard documents into digital masterpieces with just a couple clicks. PaperCut's [Integrated Scanning](#) empowers you to set up scan workflows by user or group, with their settings and scan destinations following them to any compatible MFD in real time.

With [OCR](#) (optical character recognition), you can turn unlimited scans into text-searchable and editable smart documents to retrieve information easier than ever. PaperCut MF's one-click OCR works right out of the box for all kinds of workplaces, and depending on your organization's needs, you can process these intelligent files either in the cloud or locally on site.

## Scan to Email and Folders

With PaperCut MF, users can quickly scan documents directly to their email account, or to pre-configured personal and network folders with just one click. Files will no longer go to one unorganized "Scanned Documents" folder, causing users to waste time searching for documents.

## Scan to Fax

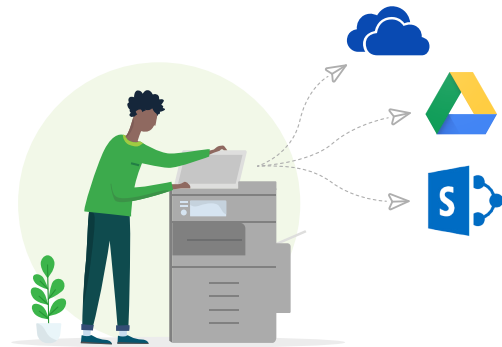
Make fax processes easier with PaperCut's user-friendly cross-platform Scan to Fax solution. For extra security and peace of mind, use API integrations to receive status updates that communications went to the intended destination.

## Scan to Cloud Storage

[Scan to Cloud Storage](#) takes your scans and sends them to the cloud storage service of your choice, like Google Drive, OneDrive, SharePoint Online, Dropbox, and many others. Administrators select which destinations users can access and are able to audit all actions.

But is it secure? Of course! All scan jobs and data are encrypted with signed certificates and transmitted over HTTPS, following industry best practices for security.

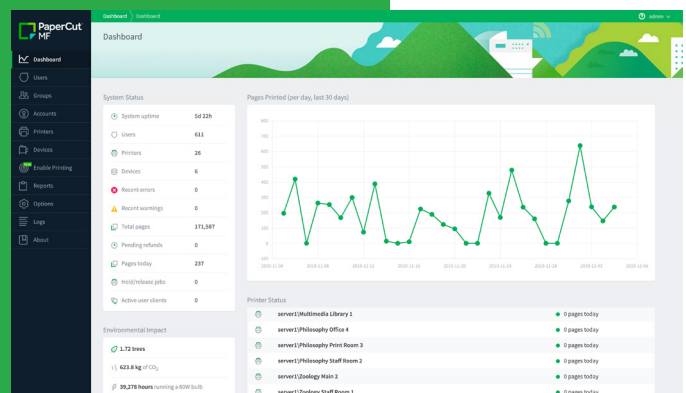
Quick and easy to set up with a one-time authorization, Scan to Cloud Storage requires minimal support and gives users a friendly tap-and-scan workflow. Reducing the extra steps at the MFD means users waste less time.



## Get it now

We're all about customers, coding, and coffee. These passions come together to make a product that's powerful yet simple – and we think you'll love it!

Want to try a free 40-day trial, experience a live demo, get a quote, or place an order? Contact a PaperCut Authorized Partner, or email [sales@papercut.com](mailto:sales@papercut.com) for further assistance.



[marco@marconet.com](mailto:marco@marconet.com) | 800.847.3098



# Secure Enterprise Cloud Faxing at a Small Business Price



The future of faxing is in the cloud. eGoldFax is a fully hosted cloud fax service that offers enterprise-class functionality at a price all businesses can afford.

## Cloud Faxing vs. MFP Fax Kits

eGoldFax Pure Cloud Faxing offers many benefits unavailable with traditional MFP faxing:

- Reliability.** Never miss a fax due to a busy signal or telco outage
- Cost Savings.** Eliminates cost of MFP fax hardware, analog fax lines, and long distance charges (USA, Canada)
- Archive.** Free encrypted PDF archive of all fax pages
- Universal Access.** Fax from the MFP or any desktop computer, tablet, or smart phone
- Scalability.** Supports unlimited users and MFPs to seamlessly grow with your business
- Security.** End-to-end TLS 1.2 encryption and PCI-DSS Level 1 Certification
- Compliance.** Microsoft® Azure® platform provides 90 + compliance certifications including HIPAA/HITECH, FERPA, GDPR, FIPS 140-2, PCI DSS Level 1, ISO 27001/27018, SOC 1, 2, 3. eGoldFax signs HIPAA BAAs and complies with FCC porting.

**eGoldFax Pure Cloud Faxing™** is a secure cloud fax service for all manufacturer multifunctional products (MFPs). eGoldFax provides secure, reliable, and scalable faxing for MFPs with a seamless integration that eliminates the cost, maintenance, and limitations of traditional MFP fax hardware and MFP fax lines. eGoldFax provides enterprise features for unlimited users and MFPs at a small business price.

### Enterprise-grade Features Everyone Can Afford

- **Admin Portal.** Manage users, fax routing, reports, fax cover pages.
- **Secure Fax Access - HTTPS.** Secure HTTPS pull-down of faxes to secure Network Folders or eGoldFax Portal.
- **Keeping Your Fax Number.** Unlike other cloud fax companies, you can keep your fax number if you ever leave eGoldFax (new and ported in).
- **Advanced Fax Routing.** Route inbound faxes to email, folders, printers.
- **Free Fax Archive.** Save sent/received fax pages as 256-bit AES Encrypted PDFs for up to 10 years.
- **Intelligent Fax Applications.** Save XML metadata and execute SQL statements directly into business applications and databases.

### Easy to Set Up. Easy to Use.

- All you need is Internet access and an email address.
- Keep existing fax numbers and obtain new fax numbers
  - No MFP fax hardware to install or maintain
  - No fax telephone lines needed
  - No training required. Sending a fax is just like sending an email
  - Get up and running fast. No upfront costs or long-term contracts



**eGoldFax supports unlimited users and all manufacturer MFPs.**



## How Does it Work?

eGoldFax is easy to use. Fax digital documents from email. Scan and fax from MFPs. Received faxes can be routed to email, network printers and folders.

### Sending Faxes

- **Unlimited MFPs** - Fax paper documents
- **Unlimited Email Users** - Fax digital documents
- Automatic customizable Fax Cover Pages
- Customizable Sent Fax Header (Top Banner)
- Sent Fax Confirmation: Thumbnails of pages
- Sent Fax Confirmation: PDF attachment
- Sent Fax Confirmation: Link to download pages

### Scan and Fax Paper Documents from Scan-to-Email MFPs

- Select Scan-to-Email. In the "TO:" field enter: **FaxNumber@egoldfax.com**
- Scan the document
- Select contacts from MFP's Email Address Book. Use email format above and include "FAX" in display name of saved contacts for easy searching.
- Enter message/subject, specify email sender

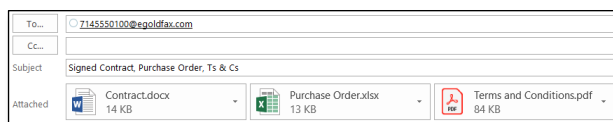
Email Address	7145550100@egoldfax.com
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- Connectors available for all manufacturer MFPs

### Fax Digital Documents

Send TLS1.2 encrypted email from desktop computer, tablet, or smartphone to:

**FaxNumber@egoldfax.com**. Attach files (Word documents, PDFs, spreadsheets, image files). The Subject and Message text are included on Fax Cover Page, including email signature and logos. Receive "Fax Confirmation" email (optional Thumbnail, PDF/link of sent pages).



PURE CLOUD FAXING™

P: 714.695.1000  
sales@goldfax.com  
**eGoldFax.com**

### Receive and Route Faxes

With eGoldFax, fax documents are securely routed directly to the intended recipient(s).

- ✓ Keep your existing fax numbers and transfer (port) them to eGoldFax. Obtain new fax numbers and assign to users, department, locations, and business processes.
- ✓ Route inbound faxes directly to the intended recipient, department, or branch office via email, network folder, or printer.
- ✓ Optionally receive a notice of inbound faxes (with no fax attachment) with a secure HTTPS download link to access the fax.

### Enterprise Options

- ✓ Received Faxes to Network Printers/Folders
- ✓ Print "Sent Fax Confirmation" to MFP
- ✓ Save "Sent Fax Confirmation" to Folder
- ✓ Data base integration (XML, SQL statements)

### Seamless Transition

Getting started with eGoldFax couldn't be easier. Get up and running fast with no upfront costs, long-term contracts, or user training.

#### Requirements:

- Any manufacturer Scan-to-Email enabled MFP.
  - Connectors available for various manufacturer MFPs.
  - Email service and Internet access. TLS1.2 enabled Email Server or TLS1.2 supported service.
  - Unique company email domain; or authorized email users.
  - eGoldFax Enterprise Option (Folder/Printer)
- Install Windows Service on LAN computer (ex: Print Server)

### Authorized eGoldFax Reseller

**Marco Technologies LLC**  
Corporate Office  
4510 Heatherwood Road  
St. Cloud, MN 56301  
Phone: 800.847.3098  
**marconet.com**



## REFERENCES

We value our client relationships and protect their information. Out of professional courtesy, if you wish to speak directly to our references, please allow us to arrange. You can also visit our website at <https://www.marconet.com/resources> to learn more about our customers' experience in partnering with Marco for their technology solutions.

### **Ripon Area School District**

850 Tiger Dr  
Ripon, WI 54971  
**Travis Liptow - Director of Innovation and Technology**  
920.748.4632  
[liptowt@ripon.k12.wi.us](mailto:liptowt@ripon.k12.wi.us)

### **Fox Valley Technical College**

1825 N Bluemound Dr  
Appleton, WI 54912  
**Troy Kohl - CIO**  
920.735.5766  
[kohlt@fvtc.edu](mailto:kohlt@fvtc.edu)

### **Green Bay Area School District**

200 S Broadway  
Green Bay, WI 54303  
**John Patchak - COO**  
920.448.7361  
[jmpatchak@gbaps.org](mailto:jmpatchak@gbaps.org)

### **Kimberly Area School District**

1662 Kennedy Ave  
Kimberly, WI 54136  
**Becky Hansen - Executive Director of Business Services and Sustainability**  
920.788.7900  
[rhansen@kimberly.k12.wi.us](mailto:rhansen@kimberly.k12.wi.us)

### **School District of Marinette**

2139 Pierce Ave  
Marinette, WI 54143  
**Sean Kelly - Finance Director**  
715.735.1402  
[skelly@marinette.k12.wi.us](mailto:skelly@marinette.k12.wi.us)

### **UW - Green Bay**

2420 Nicolet Dr  
Green Bay, WI 54311  
**Sean Martin - Procurement Specialist**  
920.465.2598  
[martins@uwgb.edu](mailto:martins@uwgb.edu)



## APPENDICES

- a. Exceptions/Clarifications
- b. State and Local Government Addendum

## EXCEPTIONS/CLARIFICATIONS

The following are Marco's standard payment terms:

- Our standard payment term is Net 15 days.
- Upon award, a completed and signed credit application is required for formal credit approval.
- Marco accepts American Express, Discover, MasterCard and Visa for credit card auto-payments. Credit card payments may be subject to a 3% transaction fee.
- Invoices can be generated at a monthly, quarterly, semi-annual or annual frequency. Late fees will be assessed for payments received five or more days beyond the due date that is listed on the invoice.
- Agreements are billed in arrears for the 30-day period prior to invoicing. For example, the charges for 3/1/24-3/31/24 are due on 4/1/24.

Marco requires the following language inserted into the contract: Notwithstanding any provision in the RFP (and attachments, appendices, or exhibits thereto) to the contrary Shorewood School District ("Customer") and Marco agree as follows: (i) if the Customer and Marco enter into a lease relating to any equipment, software, and services provided by Marco (an "Equipment Lease"), the Customer's obligations with respect to the lease of such equipment shall be solely governed by the Equipment Lease; (ii) any modification or termination of the RFP or any other agreement between Marco and the Customer shall not operate to modify or relieve the Customer from any of its obligations under the Equipment Lease; (iii) amounts owed Marco under any Equipment Lease do not include charges for Marco maintenance services for the equipment, though such service charges amounts may be invoiced along with the Equipment Lease charges for the Customer's convenience; and (iv) Marco may assign any Equipment Lease to a third party leasing company or require that the Customer enter into a lease directly with such leasing company, if the Customer chooses to obtain financing through Marco.

Upon contract award, Marco requests that Shorewood School District provide applicable tax exemption documentation, or Shorewood School District will be responsible for paying the sales tax.

For any termination for breach of the service/supply side of a potential contract, Marco would ask that either party be able to terminate the service/supply side of the agreement if the other party materially breaches its terms and fails to cure such breach following thirty (30) days' written notice reasonably detailing the breach. Termination for the lease side of the agreement is addressed above.



STATE AND LOCAL GOVERNMENT ADDENDUM

AGREEMENT NO.

Phone: 800.892.8548 | Fax: 800.847.3087

Addendum to Agreement # \_\_\_\_\_ and any future supplements/schedules thereto, between \_\_\_\_\_, as Customer and Marco Technologies LLC, as Lessor ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor.

1. The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

INITIAL TERM AND RENEWAL TERM(S): The term of the Agreement consists of an initial term beginning on the date we pay Supplier and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year. Except to the extent required by applicable law, if you do not exercise your right to terminate the Agreement under the Non-Appropriation or Renewal paragraph as of the end of any fiscal year, the Agreement will be deemed automatically renewed for the next succeeding renewal term.

An election by you to terminate the Agreement under the Non-Appropriation or Renewal paragraph is not a default.

Notwithstanding anything to the contrary set forth in the Agreement, if we cancel the Agreement following a default by you, we may require that you pay the unpaid balance of Payments under the Agreement through the end of your then-current fiscal year, but we may not require you to pay future Payments due beyond that fiscal year or the anticipated residual value of the Equipment. If we sell the Equipment following a default by you, you will not be responsible for a deficiency, except to the extent of our costs of repossession, moving, storage, repair and sale, and our attorneys' fees and costs.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

SUPPLEMENTS; SEPARATE FINANCINGS: To the extent applicable, in the event that the parties hereafter mutually agree to execute and deliver any supplement or schedule ("Supplement") under the above-referenced Agreement, such Supplement, as it incorporates the terms and conditions of the Agreement, shall be a separate financing distinct from the Agreement or other Supplements thereto. Without limiting the foregoing, upon the occurrence of an event of default or a non-appropriation event with respect to the Agreement or a Supplement (each, a separate "Contract"), as applicable, we shall have the rights and remedies specified in the Agreement with respect to the Equipment financed and the Payments payable under such Contract, and we shall have no rights or remedies with respect to Equipment financed or Payments payable under any other Contract unless an event of default or non-appropriation event has also occurred under such other Contract.

2. The parties wish to amend the above-referenced Agreement by restating certain language as follows:

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document."

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "Unless the purchase option is \$1.00 or \$101.00, you agree to send us written notice at least 30 days before the end of the final renewal term that you want to purchase or return the Equipment, and you agree to so purchase or return the Equipment not later than the end of the final renewal term. If you fail to so purchase or return the Equipment at or before the end of the final renewal term, you shall be a holdover tenant with respect to this Agreement and the Equipment, and this Agreement shall renew on a month-to-month basis under the same terms hereof until the Equipment has been purchased or returned."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

**3. If your end-of-term option is the purchase of all Equipment for \$1.00 or \$101.00, the following applies:** Unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

**4. With respect to any "Financed Items," the following provisions shall be applicable to such Financed Items:**

This Addendum concerns the granting to you of certain software and/or software license(s) ("Licensed Software"), the purchase by you of certain software components, including but not limited to, software maintenance and/or support ("Products") and/or the purchase by you of certain implementation, integration, training, technical consulting and/or professional services in connection with software ("Services") (collectively, the "Financed Items") from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as further described in the agreement(s) between you and Supplier (collectively, the "Product Agreement"). For essential governmental purposes only, you have requested and we have agreed that instead of you paying the fees pursuant to the Product Agreement to Supplier for the Financed Items, we will satisfy your obligation to pay such fees to Supplier, and in consideration thereof, you shall repay the sums advanced by us to Supplier by promptly making certain installment payments to us, which are included in the Payments set forth in the Agreement.

To the extent permitted by law, you grant us a security interest in the license(s), including without limitation, all of your rights in the Licensed Software granted thereunder, the Products, all rights to payment under the Product Agreement, the Financed Items, and all proceeds of the foregoing to secure all amounts you owe us under this Agreement. You authorize and ratify our filing of any financing statement(s) to show our interest.

Ownership of any Licensed Software shall remain with Supplier thereof. All Financed Items shall be provided by a Supplier unrelated to us, and your rights with respect to such Financed Items shall be governed by the Product Agreement between you and Supplier, which shall not be affected by this Agreement. IN NO EVENT SHALL WE HAVE ANY OBLIGATION TO PROVIDE ANY FINANCED ITEMS, AND ANY FAILURE OF SUPPLIER TO PROVIDE ANY FINANCED ITEMS SHALL NOT EXCUSE YOUR OBLIGATIONS TO US IN ANY WAY. YOU HAVE SELECTED SUPPLIER AND THE FINANCED ITEMS BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE FINANCED ITEMS. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR AS TO ANY PATENT, TRADEMARK OR COPYRIGHT INFRINGEMENT, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS OR ANY OTHER ISSUE IN REGARD TO THE FINANCED ITEMS. YOU HEREBY WAIVE ANY CLAIM (INCLUDING ANY CLAIM BASED ON STRICT LIABILITY OR ABSOLUTE LIABILITY IN TORT) THAT YOU MAY HAVE AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF DATA OR ANY OTHER DAMAGES) OR EXPENSE CAUSED BY THE FINANCED ITEMS COVERED BY THE PRODUCT AGREEMENT OR A TERMINATION OF THE FINANCED ITEMS PURSUANT TO AN EVENT OF DEFAULT, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE, LOSS, EXPENSE OR COST.**

The following shall be additional events of default under the Agreement: (i) you fail to perform in accordance with the covenants, terms and conditions of the Product Agreement, or (ii) the Product Agreement is terminated, suspended, materially restricted or limited.

The following shall be additional remedies we have for your default under the Agreement: We shall have the right to: (a) cause the termination of the Financed Items and you irrevocably consent to such termination of the Financed Items by Supplier; and (b) require you to immediately stop using the Financed Items (regardless of whether you are in default under the Product Agreement) and you shall, at our option, either deliver to us a certification executed by a duly authorized officer certifying that you have ceased use of the Financed Items or deliver the Financed Items to a location designated by us. In the event you are entitled to transfer the right to use the Financed Items to any third party, you hereby agree to transfer any such right to use the Financed Items to any third party selected by us and acknowledge that you shall have no right to fees payable by any third party in connection with such transfer. However, we shall not be required to mitigate our damages caused by a default by transferring any Financed Items to a third party.

By signing this Addendum, Customer acknowledges the applicable changes noted above are incorporated by reference into the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. In the event of any conflict between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall control. Customer has caused this Addendum to be executed by its duly authorized officer as of the date below.

<b>LESSOR ACCEPTANCE</b>	<b>CUSTOMER ACCEPTANCE</b>
<b>Marco Technologies, LLC</b>	
LESSOR	<b>CUSTOMER</b>
<b>X</b>	<b>X</b>
SIGNATURE	<b>SIGNATURE</b>
TITLE	<b>TITLE</b>
DATE	<b>DATE</b>

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Aramark Contract Renewal  
**Date:** May 28, 2024  
**Prepared by:** Heather Heaviland

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

**Purpose:** To approve the renewal of the Food Service Management Company Agreement with Aramark for an additional year.

**Background:** The District is required by the Department of Public Instruction (DPI) to conduct an RFP to select a food service management company every five years. Following the initial selection through a regulated selection process, the District may renew the initial contract for four additional one-year terms.

**Fiscal impact:** The fixed contract amount will increase by \$1,035.27, which is manageable within the Fund 50 food service budget.

Attachment

**AMENDMENT TO RENEW COST REIMBURSABLE PLUS FIX FEE  
FOOD SERVICE MANAGEMENT COMPANY CONTRACT**

Date of Base Contract:	<u>July 1, 2023</u>	Renewal Year (Circle):	1	2	3	4
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This "Amendment" is entered into and between Shorewood School District, the School Food Authority ("SFA") and Aramark Educational Services, LLC, the Food Service Management Company ("FSMC") and collectively referred to herein as the "Parties".

The Parties now desire to amend and renew the Base Contract. In consideration of the promises contained herein and for other good and valuable consideration, the Parties hereto agree as follows:

The term of the Base Contract shall be renewed for one (1) year beginning on July 1, 2024 and continuing until June 30, 2025 for 2024-2025 school year unless terminated by either Party.

I. **Contract Renewal Terms:** Per the contract renewal terms stated in the Base Contract, the Fixed Fee(s) shall be adjusted annually by the lower of either:

- A cap of three (3) percent, or
- \_\_\_\_\_ % percentage increase in the Consumer Price Index ("CPI") Food Away From Home, Midwest Region, for the month of December of the current contracted School Year.

The following fees will be applied to each reimbursable meal pattern breakfast and/or lunch, Afterschool Care Snack Program (ASCSP), if applicable, Summer Food Service Program (SFSP) meals/snacks, and each meal equivalent served during the 2024-2025:

	Current School Year Rate	Renewal School Year Rate	Percentage Changed
Management fee per meal	\$_____	\$_____	_____ %
Administrative fee per meal	\$_____	\$_____	_____ %
The yearly fixed management fee	\$34,509	\$35,544.27	3%

Explanation of how yearly fee will be assessed on SFA invoice:

If applicable	Current School Year Rate	Renewal School Year Rate	Percentage Changed
Child and Adult Care Food Program (CACFP) Fixed Price per Meal:			
• Reimbursable Breakfasts	n/a	n/a	n/a
• Reimbursable Lunches	n/a	n/a	n/a
• Reimbursable Suppers	n/a	n/a	n/a
• Reimbursable Snacks	n/a	n/a	n/a

Percentage Changed: Percentage changed must not exceed the allowable increase established in the Base Contract.

- II. **Meal Equivalent Rate:** The fixed per meal equivalent rate for non-program food sales (including a la carte, vending, adult meals, contract meals, and catering) will be determined by the Renewal Year - Lunch Equivalency Rate (LER) to arrive at a meal equivalent count.

Computation of LER for non-program food sales:

The computation below for computation of LER is only a model. SFAs are encouraged to use this criterion as a minimum in computing the LER and should establish the rate based on other district criteria in efforts to promote reimbursable meals over non-program food sales.

Renewal Year - Lunch Equivalency Rate (LER)	
1. Current Year Federal Free Rate of Reimbursement:	\$4.3500
2. Current Year State Match Reimbursement Rate:	\$0.0480
3. Current Year Value of USDA Entitlement USDA Foods:	\$0.295
<b>Total Lunch Equivalency Rate (Sum of 1+2+3):</b>	<b>\$ 4.6930</b>

- III. **USDA Foods:** Under the provisions stated in the Base Contract, the FSMC must credit the SFA for the value and handling fees of all USDA Foods received for use in the SFA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and include the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a). Furthermore, the FSMC shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250. In support of terms outlined in the USDA Foods section of the Base Contract, Parties shall provide the following:

- Confirm receipt of USDA Foods: SFA shall attach a copy of the SFA's Year-end reconciliation verifying correct and proper credit has been received for the full value and handling fees of all USDA Foods received by the selected FSMC during the fiscal year. The SFA reserves the right to conduct USDA donated food credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
- Confirm usage of USDA Foods: Renewals of the Base Contract is contingent upon adequate usage of USDA Foods.

USDA Foods Entitlement Utilization: <u>2023-2024</u>	Estimated: Current SY	Actual: Prior SY
School Year USDA Foods Entitlement Amount:	\$58,660.14	\$46,863.24
Amount of USDA Foods credited to the SFA by the FSMC:	\$32,270.11	\$47,791.43
USDA Foods Entitlement Utilization (As of March 2024)	\$32,270.11	\$47,791.43

**IV. Assurance of Civil Rights Compliance**

The Selected FSMC and local agency hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By incorporating this assurance into this Agreement, the Selected FSMC and local agency agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Selected FSMC and local agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

V. **Execution of Renewal:** This Amendment is effective July 1.2024 and thereafter, unless otherwise amended. All other terms and conditions contained in the Base Contract shall remain unchanged and in full force and effect.

**SFA**

Name of Authorized Representative:

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Signature of Authorized Representative:

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Title: -----

Date: -----

**FSMC**

Name of Authorized Representative:

Jeanna Ratnayake

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Signature of Authorized Representative:

*Jeanna Ratnayake*

Title: Vice President

Date: 4/12/24

**Note:** A copy of this document, after executed by both Parties, along with Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions must be emailed to:

Wisconsin Department of Public Instruction  
School Nutrition Team  
[DPIFSMC@dpi.wi.gov](mailto:DPIFSMC@dpi.wi.gov)

**Advice of Counsel:** Each Party acknowledge that, in executing this agreement, such Party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this agreement. Wisconsin Department of Public Instruction (DPI) is not a party to any contractual relationship between a SFA and a vendor. DPI is not obligated, liable, or responsible for any action or inaction taken by a SFA or vendor based on this prototype contract. DPI's review of the contract is limited to assuring compliance with federal and state procurement requirements. The DPI does not review or judge the fairness, advisability, efficiency or fiscal implications of the contract.

**ATTACHMENT: SUSPENSION AND DEBARMENT CERTIFICATION**

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -  
Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

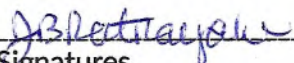
**(Before completing certification, read instructions on next page.)**

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Aramark Educational Services, LLC  
-----  
Organization Name

Shorewood SD  
-----  
PR/Award Number or Project Name

Jeanna Ratnayake / Vice President  
-----  
Name(s) and Titles of Authorized Representative(s)

  
-----  
Signatures

4/12/24  
-----  
Date

## INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "transaction", "debarred", "suspended", "ineligible", "lower-tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Event: 2024 Wisconsin Governance Conference: “Building Our Governance Muscle for Turbulent Times”

Date: May 15, 2024

### Attendees of Shorewood School Board: Ellen Eckman and Nathan Hammons

The following is a summary of the key points of the speakers. In *[brackets]* are thoughts, prompted by the session, for possible consideration by the Board.

#### Introduction Video from Aspen Group, by John Steach

- Schools can think very broadly with Operating Expectations
- Some school districts have “dashboards” showing data to the public (e.g., data from monitoring reports)
- Idea: Have a Board member designated as the “**Governance Officer.**”

#### Keynote Presentation: “Great on Their Behalf,” by AJ Crabill

- Board members must be both “hard” (adhering to vision) and “soft” (empathetic and willing to be wounded)
- With professional development, schools need to provide “**mindset training**” and not just knowledge and skills. Don’t assume that all teachers have an “**empowerment mindset,**” and make sure PD engages it.
- Boards across the United States overly focus on **adult inputs** into schools (books, supplies, curricula, etc.) and not enough time on **student outcomes** (graduation rates, reading rates, etc.). Boards should dedicate 50% of their minutes during board meetings on student outcomes. *[Thought by Nathan: A possible question the Board could ask at the conclusion of meetings is: “Did we spend enough time on student outcomes?”]*
- Board members should ask great “monitoring” questions of the administration.
- Boards should have 1-3 topline goals (that all board members know well and can state on request), each with 3 interim sub-goals or milestones.
- Boards too often bring in the top students to be recognized at board meetings. Instead, boards should bring in/recognize/celebrate **students that showed the most growth** in a prior semester or year (especially students far from educational justice). *[Thought by Nathan: The teachers that helped those students grow could also be invited and speak, possibly discussing some of their teaching strategies.]*

#### “Reflections After 20 Years on the Lighthouse Inquiry,” by Margaret Buckton

- The Lighthouse Inquiry researched “moving” versus “stuck” school districts, concluding that the work of school boards matters.
- At a minimum, schools should monitor posts to social media (e.g., Facebook) about the district. Some schools have a “Guide to Responding to Social Media” for determining how and when to respond to social media posts. The following is

an example of a good guide: <https://socialschool4edu.com/wp-content/uploads/2021/04/Response-Guide.pdf>.

- To show transparency, one school district posted copies of bills it paid to its website.
- The research from the Lighthouse Inquiry informed the publication “Eight Characteristics of Effective School Boards,” a 2019 publication of the Center for Public Education.
  - Boards should consider having a workshop where they review this publication and complete a survey at the end of it. [A copy of the survey can be obtained from the speaker]
  - *[Thought by Nathan: Should the Board have some months where there is one formal board meeting and one workshop or retreat, e.g., on board development?]*
- Board members should be able to articulate a District’s goals for the next year.
- Schools should engage in grassroots advocacy and, in some instance, write letters to the editor. It’s a “chess game,” and districts should anticipate the response several steps out.

#### **“Governance Reflections After Traveling the Nation,” by Diana Baker-Freeman**

- The school board environment should be safe for disagreement.
- Members should get out of the boardroom and try something new.
- Sad development—teachers around the country are embracing the Taylor Swift song “I can do it w/ a broken heart” as their anthem.
- Some schools have a “big day” where all students do service in their community.
- Schools should showcase a “portrait of a graduate” for graduating students, showing what each student is proud of.

#### **“Board/Administration Pulse Check,” by Bill Foster and Rob DeMeuse of School Perceptions**

- This presentation spoke about School Perceptions and its survey tools.

#### **Panel Discussion from School Board Members of Color**

- This engaging discussion involved four school board members of color from various Wisconsin districts.

#### **“Using Coherent Governance to Navigate Challenging Times” by Aaron Engel, School District of La Crosse**

- Schools **can** make changes with Coherent Governance, as shown by the experience of the La Crosse School District.
- The La Crosse School District has a good diagram of the Coherent Governance model. *[Thought by Nathan: Should our District have a diagram or pamphlet for the public that explains coherent governance? At this conference last year, we saw a pamphlet created by Sun Prairie School District on coherent governance: [https://resources.finalsite.net/images/v1674067963/sunprairiek12wius/yopc5opaihdlmtj3cbtu/GovernanceBrochure\\_22-231.pdf](https://resources.finalsite.net/images/v1674067963/sunprairiek12wius/yopc5opaihdlmtj3cbtu/GovernanceBrochure_22-231.pdf).]*

- La Crosse has a policy (R-3) on “Involved Citizenship,” developed as a result of George Floyd.
- La Crosse has a policy that the Superintendent may not build, renovate, or close buildings. Rather, the policy is that closing a building is the Board’s responsibility. La Crosse suffered a 30% decline in enrollment, and its 2023 referendum failed. In August 2023, the Board approved closure of a middle school.
- The La Crosse school board uses “ad hoc” committees as permitted under GC-5 (Governance Culture).