

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Award Office Equipment and Related Technology and Services Bid

PREPARER:

David Flores, Chief Business Official

RECOMMENDATION:

☒ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

After review of the RFP proposals the District feels that the recommended awards will provide a secure cost effective purchase option for the district.

All bidders were evaluated on 8 different criteria and submitted bids on up to 15 different categories of equipment. We are recommending that the District award the following Categories.

Per RFP A77-2013 Section K paragraph 3 "Shasta Union High School District reserves the right to make an award in whole or in part." The District is exercising its' option to award part of the bids to two different bidders.

Categories 1,2,3,4,5,6 Black and White copiers award to Ray Morgan Company for Canon/Samsung equipment.

Categories 1,2,3,4,5,6 Color copiers award to Ray Morgan Company for Canon/Samsung equipment.

Laser printer Category 1 B&W and Color award to Carroll's for Kyocera printers.

Accounting/ Tracking system award to Carroll's for Kyocera printers and award to Ray Morgan Company for Canon/Samsung copiers. *(Since the District is exercising option K with different vendor equipment types, two different software accounting/tracking software packages would be needed)*

Related Technologies award to Ray Morgan Company.

RFP Highlights.

There are **no** minimum orders amounts.

The District is **not** obligated to purchase only from these vendors.

The pricing is good for 5 years.

Other school districts can purchase off the quoted pricing.

REFERENCES:

SUPERINTENDENT

Jim Cloney
2200 Eureka Way, Suite B
Redding, CA 96001
530-241-3261
www.suhsd.net



BOARD OF TRUSTEES

Bev Stupek
Kristen Schreder
James M. Schwerdt
Constance Pepple
Mike Wharton, Jr.

**AGENDA
SHASTA UNION HIGH SCHOOL DISTRICT
REGULAR MEETING OF GOVERNING BOARD**

July 9, 2013

**Shasta Learning Center – Board Room
2200 Eureka Way – Redding**

Mission:

Shasta Union High School

District ~ Educating Every Student for Success

Vision:

To inspire and prepare every student to succeed in high school and beyond.

Our Board and staff are committed to excellent education through academics, the arts, athletics and activities. Our students gain the confidence and skills to adapt in their ever-changing world. Together with our families, we develop responsible members of the community.

**CALL TO ORDER
SHASTA LEARNING CENTER
BOARD ROOM
5:30 P.M.**

Call to Order by Presiding Officer _____, at _____ p.m.

Roll Call:

Bev Stupek, President _____
Kristen Schreder, President-Elect _____
James Schwerdt, Clerk _____
Constance Pepple _____
Mike Wharton, Jr. _____

Jim Cloney, Superintendent/Secretary _____

**CLOSED SESSION
SHASTA LEARNING CENTER
BOARD ROOM
5:30 P.M.**

The Board will adjourn to closed session to discuss:

- 1) Consider recommendation from administration regarding readmission for two students (Expulsion File Nos. 12-11 and 12-22)
- 2) Public Employee Discipline/Dismissal/Release (G.C. 54957)
- 3) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official and Dana Reginato – Associate Superintendent/H.R. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential.

**OPEN SESSION
SHASTA LEARNING CENTER
BOARD ROOM
6:30 P.M.**

Pledge of Allegiance

Call for Requests from the Audience to Speak to Any Item on the Agenda

Public Forum:

Hearing of persons desiring to address the Board on a subject not covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The maximum time allowed for each agenda item shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. [BP9323(c)5]. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Superintendent for complaint procedures regarding employees. 3) A school district cannot take action on a matter that has not been placed on the official agenda. (GC54954.2).

1) Approval of Agenda

- 1.1 Review/approval of agenda (Action)
- 1.2 Review/approval of Consent Agenda (Action)

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the Board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion: That all consent items be approved as recommended by the Superintendent.
Alternate Motion: That consent items, with the exception of (name items) be approved as recommended by the Superintendent.

Reference

2) Administration

- | | | |
|-----|---|-----|
| 2.1 | Approve minutes for the June 11, 2013 regular Board meeting | 2.1 |
| 2.2 | Approve District Organization Chart/Lines of Responsibility for 2013-14 | 2.2 |
| 2.3 | Approve revisions to the following salary schedules: Classified Management, Confidential, Supervisory | 2.3 |

1.1(a)

	<u>Reference</u>
3) Budget & Finance	
3.1 Ratify commercial warrants and payroll distributions for June 2013	3.1
3.2 Adopt Resolution Allowing Temporary Interfund Transfers	3.2
3.3 Adopt Resolution Allowing Interfund Transfers	3.3
3.4 Adopt Resolution Allowing Budget Transfers	3.4
4) Instructional Services	
4.1 Approve 2013-14 Consolidated Application for Funding Categorical Aid Programs	4.1
4.2 Approve Request to Declare Property As Surplus (I.T. Department)	4.2
4.3 Approve recommendations for textbook adoption	4.3
5) Human Resources	
5.1 Approve Human Resources Action Report	5.1
5.2 Accept the Quarterly Report on the Williams Uniform Complaints for April 1 to June 30, 2013	5.2

DISCUSSION/ACTION AGENDA

6) Administration	
6.1 The Board will vote regarding a student readmission (File No. 12-11) <i>(Action)</i>	6.1
6.2 The Board will vote regarding a student readmission (File No. 12-22) <i>(Action)</i>	6.2
6.3 The Board will hear reports from the Shasta Union High School District Employee Associations <i>(Information)</i> Shasta Secondary Education Association – Tom Roberts, President Educational Support Professionals Association – Doris Alexander, President California School Employees Association – David Martin, President	6.3
6.4 The Board will hear a report from the Superintendent <i>(Information)</i>	6.4
6.5 The Board will hear comments and liaison reports from individual members of the Board <i>(Information)</i>	6.5
6.6 The Superintendent will update the Board on the Grand Jury report <i>(Discussion)</i>	6.6
6.7 The Superintendent will update the Board on the Strategic Plan <i>(Information)</i>	6.7
6.8 Approve Certificated Management Salary Schedule revision to include position: Director of Categorical Programs/Grants/CTE <i>(Action)</i>	6.8
6.9 The Board and Superintendent will discuss the possibility of a new SUHSD logo <i>(Discussion/Action)</i>	6.9

		<u>Reference</u>
7) Budget & Finance		
7.1	Award the bid for office equipment <i>(Action)</i>	7.1
8) Facilities		
8.1	The Chief Business Official will update the Board regarding the Pioneer High School modernization project <i>(Information)</i>	8.1
9) Instructional Services		
9.1	Review 2012-13 End-of-Year District Department Chair Reports <i>(Information)</i>	9.1
9.2	Receive update on student expulsions for 2012-13 <i>(Information)</i>	9.2
10) Human Resources		
10.1	Approve the annual Declaration of Need for Qualified Educators for 2013-14 <i>(Action)</i>	10.1
10.2	Annual review of the District's Uniform Complaint Policy and Non-Discrimination Policy <i>(Action)</i>	10.2

The Board may adjourn to closed session to continue discussion on topics listed for the 5:30 pm session.

Date and Location of the Next Regular Board Meeting:

August 13, 2013 – Shasta Learning Center Board Room – 2200 Eureka Way, Redding

Adjournment: *Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to District programs and events.*

Access to Board Materials (SB 343 Chapter 298/2007): Agenda packets and related documents are available for review at the Shasta Union High School District Office, 2200 Eureka Way, Suite B – Redding.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Minutes from June 11, 2013 regular Board Meeting

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

Staff has reviewed the minutes and recommend approval as presented.

REFERENCES:



Unadopted Minutes

June 11, 2013

Trustee Stupek called open session to order at 5:30 p.m. in the Shasta Learning Center Board Room.

At 5:30 p.m., Trustee Stupek announced the Board would adjourn to closed session to discuss the following: 1) Consider recommendation from the Expulsion Hearing Panel to expel two students (File Nos. 12-28 and 12-29); 2) Public Employee Discipline/ Dismissal/ Release (G.C. 54957); and, 3) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official, and Dana Reginato – Associate Superintendent/ Human Resources. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential. The Board reconvened into open session at 6:42 p.m.

Trustee Stupek announced that no reportable action was taken in closed session.

Trustee Stupek led the Pledge of Allegiance.

ROLL CALL: Trustees Bev Stupek, Kristen Schreder, Jim Schwerdt, Connie Pepple and Mike Wharton were present. Trustee Stupek presided. Also present: Jim Cloney – Superintendent, David Flores – Chief Business Official, Dana Reginato – Associate Superintendent/Human Resources, Kyle Turner – Associate Superintendent/Instructional Services, Eric Peterson - Principal (EHS), Jim Bartow - Principal (FHS), Milan Woollard – Principal (SHS), and Elsbeth Prigmore – Principal (PHS and Plus Schools).

RES. 13-113 That the Board approve the agenda, as presented. (Motion Wharton, second Pepple, carried 5-0).

RES. 13-114 That the Board approve the consent agenda, as presented. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-115 That the Board approve minutes for the May 28, 2013 special Board meeting. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-116 That the Board adopt the 2013-14 calendars (Academic/SSEA, ESP, CSEA, Pioneer HS and Freedom CDS). (Motion Pepple, second Schreder, carried 5-0).

RES. 13-117 That the Board ratify commercial warrants in the amount of \$1,622,526.95 and payroll distributions in the amount of \$2,690,310.73 for the period of 5/1/13-5/31/13. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-118 That the Board accept the Quarterly Report of Investments. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-119 That the Board approve recommendations for textbook adoption, as follows: Outliers: The Story of Success, (Malcolm Gladwell, author – Little Brown & Company, publisher); The Tipping Point, (Malcolm Gladwell, author, - Little Brown & Company, publisher); The Omnivore's Dilemma, (Michael Pollan, author – Penguin Books, publisher); Give Me Liberty AP Edition, (Eric Foner, author – W.W. Norton & Co, publisher). (Motion Pepple, second Schreder, carried 5-0).

RES. 13-120 That the Board approve courses for Shasta Adult School for 2013-14. (Motion Pepple, second Schreder, carried 5-0).

- RES. 13-121 That the Board approve the Human Resources Action Report, as follows: *Certificated* – (New Hire, Probationary): Alissa Aune, 5/5 Music Teacher (EHS), effective August 15, 2013; Manuel Costa, 5/5 Music Teacher (EHS), effective August 15, 2013; (New Hire - Temporary): Samantha Stone, .40 (2 days per week) Counselor (NSIHS), effective August 1, 2013; (Re-Hired Staff, Temporary): Teresa Hankins, Full-time Psychologist (FHS), effective August 1, 2013; (Re-Hired Staff, Probationary) Lanelle Dowling, Full-time Psychologist (D.O.), effective August 1, 2013; Mark Nelson, 5/5 Teacher (Catalyst Program), effective August 15, 2013; (Assignment Change): Adrian Valdivia, 5/5 Social Science Teacher (EHS) to 5/5 Counselor (SHS), effective August 1, 2013; (Increase in FTE): Melissa Vine, 3/5 to 5/5 Spanish Teacher (EHS), effective August 15, 2013. *Classified* - (Replacement): Brenda Clark, Food Service Utility Worker, 2.5 hours/10 months (SHS), effective May 20, 2013; Ramona Fletcher-King, Nutrition Technician, 3 hours/10 months (SHS), effective May 20, 2013; Kerri Forrister, Administrative Secretary, 8 hours/248 days (EHS), effective August 1, 2013; (New Position): Robert Buell, Maintenance Worker 1, 8 hours/12 months (PHS), effective July 1, 2013. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-122 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 12-28). (Motion Schreder, second Schwerdt. Ayes: Stupek, Schreder, Schwerdt, Pepple, Wharton. Abstained: None. Opposed: None. Absent: None).
- RES. 13-123 That the Board approve the recommendation of the administrative expulsion hearing panel regarding the expulsion of a student (File 12-29). (Motion Schreder, second Pepple. Ayes: Stupek, Schreder, Schwerdt, Pepple, Wharton. Abstained: None. Opposed: None. Absent: None).
- RES. 13-124 That the Board approve the minutes for the May 14, 2013 regular Board meeting. (Motion Schreder, second Wharton, carried 4-0. Abstain: Stupek).
- RES. 13-125 That the Board approve the Operational Agreement and Memorandum of Understanding with the University Preparatory Charter School. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 13-126 That the Board approve the Charter Renewal for University Preparatory Charter School. (Motion Schwerdt, second Wharton, carried 5-0).
- RES. 13-127 That the Board approve the draft Board Action Calendar for 2013-14. (Motion Pepple, second Schwerdt, carried 5-0).
- RES. 13-128 That the Board excuse Bev Stupek's absence at the May 14, 2013 regular Board meeting for reasons deemed acceptable to the Board. (Motion Schreder, second Wharton, carried 5-0).
- RES. 13-129 That the Board adopt the Budget for the 2013-14 School Year. (Motion Schreder, second Wharton, carried 5-0).
- RES. 13-130 That the Board approve the 2013-14 Resolution and spending plan for Education Protection Account (EPA) funds. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-131 That the Board approve the transfer of ownership on one Shasta-Trinity Regional Occupational Program building to SUHSD. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-132 That the meeting adjourn. (Motion Pepple, second Schreder, carried 5-0).

CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK ON AGENDA ITEMS:

There were no comments.

PUBLIC COMMENTS:

There were no comments.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:

Shasta Secondary Education Association: SSEA Lead Negotiator Layne McLean reported negotiations with the District is at impasse status.

Educational Support Professionals Association: ESP President Doris Alexander thanked the Board and administration for providing detailed information regarding cuts to administrative, supervisory and confidential staff since 2007-08. On behalf of the ESP Association, she requested to review administrator contracts from 2007-08.

Superintendent Jim Cloney will work with ESP to comply with this request.

California School Employees Association: CSEA President David Martin reported that CSEA Chapter #181 has not yet declared impasse, however that may happen soon. He read a written statement to the Board, relaying concerns on behalf of the Chapter. Mr. Martin reported the possibility of filing an Unfair Labor Practice, due to a delay in receiving requested documents from administration in a timely manner.

PRINCIPALS' REPORTS:

Shasta High School: Principal Milan Woollard reported the SHS graduation went very well. The event was video streamed this year for the first time, providing the opportunity for additional friends and family members to view the ceremony from their homes.

Pioneer High School & Plus Schools: Principal Elsbeth Prigmore reported on the graduation ceremonies for EHS Plus, FHS Plus, SHS Plus and Pioneer High School. She also reported that Pioneer High School received official notification of a six-year clear accreditation from WASC.

Enterprise High School: Principal Eric Peterson thanked Trustee Jim Schwerdt for attending this year's EHS graduation ceremony. He congratulated Social Science Teacher Adrian Valdivia for being awarded the Carlston Family Foundation Grant, bringing \$5,000 to EHS. Mr. Valdivia will be honored at the 11th Annual Outstanding Teachers of America Awards Ceremony in November.

Foothill High School: Principal Jim Bartow thanked Trustee Connie Pepple for attending this year's FHS graduation, noting the ceremony went well. He relayed appreciation to the maintenance staff for their hard work and efforts all throughout the school year and summer months.

David Flores commended custodial staff for their hard work and efforts, as well.

REPORT FROM SUPERINTENDENT:

Jim Cloney reported the Fiscal Crisis Management Assistance Team (FCMAT) Joint Transportation Study approved by the Board on May 14, 2013 will be conducted during the 3rd week of July, and the hope is to report the outcome of that Study at the September Board meeting. The Summer 2013 Leadership Academy is underway this week with 22 staff members enrolled. Mr. Cloney thanked Trustees Stupek and Schreder for representing the Board at today's Leadership Academy presentation on School Governance & Leadership. Administration is considering offering the Academy in an evening class format next year to provide an opportunity to those employees who cannot attend the full-day sessions due to scheduling conflicts. Over 400 students are enrolled in this summer's new online Summer School Program and administration is optimistic regarding continuing with this new format in the future. District Chairs and Site Chairs will receive additional Common Core training with Sue Beers later this summer. The maintenance and custodial staff are busy with the summer projects in preparation for the start of school in August.

TRUSTEE COMMENTS AND LIAISON REPORTS:

Trustee Schwerdt attended the FHS Graduation and the FHS "Time Warp" music performance. Both events were very nicely done.

Trustee Schreder attended the PHS and NSIHS graduation ceremonies this year, and noted this is the most enjoyable thing about being a Board Member. She enjoyed the student speeches and was pleased to conduct the welcoming comments for NSIHS.

Trustee Wharton enjoyed attending this year year's PHS and SHS graduations.

Trustee Pepple attended the FHS, SHS, SSHS and Fire Science graduation ceremonies this year, as well as the FFA Annual Banquet. All events were well done.

Trustee Stupek attended the SSHS and U-Prep graduation ceremonies and added that graduations provide the biggest pleasure for her as a Board Member. She enjoyed participating in today's Leadership Academy session. As the ex-officio member of the Foundation for Students, Trustee Stupek noted the Foundation is doing well under the leadership of Sue Vanderwerf.

DISCUSSION:

Trustee Report - CSBA Delegate Assembly: As the California School Boards Assembly (CSBA) Region 2 Delegate, Trustee Schwerdt reported on his attendance at the recent Delegate Assembly. This year's meeting focused on Common Core curriculum. CSBA's policy and platform language has been made more understandable.

U-Prep Operational Agreement & MOU and Charter Renewal: Jim Cloney noted the current five-year Agreement & MOU, as well as the five-year Charter are coming to a close in 2013, and administration is recommending approval of both documents through June 30, 2018. The changes to the Agreement & MOU are not substantive and the Charter renewal meets the Ed. Code requirements. U-Prep continues to meet its academic target.

U-Prep Principal/Superintendent Kathy Malain thanked the Board for approving the Agreement & MOU and the Charter renewal, stating it is an honor to be part of SUHSD and have access to the District's facilities and fields.

Reductions in Administrative Staff: Jim Cloney noted the listing of reductions to Administrative/Confidential/Supervisory staff since 2007-08 was provided in response to a prior request from ESP. He reviewed each of the reductions with the Board, and also provided information on projected reductions scheduled to begin in 2013-14.

District Budget for 2013-14: At 7:17 pm, Trustee Stupek declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the proposed budget for 2013-14. There were no public comments and the hearing was closed.

David Flores reported that, as of earlier today, it appears that the Legislature and Assembly came to an agreement and will most likely vote to approve the Local Control Funding Formula (LCFF) for school districts, which will change how revenues are apportioned. Their goal is to take funding for education back to the 2007-08 level within the next eight years. He explained the Local Control and Accountability Plan (LCAP), which is a new requirement of LCFF. This is an entirely new budgeting component involving an annual review of the budget by staff and parents, as well as input from the public, prior to being submitted to the County Office of Education for approval each year.

Mr. Flores reviewed unrestricted revenues from 2007-08 through 2012-13, and also historical P-2 ADA data. He reviewed revenues, salaries & benefits, and other expenses from 2007-08 through 2012-13, noting that salaries & benefits are not reducing at the rate revenues are dropping. He reviewed projected cash flow through 2015-16, as well as projected budgets for the next three years, noting that all the projections were predicated on revenue limit funding, and implementation of LCFF would change the figures. It is possible that the need for reductions may decrease from \$2.0 million in 2014-15 to \$1.5 million, as LCFF adds more monies to the base funding for school districts.

Mr. Flores recommended adopting the District's annual budgets during the latter part of June each year, based upon the timing of the State Budget adoption, as changes to district budgets must be made within 45 days following the adoption of the State Budget. Mr. Cloney noted he would not advocate changing the date of the regular June Board meeting each year, but would prefer instead to conduct a special meeting for budget adoption, if necessary.

Trustee Schreder brought up concerns regarding future budgeting for debt service payments on facilities in relationship to preventing encroachment on the general fund. She asked for a 2 to 4 year projection on debt service payments, including the source of income for those payments.

Resolution and Spending Plan – Education Protection Account (EPA) Funds: At 7:52 pm, Trustee Stupek declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the spending plan for Education Protection Account (EPA) funds. There were no public comments and the hearing was closed.

David Flores explained that the EPA is a requirement as a result of the passage of Proposition 30. The Proposition provides all K-14 local agencies with the sole authority to determine how the funds received from the EPA are spent, however specific provisions must be followed. Annual approval of the spending plan will be an ongoing requirement in order to receive the EPA funds. The Resolution and Spending Plan for 2012-13 was approved April 9, 2013 by the SUHSD Board, and the current proposed Resolution and Spending Plan is for 2013-14.

Pioneer High School Modernization Project: David Flores reported that the District received a School Facility Program (SFP) Priority funding apportionment in the amount of \$1,743,909 for the Pioneer High School modernization project. The District's matching share (from the Developer Fee Fund) is \$1,162,606 for a total project budget of \$2,906,515. Planning for this project has been in progress for at least five years and \$198,000 has already been spent for architecture fees. Currently, the architect and contractor for this project are working with sub-contractors on revising their bids, as the current estimates are two years old and must be revised. The bids have not yet been received but are expected by June 15th. SUHSD must provide documentation to the State that we have entered into a construction contract by August 20, 2013. The Board will be updated regularly regarding the progress on this project.

Trustee Stupek commended Trustee Schreder for her expertise on this project, the staff for being prepared and the Board for placing the bid in the State queue.

Building Ownership Transfer: Jim Cloney explained the District's prior agreement with the Regional Occupational Program (ROP) to purchase the building behind the Shasta-Trinity ROP office that currently houses SUHSD's CTE dental program. SUHSD employs the teacher and owns the equipment for this class and the final step is to purchase the building. This is a portable classroom installed in the 1980's, and is approximately 960 square feet. The purchase price is \$1.00 and administration recommends that, due to the age of the building, it not be moved from its present location.

Report on CAHSEE Data: Kyle Turner presented information on the California High School Exit Exam (CAHSEE) results from the 2012-13 school year. He reviewed the passing rates per school site in English/Language Arts and Math, as well as the API scores by school site, including comparisons with the Statewide ranking and similar schools ranking. Mr. Turner commended EHS for its noteworthy increase in the number of students meeting the NCLB proficiency requirements in 2012-13.

ADJOURNMENT:

The meeting adjourned at 8:15 p.m.

DATE AND LOCATION OF NEXT REGULAR BOARD MEETING:

July 9, 2013, 6:30 p.m. – Shasta Learning Center Board Room, 2200 Eureka Way – Redding

James M. Schwerdt, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 6-11-13
/mb

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

District Organizational Chart/Lines of Responsibility for 2013-14

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

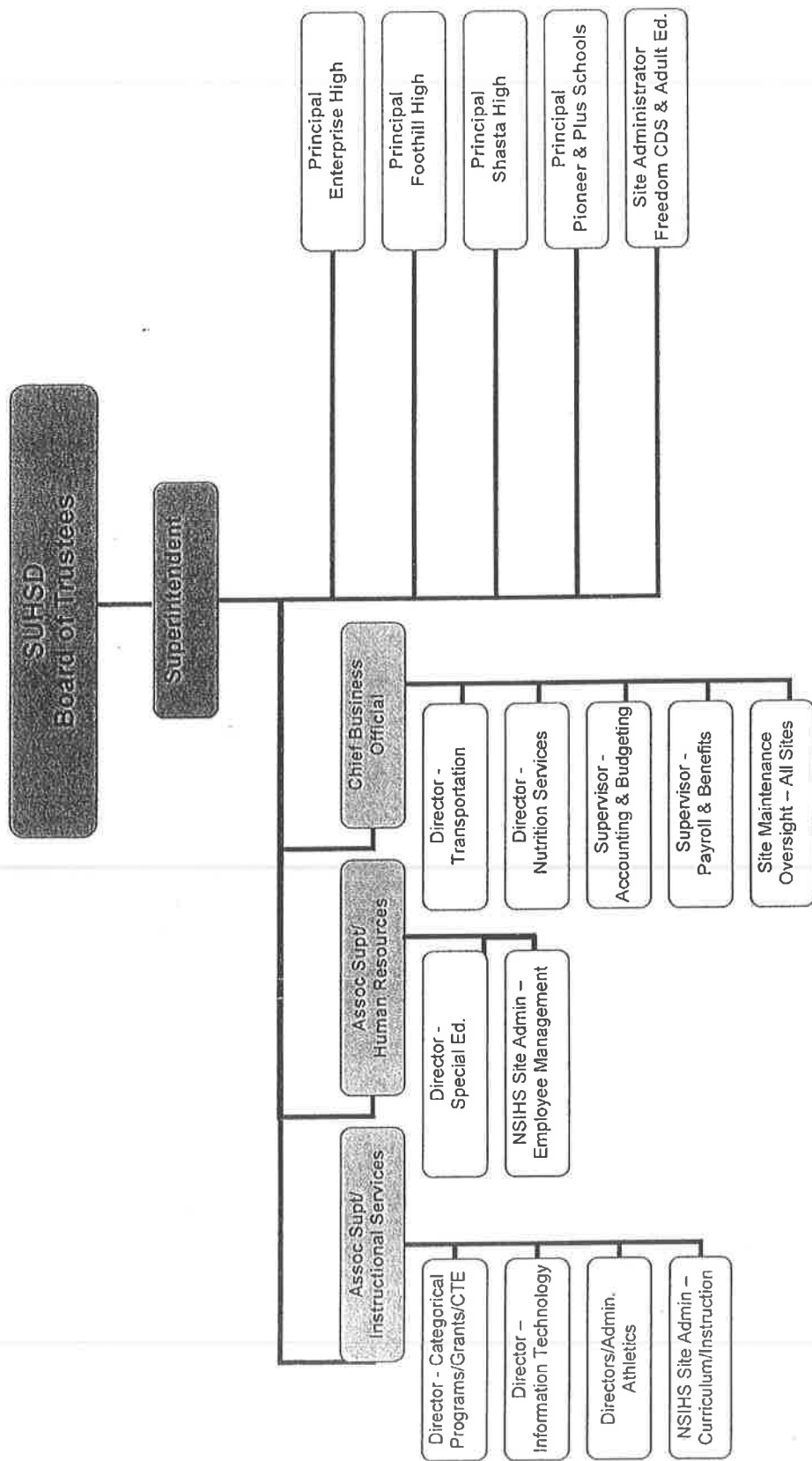
☒ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

Board Policy requires the Superintendent to maintain a District organization chart approved by the Board. The chart has been updated and will be presented to the Board for approval.

REFERENCES:

SUHSD Board Policy 2110



Approved:
Resolution No:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Revised Salary Schedules

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

☒ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

The attached salary schedules reflect changes due to slight variations in the work year, as well as changing the term "step" to "stipend" to provide clarity in how the early retirement notification stipend is applied to employee compensation. The classified work year in 2013/14 includes 261 days versus 260 days in 2012/13. This change occurs when July 1st or June 30th in any given work year falls on a Saturday or Sunday. Approval of these schedules will allow for correct payroll application for the July pay period.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT
CLASSIFIED MANAGEMENT SALARY SCHEDULE

EFFECTIVE 7/1/13

Classified Mgmt based on 12 months

RANGE	POSITION	Months	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	DIR OF TRANSPORTATION	12	74,447	76,707	79,036	81,364	83,763
	DIR OF MAINT & OPERATIONS (1)	12					
2	DIR OF NUTRITION SVCS	12	80,255	82,663	85,143	87,697	90,328
3	DIR OF INFORMATION TECH	12	85,530	87,687	90,354	93,023	95,770
	DIR OF FINANCE (1)	12					
4	ACCOUNTING & BUDGET SUPERVISOR	12	57,608	60,489	63,517	66,691	70,032
CHIEF BUSINESS OFFICIAL		NOTE #1	CONTRACT				

(1) Position not occupied at this time

NOTE# 1

CBO salary is negotiated
with the Board of Trustees.

NOTE# 2

~~\$4,437~~ Resignation step increase will be added to each unit member's
annual salary if he/she submits a written resignation by September 15th
of a school year, to be effective at the end of that school year.

Retirement stipend for eligible employees of 10% of the employee's current annual salary or a
stipend of \$4,351 whichever is greater at the time of notice. Notice must be given to the District at least 6 months
prior to effective date of retirement.

~DRAFT 7.9.13

2.3(a)

DRAFT CLASS MGMT 7.1.13
7/2/2013 11:22 AM

SHASTA UNION HIGH SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEES SALARY SCHEDULE
EFFECTIVE 7/1/13

RANGE	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	LONGEVITY INCREASES				
							3.50%	4.25%	5.00%	5.00%	5.00%
							6 YRS	10 YRS	15 YRS	20 YRS	25 YRS
1	ADM ASST (IS, HR, BS)	\$19.99	\$20.99	\$22.04	\$23.15	\$24.30	\$25.15	\$26.22	\$27.53	\$28.91	\$30.36
2	EXEC ASST - SUPT.	\$23.68	\$24.87	\$26.11	\$27.42	\$28.79	\$29.80	\$31.06	\$32.62	\$34.25	\$35.96
*POSITIONS CURRENTLY UNFILLED/INACTIVE											
3	*HR ANALYST*	\$15.87	\$16.67	\$17.50	\$18.37	\$19.29	\$19.97	\$20.82	\$21.86	\$22.95	\$24.10
4	*FACIL & OP ANALYST	\$19.99	\$20.99	\$22.04	\$23.15	\$24.30	\$25.15	\$26.22	\$27.53	\$28.91	\$30.36
5	*FINANCIAL ASST*	\$18.35	\$19.27	\$20.23	\$21.24	\$22.30	\$23.08	\$24.07	\$25.27	\$26.53	\$27.86
6	*BUDGET ANALYST*	\$24.91	\$26.15	\$27.46	\$28.83	\$30.28	\$31.34	\$32.67	\$34.30	\$36.02	\$37.82

THERE WILL BE LONGEVITY INCREMENTS AT THE COMPLETION OF 6 YEARS (3.50%), 10 YEARS (4.25%), 15 YEARS (5.00%), 20 YEARS (5.00%) AND 25 YEARS (5.00%) OF SERVICE WITH THE DISTRICT.

A.A. STIPEND \$300
B.A./B.S. STIPEND \$550

~~**RETIREMENT STIPEND: 10% OF THE EMPLOYEE'S FINAL ANNUAL SALARY, OR THE SAME STIPEND AS CURRENTLY RECEIVED BY THE SSEA BARGAINING UNIT, WHICHEVER IS GREATER.~~

**RETIREMENT STIPEND: FOR ELIGIBLE EMPLOYEES 10% OF THE EMPLOYEE'S CURRENT ANNUAL SALARY OR A STIPEND OF \$4,351 WHICHEVER IS GREATER AT THE TIME OF NOTICE. NOTICE MUST BE GIVEN TO THE DISTRICT AT LEAST 6 MONTHS PRIOR TO EFFECTIVE DATE OF RETIREMENT.

COLA 2.00% Board Approved 2/12/08 RETRO 7/1/07

-DRAFT

SHASTA UNION HIGH SCHOOL DISTRICT

**SUPERVISORY SALARY SCHEDULE
EFFECTIVE 7/1/13**

							LONGEVITY INCREASES				
							3.50%	4.25%	5.00%	5.00%	5.00%
RANGE	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	6 YRS	10 YRS	15 YRS	20 YRS	25 YRS
1	ADMIN SECRETARY	\$17.27	\$18.14	\$19.04	\$19.99	\$20.99	\$21.72	\$22.64	\$23.77	\$24.96	\$26.21
2	SCHL MAINT SUPV	\$22.35	\$23.47	\$24.64	\$25.88	\$27.17	\$28.12	\$29.32	\$30.79	\$32.33	\$33.95
3	SUPV OF PAYROLL & BENEFITS DISTRICT APP SYSTEM SUPV SNR. TECH SUPP SUPV	\$24.74	\$25.97	\$27.26	\$28.63	\$30.06	\$31.11	\$32.46	\$34.05	\$35.75	\$37.54
4	INFO TECH SUPV	\$33.63	\$35.31	\$37.08	\$38.93	\$40.88	\$42.31	\$44.11	\$46.32	\$48.64	\$51.07
5	PROJECT COORD. CENTRAL KITCH SUPV	\$18.91	\$19.86	\$20.85	\$21.89	\$22.98	\$23.79	\$24.80	\$26.04	\$27.35	\$28.71
*POSITIONS CURRENTLY UNFILLED/INACTIVE											
6	*GRNTWRITER/SUPV	\$27.59	\$28.97	\$30.42	\$31.94	\$33.54	\$34.71	\$36.19	\$38.00	\$39.90	\$41.90
7	*SUPV OF TRANSP	\$26.08	\$27.39	\$28.75	\$30.19	\$31.70	\$32.81	\$34.20	\$35.91	\$37.71	\$39.60

A.A. STIPEND \$300
B.A./B.S. STIPEND \$550

THERE WILL BE LONGEVITY INCREMENTS AT THE COMPLETION OF 6 YEARS (3.50%), 10 YEARS (4.25%), 15 YEARS (5.00%), 20 YEARS (5.00%) AND 25 YEARS (5.00%) OF SERVICE WITH THE DISTRICT.

NOTE #1 - RETIREMENT STIPEND: 10% OF THE EMPLOYEE'S FINAL ANNUAL SALARY, OR THE SAME STIPEND AS CURRENTLY RECEIVED BY THE SSEA BARGAINING UNIT, WHICHEVER IS GREATER.

**RETIREMENT STIPEND: FOR ELIGIBLE EMPLOYEES 10% OF THE EMPLOYEE'S CURRENT ANNUAL SALARY OR A STIPEND OF \$4,351 WHICHEVER IS GREATER AT THE TIME OF NOTICE. NOTICE MUST BE GIVEN TO THE DISTRICT AT LEAST 6 MONTHS PRIOR TO EFFECTIVE DATE OF RETIREMENT.

~COLA 2.00% Board Approved 2/12/08 RETRO 7/1/07

~DRAFT

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Commercial Warrants and Payroll Distributions

PREPARER: David Flores, Chief Business Official

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: Provided under separate cover are the monthly warrant registers for both commercial warrants and payroll distributions.

REFERENCES: Education Code Section 42632 and 42633

SHASTA UNION HIGH SCHOOL DISTRICT

Governing Board Commercial Warrant Approval

for the period 06/01/2013 through 06/30/2013

Subfund Totals - Accounts Payable		Payroll Warrants
01 General Fund	1,051,217.30	
02 Farm Fund	0.00	
07 Shasta Secondary Home School	35,261.15	Salary
08 University Preparatory	107,647.31	Supplemental
11 Adult Education Fund	100.00	
12 Child Development Fund	0.00	Manual Payroll
13 Cafeteria/Food Service Fund	22,801.34	Voids
14 Deferred Maintenance Fund	8,975.00	
15 Pupil Transportation Eqmt Fund	0.00	
16 Foundation Private Purpose Fund	500.00	
21 Capital Building Bond Fund	0.00	
25 Capital Facilities Fund	0.00	
35 County School Facilities	0.00	
56 Debt Service Fund	0.00	
76 Warrant Passthrough	128,047.98	
95 Student Body Fund	1,228.92	
Total	\$1,355,779.00	Total
		\$3,327,704.16
Total Accounts Payable	1,355,779.00	
Total Payroll	3,327,704.16	
GRAND TOTAL	\$4,683,483.16	

Approved for Payment - SHASTA UNION HIGH SCHOOL DISTRICT

Date

Signed:

Date

Signed:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Temporary Interfund Transfer of Funds

PREPARER: David Flores, Chief Business Official

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: The State will continue to defer scheduled cash payments to school districts in the 2013-14 fiscal year. The District counts on these funds in order to pay employees and vendors.

Education Code 42603 allows governing boards to direct moneys held in a fund or account to be temporarily transferred to another fund or account of the district. There are a few limitations:

- The funds shall be repaid in the same year, or the following year if the borrowing takes place within 120 days of the fiscal year end
- No more than 75% of money held in any fund during the current fiscal year may be transferred
 - Borrowing fund must earn enough income during the current fiscal year to repay the amount transferred

Many districts routinely adopt this kind of resolution in order to ensure that temporary cash borrowing is available throughout the fiscal year.

Any temporary borrowing will be reported to the Board along with an estimated payback timeline.

REFERENCES: Education Code 42603

Shasta Union High School District

RESOLUTION # _____

**RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS OF
SPECIAL OR RESTRICTED FUND MONEYS**

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Shasta Union High School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2013-2014 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his designee:

PASSED AND ADOPTED by the Governing Board on July 9, 2013, by the following:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and Secretary
To the Board

7-9-13

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Interfund Transfer of Funds

PREPARER: David Flores, Chief Business Official

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: The financial relationship between the District and the District-sponsored charter schools requires the monthly transfer of funds among the entities. Examples include the pass-through of In-Lieu property taxes and the special education funds from the local SELPA received in the General Fund on behalf of the charter schools. Additionally, inter-fund transfers are required among the District's funds as a result of internal audits or recording end-of-the-year transactions. Other non-routine inter-fund transfers will continue to be brought to the Board for approval.

REFERENCES: Education Code 42600

SHASTA UNION HIGH SCHOOL DISTRICT

RESOLUTION #_____

AUTHORIZATION FOR 2013/2014 INTERFUND TRANSFERS

WHEREAS, the Shasta Union High School District will need to transfer money between Funds;

WHEREAS, the Shasta Union High School District has the need to transfer revenues and expenditures between funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Shasta Union High School District authorizes the Chief Business Official or Superintendent to make such transfers as may be needed to facilitate accounting activities as allowed in Education Code 42600.

PASSED AND ADOPTED THIS by the Board of Trustees of the Shasta Union High School District, Shasta County, State of California, this 9th day of July 2013 following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and
Secretary to the Board

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Budget Transfers Between Object Codes

PREPARER: David Flores, Chief Business Official

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: Education Code 42600 requires budget transfers between major object codes categories be approved by the Board.

The District's Escape financial system does not allow an account to be spent beyond the established budget. The financial system allows program managers to transfer their budgets to meet revised spending plans. Also, new grants and other revenue and expenditure information are received that requires establishing or revising budgets on a timely basis.

To wait for a board meeting to approve budget transfers to pay vendors or otherwise conduct business is cumbersome and results in late payments to vendors and hinders program budget management.

The attached Resolution allows the Chief Business Official to process budget revisions in a timely manner and to report those revisions to the Board for ratification throughout the fiscal year.

REFERENCES: Education Code 42600

SHASTA UNION HIGH SCHOOL DISTRICT

Resolution No. _____

**Authorization to Transfer Budgeted Funds between Object Codes
by the Chief Business Official**

WHEREAS, the Shasta Union High School District has adopted its 2013-14 final budget, and,

WHEREAS, more accurate information becomes known throughout the school year, and,

WHEREAS, revisions are necessary in the district budget to more accurately present budgetary plans, and,

WHEREAS, Education Code 42600 requires budget transfers between major object categories be approved by the Board of Trustees, and,

WHEREAS, the Board of Trustees recognize the importance of accurate and timely budget reporting.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Union High School District Board of Trustees authorizes the Chief Business Official to prepare all budget revisions for all revenues, expenditures, and reserves as deemed necessary in the course of responsible fiscal management.

BE IT FURTHER RESOLVED that all such revisions will be ratified by the Board of Trustees.

PASSED AND ADOPTED this 9th day of July 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and
Secretary to the Board

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve 2013-14 Consolidated Application for Funding
Categorical Aid Programs

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND:

The Consolidated Application for Funding Categorical Aid Programs is submitted annually to the California Department of Education. This application identifies the state and federal programs in which our district will participate for the 2013-14 school year. These programs include: Title I, Title II and Economic Impact Aid (EIA). The District receives approximately \$1 million from federal and state categorical program funds each year.

REFERENCES:

California Department of Education

Shasta Union High (45 70136 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Kyle Turner
Date: 6/25/2013 11:56 AM**2013-14 Application for Funding****CDE Program Contact:**Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	07/09/2013
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	Not applicable - fewer than 50 English Learners in the district.

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid EC 54000 SACS 7090, 7091 By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp .	Yes
Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Teacher Quality)	Yes

California Department of Education

Shasta Union High (45 70136 0000000)

Consolidated Application

Status: Certified
Saved by: Kyle Turner
Date: 6/25/2013 11:56 AM

2013-14 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

ESEA Sec. 2101 SACS 4035	
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SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve Request to Declare Property as Surplus

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

☒ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

The IT Department is requesting to surplus computers and various pieces of peripheral equipment that are no longer usable in the district.

REFERENCES:



Request to Declare Property as Surplus

Location of Property:

Site: DO
Department: IT
Room No. 400

Date: 6/18/2013

Requestor: Elijah Van Slyke

It is requested that the following equipment be declared surplus:

Asset #	Qty.	Item Description	Model	Serial #	Year Purchased	Present Value	Condition*
		See attached Sheet					

***Condition Key:**

Excellent – in working order

Good – needs minor repairs

Fair – needs repairs; repairs are estimated not to exceed 30% of replacement cost.

Poor – no longer serviceable; repairs would exceed 50% of replacement cost.

Unusable – to be discarded as junk

Reason(s) for declaring surplus: Old parts with no foreseeable uses in the district.

*Note: Incomplete or improperly completed forms will be returned to initiating department for completion prior to processing.
Originator is responsible for placing work order with Maintenance and storing on site until sold/reissued or discarded.*

Please contact 16514 or 16540 for further information or questions.


Site Administrative Approval Signature

Disposition

☐ Make available for reassignment Assign to: _____
☐ Surplus
☒ Junk

Chief Business Official

Date

Distribution: Original - Business Office
Copies: M&O, Originating Site

Make	Model	SN #	Tag	Tag#2	VEA TAG
Dell	MP2400	36CMT91	102735		
Dell	GX260	6PFCK21	102626		
Dell	MP2300	20YD081	102829		
Dell	GX520	7D8LV91	103533		
HP	LaserJet 4050	USQF004397	2349	10912	
HP	DC5800	MXL81907PJ	106036		
HP	DC5800	MXL81907Q3	106041		
Promise	M200P	PR0005O00040	102754		
Promise	M200P	PR0005O00045			
Promise	M200P	PR0005O00041			
Promise	M210P	Q60006N00061	102838		
Dell	Power Edge 2950	49L40G1	103867		
Dell	Power Edge 2950	1Y3F0C1	102658		
Dell	GX745	86DR5D1	102946		
Dell	GX745	46DR5D1	102943		
Dell	GX745	47DR5D1	102984		
Dell	GX745	35DR5D1	102988		
Dell	GX745	26DR5D1	102945		
Dell	GX745	HCZQ5D1	102974		
Dell	GX745	J7ZQ5D1	102968		
Dell	GX745	66ZQ5D1	102966		
Dell	GX745	G5DR5D1	102951		
Dell	GX745	G7DR5D1			
Dell	GX745	B8ZQ5D1	102941		
Dell	GX745	JCZQ5D1	102972		
Dell	GX520	9FQLV91	103371		
Dell	GX520	3LQLV91	103344		
Dell	GX520	DQQLV91	103331		
Dell	GX520	2QQLV91	103349		
Dell	GX520	3SB2W91	103352		
Dell	GX520	5BKLV91	103389		
Dell	GX520	CRQLV91	103390		
Dell	GX520	GPQLV91	103350		
Dell	GX520	JRQLV91	103341		
Dell	GX520	DF8LV91	103545		
Dell	GX520	GC8LV91	103530		
Dell	GX520	HKQLV91	103345		
Dell	GX520	DRQLV91	103342		
Dell	GX520	HPQLV91	103351		
Dell	GX520	87T8W91	103333		
Dell	GX520	CHQLV91	103363		
Dell	GX520	3TQLV91	103388		
Dell	GX520	4JQLV91	103372		
Dell	GX520	B7T8W91	103334		
Dell	GX520	D9KLV91	103330		
Dell	GX520	H7T8W91	103346		
Dell	GX520	2LQLV91	103375		
Dell	GX520	5SQLV91	103340		
Dell	GX520	JFQLV91	103366		
Dell	GX520	4QQLV91	103374		
Dell	GX520	BK8LV91	103520		
Dell	GX520	6GQLV91	103364		
Dell	GX520	GNQLV91	103336		
Dell	GX520	6PKLV91	103337		
Dell	GX520	9SQLV91	103339		
Dell	GX520	JHQLV91	103381		
Dell	GX260	9FJ0421	104265		
Dell	GX745	G6DR5D1	102975		

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve Request for Textbook Adoption

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND:

The GATE Department is requesting adoption of two texts. One is a new primary textbook for AP Macroeconomics: *Krugman's Economics for AP* © 2011 (Bedford, Freeman & Worth). The other is a new edition of a previously adopted text for use in Honors Psychology/Personal Growth: *Understanding Psychology* © 2014 (Glencoe/McGraw-Hill).

REFERENCES:

Form III

SHASTA UNION HIGH SCHOOL DISTRICT

Date: 5/22/13TO: Board of Trustees
Shasta Union High School District

FROM: District Superintendent

SUBJECT: TEXTBOOK ADOPTION

Attached is a recommendation for a textbook adoption. The recommendation is accompanied by a report from the teachers who evaluated the available books and made the choice. The department teachers concerned recommended for adoption and use in the Shasta Union High School District beginning with the school year 13-14.

Title: Krugmans Economics for APAuthor: Ray, Anderson, Krugman, WellsPublisher: WorthEdition: Second Copyright Date: 2011 List Price: \$164.⁰⁰Approximate Number Needed: 45 Total Estimated Cost of Adoption: \$8,800.-To be used as a basic textbook in: AP MACRO EconomicsGrade level and ability group: AP 12th

I have examined the report and recommend the adoption of this textbook by the Governing Board of Trustees.

Associate Superintendent, Instruction: [Signature]District Superintendent: [Signature]

The above textbook was adopted by the Governing Board of Trustees.

Clerk of the Board: _____

Date: _____

SHASTA UNION HIGH SCHOOL DISTRICT

Textbook Evaluation Form

Each evaluating teacher will need to complete this form for each examination copy being reviewed.

Title: Krugmans Economics for AP
 Author: Ray, Anderson, Krugman, Wells
 Publisher: Worth
 Edition: Second Copyright Date: 2011
 Subject or Course in which text will be utilized: AP MACRO Economics

Summary of Evaluation

Scale: 1 – 5 (1 = Unsatisfactory; 5 = Outstanding)

Content	5
Pupil Interest	5
Organization	5
Teacher Aids	4
Format	5
Appropriate to Grade Level	5
TOTAL SCORE	29

Reading Level Assessment

Assessed By	Grade Level
Publisher	AP
Other Methods	

State briefly your general evaluation of the proposed text, listing important considerations to be evaluated in selecting a District text:

I have looked at many AP Econ books, this
is the best for AP MACRO content &
format

I certify that this text is appropriate in content and reading level for the course listed above. X
 Yes No

Evaluating Teacher:

Travis Bassham Travis Bassham Shasta 5/22/13
 Print Name Signature School Date

Return completed form to Department Chair

Please complete a summary of the comparative rating with other books reviewed.

Summary Evaluation: Please use the results from Form I.

Author	Title	Publisher	Composite Rank	Total Score	Appropriate to Grade Level	Format	Teacher Aids	Organization	Pupil Interest	Content
Mankiew	Principles of Economics	Thomas Southwestern	2	21	5	3	3	1	5	4
Krugman, Wells	Krugman Econ for 4th AP	Worth	1	28	5	5	4	5	4	5

If applicable, I certify that this textbook is aligned with the State Framework and Content Standards in:

☐ English

☐ Math

☐ Science

☒ Social Science

Does textbook contain material that may be considered objectionable, offensive, or controversial? If yes, please explain:

☐ Yes ☒ No

Attach hereto any criteria, evaluation reports, journal reviews, or any other data pertinent to this recommendation.

Recommended for adoption by (signature please):

Members of Department:

Travis Bassham

Print Name



Signature

Kyle Turner

Print Name



Signature

Print Name

Signature

Recommended for adoption by District Department Chair:

Gary Connolly

Print Name



Signature

Principal:

School:

Shasta High School

Form III

SHASTA UNION HIGH SCHOOL DISTRICT

Date: 1/25/2013TO: Board of Trustees
Shasta Union High School District

FROM: District Superintendent

SUBJECT: TEXTBOOK ADOPTION

Attached is a recommendation for a textbook adoption. The recommendation is accompanied by a report from the teachers who evaluated the available books and made the choice. The department teachers concerned recommended for adoption and use in the Shasta Union High School District beginning with the school year 2013/2014.

Title: Understanding PsychologyAuthor: Richard A. Kasschau, Ph.D.Publisher: Glenco / McGraw HillEdition: 2014 Copyright Date: 2014 List Price: \$85.02Approximate Number Needed: 150 Total Estimated Cost of Adoption: \$14,553To be used as a basic textbook in: Honors Psychology / Personal GrowthGrade level and ability group: 9th Grade Honors Level

I have examined the report and recommend the adoption of this textbook by the Governing Board of Trustees.

Associate Superintendent, Instruction: 

District Superintendent: _____

The above textbook was adopted by the Governing Board of Trustees.

Clerk of the Board: _____

Date: _____

Form I

SHASTA UNION HIGH SCHOOL DISTRICT

Textbook Evaluation Form

Each evaluating teacher will need to complete this form for each examination copy being reviewed.

Title: Understanding Psychology

Author: Richard A. Kasschau, Ph.D.

Publisher: Glenco / McGraw Hill Education

Edition: 2014 Copyright Date: 2014

Subject or Course in which text will be utilized: Honors Psychology / Personal Growth

Summary of Evaluation

Scale: 1 – 5 (1 = Unsatisfactory; 5 = Outstanding)

Content	5
Pupil Interest	5
Organization	4
Teacher Aids	3
Format	5
Appropriate to Grade Level	5
TOTAL SCORE	27

Reading Level Assessment

Assessed By	Grade Level
Publisher	
Other Methods	

State briefly your general evaluation of the proposed text, listing important considerations to be evaluated in selecting a District text:

The text does a great job of formatting and introducing student to the entry level psychology concepts.

The text is clear and easy to read/understand. I have had success in using this text book with my honors Freshman classes for the past 10 years.

I certify that this text is appropriate in content and reading level for the course listed above. XX
Yes No

Evaluating Teacher:

Jamie Fleming
Print Name

Jamie Fleming
Signature

Shasta High
School

04/25/13
Date

Return completed form to Department Chair

Form II

SHASTA UNION HIGH SCHOOL DISTRICT

Application for Textbook Adoption

TO: Social Science Department Chair – Gary Connolly - SHS

FROM: Textbook Adoption Committee Chair: Jamie Fleming

DATE: 1/25/2013

☐ New Adoption

☒ New Edition of Present Textbook

Title: Understanding Psychology

Author: Richard A. Kasschau, Ph.D.

Publisher: Glenco / McGraw-Hill ISBN#: 978-0-07-663194-0

Edition: 2014 Copyright Date: 2014 List Price: \$85.02

Approximate Number Needed: 150 Total Estimated Cost of Adoption: \$14,553.00

Textbook is recommended for adoption and use in the Shasta Union High School District beginning with the 2013-14 school year.

Textbook now in use:

Title: Understanding Psychology

Author: Richard A. Kasschau, Ph.D.

Publisher: Glencoe-McGraw-Hill ISBN#: 0-07820338-4

Copyright Date: 2000 Year Adopted: 2001 Usable Copies on Hand: 131

Subject in which new text will be used: Honors Psychology/Personal Growth

Grade level appropriate? ☒ Yes ☐ No Reading level: 9th grade

Give a brief statement of reasons for requesting change: Updated version of the text to keep with adoption cycle and Presidential election cycle.

The current text is 13 years old and needs to be updated and more copies of the text are needed.

Books have been used for over 10 years and are in need of being replaced due to use.

Please complete a summary of the comparative rating with other books reviewed.

Summary Evaluation: Please use the results from Form I.

Author	Title	Publisher	Composite Rank	Total Score	Appropriate to Grade Level	Format	Teacher Aids	Organization	Pupil Interest	Content
N/A	Updated Version									

If applicable, I certify that this textbook is aligned with the State Framework and Content Standards* in:

☐ English

☐ Math

☐ Science

☒ Social Science

*(Complete and attach Form I-A)

Does textbook contain material that may be considered objectionable, offensive, or controversial? If yes, please explain:

☐ Yes ☒ No

Attach hereto any criteria, evaluation reports, journal reviews, or any other data pertinent to this recommendation.

Recommended for adoption by (signature please):

Members of Department:

Jamie Fleming

Print Name

Jamie Fleming

Signature

Print Name

Signature

Print Name

Signature

Recommended for adoption by District Department Chair:

Gary Connolly

Gary Connolly

Print Name

Gary M. Connolly

Signature

Principal: Milan Woollard

School: Shasta High School

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Human Resources Action Report

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND:

Certificated

Chris Combs has been hired to serve in both P.E. and Science at EHS. Jeff Hunsaker will pick up a 5/5 P.E. at SHS. Both are replacements from retirement and are effective August 15, 2013.

Martin Reid will work on a split site assignment as a 4/5 temporary English teacher at EHS and SHS. Tom Nagy will pick up a 2/5 choral position at FHS. These two periods are new at FHS. Sarah Crye will serve in a 4/5 position at SHS picking up yearbook and P.E. All are temporary and will be effective August 15, 2013.

Justin Byxbe returns to Pioneer as a 2/5 temporary P.E. teacher, effective August 15, 2013

Returning to Shasta as Probationary teachers are Tracey Holmes, 5/5 Math teacher, and Amy Eiszele, 5/5 Social Science teacher. Both probationary positions are effective August 15, 2013.

**Shasta Union High School District
HUMAN RESOURCES ACTION REPORT**

NAME	POSITION	EFFECTIVE
<u>Certificated</u>		
<u>New Hire, Probationary</u>		
Chris Combs	5/5 PE/Earth Science Teacher, EHS	August 15, 2013
Jefferson Hunsaker	5/5 PE, SHS	August 15, 2013
<u>New Hire, Temporary</u>		
Martin Reid	2/5 EHS, 2/5 SHS English Teacher	August 15, 2013
Tom Nagy	2/5 Music Teacher, FHS	August 15, 2013
Sarah Crye	4/5 PE, SHS	August 15, 2013
<u>Re-hired Staff, Temporary</u>		
Byxbe, Justin	2/5 P.E. Teacher, PHS	August 15, 2013
<u>Re-hired Staff, Probationary</u>		
Tracey Holmes	5/5 Math Teacher, SHS	August 15, 2013
Amy Eiszele	5/5 Social Science, SHS	August 15, 2013

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Accept the Quarterly Report on the Williams Uniform Complaints for April 1 to June 30, 2013

PREPARER:

Dana Reginato, Associate Superintendent, HR

RECOMMENDATION:

☐ Approve ☐ Do Not Approve
☒ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

No Williams Uniform Complaints have been filed during this quarter.

Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: Shasta Union High School District

School Year: 2012-13

Person completing this form: Lorrie Evers

Title: Administrative Assistant, HR

Quarterly Report Submission Date:

- | | |
|---|-------------------|
| <input type="checkbox"/> July 1 – September 30 | *(due October 15) |
| <input type="checkbox"/> October 1 – December 31 | *(due January 15) |
| <input type="checkbox"/> January 1 – March 31 | *(due April 15) |
| <input checked="" type="checkbox"/> April 1 – June 30 | *(due July 15) |

Date information will be reported publicly at governing board meeting: July 9, 2013

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

Signature of District Superintendent

Jim Cloney

Printed Name of District Superintendent

Date

*Submit by quarterly due date to: Laurie Zambrano, Executive Assistant
Shasta County Office of Education

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Student Readmissions

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|---|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

Per Government Code, the Board is required to vote in open session regarding the readmission of a student.

REFERENCES:

G.C. 35146

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Reports from SUHSD Employee Associations

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input checked="" type="checkbox"/> Information Only | |

BACKGROUND:

The SSEA President, ESP President and CSEA President will update the Board on recent events.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Report from Superintendent

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input checked="" type="checkbox"/> Information Only | |

BACKGROUND:

recent District events.

The Superintendent will update the Board on

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Trustee/Llaison Reports

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input checked="" type="checkbox"/> Information Only | |

BACKGROUND:

Trustees will report on recent meetings with the various school or organization for which they have been appointed as Liaison, and may report or comment on other activities related to the District.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Grand Jury Report

PREPARER:

Jim Cloney, Superintendent

RECOMMENDATION:

- | | |
|---|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input checked="" type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

The District has recently received a report from the Shasta County Grand Jury regarding the District's Adult Transition Program. The Board has reviewed the report and the Superintendent will discuss the required response to the Grand Jury and future District plans as a result of the report.

REFERENCES:

(Copies sent to Board members. The report is available to the public at www.co.shasta.ca.us and hard copies will be available at the Board meeting).

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Strategic Plan Update

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION:

<input type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input checked="" type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: As per the Board of Trustees' request, the Superintendent will present a biannual update on progress made on the District's 2012-15 Strategic Plan.

REFERENCES:

(Draft copies of Strategic Plan Update sent to Board members. Additional copies will be available at the Board meeting, or may be obtained by contacting the District Office at 241-3261).

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Director of Categorical Programs/Grants/CTE

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND: Beginning in the 2008-09 school year the District employed a "teacher on assignment" (TOA) in the District office to oversee various categorical programs and grant projects. Beginning in 2010-11, when the Board of Trustees voted to withdraw from the local Regional Occupational Program (ROP), the position also assumed the duties of overseeing the District's Career Technical Education (CTE) program.

This TOA position is a vital part of District operations. To comply with the Shasta Secondary Educators Association contract provisions, it is a one year assignment that must be advertised, applied for, and a candidate selected each year. The Superintendent recommends eliminating the TOA position and replacing it with a Director of Categorical Programs/Grants/CTE. Given the recent decision to leave vacant the Project Coordinator position, the District will maintain the same number of supervisory/confidential personnel with this change. This recommendation is "cost neutral" as there will be little or no increase in cost as the funds that currently support the TOA position will support the new Director of Categorical Programs/Grants/CTE position. The recommended salary schedule and work year will be the same as an Assistant Principal – 210 days. This recommendation will make the position stable in the District and not subject to re-interview each year.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

CERTIFICATED MANAGEMENT SALARY SCHEDULE EFFECTIVE 7/1/13

Certificated Mgmt based on 210, 219 or 229 days

RANGE	POSITION	Days	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	ASST. PRINCIPAL	210	78,722	81,040	83,431	85,894	88,428
	ASST. PRINCIPAL-SPECIAL PROJECTS	210					
	DIR OF CATEGORICAL PROGRAMS	210					
2	CONT SCHOOL PRINCIPAL	219	85,500	88,024	90,623	93,301	96,057
3	PRINCIPAL	219	93,681	96,447	99,300	102,235	105,259
4	(1) PRINCIPAL/EDUCATION SERVICES	219	93,681	96,447	99,300	102,235	105,259
5	DIR OF SPEC ED	229	89,436	91,691	94,480	97,271	100,143
SUPERINTENDENT		NOTE #1	CONTRACT				
ASSOC SUPT OF HUMAN RESOURCES		NOTE #1	CONTRACT				
ASSOC SUPT OF INST SVCS		NOTE #1	CONTRACT				

(1) Position not occupied at this time

NOTE# 1

Superintendent and Associate Superintendent salaries are negotiated with the Board of Trustees.

NOTE# 2

\$4,437 Resignation ~~step~~ stipend increase will be added to each unit member's annual salary if he/she submits a written resignation by September 15th of a school year, to be effective at the end of that school year.

~DRAFT

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

New SUHSD Logo

PREPARER:

Jim Cloney, Superintendent

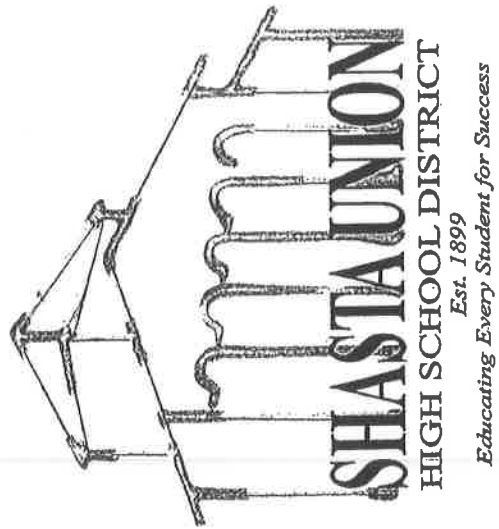
RECOMMENDATION:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input checked="" type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

The District's logo has not been updated in many years. The Superintendent recommends a new logo and would like Board input on the design. The new logo would be potentially implemented at the beginning of the 2013-14 school year. As virtually all of the District's use of the logo is electronic or on demand, there will be no cost associated with this change should it be approved.

REFERENCES:



SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Award Office Equipment and Related Technology and Services Bid

PREPARER:

David Flores, Chief Business Official

RECOMMENDATION:

☒ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☐ Information Only

BACKGROUND:

After review of the RFP proposals the District feels that the recommended awards will provide a secure cost effective purchase option for the district.

All bidders were evaluated on 8 different criteria and submitted bids on up to 15 different categories of equipment. We are recommending that the District award the following Categories.

Per RFP A77-2013 Section K paragraph 3 "Shasta Union High School District reserves the right to make an award in whole or in part." The District is exercising its' option to award part of the bids to two different bidders.

Categories 1,2,3,4,5,6 Black and White copiers award to Ray Morgan Company for Canon/Samsung equipment.

Categories 1,2,3,4,5,6 Color copiers award to Ray Morgan Company for Canon/Samsung equipment.

Laser printer Category 1 B&W and Color award to Carroll's for Kyocera printers.

Accounting/ Tracking system award to Carroll's for Kyocera printers and award to Ray Morgan Company for Canon/Samsung copiers. *(Since the District is exercising option K with different vendor equipment types, two different software accounting/tracking software packages would be needed)*

Related Technologies award to Ray Morgan Company.

RFP Highlights.

There are **no** minimum orders amounts.

The District is **not** obligated to purchase only from these vendors.

The pricing is good for 5 years.

Other school districts can purchase off the quoted pricing.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Pioneer High School Modernization Project

PREPARER: David Flores, Chief Business Official

RECOMMENDATION:

<input type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input checked="" type="checkbox"/> Information Only	

BACKGROUND: The bid amounts are in for the project and they total \$2,140,749 with some alternate options included. I am still working with Joe Cerami on some of the it is appropriate for us to do and what the construction crew will be responsible for. Dan Rossetto has estimated the non-construction costs at \$387,000. This is a total project cost of \$2,527,749, the total project budget is \$2,906,515. Left to contact is Max Laughlin, the project manager. I hope to update the board at the July meeting with his costs.

At this point it is too early to begin adding items that were removed during the value engineering process. What we can do is develop a list of items we can select to add back as the budget allows during the construction process.

The lease lease-back contract was forwarded to our attorneys on June 17th for their review. This should be enough lead time to review and modify the contract if necessary for approval at the August board meeting. The final due date for submitting the contract to the Office of Public School Construction is August 20, 2013. The contractor, architect, and our attorney are aware that the construction contract cannot be submitted to OPSC no later than August 20. My hope is to have the construction contract approved at the August 13th board meeting and submit to OPSC the next day.

REFERENCES:

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: District Department Chair End-of-Year Reports

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

☐ Approve ☐ Do Not Approve
☐ Accept ☐ Discuss
☒ Information Only

BACKGROUND:

Per the Board's request, the District has provided copies of the District Department Chair end-of-year reports. These reports summarize each department's activities and accomplishment of District goals during the 2012-13 school year.

REFERENCES:

District Department Chair End-of-Year Reports
(copies sent to Board members; additional copies will be available at Board meeting)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Update on Student Expulsions for 2012-13

PREPARER: Kyle Turner, Associate Superintendent of Instruction

RECOMMENDATION:

- | | |
|--|---|
| <input type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input checked="" type="checkbox"/> Information Only | |

BACKGROUND:

Per the Board's request, the Associate Superintendent of Instructional Services will present information on the academic status and educational placement of SUHSD students expelled in the 2012-13 school year.

REFERENCES: Copies of the report sent to Board members under separate cover

STUDENT EXPULSIONS 2012-13

Exit School	First enrolled in SUHSD	Reason for Expulsion	Hearing		Expulsion Date		Expulsion		Eligible for Re-Entry	Placement	Grade	Sp.Ed.	Status update as of 6/21/12
			Date			Duration							
EHS	8/20/2012	48900 (c) possessed/furnished/under influence of	11/5/2012		11/13/2012		rem sem/following sem	8/19/13	Freedom	9	No	Student enrolled on 12/12 and attended 104 days.	
EHS	8/22/2012	48900 (k) disrupted school activities/defied authority. .7 made terroristic threats	12/20/2012		1/8/2013		rem sem/following sem	8/19/2013	Freedom	9	No	Student enrolled on 1/15 & attended 94 days with 12 period truancies, 1 improper language, earned 19.5 credits & a 4.0 GPA in term 3.	
FHS	8/15/2011	48900 (i) obscene act/profanity, (k) disrupted school activities/defied authority	10/30/2012		11/13/2012		rem sem/following sem	8/19/2013	susp-FHS	10	Yes	Student had 1 minor discipline issue, 6unexcused absences, first truancy letter was issued. Completed 30 credits and earned a 2.66 semester GPA.	
FHS	8/15/2011	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defied authority; 48915 (a2) possession of knife or dangerous object	11/2/2012		11/13/2012		rem sem/following sem	8/19/2013	susp-FHS	10	No	Student received 1 referral for disruption/defiance, had 10 period truancies & 5 unexcused absences, completed 25 credits & earned a 1.5 semester GPA.	
FHS	8/1/2009	48900 (b) possessed/furnished dangerous object, (c) possessed/furnished/under influence of controlled substance, (h) possessed/used tobacco products, and 48915 (a2) possession of knife or dangerous object	12/11/2012		1/8/2013		rem sem/following sem	8/19/2013	Stipulated-FHS	12	No	Student had no further discipline issues, 5 unexcused/4 excused absences. Completed 20 credits, earned a 2.5 semester GPA, & graduated on 6/6/13.	
FHS	8/20/2012	48900 a(1) caused/attempted to cause physical injury, (i) obscene act/profanity, (k) disrupted school activities/defied authority, .4 hostile environment	5/6/2013		5/14/2013		remainder of semester	8/19/2013	Susp-FHS (Home & Hospital)	9	Yes	Student completed year at NSHS, had no discipline issues, earned 12 credits and a 3/63 GPA for spring semester. Will need to hold an IEP regarding a readmit to FHS for 13-14.	
SHS	8/5/2011	48900 (c) possessed/furnished/under influence of controlled substance, (k) disrupted school activities/defied authority, 48915 (c3) selling controlled substance	10/11/2012		11/13/2012		one calendar year	11/14/2013	Freedom	10	No	Student enrolled on 11/27 & attended 115 days with 24 period truancies, received 2 minor referrals, earned 11.5 credits & a 2.52 GPA for term 3. Checked out on 6/6 & moved to Oregon.	
SHS	8/20/2012	48900 a(1) caused/attempted to cause physical injury, (k) disrupted school activities/defied authority, .4 hostile environment	10/30/2012		11/13/2012		rem sem/following sem	8/19/2013	modified-Freedom	9	No	Student enrolled on 11/28 and attended 114 days with no period truancies, no discipline, and earned 21.25 credits and a 2.55 GPA for term 3.	
SHS	8/20/2012	48900 (c) possessed/furnished/under influence of controlled substance, (k) disrupted school activities/defied authority, 48915 (a3) possession of controlled substance	11/26/2012		12/11/2012		rem sem/following sem	8/19/2013	Freedom	9	No	Student has completed his time at Freedom and will need to enroll at his school of attendance (Foothill HS) for 2013-14 school year.	
SHS	8/15/2011	48900 (c) possessed/furnished/under influence of controlled substance, (k) disrupted school activities/defied authority; 48915 (a3) possession of controlled substance; (c3) selling controlled substance	12/3/2012		12/11/2012		one calendar year	12/11/2014	Oasis	10	Yes	Student currently on formal probation and attending Phoenix Program.	
SHS	8/20/2012	48900 a(1) caused/attempted to cause physical injury, (k) disrupted school activities/defied authority; 48915 (a1) causing serious physical injury	12/3/2012		12/11/2012		rem sem/following sem	8/19/2013	modified-Freedom	9	Yes	Student currently lives in Coltonwood and will need to enroll at WVHS	
SHS	12/14/2011	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defied authority; 48915 (a2) possession of knife or dangerous object	1/18/2013		2/12/2013		rem sem/following sem	1/7/2014	Stipulated-Freedom	9	No	Student has not contacted SHS to enroll for next year and does not show up on Freedom's Aeries account.	

STUDENT EXPULSIONS 2012-13

Exit School	First enrolled in SUHSD	Reason for Expulsion	Hearing Date	Expulsion Date	Expulsion Duration	Eligible for Re-Entry	Placement	Grade	Sp.Ed.	Status update as of 6/21/12
SHS	8/2/2012	48900 a(1) caused/attempted to cause physical injury, (k) disrupted school activities/defined authority, 48915 (a1) causing serious physical injury	1/29/2013	2/12/2013	rem sem/following sem	6/8/2013	Freedom	9	No	Student has completed his rehabilitation plan, met with SHS administration and has been enrolled at SHS for 13-14 school year pending board approval.
SHS	1/18/2012	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defined authority, 48915 (a2) possession of knife or dangerous object	1/29/2013	2/12/2013	remainder of semester	N/A	susp-SAS	12	Yes	Student enrolled at SAS 3/4/13-ineligible for return due to age. (18)
SHS	9/20/2012	48900 (c) possessed/furnished/under influence of controlled substance, (k) disrupted school activities/defined authority, 48915 (c3) selling controlled substance	2/27/2013	3/12/2013	rem sem/following sem	1/7/2014	Freedom	9	No	Student did not enroll at Freedom. Cume file was issued to Magnolia LLC.
SHS	8/20/2012	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defined authority, 4 hostile environment, 48915 (c2) brandishing a knife	3/27/2013	4/9/2013	one calendar year	4/9/2014	Freedom	9	Yes	Student enrolled on 4/17 and attended 36 days with no period trancies, no discipline, and earned 11.75 credits and a 2.19 GPA in term 3.
Freedom	8/20/2012	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defined authority, 48915 (a2) possession of knife or dangerous object	5/15/2013	6/11/2013	rem sem/following sem	1/7/2014	susp-PHS	10	No	Student completed 1.25 credits and earned a 1.0 GPA in term 3. Enrolled at PHS for 13-14 due to age and expulsion contract.
NSIHS	8/18/2010	48900 (b) possessed/furnished dangerous object, (k) disrupted school activities/defined authority, 48915 (a2) possession of knife or dangerous object	11/5/2012	11/13/2012	rem sem/following sem	8/19/2013	susp-NSIHS	11	No	Student received 1 minor referral, completed 27.5 credits and earned a 2.55 GPA in spring semester.
PHS	8/17/2009	48900 a(1) caused/attempted to cause physical injury; (e) committed/attempted to commit robbery or extortion; (k) disrupted school activities/defined authority; (l) knowingly received stolen school/private property; 48915 (a4) robbery or extortion; (a5) assault or battery on school employee	5/15/2013	6/11/2013	remainder of semester	N/A	Susp-PHS (Admin. Directed Study)	12	No	Student completed 12 credits and earned a 1.95 GPA for term 3 & graduated on 6/6.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT:

Approve the annual Declaration of Need for Qualified Educators for 2013-14

PREPARER:

Dana Reginato, Associate Superintendent, HR

RECOMMENDATION:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Do Not Approve |
| <input type="checkbox"/> Accept | <input type="checkbox"/> Discuss |
| <input type="checkbox"/> Information Only | |

BACKGROUND:

The Declaration of Need is an annual form submitted to the Commission on Teacher Credentialing (CTC) by public school districts. This form must be on file with the Commission if the District is anticipating the employment or re-employment of a teacher in need of an Emergency CLAD (Crosscultural, Language and Academic Development) Permit or a Limited Assignment Permit for the 2013-14 school year. This is a precautionary step taken by the District each year. At this time, we do not anticipate the need to hire any teachers in need of an Emergency CLAD (Crosscultural, Language and Academic Development) Permit or a Limited Assignment Permit for the 2013-14 school year. However, should the need arise, this declaration needs to be approved and on file with the CTC.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: _____
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Shasta Union High School District District CDS Code: 70136
Name of County: Shasta County CDS Code: 45

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 7/9/13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

Jim Cloney _____
Name Signature Title
530-245-2777 530-241-3261 7/9/13
Fax Number Telephone Number Date
2200 Eureka Way, Redding CA 96001
Mailing Address
jcloney@suhisd.net
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
Name of State Agency _____
Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	10
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
<input checked="" type="checkbox"/> Resource Specialist	2
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	1
Special Education	1
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes

☒ No

If no, explain. No need for program at this time.

Does your agency participate in a Commission-approved college or university intern program?

☒ Yes

☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an intern program.

Simpson University

If no, explain why you do not participate in an intern program.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Annual review of the District's Uniform Complaint Policy and Non-Discrimination Policy

PREPARER: Dana Reginato, Associate Superintendent, HR

RECOMMENDATION:

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Do Not Approve
<input type="checkbox"/> Accept	<input type="checkbox"/> Discuss
<input type="checkbox"/> Information Only	

BACKGROUND:

This is an annual recommendation to the Board for ensuring compliance on all aspects and procedures related to the Uniform Complaint Procedure and Non-Discrimination Policy. The District is in compliance with both the Uniform Complaint Policy and Non-Discrimination Policy.

Shasta Union HSD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
37254 Intensive instruction and services for students who have not passed exit exam
41500-41513 Categorical education block grants
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54000-54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs
6601-6777 Title II preparing and recruiting high quality teachers and principals
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SHASTA UNION HIGH SCHOOL DISTRICT

adopted: February 12, 2013 Redding, California

Shasta Union HSD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3 **Community Relations**

Except as the Board of Trustees may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law:

Associate Superintendent - Human Resources
2200 Eureka Way
Redding, CA 96001, Ste B
(530) 241-3261

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party

to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

Regulation SHASTA UNION HIGH SCHOOL DISTRICT
approved: February 12, 2013 Redding, California

Shasta Union HSD

Exhibit

Uniform Complaint Procedures

E 1312.3

Community Relations

UNIFORM COMPLAINT FORM

(Alleging unlawful discrimination based on sexual orientation, sex, race, ancestry, national origin, marital status, parental status, pregnancy, ethnic group identification, religion, age, gender, color, physical or mental disability in any program or activity the receive or benefits from state financial assistance, OR alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant educations, vocational education, bilingual education, child care and development programs, child nutrition and educations, vocational education, bilingual education, child care and development programs, child nutrition and special education programs.)

INFORMATION AND FACTS INCLUDED ON THIS FORM WILL BE REGARDED AS CONFIDENTIAL.

TO: Associate Superintendent, Human Resources

DATE: _____

FROM: _____ Name(s) _____

Address(es) _____

Telephone Number(s) _____

Name(s) of individuals thought to have been harmed by the alleged violation (if applicable):

Name(s) of individuals thought to be in violation of the law or regulation:

Nature of complaint, including if known, the citation of the law or regulation which is alleged to have been violated, and the rationale for the complaint:

(You may use additional pages of your own paper to describe your complaint more fully if you so desire.)

A description of previous informal attempts to resolve the complaint:

What is the requested action on the part of the district that would bring about a resolution, which would be satisfactory?

I (we) certify under penalty of perjury that the foregoing is true and correct. Executed this day of _____, 20____, at _____, CA.

Signature(s) _____

Exhibit SHASTA UNION HIGH SCHOOL DISTRICT
version: May 11, 2004 Redding, California

In the Superior Court of the State of California
in and for the County of Shasta

CERTIFICATE OF PUBLICATION
RECORD SEARCHLIGHT

SHASTA UNION HIGH SCHOOL
2200 EUREKA WAY STE B
REDDING CA 96001

REFERENCE: 00600031 ANITA BULLEN
6779561 PUBLIC NOTICESHASTA

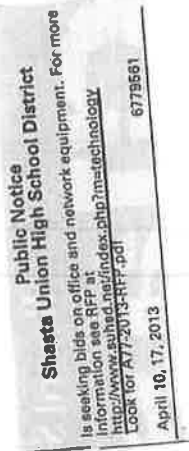
State of California
County of Shasta

I hereby certify that the Record Searchlight is a newspaper of general circulation within the provisions of the Government Code of the State of California, printed and published in the City of Redding, County of Shasta, State of California; that I am the principal clerk of the printer of said newspaper; that the notice of which the annexed clipping is a true printed copy was published in said newspaper on the following dates, to wit;

PUBLISHED ON: 04/10 04/17

FILED ON: 04/10/13

I certify under penalty of perjury that the foregoing is true and correct,
at Redding, California on the above date.



Legals

42700

Every day is someone's
birthday.
Happy Birthday!

Legals

42700

Every day is someone's
birthday.
Happy Birthday!

PUBLIC NOTICE REQUEST FOR PROPOSALS (RFP)

NOTICE IS HEREBY GIVEN THAT THE PURCHASING UNIT OF THE DEPARTMENT OF SUPPORT SERVICES, COUNTY OF SHASTA, STATE OF CALIFORNIA, WILL ACCEPT PROPOSALS FOR TWO SEPARATE CONTRACTS TO PROVIDE LABOR RELATIONS AND CONSULTATION SERVICES AS THE CHIEF LABOR NEGOTIATOR FOR THE COUNTY OF SHASTA AND SHASTA COUNTY IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY.

Shasta County invites responses to an RFP for two separate contracts to provide labor relations and consultation services as the Chief Labor Negotiator for the County Of Shasta ('County') and Shasta County In-Home Supportive Services Public Authority. The County will host a mandatory Responders Conference Call on Tuesday, April 23, 2013 at 10:00 a.m. Pacific Time. To obtain instructions and a copy of the RFP, please visit the County's website at http://www.co.shasta.ca.us/index/support_index/purchasing/competitive_procurements.aspx or you may pick up a copy of the RFP at the address listed below.

Notice is further given that complete proposals are due to the County by 2:00 p.m. on Tuesday, May 14, 2013. The County will not consider any proposals received after the 2:00 p.m. deadline on May 14, 2013.

Please submit all proposals to the County at:

Department of Support Services
Attention: Angela Davis, Assistant Director of Support
Services
450 Court Street, Suite 348
Redding, CA 96001-1673
Phone: (530) 225-5342

April 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18,
19, 20, 21, 22, 23 6779229

S. No.: 2012-25816 Loan No.: 7130086858

NOTICE OF TRUSTEE'S SALE

YOU ARE IN DEFAULT UNDER A DEED OF TRUST DATED 6/23/2006. UNLESS YOU TAKE ACTION TO PROTECT YOUR PROPERTY, IT MAY BE SOLD AT A PUBLIC SALE. IF YOU NEED AN EXPLANATION OF THE NATURE OF THE PROCEEDING AGAINST YOU, YOU SHOULD CONTACT A LAWYER.

Public auction sale to the highest bidder for cash, cashier's check drawn on a state or national bank, check drawn by a state or federal credit union, or a check drawn by a state or federal savings and loan association, or savings association, or savings bank as defined in Section 5102 of the Financial Code and authorized to do business in this state will be held by

Public Notice Shasta Union High School District

Is seeking bids on office and network equipment. For more information see RFP at <http://www.suhsd.net/index.php?module=technology>
Look for A77-2013-RFP.pdf

April 10, 17, 2013

6779561

ADVERTISEMENT FOR BIDS

The Karuk Tribe Housing Authority (KTHA) requests sealed bids for all materials, labor, equipment, permits, and fees necessary to construct one single family home located at 15 Lower Camp Creek Road, Orleans, California as described in the related contract documents and plan set which will be available at the mandatory pre-bid meeting. Bids may be delivered by hand to the Happy Camp office of the KTHA located at 635 Jacobs Way or mailed via US Mail to PO Box 1159 both in Happy Camp, California until 2pm, Friday, May 17, 2013 at which time the sealed bids will be publicly opened and read aloud.

Prior to submitting a bid, there will be a mandatory pre-bid meeting on Wednesday, April 17, 2013 at 1pm at the Karuk Tribe Housing Authority offices located at 37960 Highway 98, Orleans, California. For more information contact Steve Mitchell, Building Inspector at (530) 493-1414, Extension 3103.

Preference in the award of this contract shall be given to qualified Indian-owned economic enterprises that are at least 51% Indian owned and controlled in accordance with KTHA's procurement policy. Any contractor claiming Indian preference shall complete and submit, with his bid, the form entitled 'Statement of Qualifications, Alaska Native or Indian Owned Enterprise' which is included in the bidding package.

Full copies of the contract documents may be obtained at: Karuk Tribe Housing Authority, 635 Jacobs Way, Happy Camp, California 96039, Telephone: (530) 493-1414, Email: spence@karuk.us, Website: <http://www.karuk.us/>

April 10, 2013

6779715

ORDER TO SHOW CAUSE FOR CHANGE OF NAME
MELVIN GREGORY BRUMMETT
CASE NUMBER: 176865

TO ALL INTERESTED PERSONS:

1. Petitioner **MELVIN BRUMMETT**

filed a petition with
 this court for a decree changing names as follows:
 Present name: **MELVIN GREGORY BRUMMETT**
 Proposed name: **BUDDY ALBERT MURPHY**

2. THE COURT ORDERS that all persons interested in this matter shall appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

NOTICE OF HEARING

a. Date: **APR 29, 2013** Time: **11:15 a.m.** Dept. **7**
 b. The address of the court is:
SUPERIOR COURT OF CALIFORNIA, County Of Shasta,
1500 Court Street, Redding, CA 96001

Dated: **MARCH 7, 2013**

/s/ **MONICA MARLOW**, Judge of the Superior Court
April 3, 10, 17, 24, 2013 6779391

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Legals

42700

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42700

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Shasta Union High School District

Is seeking bids on office and network equipment. For more information see RFP at
<http://www.suhisd.net/index.php?m=technology>
 Look for A77-2013-RFP.pdf

April 10, 17, 2013

6779561

Notice of Real Estate Auction

Pursuant to the Order of Judicial Sale filed April 4, 2012, in the case of United States v. Wilma Shore, et al., case no. 1:11-cv-1038-AWI-SMS in the United States District Court for the Eastern District of California, the Internal Revenue Service will sell at public sale on the steps of the Shasta County Courthouse in Redding, California two parcels of property located in Redding, California. The properties are more fully described as:

PARCEL ONE: Assessor's Parcel Number 056-590-010, also identified as 3705 - 3777 Meadow View Dr., Redding, CA. All that portion of the Northerly 675.00 feet of the West one-half of the Northeast quarter of the Southeast quarter of Section 34, Township 31 North, Range 4 West, M.D.M., lying Northeasterly of the Northeasterly right of way line of the County Road as described in the Deed from Thaddeus I. Stevenson to County of Shasta, dated May 27, 1958 and recorded June 18, 1958 in Book 569, of the Official Records at page 37.

Together with an easement for road purposes to be used in common with the Grantors, their heirs and assigns over the Westerly 40.00 feet of the West one-half of the Northeast one-quarter of the Southeast one-quarter of Sections 34, Township 32 North, Range 4 West, M.D.M., lying Northerly of the County Road described in the deed to the County of Shasta recorded June 18, 1958 in Book 569 of the Official Records at page 37, Shasta County Records, and Southerly of the South line of the North 675.00 feet of said West one-half.

Assessor's Parcel Number 056-590-010

PARCEL TWO: Assessor's Parcel Number 056-590-08, also identified as 7550 and 7551 Airport Road, Redding, CA.

The East one-half of the Northwest one-quarter of the Southeast one-quarter of Section 34, Township 31 North, Range 4 West, Mount Diablo Base and Meridian. Excepting therefrom, Parcel 1 as described in the Deed to the County of Shasta, recorded July 28, 1958 in Book 572, Page 547, Official Records.

Assessor's Parcel Number 056-590-08 aka 056-590-030 and 056-590-031

For Non-Automated Sale Information with Internet Access



Board of Trustees

*Bev Stupek
Kristen Schreder
James M. Schwerdt
Constance Pepple
Mike Wharton Jr.*

Superintendent

Jim Cloney

Ray Morgan Company
Chico, Ca. 95973

Dear Ray Morgan Company,

This letter is to confirm that your bid was selected and approved by the Shasta Union High School District Board on July 9th 2013. Congratulations on your companies successful bid on the A77-2013 Office Equipment RFP.

Below are the categories in the RFP awarded to your company.

- Categories 1, 2, 3, 4, 5, 6 Black and White copiers award to Ray Morgan Company for Canon and Samsung equipment.
- Categories 1, 2, 3, 4, 5, 6 Color copiers award to Ray Morgan Company for Canon and Samsung equipment.
- Accounting/ Tracking system award to Ray Morgan Company for Canon and Samsung copiers.
- Related Technologies award to Ray Morgan Company.

Once again congratulations on your successful bid.

Sincerely,


Mike Vincelli
Director of IT SUHSD



Board of Trustees

Mike Wharton, Jr.
Ron Zufall
Jamie Vericker
Tamy Quigley
Constance Pepple

Superintendent

Jim Cloney

Ray Morgan Company
Chico, Ca. 95973
July 18, 2017

Dear Ray Morgan Company,

SUHSD has reviewed the changes and modification that have been made to the catalogue of offerings (submission #3 7-2017). All products are in line with the regulations outlined within SUHSD A77 contract, Section V, Paragraph A #4.

Below are the categories in the RFP awarded to your company.

- Categories 1, 2, 3, 4, 5, 6 Black and White copiers award to Ray Morgan Company for Multi-function device systems and equipment.
- Categories 1, 2, 3, 4, 5, 6 Color copiers award to Ray Morgan Company for Multi-function device systems and equipment.
- Accounting/ Tracking system award to Ray Morgan Company.
- Related Technologies award to Ray Morgan Company.

Sincerely,

Mike Vincelli
Director of IT
SUHSD



Ray Morgan Company
DOCUMENT TECHNOLOGY SOLUTIONS

Office Equipment and Related Technology and Services

(RFP SUHSD A77-2013)

Closing Date: 5/22/2013

**Shasta Union High School District
2200 Eureka Way, Redding, CA 96001**



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Friday, August 28, 2015
Shasta Union High School District
2200 Eureka Way
Redding, CA 96001

Re: Request for Proposal RFP SUHSD A77-2013

Dear Shasta Union High School District Evaluation Committee:

Ray Morgan Company (RMC) is a financially stable, fast growing (\$47 million in revenues in 2011 to over \$55 million in 2012), well established (in business since 1956) California based (locally owned) company, whose success has come by partnering with clients to provide state of the art technology based solutions that improve efficiencies and reduce costs. Along with being an industry leading technology provider, we have been recognized by PROs Elite 100 as one of the 100 Best document technology dealers in the United States. This distinction is achieved by demonstrating superior service and sales excellence. To learn more about how the PROs Elite Certification benefits our clients please follow the link: (http://www.proselitedealers.com/customer_benefits.php).

We are Canon's second largest dealer in North America and trust that as a current Canon customer, we feel confident that your end-users have found Canon to be the outstanding product it is known for. In preparing our response, we have worked with all of our vendors to obtain most aggressive pricing.

Additionally, our company represents the Samsung MFD & Laser Printer lines, along with various other technology offerings. Samsung, a leader in technological innovation, offers an alternative solution with reliable, state-of-the art products.

The strong backing of these two industry-leading manufacturers should become evident to you as you review our pricing structure and response.

The following section will highlight some of the key advantages of our response specific to the request for proposal.

Scanning Customization: There are a variety of scanning solutions available on the market, but we have found that customers value ease of use and personal customization. RMC's solution is to provide either card or PIN code access. When end users identify themselves, using their card or PIN code, the machine is dynamically configured for that specific individual. A user will be able to scan to their email by simply pressing "Scan to Myself". The user will receive their email in their Outlook via an email that was sent from their personal email address. In addition, we can allow scanning to home folders. Without interaction from IT, users can select "Home Folder" and the document will be sent to their "User Drive" or "My Documents".

Fax Server Integration with MFD's: We strongly recommend using a fax server to handle faxing as this will allow all of the districts MFDs to have fax functionality, if needed. Thanks to our experience and expertise in implementing a wide range of document technology solutions, we have been able to solve the common obstacles preventing entities from implementing fax servers. The challenge has been that users commonly have to go through tedious additional steps to send a fax. Ray Morgan Company has overcome these hurdles. Should you choose our company to be your provider, the end user will now only need to identify themselves, enter a fax #, and press send (exactly as if the system had a fax board installed). The user experience is also enhanced by receiving transmission confirmation via email, along with incoming fax receptions.

Secure Printing: Flexibility in printing has become extremely important in today's environment. In our solution you will find that users can print to a single print driver and have the ability to claim their print job from any MFD device. RMC focuses

on IT standards and engineers all of our solutions to be able to remove traditional IT overhead (like dealing with a multiple printer drivers and printer configurations).

Mobile Device Printing: Mobile printing has quickly become a requirement in the world we live in today. RMC understands the balance between user feature requests and the internal IT feasibility of such requests. As such, you will find in our solution that users will be able to print securely from any mobile device, without the requirement of a native app needing to be installed, or requiring the user to be on the internal wireless network. Even though there are native apps available, we find that user adoption is closely tied to simplicity and a universal approach.

Accounting: RMC has extensive experience with Educational accounting solutions and we understand the goals of SUHSD in this area. Through the years of working with School Districts and Universities, we have found that at the end of the day, clients are looking for accounting software that is simple, yet effective, in managing and reporting costs. We expand on our accounting capabilities and how we have helped educational institutions control and reduce costs.

Experience: We have touched on some of the key technical solutions that our clients have benefited from. We are proud to state that we have over 200 California School Districts under contract.

Community: As we continue into new markets we continue with our past proven road map of success. We open local offices, we hire local employees, engrain ourselves and give back to the communities we do business in. In closing I would like to summarize that we are a large, financially stable independent dealership that has a tremendous amount of experience implementing and supporting the solutions that are being requested.
Sincerely,

Chris Scarff
Executive Vice President - Owner

II. STATEMENT OF COMPANY BACKGROUND:

Company History

Established in 1956, the Ray Morgan Company has grown to be Canon's largest independent dealer in the western United States, and the second largest in the nation. Last year we were #1 in growth among all Canon independent dealers nationwide. This, combined with annual revenues exceeding \$55 million dollars gives our organization stability, extensive experience and the financial resources to meet the needs of SUHSD. However, bigger is not always better as some large "national" organizations tend to lose customer focus. On the contrary, we remain a highly responsive, customer centric organization with dealer principles very actively involved in day-to-day operations and always "one phone call away" from any customer issue. **Our mission is to ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services.**



Besides offering exceptional services, our company is also much more than a traditional "copier" company. In 1998 we established RMC ProIT—our professional IT services division. RMC ProIT specializes in providing solutions and support for small to mid-size organizations. These organizations recognize the cost benefit of having the broad based IT support available through outsourcing with a trusted and stable business partner, without the associated labor burden and ongoing training costs for a full time IT staff

The fact that Ray Morgan Company is **not just a copier company** provides us with a unique perspective and makes us better at analyzing needs. Having the IT infrastructure to support the data that flows between the copier, printer, PC, server and business applications is critical. This understanding gives RMC the ability to touch more of the organization with our solution. Please understand that we just don't say we have the ability to integrate. We have the in-house staff and the customer testimonials as well.

RMC has developed a complete suite of offerings that blend perfectly together. We provide best-in-class solutions in the following areas:

- Multi-Function Devices
- Printers
- Wide Format & Specialty Printing Solutions
- Production Print Solutions
- Enterprise Document Management Solutions
- Paperless Fax Server Solutions
- Accounting/Usage Tracking Solutions (advanced scanning)
- Monitors
- Tablets (Smart School)
- Digital Displays
- Tailored IT Services and Solutions (Wireless)

RMC has provided digital brochures in the above solutions areas. The brochures on the CD follows the pattern of the list above for convenience and ease of location.

III. MANAGEMENT OVERVIEW

The main objective of RFP is to prepare and submit a proposal to furnish office equipment and related technology and services. RMC's goal is to provide SUHSD with an all-encompassing, simple, informative, master agreement tool in which to source said equipment and related technology and services.

IV. VENDOR QUALIFICATION AND EXPERIENCE

Over the last 56 years, the Ray Morgan Company has built hundreds of business relationships with customers that span decades. We have been able to do this by adhering to the principles listed in our Mission, Values and Vision statements. Currently, we have over 24,000 document production devices under service contracts—a number that continues to grow monthly due to our excellent customer retention and our expanding customer base. After every service call a survey is sent to the customer asking them if they would refer RMC to a friend. Ninety percent (90%) of our customers give us an overwhelming 10 out of 10 score. **(Please see page 41 to review our Net Promoter Score)**

We believe that a key to our success is the fact that our leadership continually makes our Mission, Values and Vision statements part of our management culture and every interaction with our clients:

MISSION

- To ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services.

VALUES

- We keep all of our promises. We do what we say we are going to do – always
- We realize that our products and services affect the productivity of our clients and as such we are COMMITTED to respond to their needs in a prompt manner and to operate without inefficient hierarchy and bureaucracy
- We promise our clients to continually look for ways to reduce their costs and improve the productivity of their operations
- We are committed to operational excellence, being known as a great company and a great place to work

VISION

- To be the top document technology provider in each of the markets we serve.

Our Environment

Ray Morgan Company shares Canon's and Samsung's vision for preserving our environment. Canon and Samsung both have taken the lead in tackling environmental problems by establishing a global recycling program for toner cartridges and developing products that are increasingly environmentally friendly.

At Ray Morgan Company, we believe that we are responsible to the communities and the environment in which we live and work. We partner with companies that share a Green Earth Vision, such as our primary partner Canon's philosophy of *kyosei*—living and working together for the common good.

As part of our philosophy, we have implemented long-term and eco-friendly initiatives and practices throughout the company and in our daily operations. Environmentally friendly actions don't have to be large to have an impact. Consistently reducing the amount of energy, water, and paper our businesses use in their daily operation can make a huge difference, both to the environment and to our pocketbooks. How much paper would you save over the course of a year, for instance, if you always ran double-sided copies? A small thing - but a big result!

As of February 1, 2012, RMC Headquarters in Chico, California has been powered exclusively by solar panels. There are many advantages to going solar, a few of these benefits are: far less burning of fossil fuels, produces clean energy resulting in drastic reductions in air pollution, tons of carbon dioxide emissions reduced, promotes energy independence and reduces the need for more power plants for residential applications. Follow this link to monitor Ray Morgan Company Solar usage:

http://live.deckmonitoring.com/?id=ray_morgan). Our future plans include expanding the solar campaign and acquiring a fleet of eco-friendly, fuel-efficient hybrid vehicles for our service team.



Sustainability Compliance

EPEAT stands for Electronic Product Environmental Assessment Tool. EPEAT is the definitive global registry for greener products. EPEAT is more broad based assessment of the product's impact on the environment, it encompasses 10 areas of environmental concern. These include, elimination of environmentally sensitive materials in products, corporate performance, materials selections, design for end of life, product longevity/life cycle extension, end of life management of products, management of packaging, consumable management, and product related indoor air emission. We are pleased that both Canon and Samsung are both EPEAT industry leaders.

Ray Morgan Company shares Canon's and Samsung's vision for preserving our environment. Canon and Samsung both have taken the lead in tackling environmental problems by establishing a global recycling program for toner cartridges and developing products that are increasingly environmentally friendly.

We want to help SUHSD make an impact on the environment.



Experience

RMC has successfully completed many projects with similar levels of technical and logistical complexity as the one required by SUHSD. These include Mercy Medical Center Redding (A Dignity Health Member), Simpson University, and Enterprise School District. Each of these projects required coordinating with multiple departments (ex: Finance and IT), needing different varying levels of communication and areas of emphasis. We pride ourselves in having a staff capable of communicating across business units.

Training is a key element to every successful implementation. During each MFD install, we train the department. The training class helps encourage adaptation through simplicity of visualizing and provide hands on instruction. We find that a large majority of support issues can be resolved with proper training. Our goals mirror those of our clients, we realize that these solutions require a large financial investment and if users do not know how to use it, then we have failed. To insure we meet expectations, RMC focuses a lot of energy on training.

RMC has a set of tested standards to prevent potential service and billing issues. These standards are in place so that implementations can grow from 10+ MFD's to over 800+ device and still perform as expected. We also have expertise in areas of customization and are confident that we can provide any client with the information they require, while keeping required billing accuracy.

We welcome SUHSD personnel to contact our references. If you do, we are confident that you will find 100% evidence of the outstanding support our firm consistently delivers.

QUALIFICATION OF RESPONDERS

1. RMC has included verifiable successful experience in the last three (3) years in providing the range of products and services specified in this RFP as a primary vendor for at least three (3) accounts of similar size, complexity, and business volume. Our references are located within the geographical region (within 100 miles) of Shasta Union High School District. We have included the company name, address, contact name and phone number, and brief description of reference accounts meeting this criteria as specified in Section III, Paragraph F of the RFP.

Reference 1

Name: Mercy Medical Center Redding (A Dignity Health Member)
Address: 2175 Rosaline Ave, Redding, CA 96001
Contact Name: Bruce Williams
Phone Number: 530-225-6225

Brief Description: MMCR has been a long-term partner over 20 years, we current support their Redding, Red Bluff, and Mount Shasta locations containing over 150 MFD's, multiple eCopy Scan Stations (HIPAA Compliance), and departmental specialty devices specific to their needs.

MMCR has worked with RMC to drive high volume B/W and color production from expensive external sources to doing jobs internally. These savings and flexibility to create an on demand product have enable MMCR to adapt through the ever changing Healthcare regulations.

Reference 2

Name: Simpson University
Address: 2211 College View Dr., Redding, CA 96003
Contact Name: Eddie Schneider
Phone Number: 530-242-5600

Brief Description: Simpson University has been a 15-year business partner. We support their Print Shop, Business Services, Administrative Departments with MFD's (15), MPS (Managed Print Services), and uniFLOW (Cost Accounting and Secured Printing).

Since implementing our services Simpson has been able to gain control over the fleet of output devices and provide management with have factual data on their true output costs. Additionally the solution have helped drive Environmental objectives of the University.

Reference 3

Name: Enterprise School District
Address: 1155 Mistletoe Lane, Redding CA 96002
Contact Name: Brian Winstead
Phone Number: 530-242-7689

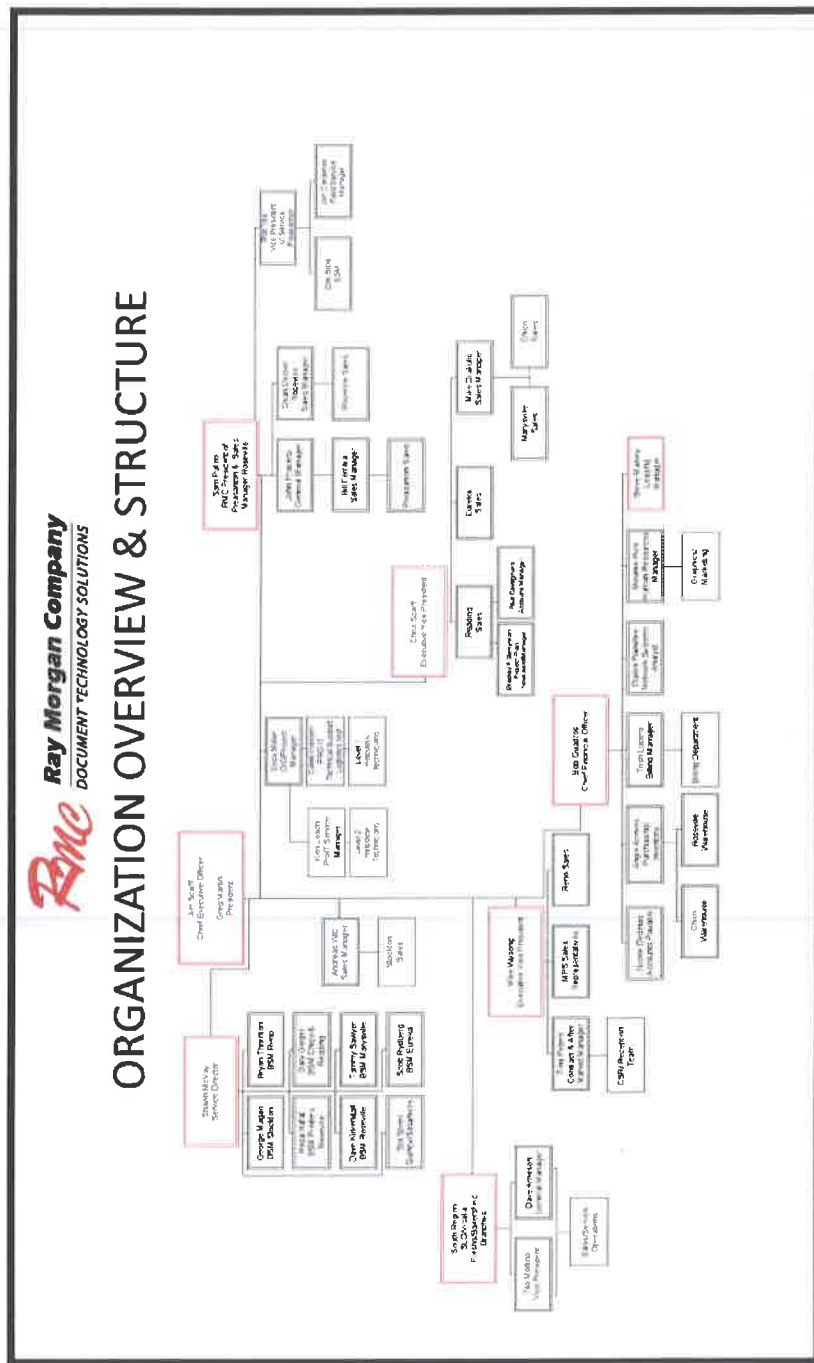
Brief Description: Enterprise School District has been a valued business partner over the past 11 years. RMC provides MFD's (22), MPS (Managed Print Services), eCopy Scan stations and Wide Format and Specialty printing devices.

Enterprise School District has gained control of the copier and printer fleets maximizing overall production and costs by working with RMC. Additionally, RMC has provided specialty printing device to bring costs jobs in house thus reducing overall printing expenses.

2. RMC has included in this proposal at least one model for each copier segment as specified in Section III, Paragraph C (Required Products), Paragraph R (Minimum Digital Copier Requirements) and attached Pricing Schedules that meets and/or exceeds minimum requirements for each segment.
3. RMC has submitted financial statements for the past two (2) years to establish our financial capability to provide the required products and services on a long-term contract basis. In addition, RMC has provided SUHSD information on internal financing option (this includes copiers).
 - a. Monthly billing; Electronic data capture utility; Monthly service reporting are all requirements for the contract.
 - b. RMC will provide SUHSD a single monthly billing statement per location that shall cover all product segments and shall consist of: (1) A summary of applicable monthly charges; (2) A detailed volume and resulting charge by departmental billing code and by device installed in each site or department (SHASTA UNION HIGH SCHOOL DISTRICT); and (3) An electronic comma delimited file (.csv) containing all of the key information.

4. In this proposal RMC has demonstrated and shown evidence of having the capability to provide the required products and services by possessing adequate available resources, including personnel and warehouse/distribution facilities, product line, order processing and delivery capabilities, maintenance, support systems, organization structure, operation controls, quality control, and other related factors.
5. RMC has provided information from the original equipment manufacturers (OEM) or authorized by the original equipment manufacturer to sell and service the products proposed.
6. Responders must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP in the state of California.
7. RMC shall maintain Comprehensive General Liability insurance in the amount of not less than \$1,000,000 Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any sub-Supplier or anyone directly or indirectly employed by either of them. A separate General Aggregate limit shall apply to this project. The Supplier shall maintain Business Automobile Liability Insurance in the amount of not less than \$1,000,000 for each occurrence for bodily injury and property damages. The coverage shall be for "any auto" (including owned, non-owned, and hired vehicles). The certificate of insurance coverage shall name the Shasta Union High School District as additional insured. An original Additional Insured Endorsement signed by an authorized insurance company representative and certificates of insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work. Certificates shall be kept current for the duration of any resultant Contract.

V. VENDOR ORGANIZATION AND STAFFING



To meet the challenge of completing a successful implementation Ray Morgan Company has assembled a team of seasoned management, operations, and technical specialists. This group will have worked together for some time, successfully implementing projects similar in scope and size. Senior team members and their roles are outlined below.

Key staff



Chris Scarff

Direct Phone
Fax Number
Mobile
Email Address
Office Address

Role

Executive Vice President - Owner

530-230-4829

530-781-1011

530-321-2505

cscarff@raymorgan.com

Ray Morgan Company

3131 Esplanade, Chico CA 95973

Responsible for all project components and pricing
Background/Qualifications 16+ years of industry
experience (Sales & Operations) all with RMC



Erick Miller

Direct Phone
Fax Number
Mobile
Email Address
Office Address

Role

Vice President of Technology

530-230-4858

530-749-6969

530-321-4165

emiller@raymorgan.com

Ray Morgan Company

3131 Esplanade, Chico CA 95973

Manages our Network /Helpdesk Support team. He
is responsible for all 3rd party integrations and
network support.

Background/Qualifications

11+year of industry experience (Technology) with
RMC



Paul Cavagnaro

Direct Phone
Fax Number
Mobile
Email Address
Office Address

Role

Background/Qualifications

Account Manager

530-226-4422

530-781-1047

530-515-7911

pcavagnaro@raymorgan.com

Ray Morgan Company

20240 Sky Park Drive, Redding, CA 96002

Sales and Account Management

26 Years working for the Ray Morgan Company



Bradley P. Berryman

Direct Phone
Fax Number
Mobile
Email Address
Office Address

Role

Background/Qualifications

Project Plan Specialist/Manager
(Document Workflow and Automation Specialist)

530-226-4428
530-781-1046
530-848-0417
bberryman@raymorgan.com
Ray Morgan Company

20240 Sky Park Drive, Redding, CA 96002
Responsible for overseeing the project. Serve as liaison between Ray Morgan Company and SUHSD personnel.

20 Years Consulting (Gateway Computers, Inc, IKON, and Continuum Worldwide a Mutual of Omaha Company)



Steve Mallory

Direct Phone
Fax Number
Mobile
Email Address
Office Address

Role

Background/Qualifications

Leasing Manager

925-400-4173
530-781-1088
925-323-2371
smallory@raymorgan.com
Ray Morgan Company

7042 A Commerce Circle, Pleasanton, CA 94588
Responsible for "external" 3rd party finance relationships between RMC clients (Lessees) and the various 3rd party Lessors that RMC works with to facilitate our end-user financing. In addition, Steve also manages our "internal" finance operation to help meet the needs of our customers that require specialized lease / finance documentation, specific terms and conditions along with creative payment structures that are not met by the commercial finance community.

30 years in Commercial finance with 18 years focusing on office equipment finance with Bell Atlantic Tricon and Westinghouse Credit.

Ray Morgan Company firmly believes in attracting, developing, and retaining the best people available; those who are reflective of our values, carry out the highest ethical standards, and share our passion to excel. These principles are exhibited in our daily work environment.

VI. RESPONSES TO PROGRAM REQUIREMENTS

SECTION III: OFFICE EQUIPMENT PROGRAM REQUIREMENTS

A. Pricing Options

Option 1: Purchase

RMC is providing SUHSD purchase options for Multi-Functional Devices, Laser Printers and Accounting/Tracking System (and Related Technologies) in our attached documentation in Section V. RMC has provided its products and services in accordance with the requirements of this RFP.

Option 2: Fair Market Value Lease

RMC has provided SUHSD investments amount under the following lease terms:

- 3-year
- 4-year
- 5-year

RMC will provide its products and services in accordance with the requirements of this RFP. RMC has included in detail our company's terms and conditions for lease renewal/extensions.

B. Required Products

1. RMC has provided in Section V our Multi-Functional Devices required within this RFP and categorized them based on speed as follows:

- Segment 1 - 11 - 20 cpm (b/w copies per minute)
- Segment 2 - 21 - 30 cpm
- Segment 3 - 31 - 40 cpm
- Segment 4 - 41 - 70 cpm
- Segment 5 - 71 - 90 cpm
- Segment 6 - 91 - 135
- Laser Printers – Various Speeds, with and without network interface
- Wireless Laser printers Various speeds
- Accounting/Tracking System

Additionally, RMC works with vendors that support Section 508 of the Rehabilitation Act of 1972 requirements and have made commits to manufacturer equipment in efforts to develop equipment accessible to persons with disabilities.

In our industry it is referred to as ensuring inherent usability. After obtaining a thorough understanding of the customer's usage circumstances, we give every consideration to the inherent usability of the design in keeping with the product's purpose and usage environment.

Regardless of how good a product performs, if its operation causes stress, it fails to fulfill its purpose.

Our vendors think of "universal design" as something that appears in the posture of the user when interacting with the product. Therefore, the slogan of our universal design initiatives is "designing user posture."

Not only do they analyze how and where customers interact with their product, they also watch customers' typical behavior before and after using their product. This leads to discoveries about various issues that we would not find just by looking at the product.

Our vendors continually pursue innovative idea creation that goes beyond simple problem solving in order to create products and services that customers really want to use.

The Universal Design Guide below illustrates issues by thinking from a customer's standpoint instead of following a set fixed development rules.

The color coded areas below address:

- Issues related to physical abilities and movements
- Issues related to vision and hearing
- Issues related to aware and thought
- Issues related to emotions

Universal Design Guide



Solutions range from:

- Voice Guidance and Voice Operation
 - Easy volume Adjustments
 - Easy to hear notifications
 - ADF Access Handles (for individuals wheelchair bound) The user can operate the device without contortions or losing their balance as they stretch out a hand.
 - Dolly and Caster (easy mobility)
 - Shapes and Colors of Levers
 - Visual Directions
 - Tilting operation panels
 - Animated Explanations.
2. RMC is submitting more than one model for each segment in their response. RMC has provided digital brochures on all products for your review.

C. Technical Support

RMC will provide local technical support to SUHSD as follows:

- RMC will assist the district's sites with installation and configuration of hardware/software for networked printing in a timely manner.
- RMC calls are handled by LIVE operators during business hours. Placing a service/technical/network support/supply call is quick and easy since all phone operators are cross-trained, which eliminates the need for multiple transfers.
 - Once a service call has been entered by a live operator, the service call info is paged to the technician's cell phone.
 - The technician is required to contact the customer within one hour of receiving the page with an acknowledgement of the service call and ETA. In addition, all technicians carry laptops with Cellular Wireless communication devices. Technicians access a Service Website that they use to manage their service calls remotely. Error Codes and problem descriptions are transmitted to the technicians via text page and are displayed on the Service Website.
 - Should it be determined that the call is determined to be a software/network support call your call will be transferred to a ProIT Coordinator to schedule a time to handle your need promptly.
 - We provide both remote and onsite support for software and hardware based on the challenge and need of the client.
 - For our client's convenience we also offer the ability to place service by via:
 - By Phone: (Addressed above) Toll Free 866-754-7677
 - By Email: service@raymorgan.com or supplies@raymorgan.com
 - By Fax: 530-343-5021
 - By Internet: www.raymorgan.com
- RMC supports the products we sell in house; in addition, we have additional resources available from each of the vendors we partner with.
- RMC has (7) Service personnel and (4) IT personnel within a 20 Miles Radius of Redding.

D. Technology Requirements

RMC has the capability to interface with SUHSD's departmental IT and Network Administrator on an ongoing basis to effectively install and set-up copiers, printers and multi-functional systems on its network and install and set-up appropriate software, drivers and etc. to operate and manage said equipment within individual departmental network environments.

RMC's solutions capability to provide the following requirements to Shasta Union High School District:

- Support TCP/IP, with IPv6
- Wireless capability
- Internet capability
- Capability for connectivity to the following operating systems:
 - Windows
 - Apple systems, including OSX
 - LDAP – for e-mail directory lookup (rfc 2251)
 - Kerberos – for authentication
 - PostScript
- Concurrent scanning of copy job while print job is being processed
- Scan to network server
- Scan to e-mail

E. Program Management and Administration

RMC will provide the following program administration functions:

- Project manager (Bradley P. Berryman) to coordinate program implementation
- Account management (Paul Cavagnaro) for on-going contract monitoring and maintenance
- On-site sales representation (Bradley P. Berryman and Paul Cavagnaro) on a regular basis to assist in resolving problems, provide unlimited training and other customer services as required for the efficient operation of the program
- Coordinate (Paul Cavagnaro and Bradley P. Berryman) all the order/installation process, inquiries regarding order status, and pricing concerns
- Quarterly review meetings (Paul Cavagnaro and Bradley P. Berryman) between supplier's account manager and SHUSD to review the previous quarter performance.

F. Delivery and Installation

1. RMC will provide a written acknowledgement of equipment delivery and installation.
2. RMC's delivery and installation capabilities:

Delivery

Ray Morgan Company will work with SUHSD to guarantee that the removal of existing equipment and the deployment of newly contracted units are performed in a timely and precision manner.

Installation

After finalization of the equipment mix and accessories, Ray Morgan Company will place the order with the manufacturer for the specified equipment. Products will begin to be delivered to Ray Morgan Company's Redding location approximately 7 business days after receipt of this order. Ray Morgan Company will un-box, configure and test the equipment upon delivery to our Redding warehouse. Equipment will be staged to meet the RFP delivery schedules. Additionally, we will contact appropriate SUHSD IT support staff to investigate whether the equipment can have network information pre-configured and drivers available to IT staff to ensure, if necessary, a "hot-swap" or a "trial run" of networked equipment. Training schedules will be coordinated in advance. Physically, equipment will be installed "ready to copy". Only minimal accessories (finishers, external paper-decks etc.) will need to be attached at the copier location.

Network Installation

Ray Morgan will provide certified network engineers at delivery time to facilitate the network deployment of the devices and configuration of printing, scanning, SUHSD network device utilization monitor and any other network-related functions that the SUHSD selects to implement. Ray Morgan Company I.T. staff will work under the guidance of SUHSD IT (understanding that Ray Morgan will be acting as a knowledge resource) and follow a pre-determined schedule agreed upon between RMC and the SUHSD.

Acceptance Test

Many of these diagnostic routines are part of the equipment set-up and configuration process. As such they will be done at our location prior to delivery. Once at the customer's location, simple testing to assure operation after a physical move is performed as well as testing to ensure everything is working correctly.

Project Management

Ray Morgan Company (RMC) has prepared the following project outline for services to install a MFD fleet, Additional Software (Cost Accounting), etc. Included in this document are the services necessary to design and implement the full solution.

In this example, we have outlined the project scope, RMC responsibilities, SUHSD responsibilities, and assumptions the project. Any necessary or requested changes to the scope of this project will be handled through the change control procedures outlined in this document.

The information in this Project Outline supersedes all previous estimates or verbal discussions on the project.

Project Management Approach

The Project Outline is managed by RMC Project Manager (PM). RMC PM will work on the day-to-day aspects of the project, making sure communication is clear and the project is on track. The project joint team will consist of personnel from the Ray Morgan Company Sales, Equipment and IT support services and Key Stakeholders within the SUHSD IT team. The Project Outline Manager will work with all resources to perform project planning. All project plans will be reviewed and approved by the RMC Project Team and SUHSD Project Team.

The project team will be a matrix in that the team members from each organization continue to report to their organization management throughout the duration of the project. The project manager/s is responsible for communicating with organization managers on the progress and performance of each project resource.

PROJECT TEAM DIRECTORY FOR ALL COMMUNICATIONS: (Please fill in as appropriate)

Name	Title	E mail	Office Phone	Team

Project Scope

The scope of this project will focus on installation, configuration, and successful implementation.

SAMPLE Breakdown of an Implementation, Conversion, Transition, Training and Marketing Example:

Prior to installation, RMC shall survey and review each individual site location to insure the proposed location meets the manufacturers established criteria, including electrical requirements and network connectivity.

Provided is a complete description of an implementation process, description of various implementation task for both RMC and SUHSD and key milestones to ensure implementation timeliness.

KEY ASSUMPTIONS (SITE SURVEY INFORMATION GATHERING):

- RMC has confirmed the LAN connection is active and power and space requirements for incoming devices have been fulfilled prior to implementation.
- If a site location does not meet manufacturer criteria, then installation shall not occur until such criteria have been met by the District. (RMC will notify the contract specialists within three (3) days upon completion of survey providing all installation specifications)
- MFD's to stay have been identified as such prior to the installation day.
- RMC and SUHSD Site coordinators have developed a detailed cutover plan, which is documented in the site's Implementation Plan workbook.
- All device locations are labeled with DNS name and IP address.
- Where possible, devices have been delivered to a secured pre-designated staging area for deployment throughout the building.

- Not all locations will require a staging area—in those areas, equipment will be delivered directly to the final business location, and will be configured there.
- Line of Business Managers have been identified and notified of the installation dates and times by site coordinators.
- Training schedule has been reviewed with the LOB Managers.

1. Order Process- RMC Implementation team will initiate order and track tentative delivery date of equipment.

Following validation meetings and exception process, RMC Implementation team will place the equipment orders as stated in the Order Process documentation. The RMC Implementation team will track the order and keep SUHSD apprised of the delivery date that is expected. The RMC Account Manager will work with RMC Logistics and RMC Service personnel to schedule installation dates for the ordered equipment.

Task Owner/s: RMC Implementation Team

2. Pre-installation walk-through.

Once notified of the completion of any facilities related tasks relating to the equipment installation, the RMC Lead will walk the floor or site to be implemented along with a designated SUHSD Representative and SUHSD Facilities Representative. This is to ensure that all locations are identified with the DNS name and IP address and that power and space requirements for the incoming device have been fulfilled.

Task Owner/s: RMC Lead/ SUHSD representative/ SUHSD Facilities

3. RMC Logistics Scheduler will confirm delivery.

One day prior to delivery, the RMC Scheduler from Logistics will inform the SUHSD Site Coordinator for that location that delivery is scheduled for the following day.

Task Owner/s: RMC Logistics Scheduler

4. Pre-installation communication.

The day prior to each floor/work area's equipment installation SUHSD will send e-mail correspondence to all end users and key operators on that floor to inform them of the scheduled installation date (this may follow delivery in sites using a staging area).

Task Owner/s: SUHSD

5. Equipment delivered to specified locations

RMC Logistics will deliver equipment to SUHSD specified location.

Task Owner/s: RMC Logistics

6. Is staging area being used?

Prior to implementation and delivery, SUHSD and RMC will determine if a staging will be used for the facility. If "Yes", proceed to Step #7. If "No", proceed to Step #9.

Task Owner/s: SUHSD Project Manager/ SUHSD Facilities Manager/ RMC Team Leader

7. Equipment moved from truck to staging area on delivery date.

RMC Logistics personnel will place equipment and related accessories in the staging area. The SUHSD Site Coordinator will be the delivery/ sign in contact name used on delivery related paperwork. A designated SUHSD Network Services Representative will be required to sign off on the Delivery and Acceptance form.

Task Owner/s: RMC Logistics/ SUHSD Site Coordinator

8. In staging area, identify devices to be installed on floor.

The staging area will be organized by floor, with each device for that floor prepared and organized to ensure smooth operation on the installation day. On-site RMC personnel will confirm RMC ID and Serial number coincide with project plan documentation.

Task Owner/s: RMC Implementation Team

9. Equipment delivered to production floor on floor installation date.

If the devices being delivered are not going to a staging area prior to use, the devices will be delivered directly to the specified area on the delivery date. RMC will coordinate appropriate RMC personnel to be on site on the delivery date for support of the installation and training.

Task Owner/s: RMC Service Technician/ RMC Implementation Team/ RMC Project Coordinator/ RMC Logistics

10. Set up base product configuration to manufacturer's specifications.

The RMC Service Technician will perform installation and configuration of the hardware and accessories to the specifications supported by the manufacturer and configure control panel copy settings according to SUHSD standards for that device. The Service Technician will perform installation of any paper finishing or accessories and perform proper testing of the unit plus accessories after hardware installation is completed.

Task Owner/s RMC Service Technician

11. RMC Service Technician will enter IP address, DNS name, subnet mask and gateway into the new device.

In this step, the device is configured with the information to identify the printer. The RMC Service Technician will enter this information into the device.

12. Connect the device to the network.

The RMC Service Technician will use the following SUHSD procedure to connect the device:

CAUTION: Do NOT plug an RMC laptop into the NIC of the MFD for any printer configuration.

CAUTION: Do NOT connect the new MFD to the SUHSD network before the new DNS name is assigned.

Verify DHCP is OFF.

Enter IP address and DNS name.

Turn the MFD off.

Plug in the LAN cable.

Turn the MFD on.

Print the new configuration page.

Validate print is working by printing a test page from one user's workstation.

Task Owner/s: RMC Service Technician

13. *Fax and Scanning Setup*

With the introduction of users simply identifying themselves at the MFD, a whole new world opens up as it relates to scanning workflow. As the user moves around in the MFD selecting functions, their credentials follow them, dynamically configuring the device accordingly. Below are the features that SUHSD will benefit from:

Scanning Options (All may/or may not be included based on chosen configuration):

- **Send To Myself:** Since users are logged in, there will be a button on the screen titled "Send to Myself" When a user presses this, their email address will be populated and the scan will go directly to their email. This work flow is simple and effective.
- **Send to Home Folder:** Larger enterprises utilize standards like Home Folders in Active Directory to streamline user data. A user will be able to press the button "My Folder" and the scan will go directly to their home folder as configured in Active Directory. The main benefit of this is to use a standard that is already established and is managed centrally. Scan to Folder reduces the workload on email servers.
- **Scan to Word and Excel:** A user is able to quickly convert documents into Word and Excel by following these steps. On the MFD press "Scan to Word" and they will receive an email with their Word Document. We know who to send the email to because they have logged in via their card or PIN.
- **Scan to Fax Server:** To send a fax, a user simply enters the fax number into the Scan Screen. Since there are only numbers entered, the scanner knows to send to the fax server for processing. No cover pages are required because the fax server knows who sent the fax. The coversheet is dynamically configured based upon the logged in user. The logged in user does not need to wait for confirmation of the fax as it will be emailed to them.
- **Scan to SharePoint:** We find that many of customers who have requested SharePoint integration simply want a quick way to get documents into the repository. As an option if granular SharePoint integration is needed the solution is available and at an additional fee.
- **Scan to Google Docs:** Users can scan and see their Google Doc repositories directly from the device. As different users use the MFD, the credentials will change based upon the user to insure high level of security.
- **Document Management Integration (Add-On):** Many organizations have document management software in place. One of the weaknesses of systems is OCR and indexing documents at time of scan. RMC is able to add features that will allow users to index documents directly from the device and upload them to their final destination. Further details can be provided after a discussion takes place of desired objectives along with disclosure of current Document Management systems being used takes place.

Task Owner/s: RMC Service Technician/ RMC Implementation Team

14. *Print a configuration page.*

The RMC On-site personnel will confirm information recorded is consistent with all documentation and compiles configuration pages with DNS names for the devices installed on the floor. Once the floor is completed, scan and send the documentation to the RMC Project Coordinator.

Task Owner/s: RMC On-site personnel

15. *Label the new device with the SUHSD Label.*

RMC On-site personnel will label the newly installed device with a label provided by SUHSD to consist of the SUHSD Help Desk contact information, machine serial number, RMC ID #, DNS Name/Host Name and IP address.

Task Owner/s: RMC On-site personnel

16. *End Users will install print drivers on their desktop for incoming equipment.*

Following the e-mail correspondence from SUHSD Network Personal, the end user will install the print drivers relating to the secured print queue, primary, and secondary devices they will be using. The e-mail correspondence will instruct the end

users to identify the location of their printers (from the sticker located on the device) and take down the DNS name, model number and IP address for those printers to install the print drivers.

Task Owner/s: SUHSD End Users

17. Offer support to end users for assistance in installation print drivers.

If the end users have not successfully installed the drivers required, SUHSD Network Personnel, supported by RMC Trainers and other on-site personnel will assist end users in installation as needed on the day of installation.

Task Owner/s: SUHSD Network Personal/RMC On-site personnel

18. Training Process- Conduct Key Operator and End User training at each machine.

RMC Training staff will instruct Key Operator on selected advanced device operation, reading machine meters, ordering supplies and selected preventative maintenance applications. User training will be offered in a classroom setting in accordance with the predetermined training schedule and RMC representatives will walk through the implemented area to field questions. Additionally, RMC will be available for questions throughout the implementation period

Task Owner/s: RMC Training Staff

19. Help Desk Process- Communicate Help Desk process for service related calls to end-users.

The RMC Training Staff will provide documentation of communication process with help desk.

Task Owner/s: RMC Training Staff

20. Communicate to appropriate personnel the installation is complete.

Before departure, the RMC representative will contact the local SUHSD Site Coordinator and the RMC Project Coordinator to communicate the day's activities was successfully completed. RMC's Implementation Team will ensure that open issues are identified. The RMC Implementation Team will also scan the configuration pages for devices installed that day and send the documentation to the RMC Project Coordinator. RMC Project Coordinator will pass this information on to the RMC Project Coordinator.

Task Owner/s: RMC Implementation Manager/ RMC Project Coordinator/ SUHSD Site Manager/ SUHSD Project Coordinator

21. RMC's Project Coordinator will update the master documentation with an implementation date, indicating the printer implementation is complete.

Upon completion of implementation at each site, the RMC Project Coordinator will update the devices on the master documentation and forward the updated sheet to the SUHSD Project Manager and RMC's PNC Fleet Manager.

Task Owner/s: RMC Project Coordinator

G. Equipment Maintenance

RMC coordinates all service calls through a centralized dispatch desk as follows:

- Machine is experiencing a malfunction
- Customer or remote diagnostics system contact central dispatch
- Dispatch logs call noting make, model, serial # and problem
- A unique ticket number is assigned to the call
- The customer is given the ticket number for reference

- Dispatch places call with appropriate service technician
- Service technician responds back to dispatch upon completion
- Repair and total down time are then calculated
- Problem ticket is then closed
- Credit for service copies
- Monthly reports will be compiled for compliance of standards and exception for credit
- Similar equipment will be furnished to the District on a no charge loan basis within one business days, if equipment covered by the maintenance will be out of service for more than two business days

H. Training

Ray Morgan Company will utilize multiple personnel skilled on various equipment to perform the initial training for designated SUHSD employees at the time of installation. Ray Morgan Company will provide on-going training throughout the five year contract as needed at no additional cost. The Account Manager (Paul Cavagnaro) will be in charge of scheduling training sessions for the SUHSD personnel.

Our goal is to continue education for the life of the agreement. Below is a cross section of a training plan when implementing a new fleet of copiers.

Description of the Training Process:

1. RMC schedules the training sessions and contacts Key Operator(s).

A representative from RMC will confirm with the Key Operator(s) (identified during the Recommendation Meeting) the date of the training sessions. The training sessions will be held prior to and during the installation.

Key Operator training will be hands-on and conducted at the device. The methods of end user training will include both classroom training and trainers roaming the floors to assist users. RMC will verify that any necessary equipment or materials will be available.

2. Communicate Time and Location of Training Session(s).

Signs will be posted at the devices and in other areas to notify end users of the training session date, time, and location.

3. Conduct Key Operator Training

The RMC trainer will have all attendees sign a training sign-in sheet.

The RMC trainer will provide training for the following topics:

- Key Operator Responsibilities
- Service Call Placement
- Ordering supplies (toner and staples)
- Adding paper, toner, and staples
- Clearing paper jams
- Obtaining meter reads
- Basic Troubleshooting
- Contacting the help desk

4. Conduct End User Training

The RMC trainer will have all attendees sign a training sign-in sheet.

Initials: _____

The RMC trainer will provide training for the following Copy functions:

- Copying from the glass and the document feeder
- Making 2-sided copies
- Using finishing options
- Adding paper
- Selecting paper sizes/drawers

The RMC trainer will provide training for the following Print functions:

- Accessing the print driver
- Choosing number of copies
- Selecting print settings
- Selecting page setup options
- Submitting different job types (Document Server, Locked Prints, etc.)
- Selecting finishing options
- Selecting paper source options
- Sending jobs to other printers
- Printing on envelopes

The RMC trainer will provide training for the following Fax functions:

- Faxing from the copier
- Faxing from Handheld devices for SUHSD approved cell phones

The RMC trainer will provide training for the following Scanning functions:

- Scan to email
- Scan to home folder
- Scan to potential workflows leveraging other departmental applications

The RMC trainer will provide training for the following MFD topics:

- Service Call Notification
- Ordering supplies (toner and staples)
- Adding paper
- Clearing paper jams
- Basic Troubleshooting
- Contacting the help desk

5. Distribute Quick Reference Guides for End Users.

The RMC representative will provide a small supply of Quick Reference Guides. Additional Quick Reference Guides can be made available electronically. See page 32 for sample Quick Reference Guide.

6. Key Operator Sign-off on Training Checklist

During the training sessions, the RMC representative will complete a Training Checklist. Following the training, the Key Operator(s) will sign the checklist to verify that the training has been completed.

7. Has all Training Been Completed?

Initials: _____

Once all training sessions have been held and the Key Operator has signed off for each session, move to Step 8. If not, continue to conduct the training sessions.

8. RMC faxes signed Checklist to RMC Project Manager

The RMC representative will fax the signed Training Checklist after all training sessions have been completed back to the SUHSD to verify completion.

9. Follow-up Training Scheduled as needed

If additional training is needed, RMC should be contacted and a new training session will be scheduled.



I. Service Guarantee Commitments

Up-time Performance Guarantee

The Systems provided under this Agreement will be operational with a quarterly uptime average of 96%, excluding preventative maintenance time, or we will, upon your request, provide a loaner of similar or upgraded features at no additional cost, until the system is operational at the committed level of performance or client requests to have unit replaced under Performance Guarantee Exchange program.

RMC Performance Guarantee

At the Ray Morgan Company we measure our success by one standard: TOTAL CUSTOMER SATISFACTION. Every one of our employees is committed to ensuring that this is not just a marketing slogan but part of our everyday company culture.

As part of the above commitment we are pleased to extend to all of our customers who purchase a new or reconditioned product from us the following Performance Guarantee:

If at any time and for a period of up to 5 years from the date of purchase of any copier equipment from RMC, and as long as the unit is continually covered under an RMC Maintenance Agreement, we will, at your request and for cause, replace the machine in question with another one of same or similar model, age or newer and meter at absolutely no cost to you.

All we ask is that you will provide us with a written description of what your equipment complaint is and give us 30 days to resolve the problem to your satisfaction. Should we fail with a remedy within the stated timeframe we will then promptly exchange the machine in question.



Initials: _____

J. Reporting

RMC has the ability to and can provide the following reports in hard copy/soft copy on a quarterly basis:

- Population of digital copiers and Laser printers sorted by:
 - Model
 - Serial Number
 - Location
 - Install date
 - Average Monthly Volume
 - Response time
 - Repair time
 - Uptime
 - Total service calls
- Operational costs sorted by Department

RMC agrees to provide other reports as reasonably requested by Shasta Union High School District at no additional cost.

K. Product Certification

RMC certifies and warrants that all products sold to SUHSD under any agreement resulting from this RFP shall be NEW, recently manufactured from new design and components and never used.

L. Minimum Multi-Functional Device, Laser Printer and Accounting/Tracking System Specifications

Multi-Function Devices

Businesses of every size face a similar challenge: Employees need instant access to office technology to complete their tasks and move ahead with their workloads. But when network administrators are constantly interrupted to resolve print, copy and fax-related issues, it wastes time, drains resources and prevents them from focusing on business-critical tasks. What's more, poorly managed multifunction printers (MFPs) may prevent the business from realizing the return on investment (ROI) and strategic advantage promised by these highly functional network devices.

The solution is choosing MFPs that offer advanced functionality coupled with intuitive, centralized management via built-in features and effective management software. RMC's multifunctional printers and software solutions meet these criteria by streamlining device setup, management and maintenance tasks. Standard features enable administrators and service providers to keep on top of maintenance and supply issues, while Web-enabled software solutions make it easier to manage device settings, facilitate secure user access and minimize costs across the enterprise. The result is time saved and improved ROI from MFPs.



These RMC solutions can also help streamline workflows, boost collaboration, control expenses, secure information, improve accessibility, and reduce the impact of printing on the environment.

CATEGORY 1:

Volume 100-2,500 copies/month

11 - 20 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image

Continuous copy meter

Document Feeder

Bypass tray

Minimum of 1 paper tray that holds at least 250 sheets, letter or legal

Reduction and enlargement

CATEGORY 2:

Volume 2,500-6,500 copies/month

21-30 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image

Continuous copy meter

Automatic document feeder-50 sheets minimum

Minimum 50 sheet Bypass tray

Minimum of 2 paper trays that hold 500 sheets each.

Reduction and enlargement, minimum 25-400%

Automatic duplexing

Minimum 30 page staple/finisher with electronic sorting

Multiple copies: 1-999

CATEGORY 3:

Volume 6,500-15,000 copies/month

31-40 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image

Continuous copy meter

Automatic document feeder-50 sheets minimum

Minimum 50 sheet bypass tray

Minimum of 2 paper trays that hold 500 sheets each.

Reduction and enlargement, minimum 25-400%

Automatic duplexing

Minimum 30 page staple/finisher with electronic sorting

Multiple copies: 1-999

CATEGORY 4:

Volume 15,000-50,000 copies/month

41-70 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image

Continuous copy meter

Automatic document feeder-50 sheet minimum with job building

Minimum 50 sheet bypass tray

Minimum of 2 paper trays that hold 500 sheets each.

Reduction and enlargement, minimum 25-400%

Automatic duplexing

Minimum 50 page staple/finisher with electronic sorting

Multiple copies: 1-999

CATEGORY 5:

Volume 50,000-100,000 copies/month

71 - 90 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image

Continuous copy meter

Automatic document feeder 100 sheet minimum with job building

Minimum 50 sheet bypass tray
Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 50 page staple/finisher with electronic sorting
Multiple copies: 1-999

CATEGORY 6:

Volume 50,000-100,000 copies/month
91 - 135 B&W Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder 100 sheet minimum with job building
Minimum 50 sheet bypass tray
Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 50 page staple/finisher with electronic sorting
Multiple copies: 1-999



COLOR CATEGORY 1:

Volume 100-2,500 copies/month
11 - 20 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Document Feeder
Bypass tray
Minimum of 1 paper tray that holds at least 250 sheets, letter or legal
Reduction and enlargement

COLOR CATEGORY 2:

Volume 2,500-6,500 copies/month
21-30 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder-50 sheets minimum
Minimum 50 sheet Bypass tray
Minimum of 2 paper trays that hold 500 sheets each.
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 30 page staple/finisher with electronic sorting
Multiple copies: 1-999

COLOR CATEGORY 3:

Volume 6,500-15,000 copies/month
31-40 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder-50 sheets minimum
Minimum 50 sheet bypass tray
Minimum of 2 paper trays that hold 500 sheets each.
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 30 page staple/finisher with electronic sorting
Multiple copies: 1-999

COLOR CATEGORY 4:

Volume 15,000-50,000 copies/month
41-70 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder-50 sheet minimum with job building
Minimum 50 sheet bypass tray
Minimum of 2 paper trays that hold 500 sheets each.
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 50 page staple/finisher with electronic sorting
Multiple copies: 1-999

COLOR CATEGORY 5:

Volume 50,000-100,000 copies/month
71 - 90 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder 100 sheet minimum with job building
Minimum 50 sheet bypass tray

Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 50 page staple/finisher with electronic sorting
Multiple copies: 1-999

COLOR CATEGORY 6:

Volume 50,000-100,000 copies/month
91 - 135 Color Copies/Prints/Scans per minute for 8 1/2 x 11 image
Continuous copy meter
Automatic document feeder 100 sheet minimum with job building
Minimum 50 sheet bypass tray
Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
Reduction and enlargement, minimum 25-400%
Automatic duplexing
Minimum 50 page staple/finisher with electronic sorting
Multiple copies: 1-999

Laser Printers

RMC supports vendors like: Canon, Kyocera, and Samsung Laser Printer solutions designed for advanced reliability while reducing the environmental impact and cutting printing costs. These solutions are considered a reliable partner for workgroups that require a high level of functionality, ease-of-use and represents the smart choice for eco-friendly, cost-conscious offices.

RMC provides units designed for tight spaces, entry levels speeds to high paced performance driven units with the long life imaging drum, high yield toner and industry-leading maintenance intervals. Your business can realize significant printing and operating costs that help your company's bottom line by working with. You get your documents quickly with fast warm up and first print times but without sacrificing energy efficiency. Standard networking lets you share and manage the printer efficiently. Standard 2-Sided duplex printing can cut your paper use significantly. You have flexibility for printing new types of documents on heavy or coated paper stocks from up to 5 multiple sized paper sources. Now you can reduce current printing costs and adding new capabilities to your office to do more printing in your office cost effectively and stop paying external suppliers. That adds up to real savings for your bottom line.



We are uniquely qualified to provide the right printing solution for your environment. By working with you to evaluate the answers to these questions, we can provide printing solutions that are optimized for your functional needs, volume, and budget.

When choosing a printer for your business, there are a number of things you need to consider:

- What options that I need are included?
- What is the reliability record of the printer?
- Can I easily manage and troubleshoot the printer?
- How long does it take for the printer to get a first page out?
- What is the total cost of ownership?
- What kind of security tools does it offer?

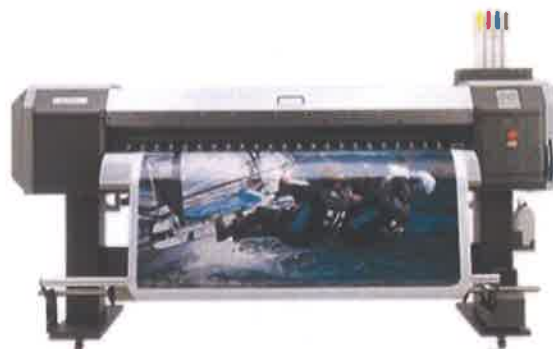
LASER PRINTER CATEGORY 1:

Low B&W Laser printer with network interface
Medium B&W Laser printer with network interface
High B&W Laser printer with network interface

Low Color Laser printer with network interface
Medium Color Laser printer with network interface
High Color Laser printer with network interface
All Laser printers must be Non Host based printers
Wireless Laser printers various speeds

Wide Format & Specialty Printing Solutions

RMC wide format printers provide advanced reprographic capabilities required by today's applications. The wide format scanners RMC provides are some of the best in the industry, as well as our wide format copiers, making it easy for you to increase the efficiency of your business processes. We offers several large format printing systems capable of handling input up to 60 inches wide by virtually any length. With our diverse selection of large format copiers, printers, and scanners, including large format inkjet printers, you can pick and choose the features and options that are right for your business application.



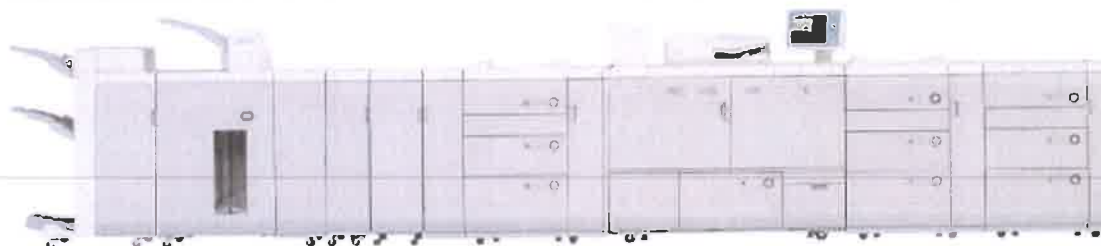
RMC offers the brightest stars in the wide format and specialty print arena from Océ, Canon, Mimaki, and Xante. Offering solutions that are capable of multi-layered UV print resulting in outstanding quality and the ability to print on haptic surfaces. Printing beyond the traditional formats to printing directly on buildings, wood, pens, glass, metals, and plastics.

Think of utilizing a specialty print solution that makes going to a print shop and being forced to buy in large quantities a thing of the past for full color letterhead, cards, envelopes, forms, brochures, mailers, labels, banners and more. RMC offers a complete turn-key solution to allow you to print on a wide variety of media and sheet sizes, so you can produce more in-house, and on-demand.

Production Print Solutions

Digital Printing Presses

Full Color, high speed, digital printing press models that offer benchmark productivity, print quality, and economics. The Canon imagePRESS & Océ product family offers best in class image quality with tight front to back registration, superior paper handling with Air-Knife Vacuum Feeding, a broad substrate choice, and money making productivity. Canon's and Océ digital presses has incorporated many of the proven offset technologies of Presses, like gripper systems, side guides, imaging cylinders, blanket belts, and Air Knife Vacuum Feeding to provide best in class image quality and performance.



Because Canon & Océ understand that every time you have to touch a job you add cost, labor, and chances for errors, Canon and Océ digital printing presses offer many different inline finishing options including saddle-stitching with three knife trim, perfect binding with three knife trim, GBC punching, folding, and stitching.

Production Printers & Copiers Color:

Cost effective printers provide high quality color for a broad range of digital print applications. Both the Canon imagePRESS C7000VP & Océ Produce line offer superior image quality, awesome paper handling, tight front to back registration, and money making productivity. Because Canon & Océ understand that every time you have to touch a job you add cost, labor, and chances for errors, Canon and Océ's production printers offer many different inline finishing options including perfect binding with three knife trim, saddle-stitching with three knife trim, folding, GBC punching, and stitching.

Black & White Production Printers (for publishing & transaction print)

High speed, high volume, and high quality Production Printers provide cost effective digital printing. They utilize Air-Knife vacuum feeding, tight front to back registration, and heavy duty print engines for reliable printing in the most demanding environments. Canon and Océ's production printers offer many different inline finishing options including saddle-stitching with three knife trim, perfect binding with three knife trim, GBC punching, folding, and stitching so you do not have to add cost, labor and a greater chance for errors to your projects.

Enterprise Document Management Solutions

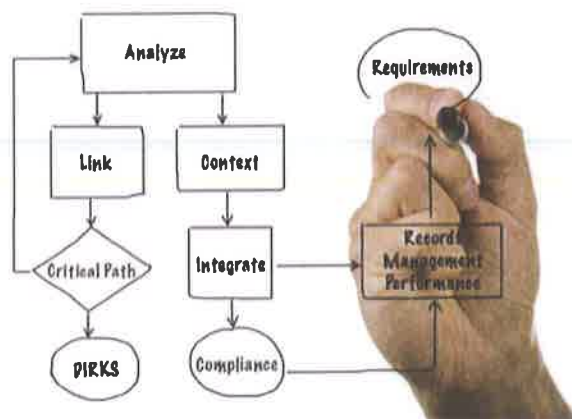
Retrieve a document with the click of a mouse and you have just improved your organization's efficiency. If you have business processes that need to be automated, an electronic document management system can provide that capability.

The benefits of a Document Management System

- Increased profitability through increased productivity
- Enhanced competitive advantage through accessibility of client information
- Ensured regulatory compliance
- Enhanced B2B and B2C relationships
- Reduced litigation risk and liability through increased security

What would happen if?

- What would happen if there was a natural disaster?
- What are the legal consequences for losing all or a portion of your student/employee files?
- What would happen if your files were compromised or hacked?
- What if your file storage does not meet compliance regulations?
- Could a failed audit result in lost funding?



RMC can update your document process with an efficient document management system that offers reliability, security, and mobile user access methods. This will allow you to eliminate paper based file storage systems which will ultimately give your organization more productivity and efficiency.

Paperless Fax Server Solutions

Leverage your VoIP or internal infrastructure investment and realize productivity gains immediately with secure, real-time IP fax delivered directly to employee inboxes, while also protecting document privacy and facilitating compliance with regulations such as HIPAA and the Sarbanes-Oxley Act.

XMediusFAX yields immediate and unparalleled ROI because it eliminates costly analog phone lines, fax boards, long-distance charges, toners, paper and maintenance. Organizations are saving tens of thousands of dollars a year with XMediusFAX.

With cutting-edge R&D, long-standing technology partnerships, and award-winning products, Sagemcom offers the most advanced FoIP solutions and IP fax expertise in the industry.

A common challenge that has plagued fax server implementations is that fax servers do a great job of handling digital documents but do not do a good job of handling paper documents. The additional steps that end users have to go through to fax a paper document prevents end user adoption. When end users have to do anything other than the current workflow of entering just the fax number into the copier, they have resisted adoption of the workflow.

We realize that end user adoption is key. RMC has developed integration into fax servers so that users only need to enter the phone number when sending a fax. This addresses the faxing needs of digital and paper based documents. RMC provides a common interface for end users but has all of the controls in place for a sophisticated solution that requires very little to realize the benefits below.

Benefits include:

Cost Savings:

- A typical fax line costs \$20 per month for just dial tone. SUHSD is an educational institution, E-Rate would lower that cost to about \$10 per line per month. For 45 fax lines, that is \$1,000 a month for just fax line dial tone.
- The fax lines would be replaced by using SUSDH VoIP phone system if available or PRI(s) with an E-Rate cost of about \$150-\$300 per month.
- Potential Monthly Cost Savings: \$700

Higher Functionality:

- No Cover Sheets Required: Since the fax server knows who is sending the fax, the coversheet is auto generated based upon the user and Department.
- Inbound faxes can be routed to an email address, to a folder, or to any printer on the network
- Outbound faxes
- Faxes can now be sent from all MFD's
- Faxes can now be sent from Smartphones and tablets without an app being installed
- Faxes can be sent from Outlook and Outlook Web Access without an add-on being installed

Security:

- All outbound faxes can now be logged so SUHSD knows who and what information is being sent
- All inbound/outbound faxes for the entire organization can be archived

The RMC solution is engineered to provide SUHSD true control and simplicity by leveraging your existing infrastructure.

ACCOUNTING/TRACKING SYSTEM

Track Print, Scan, Copy and Fax usage by User, Device and Department

Users need to be identified based upon login

Users able to select Cost Centers for bill back

Follow me printing

Please outline any additional features

RMC works with several different options in the cost accounting, scan workflow, and secured print realm from uniFLOW, ULM, Papercut, Equitrac, AA-Prox to Prism. All of which are included in the brochure documentation section. RMC will help you firm in choosing the best solution for your environment based on your needs and requirements.

What information does our solutions provide?

- Who printed the job?
- Which department?
- Which cost center or grant to charge the work to?
- Where was the job printed?
- Was it printed single or double sided?
- Was the job B/W or color?
- Which paper tray was used?
- How many pages?
- How many copies?
- Highest used printer/MFD
- Highest printer usage by an employee
- Highest color usage by an employee

"Organizations that fail to rein in their office printing risk seeing costs spiral higher as users print more image-rich and color-intensive documents."

(Gartner, May 2009)

Besides cost analysis what else can cost accounting software do?

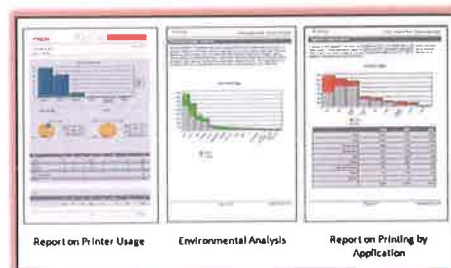
- Ability to control and offer **wireless printing** on wireless device like iPad's, iPhone, Smart Phones etc.
- **Secure Print** – Follow me printing
- **Universal Print Driver**
- **Uniform User Experience** on all machines making each machine display panel a replica of the others
- The power to enforce "Green Initiatives" like saving paper
- The **ability to route documents** through workflows like: expenses, scan to yourself, scan to email, process invoices, etc.
- **Integrates** with existing back office systems

uniFLOW
Work mobile. Print Wireless.



The list goes on and on of how RMC's solutions can help. Key areas of focus with these products has been to:

- Provide wireless printing solution
- Gain control
- Increase security
- Increase end user experience and productivity
- Leverage the MFP investment



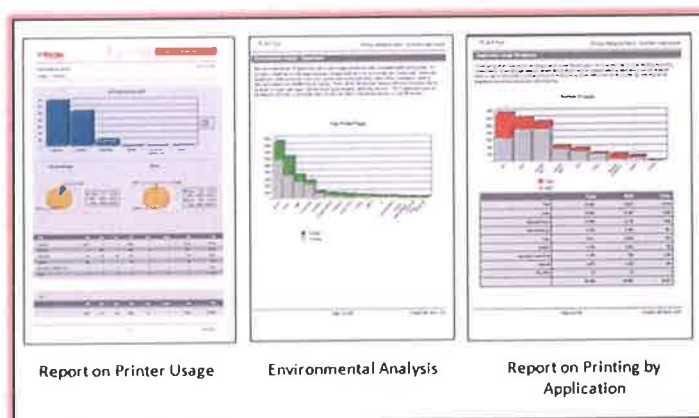
Track All Output Costs:

uniFLOW helps the finance department track and assess the organizations current printing costs. For Canon MFDs, copy, fax and scan usage can also be recorded along with any printing activity.

Each printer can be assigned multiple price structures, allowing the tracking of charges to the user as well as the internal printing costs.

Budgets can be set to stop users printing more than they are entitled to. Managers' authorization can be required before printing large or expensive jobs.

Multi-level cost codes can be assigned to print and copy jobs making sure the correct budget is charged for the work.



Collect Secure Jobs From Any Printer:

One disadvantage of using an MFD rather than a local printer is that someone may mistakenly pick up another users print job. This is not the case any longer, thanks to uniFLOW.

uniFLOW allows print jobs to be stored on a server and only be released once the user is standing next to the printer. Users working outside the company network can also send jobs via the internet to be collected when convenient.

The uniFLOW MEAP applet on the imageRUNNER device presents end users with a very rich user interface to select and control their jobs and even preview the first page of the document. If needed, they can also make changes to the document before it is printed.

Secure printing prevents confidential documents from being left on the output tray for anyone to see. Strong and secure authentication and control through multiple methods of identification and access including integrations into corporate card based systems (For e.g.: HID Proximity, Legic/Mifare, Hitag, Magnetic, etc.)

Mobile Release:

All of the print release capabilities within uniFLOW are seamlessly supported for mobile users. Mobile jobs can be released from any uniFLOW controlled printer via card access or pin code. In addition, the mobile device itself can also be used to control the release of the print jobs at the device. Via the uniFLOW mobile web browser page users will be able to identify themselves, select a printer and then select which of their jobs to release.

There is also a uniFLOW native app for Apple iOS and Android devices like iPod, iPhone, iPad and Droid tablets. The app enables the mobile device to identify the printer, for example by a QR code, select a print job from the user's personal print queue, select desired print settings and release their job.

Use Any Printer on the Network:

Since any user can select any printer on the network to release their job, regardless of model or manufacturer, uniFLOW includes a Universal Printer driver to ensure the output is exactly as the user expects. Once the user has been identified at the MFD a list of jobs waiting for him or her is displayed on the device panel where the user can decide to change how the job will be printed before releasing it.

Control How Jobs are Printed:

uniFLOW also allows the interactive routing of print jobs to the most cost effective device or the routing of print jobs to alternative devices, if a printer is not available. Users are made aware, if desired by management, what the cost of the print job is prior to printing and gives a lower costing alternate device. These savings are recorded in the uniFLOW database and a cost savings report is prepared and available to management for review.

Additionally, should you require it, an advanced authorization workflow can be built into uniFLOW which would require approval for print jobs when certain criteria are met. For example: any print job less than 100 pages, no authorization is needed, but if the print job exceeds 100 pages, authorization is needed by their manager.

Restrict Access to the MFD:

With the tight integration available for uniFLOW and the Canon MFDs, the IT manager can set access policies to each device. For example, staff can only be allowed to copy in color on the MFDs next to the managing director while managers can copy in color on any device.

Advanced Device Management:

uniFLOW v5.1 introduces new capabilities for complete print infrastructure management by combining user based print management with device based print management into a single system. uniFLOW now incorporates powerful device meter and status information capture technology across multi-vendor device fleets.

This is complemented by a flexible workflow capability which produces dynamic alerts on device status changes (i.e. low on toner) and enables efficient consumables management and control maintenance activities. Reports on print activities and user behavior allow unique insights in order to achieve a more efficient and cost-effective print environment.

Device Monitoring

The collected data can be used to control and optimize the complete print environment. uniFLOW allows for the definition of actions, including messages to users or the help desk depending on the data received. This notification workflow includes alerts and consumable status.

Reporting

uniFLOW provides a number of reports which help to manage the print environment. These reports contain information about the inventory, show over and under-utilized devices, can compare the use of consumables over different time periods.



Integration with Back-Office Systems:

Access to the device can be controlled by a variety of cards, fingerprint, PIN number or username and password. uniFLOW can integrate with the organization's existing user directory or it can "self-learn" which card belongs to which user removing the burden from the IT department.

Workflows:

uniFLOW allows the administrator to define a precise workflow for each document type, allowing many different processes to take place. These different workflows can either be selected manually by the user or the document type can be automatically detected by uniFLOW and the appropriate workflow applied. Think of processing HR Records, Expenses, and other labor intensive items by using any of your MFD's as on ramps to feed your MS SharePoint or LibertyIMS solutions.

Control your GREEN Initiatives

Ray Morgan Company's highly detailed uniFLOW Printing Intelligence Reports will be able to demonstrate how faculty, staff, and students have embraced the new technology and are actively participating in helping the district achieve its "Go Green" goals.

Monitors (HDTV)

RMC carries the Samsung's LED monitors line that deliver a visually stunning picture quality that leaves you speechless. Just as you've seen in Samsung LED TV's, our LED Smart monitors make colors more rich and the action more real than you've dreamt possible. Let the story come to life with vivid colors and crystal-clear detail.



Consume Less Energy and Run Cooler

Engineered with ecologically responsible consumers and businesses in mind, Samsung's LED technology reduces power consumption up to 40%--making our LED displays much more efficient than conventional LCD monitors. Your monitor will stay cool to the touch, even after a long day of hard work. Lower your monitor's power consumption without sacrificing performance with an LED backlight.

Ultra Slim-Design

Remember when you replaced your bulky CRT monitor with a slimmer LCD monitor? The next leap forward is here. LED technology enables striking, ultra-thin displays. As slim as 16.5 mm, LED monitors add elegance to your desk. They are also very lightweight, making them easy to lift and move.

Tablet Systems

RMC provides Samsung Tablet PC (Fully functional ultra-thin PC powered by Intel inside), Galaxy Tab, and Galaxy Note lines. One of the products that leverages the tablet systems is the Samsung Smart School solution.

The Samsung Smart School solution helps boost student retention rates by providing an interactive learning environment where they actively participate in the lesson. Students become more engaged in the subject matter with hands-on experience and collaboration in the classroom and beyond, helping them to retain what they learn. Progressive schools are implementing electronic classroom teaching tools and are finding improved results in learning engagement and classroom management.



Figure 1. Paradigm shift in education from teacher-centric to student-centric learning methods

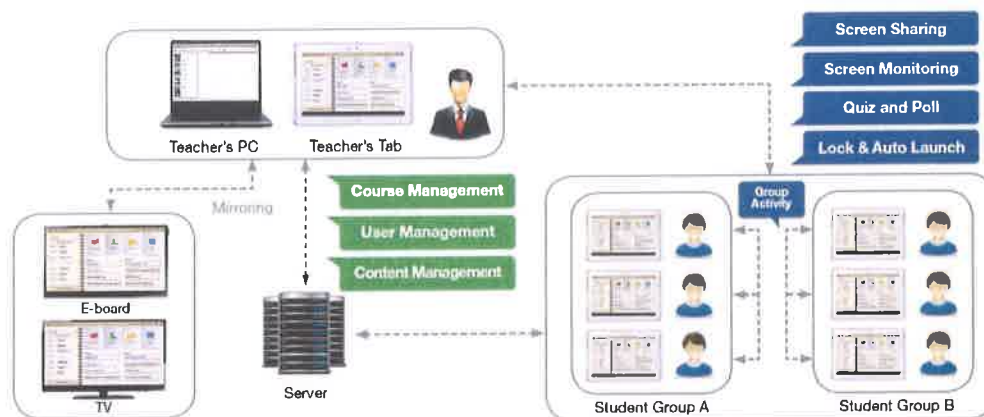


Figure 2. Samsung Smart School solution structure

Digital Signage System

RMC Partnering with the best in the industry, Samsung has developed a new and dynamic way to deploy and manage digital signage. The Samsung SMART Signage Platform is an integrated, open-source platform that eliminates the need for external media players and streamlines the deployment process, saving time and money for integrators and businesses alike.

Backed by a stable of best-in-breed software developers and solution providers, customers will have access to some of the world's most successful signage experts to help you create customized solutions. The platform will make life easier for any organization looking to transition from static signage to rich, interactive digital displays.



Tailored IT Services and Solutions (Wireless & Business Continuity)

RMC tailored IT Services and Solutions include fully-loaded, fully-capable, and fully-standard, Smart Ruckus Wi-Fi products. Their patented technologies offer unmatched simplicity, ridiculous reliability, and killer coverage — at a fraction of the cost of alternatives.

Ruckus's industrial-strength Smart Wireless LAN products for enterprise systems eliminate cost and complexity, while delivering unprecedented performance and reliability. Indoor, outdoor, meshed, video, voice, data, 802.11n, 802.11a, 802.11g—take your pick. Everything you need is uniformly managed as a single, centralized Wireless LAN with ZoneDirector. Or you can manage thousands of standalone APs or ZoneFlex wireless LANs remotely with FlexMaster.

And our Smart Wi-Fi products support even the most rigid, latency-sensitive applications—offering carrier-level quality and ironclad security to enterprises and service providers everywhere.

Whether or not your organization is churning through petabytes of data or running applications worth millions of dollars, your IT infrastructure is the lifeblood of your organization. Avoiding business disruption following a server failure is one of the biggest business continuity challenges company faces. RMC helps business face these challenges head on with StorageCraft Solutions enable your business to:

- Protect your entire server—including the operating system, applications, platforms, integrated services and your data.
- Ability to quickly and easily restore to an available point-in-time after disaster strikes.
- Use local or cloud-based backup images to perform complete bare metal recovery of servers to the same system to new hardware or to and from virtual environments

Using RMC and StorageCraft ShadowProtect Server you can:

- Automatically backup SQL, Exchange and other critical applications.
- Utilize backup scheduler to automatically take full and incremental backups of your system at intervals you specify.
- Enjoy simplified migration to new hardware or to hypervisors with StorageCraft Hardware Independent Restore.
- Deploy StorageCraft ImageManager to automatically manage and consolidate backup image files.
- Use the image converter tool to convert to .VHD or .VMDK.
- Automatically mount and dismount ShadowProtect backup images as NTFS shares so you can verify computer data and application integrity with StorageCraft ImageReady.
- Get granular recovery of individual files and folder resources in moments.
- Completely restore systems and data to a chosen past point-in-time after disaster strikes.
- Use VirtualBoot technology for quick failover to a VM.
- Rapidly recover from bare metal to the same system, dissimilar hardware or to and from virtual environments with StorageCraft Hardware Independent Restore.

Verify you are ready before disaster strikes by performing data and application integrity checks and tests directly on the snapshots of business critical applications with StorageCraft ImageReady technology. After disaster strikes, deploy VirtualBoot technology for rapid failover to a virtual machine (VM) in just a few minutes. Plus, flexible recovery utilities allow you to minimize the amount of time your systems are out of commission—restore individual files and folders or perform a full bare metal recovery in minutes with StorageCraft Hardware Independent Restore.

RMC provides the tools that make businesses work.

SECTION IV: INVOICING

Contract Administration & Invoicing Capabilities

All billing and account administration for SUHSD will be handled locally in our Chico office. The result is that the SUHSD will always have a quick response from our friendly staff that will be familiar with the account in order to ensure the best possible customer service experience.



**Multi-Page Hardcopy
Invoice Billing**

Invoices can be sent via hard copy or electronically based on the SUHSD's billing requirements. Specific machine identifiers (machine IDs) are assigned to each machine. The invoice will include the machine id, serial number, machine model and location. To assist in the SUHSD's internal billing process, a unique department code or accounting code can also be added to the invoice by machine or groups of machine. Based on the type of contract implemented, electronic spreadsheet billing may also be available.

It is RMC's recommendation that there be a standing quarterly meeting between RMC and SUHSD to review device performance, level of service performance, accuracy of invoicing and any upcoming changes or additions that may occur. While this is not mandatory, it has proven helpful in other installations

SECTION V: PRICING

Pricing has been included on the enclosed CD for SUHSD convenience, simplicity, and to conserve paper.

CLOSING STATEMENT

In closing, we would like to thank the Shasta Unified High School District evaluation staff for the opportunity to propose our solutions and compete for your business. We feel that your decision to offer the utilization of this resulting contract to other government entities throughout California is a positive for the entire state.

VII. NET PROMOTER SCORE

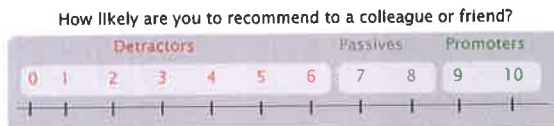
Measuring Customer Satisfaction

Many companies claim that they have the "Best service in the business" but few even have a way to measure how happy customers are. Here at Ray Morgan Company - RMC we have a system that allows us to capture feedback after every service call. We use the Net Promoter Score system
www.netpromoter.com

The average N. American company has a Net Promoter Score* of 10.

Some well-loved companies reach scores into the 70s and 80s

NPS® Leaders - N. America 2012		
Company		NPS
USAA		87%
Trader Joe's		82%
Wegman's		78%
Costco		77%
Apple		72%



NPS®	=	% of PROMOTERS (9s and 10s)	-	% of DETRACTORS (0 through 6)
90.88	=	252 (0.92%)	-	3 (-0.01%)

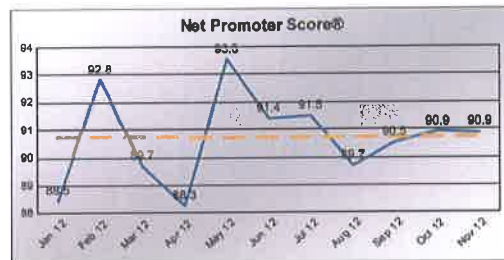


NPS®	=	% of PROMOTERS (9s and 10s)	-	% of DETRACTORS (0 through 6)
90.69	=	2780 (0.92%)	-	52 (-0.02%)

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



Data Collection and NPS® Verification
powered by CEO Juice Inc.



Ray Morgan Company - RMC | 3131 Esplanade, Chico, CA 95973 | 530.343.6065

* Ranking among US and Canada copier dealers using the NPS® system provided by CEO Juice.

** Net Promoter, NPS, and Net Promoter Score are trademarks of Satmetrix Systems, Inc., Bain & Company, and Fred Reichheld



Mail Remittance To
Ray Morgan Company;
3131 Esplanade
Chicago, CA 95973

Sample Customer Name
Invoice: 283424
Invoice Date: 7-15-2012
Invoice Due: 8-12-2012
For period: 6-1-2012 to 6-30-2012

*Note: Purchase Order field may be used for a PO, accounting code, cost center or any other unique identifier.

Technology Solutions You Can Trust | Sample Company

7. Price Quotation

Responders are to provide a price quotation in the form and format described in Section III.

K. Proposal Evaluation and Contract Award

This solicitation, the evaluation of proposals, and the award of any resulting contract shall be made in conformance with applicable District policies and State of California law. Shasta Union High School District reserves the right to withdraw this Request for Proposal at any time or not award. All documents submitted to District on behalf of this RFP will become the exclusive property of the Shasta Union High School District and will not be returned.

Any contract resulting from this Request for Proposal will be awarded to the responsive and responsible responder whose proposal, in the opinion of the Shasta Union High School District, offers the greatest benefit to the District when considering the total value, including, but not limited to, the quality of products and service and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

Shasta Union High School District reserves the right to make an award in whole or in part.

Proposals will be evaluated by the District Evaluation team using a quality points system. The evaluators will examine each proposal to determine, through the application of uniform criteria, the effectiveness of the proposal in meeting the District's program requirements for office equipment. In addition to materials provided in the proposals, the office equipment commodity team may utilize site visits, oral presentations, product testing, additional material/information, or references from the supplier and others.

All products, pricing and services offered in the RFP and by the Contractor shall be made available to the following: all public California educational organizations to include the California Community Colleges (CCC), K-12 Schools Districts and all local government entities at the city and county levels. These organizations have the right to purchase off the winning contract if they wish, but are not obligated to purchase any items in the RFP if they choose not to.

Shasta Union High School District reserves the right to withdraw or modify this RFP before the closing date without cause. All participating responders will be notified in the instance of withdrawal or modification.

All proposals will be reviewed and evaluated on the following:

Phase One Evaluation:

Compliance with submittal requirements including, but not limited to:

0 Points

- Response proposal submittal date/time
- Minimum content and format

If a proposal fails to meet the above criteria, it may be eliminated from further consideration.

Phase Two Evaluation:

Proposals will be evaluated for overall quality, clarity, and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the vendor's overall quality assurance standards to be used in support of the contract.

Proposals will be reviewed, evaluated, and points assigned based on the following criteria:

A. Vendor Qualifications, Experience, Resources & References

25 Points

Initials _____

**MASTER ENABLING
AGREEMENT**



AGREEMENT NUMBER

A77-2013

THIS AGREEMENT, made and entered into this July 15th, 2013, in the City of Redding, California, by and between the Shasta Union High School District, and Ray Morgan Company, of Chico, California, hereafter called Contractor. The length of this agreement is for a period of 5 years, terming on July 14th, 2018. Shasta Union High School District may, at its option, extend or renew the agreement for an additional five (5) one-year periods.

Shasta Union High School District Board, on July 9th, selected and approved Ray Morgan Company's public bid response to A77-2013 Office Equipment and services RFP.

As of July 18th, 2017, all products, pricing and services offered by the Contractor shall be made available to the following: all public Nevada educational organizations to include Nevada Community Colleges, K-12 Schools Districts, all local government entities at the city and county levels, non-profit groups, religious organizations, and government funded medical providers.

CUSTOMER	CONTRACTOR
SHASTA UNION HIGH SCHOOL DISTRICT	RAY MORGAN COMPANY
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
	
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING
David Flores Chief Business Officer	Chris Scarff Executive Vice President / Owner

MASTER ENABLING AGREEMENT



AGREEMENT NUMBER
A77-2013

RECEIVED JUL 16 2013

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CUSTOMER	CONTRACTOR
Shasta Union High School District	Ray Morgan Company
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
	
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING
David Flores / Chief Bvs. Officer	Executive Vice President

**Request for Proposal
for
Office Equipment and
Related Technology and Services**

**SHASTA UNION HIGH SCHOOL DISTRICT
April 2013**

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Initials _____

SECTION I: GENERAL INFORMATION

A. Purpose of the RFP

The purpose of this Request for Proposal (the "RFP") is to invite qualified suppliers to prepare and submit a proposal to furnish **office equipment and related technology and services**, which shall mean digital copier products, laser printers and associated service and supplies, along with related software solutions to Shasta Union High School District, in accordance with the requirements defined elsewhere in this RFP.

B. About Shasta Union High School District

The Shasta Union High School District was established in 1899. The District offices are located at the site of the 1927 Shasta Union High School. This historical building was constructed after the original school was outgrown. Currently named the Shasta Learning Center, this site houses various high school programs, one of our two charter schools and the David Marr Auditorium, used widely by all our schools and the community. Other District sites include three comprehensive high schools and other alternative education programs.

Shasta Union High School District is similar to a large company in that it has several sites, many employees, and several divisions within the organization and employee associations headed by the Board of Trustees. The District is proud of the fact that administrative costs are a small percentage of the budget.

C. Objectives

The overall objective of the RFP is to select a supplier to assist Shasta Union High School District in selecting the vendor that can best deliver the most cost effective and efficient procurement program for office equipment and related technology and services while maintaining high standards of quality and service. With that intent Shasta Union High School District is interested in evaluating the costs and benefits of proposals submitted by vendors as a result of this RFP.

D. Issuing Office and Communications Regarding the RFP

This Request for Proposal, and any subsequent addenda to it, is being issued by the Department of Information Technology of the Shasta Union High School District and is the only office authorized to change, modify, clarify, etc., the specifications, terms, and/or conditions of this RFP and any contract(s) awarded as a result of this RFP.

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to:

Mr. Michael Vincelli
IT Director,
Email: rfp@suhsd.net

Initials _____

E. RFP Dates

Suppliers interested in submitting proposal responses to this RFP should do so according to the following schedule below (or name the table). A supplier will be disqualified for failing to adhere to the dates and times for performance specified below (all times are Pacific Daylight Time):

Date	Time	Event
4/10/2013		RFP issue date
4/24/2013		Deadline for submission of questions
5/22/2013		Deadline for submission proposals addressed to Shasta Union High School District RFP #A77-2013
TBD		Selected Supplier presentations (1 hour)
6/30/2013		Anticipated award date and time

F. Submission of Questions

Any questions about this RFP should be submitted in writing, via email to, rfp@shusd.net as indicated in Section 1D.

G. Addenda to the Request for Proposal

Any changes, additions, or deletions to the Request for Proposal will be in the form of written addenda issued by the Shasta Union High School District. Any addenda to this Request for Proposal will be distributed to all participating responders.

H. Instructions for Submitting Proposals

One signed original response must be received by the Shasta Union High School District IT Department no later than **2:00pm (Pacific Daylight Time), 5/22/2013**. Late responses will not be accepted.

A copy of the entire RFP must be returned with your response. Responses must follow the format specified in this RFP (Section 1, J 1-7). **All pages of the RFP must be initialed and or signed by a corporate officer.** Responses must be signed by a company officer authorized to enter into contracts on behalf of the bidding firm. The submission of a signed response will confirm understanding and acceptance of all requirements, terms, and conditions of the RFP unless specific exceptions are taken and alternative language or provisions are offered.

RFP responses must be submitted directly to Shasta High School District. **Copies of proposal must be complete and include all requirements as stated in the RFP.**

Responders must submit their proposals in compliance with the following instructions:

- 1. Original proposal must be complete and include all requirements as stated in the RFP and specified in Paragraph J (Format Guidelines (1 & 7)).**

Responses must be sealed and marked:

Office Equipment and Related Technology and Services (RFP SUHSD A77-2013)
Closing Date: 5/22/2013

Responses sent via facsimile (FAX) or electronically via email will not be accepted.

Initials _____

I. Qualification of Responders - Mandatory

The intent of this solicitation is to provide Shasta Union High School District with a successful implementation of the program for **office equipment and related technology and services** as specified. The school district believes that the supplier's previous experience, financial capability, expertise of its personnel, and related factors are important in assessing the responder's potential to meet the goals and objectives of the program. Accordingly, prospective responders must conform to the following minimum qualification standards and provide the required information in order to be considered for award.

1. For each Response Option specified below, responders must have verifiable successful experience in the last three (3) years in providing the range of products and services specified in this RFP as a primary vendor for at least three (3) accounts of similar size, complexity, and business volume. References are preferred to be accounts that are located within the geographical region (within 100 miles) of Shasta Union High School District. Responders must include with their proposal the company name, address, contact name and phone number, and brief description of reference accounts meeting this criteria as specified in Section III, Paragraph F of the RFP.
2. Responder's proposals must include at least one model for each copier segment as specified in Section III, Paragraph C (Required Products), Paragraph R (Minimum Digital Copier Requirements) and attached Pricing Schedules that meets and/or exceeds minimum requirements for each segment.
3. Responders must submit financial statements for the past two (2) years (or equivalent data) in order to establish its financial capability to provide the required products and services on a long-term contract basis. **Shasta Union High School District will not accept third party financing (this includes copiers).**
 - A. Monthly billing; Electronic data capture utility; Monthly service reporting are all requirements for the contract.
 - B. SUHSD wants a single monthly billing statement per location that shall cover all product segments and shall consist of: (1) A summary of applicable monthly charges; (2) A detailed volume and resulting charge by departmental billing code and by device installed in each site or department (SHASTA UNION HIGH SCHOOL DISTRICT); and (3) An electronic comma delimited file (.csv) containing all of the key information.
4. Responders must be able to demonstrate and show evidence of having the capability to provide the required products and services by possessing adequate available resources, including personnel and warehouse/distribution facilities, product line, order processing and delivery capabilities, maintenance, support systems, organization structure, operation controls, quality control, and other related factors.
5. Responders must be the original equipment manufacturers (OEM) or authorized by the original equipment manufacturer to sell and service the products proposed as a result of this RFP.
6. Responders must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP in the state of California.
7. The Responder shall maintain Comprehensive General Liability insurance in the amount of not less than \$1,000,000 Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any sub-Supplier or anyone directly or indirectly employed by either of them. A separate General Aggregate limit shall apply to this project. The Supplier shall maintain Business Automobile Liability Insurance in the amount of not less than \$1,000,000 for each occurrence for bodily injury and property damages. The coverage shall be for "any auto" (including owned, non-owned, and hired vehicles). The certificate of insurance coverage shall name the Shasta Union High School District as additional insured. An original Additional Insured Endorsement signed by

Initials _____

an authorized insurance company representative and certificates of insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work. Certificates shall be kept current for the duration of any resultant Contract.

In addition to the information required above, Shasta Union High School District may request additional information either from the responder or others, and may utilize site visits and responder presentations, as reasonably required by the school district to verify the responder's ability to successfully meet the requirements of this RFP. Shasta Union High School District also reserves the right to obtain Dun & Bradstreet reports, or similar independent reports, for further indications of the responder's ability.

J. Proposal Format Guidelines

Responders must submit their proposals in the format presented in this part. The entire Proposal must be submitted in hard copy, in addition, Pricing Schedules (Attachments 1-4) must be submitted electronically on CD/diskette in Excel as provided. Proposals are to use the same section titles used below for ease of evaluation. Proposals must provide a complete response to all requirements stated in the RFP. Incomplete proposals are subject to disqualification. The Proposal shall be signed by an Officer or employee duly authorized to legally bind the entity submitting the Proposal. Proposals shall be complete, submitted in the prescribed format or on forms provided, and comply with the specifications and all legal requirements. All information furnished on the signed original copy of your response shall be typewritten or written in ink.

1. Statement of Company Background

Responders shall provide an introduction and general description of the company's background, nature of business activities, and experience in providing office equipment and related services.

2. Management Overview

This section should present the responder's understanding of the major objectives of the RFP and the responder's approach to fulfilling the RFP requirements.

3. Vendor Qualification And Experience

This section should contain the required qualification information specified in Qualification of Responder (Paragraph I above). Please describe your capabilities associated as it relates to proposed technologies and how these might benefit Shasta Union High School District.

4. Vendor Organization and Staffing

This section should describe the responder's organization and representation team. The narrative should include the name of staff, their background and qualifications, and their role in providing representation to Shasta Union High School District.

5. Responses To Program Requirements

Responders are to provide a complete response to each of the numbered requirements included in Sections III, IV, and V of the RFP. Responders should be concise in responding to the requirements.

6. Supplemental Information

This section provides responders an opportunity to inform Shasta Union High School District of the other services and/or products that may be relevant.

Initials _____

7. Price Quotation

Responders are to provide a price quotation in the form and format described in Section III.

K. Proposal Evaluation and Contract Award

This solicitation, the evaluation of proposals, and the award of any resulting contract shall be made in conformance with applicable District policies and State of California law. Shasta Union High School District reserves the right to withdraw this Request for Proposal at any time or not award. All documents submitted to District on behalf of this RFP will become the exclusive property of the Shasta Union High School District and will not be returned.

Any contract resulting from this Request for Proposal will be awarded to the responsive and responsible responder whose proposal, in the opinion of the Shasta Union High School District, offers the greatest benefit to the District when considering the total value, including, but not limited to, the quality of products and service and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

Shasta Union High School District reserves the right to make an award in whole or in part.

Proposals will be evaluated by the District Evaluation team using a quality points system. The evaluators will examine each proposal to determine, through the application of uniform criteria, the effectiveness of the proposal in meeting the Districts program requirements for office equipment. In addition to materials provided in the proposals, the office equipment commodity team may utilize site visits, oral presentations, product testing, additional material/ information, or references from the supplier and others.

All products, pricing and services offered in the RFP and by the Contractor shall be made available to the following: all public California educational organizations to include the California Community Colleges (CCC), K-12 Schools Districts and all local government entities at the city and county levels. These organizations have the right to purchase off the winning contract if they wish, but are not obligated to purchase any items in the RFP if they choose not to.

Shasta Union High School District reserves the right to withdraw or modify this RFP before the closing date without cause. All participating responders will be notified in the instance of withdrawal or modification.

All proposals will be reviewed and evaluated on the following:

Phase One Evaluation:

Compliance with submittal requirements including, but not limited to:

0 Points

- Response proposal submittal date/time
- Minimum content and format

If a proposal fails to meet the above criteria, it may be eliminated from further consideration.

Phase Two Evaluation:

Proposals will be evaluated for overall quality, clarity, and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the vendor's overall quality assurance standards to be used in support of the contract.

Proposals will be reviewed, evaluated, and points assigned based on the following criteria:

A. Vendor Qualifications, Experience, Resources & References

25 Points

Initials _____

Evaluation considerations will include, but not be limited to:

- How experienced and qualified the vendor is in providing **office equipment and related technology and services**
- Local resources available to implement and support our District's current and future technology needs
- Stability of company
- Customer references

B. Proposed Multi-Functional Devices, Printers and Optional Accounting/Tracking Systems
25 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed devices meet the required and desired specifications
- How well the accounting/tracking system meets the required and desired specifications
- Whether District preferred features and functionality or add-ons are available
- How well the proposed systems integrate with District technology

C. Implementation, Conversion, Transition, Training & Marketing Plans
10 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed implementation, training and marketing plans meet District needs (Initial and on-going)
- How experienced the vendor is in performing like installations, training and marketing
- How well the plans meet the District's timelines

D. On-Going Maintenance and Support for Copiers, Printers & Account/Tracking System, Including Relocation, Placement and Removal of Devices
15 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed maintenance/support meets the needs of the District
- How extensive maintenance and support is
- Response time commitments of vendor
- Resource commitment to Shasta Union High School District (including personnel)

E. Accessibility Compliance
5 Points

Evaluation considerations will include, but not be limited to:

- How compliant vendor's proposed equipment is to Section 508 of the Rehabilitation Act of 1973 requirements
- Commitment of vendor and equipment manufacture in efforts to develop equipment accessible to persons with disabilities

F. Sustainability Compliance
5 Points

Evaluation considerations will include, but not be limited to:

- Use of recycled goods in equipment components
- Capability of equipment to utilize environmentally friendly supplies (e.g. recycled paper, toner packaging made of recycled content, toner that is non-hazardous/non-toxic to environment, etc.)
- EnergyStar rated equipment

G. Costs
25 Points

H. Related Technologies
25 Points

Shasta Union High School District is interested in partnering with a vendor that can supply some or all of the following related technologies. For evaluation purposes the ability to provide these technologies combined with scoring criteria of A-G described above for these technologies, will determine point totals for this section

Initials _____

Shasta Union High School District is looking for vendors to demonstrate their ability to offer other technology solutions that complement the above described core solutions and can benefit Shasta Union High School District such as:

- Tablets
- Monitors
- Digital Displays
- Virtual Desktop Infrastructure (VDI)
- Back Up, Disaster and Recovery (BDR)
- Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Shasta Union High School District

Phase Three Evaluation

I. Presentation/Demonstration

10 Points

After initial scoring, Shasta Union High School District may, but is not required to, invite the companies receiving the highest points to provide a demonstration of their proposed solutions and answer questions regarding their submittal. The number of companies invited to make a presentation will be at the discretion of the District. The District may also invite district users to provide input on the functionality, ease-of-use of the proposed equipment, etc.

Further reference checks may be made, and additional financial documentation may be requested and evaluated to determine financial responsibility of responders.

TOTAL AVAILABLE POINTS (for all three phases)

145 Points

L. Rejection of Proposals

Shasta Union High School District reserves the right to reject all proposals.

Shasta Union High School District reserves the right to reject proposals, which are non-responsive, including, without limitation, proposals, which contain the following defects:

1. Late or incomplete proposals;
2. Failure to conform to the rules or requirements contained in the Request for Proposal;
3. Failure to sign the proposal;
4. Proof of collusion among responders, in which case all proposals involved in the collusive action will be rejected;
5. Noncompliance with applicable law, unauthorized additions or deletions, conditional responses, incomplete proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning;
6. Provisions reserving the right to accept or reject an award, or to enter into a contract containing terms and conditions that are contrary to those in the solicitation.

M. Proposal Preparation Costs

All costs incurred in the preparation and submission of proposals and related documentation, including responder presentation to Shasta Union High School District, will be borne by the responder.

Initials _____

N. *Proposal Acceptance Period*

"Acceptance Period" as used in this provision, means the number of calendar days available to the Shasta Union High School District for awarding a contract. All responses shall remain available for the district's acceptance for a minimum of 120 days following the RFP closing date.

O. *Initial Contract Term*

It is anticipated that the initial term of any agreement resulting from this RFP will be for a period of five (5) years.

P. *Optional Renewal Term(s)*

Shasta Union High School District may, at its option, extend or renew the agreement for an additional five (5) one-year periods

All responses, supporting materials, and related documentation will become the property of the district.

This Request for Proposal, together with copies of all documents pertaining to any award, if issued, shall be kept for a period of five years from date of contract expiration or termination and made part of a file or record which shall be open to public inspection. If the response contains any trade secrets that should not be disclosed to the public or used by Shasta Union High School District for any purpose other than evaluation of responder's approach, the top of each sheet of such information must be marked with the following legend: "CONFIDENTIAL INFORMATION"

All information submitted as part of the response must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made.

Should a request be made of the school district for information that has been designated as confidential by the responder and on the basis of that designation, the district denies the request for information, the responder shall be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

Q. *Errors and Omissions*

If the responder discovers any discrepancy, error, or omission in this RFP or any Exhibits attached, Shasta Union High School District should be notified immediately and a written clarification/notification will be issued to all responders who have been furnished a copy of this RFP for bidding purposes. No responder will be entitled to additional compensation for any error or discrepancy that appears in the RFP where the district was not notified and a response provided.

S. All legal matter pertaining to this contract will be handled in the county where the purchasing organization resides. This includes all copier contracts and/or leases on equipment.

T. Any dispute legal or otherwise in the awarding of this contract will require a \$10,000 deposit to be deposited with the Shasta Union High School District. Upon resolution of the dispute legal or otherwise the deposit will be returned.

Initials _____

SECTION II: FACTS

A. *Background Information*

The SUHSD has the following office equipment, note this information ever changing.

Color Laser Printers	30
B&W Laser printers	283
Multi function	46
Windows servers	65
Copiers B&W	15
Copiers Color	7
PCs	1800
Wireless Access Points	150
10/100/1000 POE Switches	165
Wide Format printers	4
Digital Signage Displays	3

SECTION III: OFFICE EQUIPMENT PROGRAM REQUIREMENTS

This section sets forth specific product and service requirements for Shasta Union High School District program for office equipment and related technology. Responder proposals must address all of the listed requirements in the order presented with a response acknowledging an understanding of the requirements and the responders approach to fulfilling the requirements.

A. *Pricing Options*

As previously stated, the District wishes to consider alternative methods of acquisition of Office Equipment and Related Technology. The District reserves the right to select for award the Option(s), which is in the sole opinion of Shasta Union School District, in its best interest.

Option 1: Purchase

Shasta Union High School District may buy Multi-Functional Devices, Laser Printers and Accounting/Tracking System (and Related Technologies) from the successful responder. The successful responder will provide its products and services in accordance with the requirements of this RFP. The title for the purchased products will be transferred to the district.

Option 2: Fair Market Value Lease

Shasta Union High School District will lease copiers from the successful responder based on the following lease terms:

- 3-year
- 4-year
- 5-year

Initials _____

The successful responder will provide its products and services in accordance with the requirements of this RFP. Your proposal must include in detail your company's terms and conditions for lease renewal/extensions.

B. Required Products

1. Multi-Functional Devices required within this RFP are categorized based on speed as follows:

- Segment 1 - 11 - 20 cpm (b/w copies per minute)
- Segment 2 - 21 - 30 cpm
- Segment 3 - 31 - 40 cpm
- Segment 4 - 41 - 70 cpm
- Segment 5 - 71 - 90 cpm
- Segment 6 - 91 - 135
- Laser Printers - Various Speeds, with and without network interface
- Wireless Laser printers Various speeds
- Accounting/Tracking System

2. Responders may submit more than one model for each segment in their response. Provide brochures on all products and list any features you believe are unique to your offering.

C. Technical Support

Responders must specify their capability to provide technical support to Shasta Union High School District as follows:

- Assist the district's sites with installation and configuration of hardware/software for networked printing in a timely manner
- Provide description of help desk on-going hardware, software and network support for all products sold
- Specify if this support is in house or outsourced.
- Specify amount of personnel residing within 20 miles of Redding.

D. Technology Requirements

Responders must demonstrate capability to interface with Shasta Union High School District's departmental IT and Network Administrator on an ongoing basis to effectively install and set-up copiers, printers and multi-functional systems on its network and install and set-up appropriate software, drivers and etc. to operate and manage said equipment within individual departmental network environments.

Responders must specify the capability to provide the following requirements to Shasta Union High School District:

- Support TCP/IP V4 and V6
- Capability for connectivity to the following operating systems:
 - Windows
 - Apple systems, including OSX
 - LDAP for e-mail directory lookup (rfc 2251)
 - Kerberos for authentication
 - PostScript
 - Concurrent scanning of copy job while print job is being processed

Initials _____

- Scan to SMB Folders
- Scan to e-mail

E. Program Management and Administration

1. Supplier shall provide the following program administration functions:

- Project manager to coordinate program implementation
- Account management for on-going contract monitoring and maintenance
- On-site sales representation on a regular basis to assist in resolving problems, provide unlimited training and other customer services as required for the efficient operation of the program
- Coordinate all the order/installation process, inquiries regarding order status, and pricing concerns
- Quarterly review meetings between supplier's account manager and Shasta Union High School District to review the previous quarter performance.

F. Delivery and Installation

1. Supplier will provide a written acknowledgment of equipment delivery and installation.
2. Please describe in detail your company's delivery and installation capabilities.

G. Equipment Maintenance

District may require supplier to coordinate all service calls through a centralized suppliers' dispatch desk as follows:

- Machine is experiencing a malfunction
- Customer or remote diagnostics system contact central dispatch
- Dispatch logs call noting make, model, serial # and problem
- A unique ticket number is assigned to the call
- The customer is given the ticket number for reference
- Dispatch places call with appropriate service technician
- Service technician responds back to dispatch upon completion
- Repair and total down time are then calculated
- Problem ticket is then closed
- Credit for service copies
- Monthly reports will be compiled for compliance of standards and exception for credit
- Similar equipment will be furnished to the District on a no charge loan basis within one business days, if equipment covered by the maintenance will be out of service for more than two business days

H. Training

Successful vendor will include the following customer training requirements:

- Initial Training (following installation)
- Follow-up training
- On-going training (existing and new users)

Initials _____

I. Service Guarantee Commitments

1. List what your company's service guarantee and customer satisfaction commitments for all products proposed are.

J. Reporting

1. At minimum, the following report will be required (hard copy/on-line) on a quarterly basis:
 - Population of digital copiers and Laser printers sorted by:
 - Model
 - Serial Number
 - Location
 - Install date
 - Average Monthly Volume
 - Response time
 - Repair time
 - Uptime
 - Total service calls
 - Operational costs sorted by Department
2. Responders agree to provide other reports as reasonably requested by Shasta Union High School District at no additional cost.

K. Product Certification

The responder certifies and warrants that all products sold to Shasta Union High School District under any agreement resulting from this RFP shall be NEW, recently manufactured from new design and components and never used.

L. Minimum Multi-Functional Device, Laser Printer and Accounting/Tracking System Specifications

CATEGORY 1:

- Volume 100-2,500 copies/month
 - **11 - 20 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
 - Continuous copy meter
 - Document Feeder
 - Bypass tray
 - Minimum of 1 paper tray that holds at least 250 sheets, letter or legal
 - Reduction and enlargement

CATEGORY 2:

- Volume 2,500-6,500 copies/month
 - **21-30 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
 - Continuous copy meter
 - Automatic document feeder-50 sheets minimum
 - Minimum 50 sheet Bypass tray

Initials _____

- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 3:

- Volume 6,500-15,000 copies/month
- **31-40 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 4:

- Volume 15,000-50,000 copies/month
- **41-70 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **71 - 90 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

CATEGORY 6:

- Volume 50,00-100,000 copies/month
- **91 - 135 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%

Initials _____

- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 1:

- Volume 100-2,500 copies/month
- **11 - 20 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Document Feeder
- Bypass tray
- Minimum of 1 paper tray that holds at least 250 sheets, letter or legal
- Reduction and enlargement

COLOR CATEGORY 2:

- Volume 2,500-6,500 copies/month
- **21-30 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet Bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 3:

- Volume 6,500-15,000 copies/month
- **31-40 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 30 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 4:

- Volume 15,000-50,000 copies/month
- **41-70 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder-50 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets each.
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **71 - 90 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image

Initials _____

- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

COLOR CATEGORY 6:

- Volume 50,00-100,000 copies/month
- **91 - 135 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic sorting
- Multiple copies: 1-999

LASER PRINTER CATEGORY 1:

- Low B&W Laser printer with network interface
- Medium B&W Laser printer with network interface
- High B&W Laser printer with network interface
- Low Color Laser printer with network interface
- Medium Color Laser printer with network interface
- High Color Laser printer with network interface
- All Laser printers must be Non Host based printers
- Wireless Laser printers Various speeds

ACCOUNTING/TRACKING SYSTEM

- Track Print, Scan, Copy and Fax usage by User, Device and Department
- Users need to be identified based upon login
- Users able to select Cost Centers for bill back
- Follow me printing
- Please outline any additional features

RELATED TECHNOLOGIES

Shasta Union School District welcomes an offering of any technology that is felt will benefit our School District. Please provide very specific detail on specifications and capabilities and provide in the same pricing schedule as above.

- Tablets
- Monitors
- Digital Displays

Initials _____

- Virtual Desktop Infrastructure (VDI)
- Back Up, Disaster and Recovery (BDR)
- Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Shasta Union High School District

SECTION IV: INVOICING:

- Describe the various billing options available.

SECTION V: PRICING

A. Price Quotation

1. Please complete the attached Pricing Schedules Attachments 1(A & D) based on specified Shasta Union High School District requirements as defined in this RFP. Please provide your pricing proposal in hard copy and on diskette/CD in Excel.

Responders must provide the following pricing data for Multi-Functional Devices, Printers and Related Technology.

- **Purchase Option** - Net Shasta Union High School District purchase prices listed as provided on the attached Attachments 1(A).
- **Lease Option** - Net Shasta Union High School lease prices as provided on the attached Attachments 1(B). :
 - Buyout based on the fair market value (end of lease term)
 - (36), (48) & (60) months
 - SUHSD shall not be charged any ship-back or return costs

***CPI** A CPI rate (with no minimum volume requirement) must be supplied with all submissions of Multifunctional Devices and Laser Printers. CPI rate should include all parts, labor & supplies (less paper & staples).

2. Responders must provide a price quotation for all the options included in the Pricing Schedule and detailed in Section III of this RFP.
3. The prices quoted in response to this section shall be the Shasta Union School District net price including the various services to be provided. There shall be no separate charges, fees, handling or other incidental costs. Applicable taxes will be charged in addition to these net prices.
4. Please specify how your company will handle pricing for mid-year introductions of new/replacement models.

B. Price Protection

1. Prices quoted cannot increase during the first 12 months period of the agreement. Price changes after the first 12 months period, if any, shall be made on an annual basis as negotiated by both parties. Any price changes require a 45-day written notification and apply only for new lease agreements entered after the time increase is effective. However, in no event shall price increase on an aggregate basis exceed three (3) percent or CPI whichever is less. In the event that a certain product line has a

Initials _____

significant price increase in excess of five (5) percent, those particular products shall be negotiated individually.

2. Price increases for any renewal periods must be supported by documented evidence of manufacturers' or manufacturers' supplier price increases.

NAME OF RESPONDER: _____

FULL NAME OF ALL PARTNERS OR LEGAL NAME OF CORPORATION:

(TYPE OR PRINT)

AUTHORIZED CONTACT / RESPONSE PREPARER / SALES REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

(TYPE OR PRINT)

TELEPHONE: _____

FAX: _____

BY: _____

(SIGNATURE IN INK)

(TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

☒ I declare, under penalty of perjury, that the information provided and representations made in this response are true and current and that this declaration was executed on (date) at COUNTY, California.

Corporate Officer w/ Authority to Bind:

(SIGNATURE IN INK)

(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

DATED: CORPORATE SEAL: _____

(IF APPLICABLE)

Initials _____



Board of Trustees

Mike Wharton, Jr.

Ron Zufall

Jamie Vericker

Tamy Quigley

Constance Pepple

Superintendent

Jim Cloney

Ray Morgan Company
Chico, Ca. 95973
July 18, 2017

Dear Ray Morgan Company,

SUHSD has reviewed the changes and modification that have been made to the catalogue of offerings (submission #3 7-2017). All products are in line with the regulations outlined within SUHSD A77 contract, Section V, Paragraph A #4.

Below are the categories in the RFP awarded to your company.

- Categories 1, 2, 3, 4, 5, 6 Black and White copiers award to Ray Morgan Company for Multi-function device systems and equipment.
- Categories 1, 2, 3, 4, 5, 6 Color copiers award to Ray Morgan Company for Multi-function device systems and equipment.
- Accounting/ Tracking system award to Ray Morgan Company.
- Related Technologies award to Ray Morgan Company.

Sincerely,

Mike Vincelli
Director of IT
SUHSD



Board of Trustees

*Bev Stupek
Kristen Schreder
James M. Schwerdt
Constance Pepple
Mike Wharton Jr.*

Superintendent

Jim Cloney

Ray Morgan Company
Chico, Ca. 95973

Dear Ray Morgan Company,

This letter is to confirm that your bid was selected and approved by the Shasta Union High School District Board on July 9th 2013. Congratulations on your companies successful bid on the A77-2013 Office Equipment RFP.

Below are the categories in the RFP awarded to your company.

- Categories 1, 2, 3, 4, 5, 6 Black and White copiers award to Ray Morgan Company for Canon and Samsung equipment.
- Categories 1, 2, 3, 4, 5, 6 Color copiers award to Ray Morgan Company for Canon and Samsung equipment.
- Accounting/ Tracking system award to Ray Morgan Company for Canon and Samsung copiers.
- Related Technologies award to Ray Morgan Company.

Once again congratulations on your successful bid.

Sincerely,

Mike Vincelli
Director of IT SUHSD



Unadopted Minutes

July 9, 2013

Trustee Stupek called open session to order at 5:30 p.m. in the Shasta Learning Center Board Room.

At 5:30 p.m., Trustee Stupek announced the Board would adjourn to closed session to discuss the following: 1) Consider recommendation from administration regarding readmission for two students (File Nos. 12-11 and 12-22); 2) Public Employee Discipline/ Dismissal/ Release (G.C. 54957); and, 3) Conference with Labor Negotiator (G.C. 54957.6). Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official, and Dana Reginato – Associate Superintendent/ Human Resources. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential.

CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK ON CLOSED AGENDA ITEMS:

There were no comments.

The Board reconvened into open session at 6:33 p.m.

Trustee Stupek announced reportable action taken by the Board in closed session.

RES. 13-133 The Governing Board voted unanimously to sustain investigation findings related to a complaint filed pursuant to Administrative Regulation 1312.1. (Motion Pepple, second Schreder, carried 5-0).

Trustee Stupek led the Pledge of Allegiance.

ROLL CALL: Trustees Bev Stupek, Kristen Schreder, Jim Schwerdt, Connie Pepple and Mike Wharton were present. Trustee Stupek presided. Also present: Jim Cloney – Superintendent and Kyle Turner – Associate Superintendent/Instructional Services.

RES. 13-134 That the Board approve the agenda, with the exception of Item 6.8 (proposed revision to Certificated Management Salary Schedule), tabled to the August 13, 2013 Board meeting. (Motion Schreder, second Pepple, carried 5-0).

RES. 13-135 That the Board approve the consent agenda, as presented. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-136 That the Board approve minutes for the June 11, 2013 regular Board meeting. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-137 That the Board approve the District Organization Chart/Lines of Responsibility for 2013-14. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-138 That the Board approve revisions to the Classified Management, Confidential and Supervisory salary schedules, as presented. (Motion Pepple, second Schreder, carried 5-0).

RES. 13-139 That the Board ratify commercial warrants in the amount of \$1,355,779.00 and payroll distributions in the amount of \$3,327,704.16 for the period of 6/1/13-6/30/13. (Motion Pepple, second Schreder, carried 5-0).

RES. 12-140 That the Board adopt a Resolution Allowing Temporary Interfund Transfers. (Motion Pepple, second Schreder, carried 5-0).

- RES. 12-141 That the Board adopt a Resolution Allowing Interfund Transfers. (Motion Pepple, second Schreder, carried 5-0).
- RES. 12-142 That the Board adopt a Resolution Allowing Budget Transfers. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-143 That the Board approve the 2013-14 Consolidated Application for Funding Categorical Aid Programs. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-144 That the Board approve a Request to Declare Property as Surplus (I.T. Department). (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-145 That the Board approve recommendations for textbook adoption, as follows: Krugman's Economics for AP, (Ray, Anderson, Krugman, Wells, authors – Worth, publisher); and, Understanding Psychology, (Richard A. Kasschau, Ph.D., author, - Glenco/McGraw Hill, publisher). (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-146 That the Board approve the Human Resources Action Report, as follows: *Certificated* – (New Hire, Probationary): Chris Combs, 5/5 P.E./Earth Science Teacher (EHS), effective August 15, 2013; Jefferson Hunsaker, 5/5 P.E. Teacher (SHS), effective August 15, 2013; (New Hire - Temporary): Martin Reid, 2/5 (EHS) & 2/5 (SHS) English Teacher, effective August 15, 2013; Tom Nagy, 2/5 Music Teacher (FHS), effective August 15, 2013; Sarah Crye, 4/5 P.E. Teacher (SHS), effective August 15, 2013; (Re-Hired Staff, Temporary): Justin Byxbe, 2/5 P.E. Teacher (PHS), effective August 15, 2013; (Re-Hired Staff, Probationary): Tracey Holmes, 5/5 Math Teacher (SHS), effective August 15, 2013; Amy Eiszele, 5/5 Social Science Teacher (SHS), effective August 15, 2013. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-147 That the Board accept the Quarterly Report on the Williams Uniform Complaints for April 1 to June 30, 2013. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-148 That the Board approve the recommendation from administration regarding readmission of a student (File 12-11). (Motion Schreder, second Wharton. Ayes: Stupek, Schreder, Schwerdt, Pepple, Wharton. Abstained: None. Opposed: None. Absent: None).
- RES. 13-149 That the Board approve the recommendation from administration regarding readmission of a student (File 12-22). (Motion Wharton, second Schreder. Ayes: Stupek, Schreder, Schwerdt, Pepple, Wharton. Abstained: None. Opposed: None. Absent: None).
- RES. 13-150 That the Board approve a new SUHSD logo. (Motion Pepple, second Schreder, carried 5-0).
- RES. 13-151 That the Board award the bid for office equipment. (Motion Schreder, second Pepple, carried 5-0).
- RES. 13-152 That the Board approve the annual Declaration of Need for Qualified Educators for 2013-14. (Motion Schreder, second Pepple, carried 5-0).
- RES. 13-153 That the Board conduct the annual review and approve the District's Uniform Complaint Policy and Non-Discrimination Policy. (Motion Pepple, second Wharton, carried 5-0).
- RES. 13-154 That the meeting adjourn. (Motion Wharton, second Schreder, carried 5-0).

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June 2, 2015

Via e-mail (CScarff@raymorgan.com) and US Mail

Mr. Chris Scarff
Executive Vice President – Owner
Ray Morgan Company
3131 Esplanade
Chico, CA 95973

Re: Utilization of Shasta Union High School District Awarded Pricing

Dear Mr. Scarff:


In April of 2013, the Shasta Union High School District (SUHSD) issued a Request for Proposal (RFP) for Office Equipment and Related Technology and Services. The RFP contained a provision whereby products, pricing and services offered in the RFP be made available to public entities at the levels set forth in the RFP. This is a piggy-back provision and enables public entities that otherwise would be required to go to the time and expense of competitive bidding to, instead, use the fruits of another entity's labor.

In July of 2013, the SUHSD Board awarded the RFP as to particular product categories to Ray Morgan. Thus, the Ray Morgan offered pricing as to those categories is available to a broad array of public entities pursuant to the piggy-back clause without the need for competitive bidding on those products by those other entities.

I understand that other entities, such as non-profit groups, religious organizations and government funded medical providers may be interested in utilizing the SUHSD awarded pricing as to the particular product categories successfully bid by Ray Morgan.

I see no reason or basis for concern on the part of SUHSD to agree and consent that such other groups, organizations and medical providers utilize the SUHSD awarded pricing as to the particular product categories successfully bid by Ray Morgan in response to SUHD's RFP.

Very Truly Yours,


Gregory P. Einhorn

/mak



Ray Morgan Company

DOCUMENT TECHNOLOGY SOLUTIONS

Office Equipment and Related Technology and Services

(RFP SUHSD A77-2013)

Closing Date: 5/22/2013

**Shasta Union High School District
2200 Eureka Way, Redding, CA 96001**



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Friday, August 28, 2015
Shasta Union High School District
2200 Eureka Way
Redding, CA 96001

Re: Request for Proposal RFP SUHSD A77-2013

Dear Shasta Union High School District Evaluation Committee:

Ray Morgan Company (RMC) is a financially stable, fast growing (\$47 million in revenues in 2011 to over \$55 million in 2012), well established (in business since 1956) California based (locally owned) company, whose success has come by partnering with clients to provide state of the art technology based solutions that improve efficiencies and reduce costs. Along with being an industry leading technology provider, we have been recognized by PROs Elite 100 as one of the 100 Best document technology dealers in the United States. This distinction is achieved by demonstrating superior service and sales excellence. To learn more about how the PROs Elite Certification benefits our clients please follow the link: (http://www.proselitedealers.com/customer_benefits.php).

We are Canon's second largest dealer in North America and trust that as a current Canon customer, we feel confident that your end-users have found Canon to be the outstanding product it is known for. In preparing our response, we have worked with all of our vendors to obtain most aggressive pricing.

Additionally, our company represents the Samsung MFD & Laser Printer lines, along with various other technology offerings. Samsung, a leader in technological innovation, offers an alternative solution with reliable, state-of-the art products.

The strong backing of these two industry-leading manufacturers should become evident to you as you review our pricing structure and response.

The following section will highlight some of the key advantages of our response specific to the request for proposal.

Scanning Customization: There are a variety of scanning solutions available on the market, but we have found that customers value ease of use and personal customization. RMC's solution is to provide either card or PIN code access. When end users identify themselves, using their card or PIN code, the machine is dynamically configured for that specific individual. A user will be able to scan to their email by simply pressing "Scan to Myself". The user will receive their email in their Outlook via an email that was sent from their personal email address. In addition, we can allow scanning to home folders. Without interaction from IT, users can select "Home Folder" and the document will be sent to their "User Drive" or "My Documents".

Fax Server Integration with MFD's: We strongly recommend using a fax server to handle faxing as this will allow all of the districts MFDs to have fax functionality, if needed. Thanks to our experience and expertise in implementing a wide range of document technology solutions, we have been able to solve the common obstacles preventing entities from implementing fax servers. The challenge has been that users commonly have to go through tedious additional steps to send a fax. Ray Morgan Company has overcome these hurdles. Should you choose our company to be your provider, the end user will now only need to identify themselves, enter a fax #, and press send (exactly as if the system had a fax board installed). The user experience is also enhanced by receiving transmission confirmation via email, along with incoming fax receptions.

Secure Printing: Flexibility in printing has become extremely important in today's environment. In our solution you will find that users can print to a single print driver and have the ability to claim their print job from any MFD device. RMC focuses

on IT standards and engineers all of our solutions to be able to remove traditional IT overhead (like dealing with a multiple printer drivers and printer configurations).

Mobile Device Printing: Mobile printing has quickly become a requirement in the world we live in today. RMC understands the balance between user feature requests and the internal IT feasibility of such requests. As such, you will find in our solution that users will be able to print securely from any mobile device, without the requirement of a native app needing to be installed, or requiring the user to be on the internal wireless network. Even though there are native apps available, we find that user adoption is closely tied to simplicity and a universal approach.

Accounting: RMC has extensive experience with Educational accounting solutions and we understand the goals of SUHSD in this area. Through the years of working with School Districts and Universities, we have found that at the end of the day, clients are looking for accounting software that is simple, yet effective, in managing and reporting costs. We expand on our accounting capabilities and how we have helped educational institutions control and reduce costs.

Experience: We have touched on some of the key technical solutions that our clients have benefited from. We are proud to state that we have over 200 California School Districts under contract.

Community: As we continue into new markets we continue with our past proven road map of success. We open local offices, we hire local employees, engrain ourselves and give back to the communities we do business in. In closing I would like to summarize that we are a large, financially stable independent dealership that has a tremendous amount of experience implementing and supporting the solutions that are being requested.
Sincerely,

Chris Scarff
Executive Vice President - Owner

II. STATEMENT OF COMPANY BACKGROUND:

Company History

Established in 1956, the Ray Morgan Company has grown to be Canon's largest independent dealer in the western United States, and the second largest in the nation. Last year we were #1 in growth among all Canon independent dealers nationwide. This, combined with annual revenues exceeding \$55 million dollars gives our organization stability, extensive experience and the financial resources to meet the needs of SUHSD. However, bigger is not always better as some large "national" organizations tend to lose customer focus. On the contrary, we remain a highly responsive, customer centric organization with dealer principles very actively involved in day-to-day operations and always "one phone call away" from any customer issue. **Our mission is to ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services.**



Besides offering exceptional services, our company is also much more than a traditional "copier" company. In 1998 we established RMC ProIT—our professional IT services division. RMC ProIT specializes in providing solutions and support for small to mid-size organizations. These organizations recognize the cost benefit of having the broad based IT support available through outsourcing with a trusted and stable business partner, without the associated labor burden and ongoing training costs for a full time IT staff

The fact that Ray Morgan Company is **not just a copier company** provides us with a unique perspective and makes us better at analyzing needs. Having the IT infrastructure to support the data that flows between the copier, printer, PC, server and business applications is critical. This understanding gives RMC the ability to touch more of the organization with our solution. Please understand that we just don't say we have the ability to integrate. We have the in-house staff and the customer testimonials as well.

RMC has developed a complete suite of offerings that blend perfectly together. We provide best-in-class solutions in the following areas:

- Multi-Function Devices
- Printers
- Wide Format & Specialty Printing Solutions
- Production Print Solutions
- Enterprise Document Management Solutions
- Paperless Fax Server Solutions
- Accounting/Usage Tracking Solutions (advanced scanning)
- Monitors
- Tablets (Smart School)
- Digital Displays
- Tailored IT Services and Solutions (Wireless)

RMC has provided digital brochures in the above solutions areas. The brochures on the CD follows the pattern of the list above for convenience and ease of location.

III. MANAGEMENT OVERVIEW

The main objective of RFP is to prepare and submit a proposal to furnish office equipment and related technology and services. RMC's goal is to provide SUHSD with an all-encompassing, simple, informative, master agreement tool in which to source said equipment and related technology and services.

IV. VENDOR QUALIFICATION AND EXPERIENCE

Over the last 56 years, the Ray Morgan Company has built hundreds of business relationships with customers that span decades. We have been able to do this by adhering to the principles listed in our Mission, Values and Vision statements. Currently, we have over 24,000 document production devices under service contracts –a number that continues to grow monthly due to our excellent customer retention and our expanding customer base. After every service call a survey is sent to the customer asking them if they would refer RMC to a friend. Ninety percent (90%) of our customers give us an overwhelming 10 out of 10 score. **(Please see page 41 to review our Net Promoter Score)**

We believe that a key to our success is the fact that our leadership continually makes our Mission, Values and Vision statements part of our management culture and every interaction with our clients:

MISSION

- To ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services.

VALUES

- We keep all of our promises. We do what we say we are going to do – always
- We realize that our products and services affect the productivity of our clients and as such we are COMMITTED to respond to their needs in a prompt manner and to operate without inefficient hierarchy and bureaucracy
- We promise our clients to continually look for ways to reduce their costs and improve the productivity of their operations
- We are committed to operational excellence, being known as a great company and a great place to work

VISION

- To be the top document technology provider in each of the markets we serve.

Our Environment

Ray Morgan Company shares Canon's and Samsung's vision for preserving our environment. Canon and Samsung both have taken the lead in tackling environmental problems by establishing a global recycling program for toner cartridges and developing products that are increasingly environmentally friendly.

At Ray Morgan Company, we believe that we are responsible to the communities and the environment in which we live and work. We partner with companies that share a Green Earth Vision, such as our primary partner Canon's philosophy of kyosei—living and working together for the common good.