



a world of possibility

4640 S. 144th St. Tukwila, WA 98168 | (206) 901-8000 | tukwila.wednet.edu

TO: Rebecca Bowlden, President, TEA
Bev Miller, President, TCEA

FROM: Dr. Judith Berry, Assistant Superintendent, Finance & Operations

DATE: December 11, 2015

SUBJECT: Print Services Modernization Project

Tukwila School District will be embarking on a three-phase project to upgrade and enhance print and copy services district-wide beginning December, 2015 and concluding June, 2016. The first phase of the project (December, 2015) will impact elementary schools and the district offices at both the Administrative Center and Annex. The second phase of the project (April, 2016) will impact Showalter Middle School and the final phase (Summer, 2016) will impact Foster High School and Copy Center. Outcomes of the project include:

- Increased accessibility to color printing for classroom teachers/instructional staff
- Increased print finishing options (stapling, booklet making, hole punching, etc.)
- Standardized and modernized printer/copier inventory to machines less than 3 years old at all sites; removal of printers greater than 3 years old at all sites
- Greater accountability and oversight in printing/copying at the building level and within departments
- Decreased printing/toner costs district-wide; an anticipated savings of \$45-60K depending on print volume
- Decreased number of single-function printers; limited to office staff with safety/security/privacy concerns
- Printing/copying codes will be revised to reflect the employee's ID number and managed at the district office

Phase One - Winter Break

Administrative Center (December, 2015)

Staff at the Administrative Center will print to three networked, multifunction color copiers placed strategically in the building to serve the North offices, South offices, and workroom.



a world of possibility

4640 S. 144th St. Tukwila, WA 98168 | (206) 901-8000 | tukwila.wednet.edu

Administrative Annex (December, 2015)

Staff at the Annex Building will print to a single networked, multifunction color copier placed centrally in the office.

Athletics (December, 2015)

Staff in Athletics offices will print to a single, networked, multifunction color copier located in the Athletics office at Foster High School.

Food Services & Maintenance (December, 2015)

Staff in the Food Services and Maintenance office will print to a single, networked, multifunction color copier located in the Food Services/Maintenance office. Each kitchen site will have a networked, multifunction, monochrome copier located in the kitchen manager's office.

Cascade View Elementary (December, 2015)

Staff at Cascade View will have access seven (7) networked, multifunction, color/monochrome copiers located strategically in the Main Office, Workroom, B, C, D, and E Wings (see print map). Single-function, monochrome printers will be placed in the offices of the principal, assistant principal, and nurse's office.

Thorndyke Elementary (December, 2015)

Staff at Thorndyke will have access seven (7) networked, multifunction, color/monochrome copiers located strategically in the Main Office, Workroom, 1st floor East and West common areas, 2nd floor East and West common areas, and the common area beneath the stairs (see print map). Single-function, monochrome printers will be placed in the offices of the principal, assistant principal, and nurse's office.

Tukwila Elementary (December, 2015)

Staff at Tukwila will have access seven (7) networked, multifunction, color/monochrome copiers located strategically in the Main Office, Workroom, 1st floor North and South stair, 2nd floor North & South stair, 2nd floor common areas (see print map). Single-function, monochrome printers will be placed in the offices of the principal, assistant principal, and nurse's office.



a world of possibility

4640 S. 144th St. Tukwila, WA 98168 | (206) 901-8000 | tukwila.wednet.edu

Phase Two - Spring Break

Showalter Middle School (April, 2016)

Staff at Showalter will have access to eight to ten (8-10) networked, multifunction, color/monochrome copiers located strategically in the Main Office, Workroom, 1st and 2nd floors, portables, athletics, and B wing of the building (see print map). Single-function, monochrome printers will be placed in the offices of the principal, assistant principal, dean of students, registrar, and nurse's office. Final locations of the printer/copiers will be decided by the school's Technology Committee by early March, 2016.

Phase 3 - Summer Break

Foster High School (July, 2016)

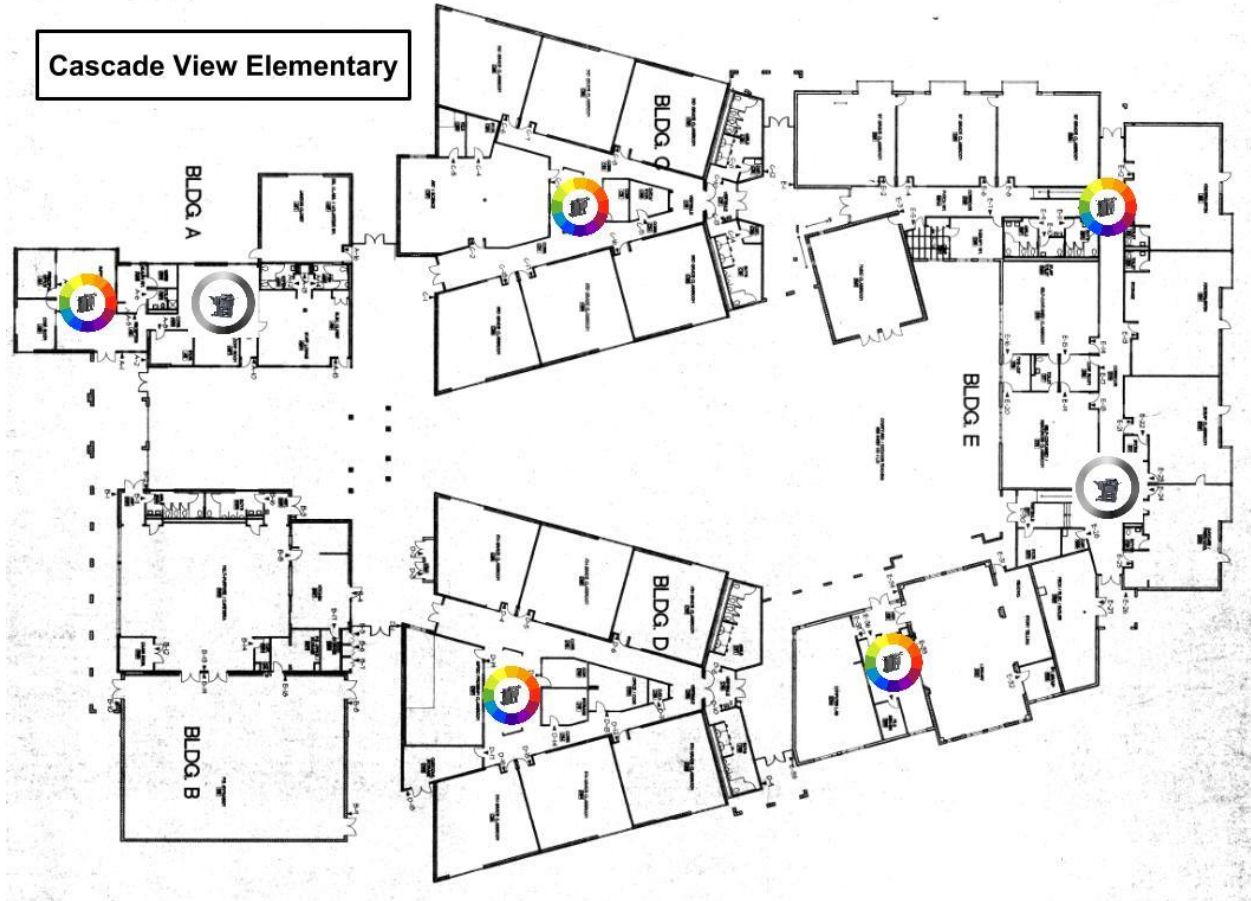
Staff at Foster will have access to nine to thirteen (9-13) networked, multifunction, color/monochrome copiers located strategically throughout the building (see print map). Single-function, monochrome printers will be placed in the offices of the principal, assistant principal, dean of students, registrar, and nurse's office. Final locations of the printer/copiers will be decided by the school's Technology Committee by early May, 2016.

Copy Center (July, 2016)

The feasibility of maintaining the District copy center at Showalter Middle School is under evaluation. Final determination will be made and published to stakeholders in May, 2016.

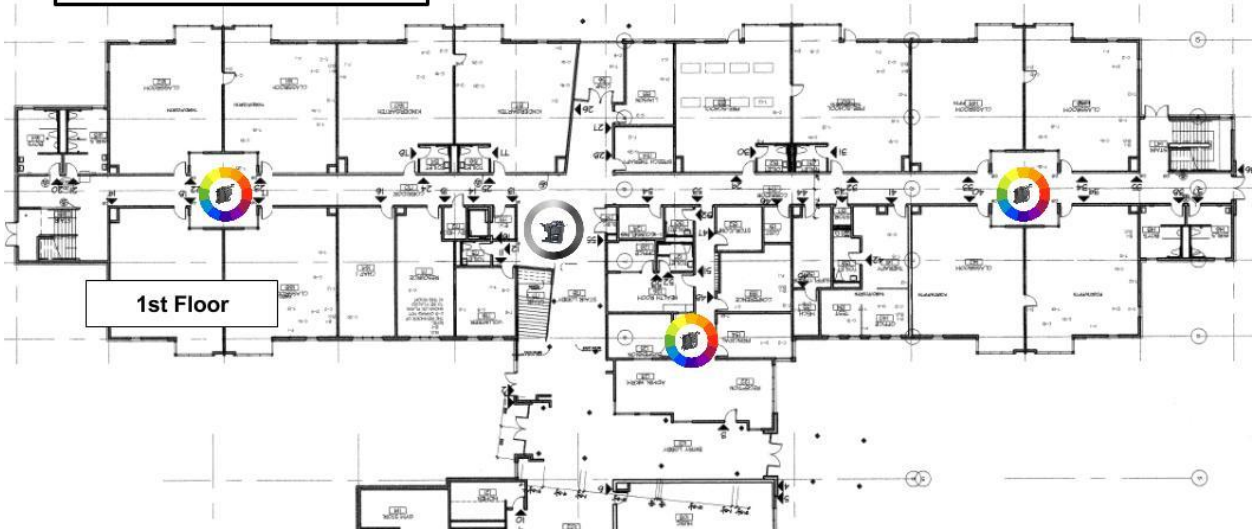
cc: Nancy Coogan, Wanda Billingsly

attachments: CAS Print Map, THO Print Map, TUK Print Map, SHO Print Map, FOS Print Map

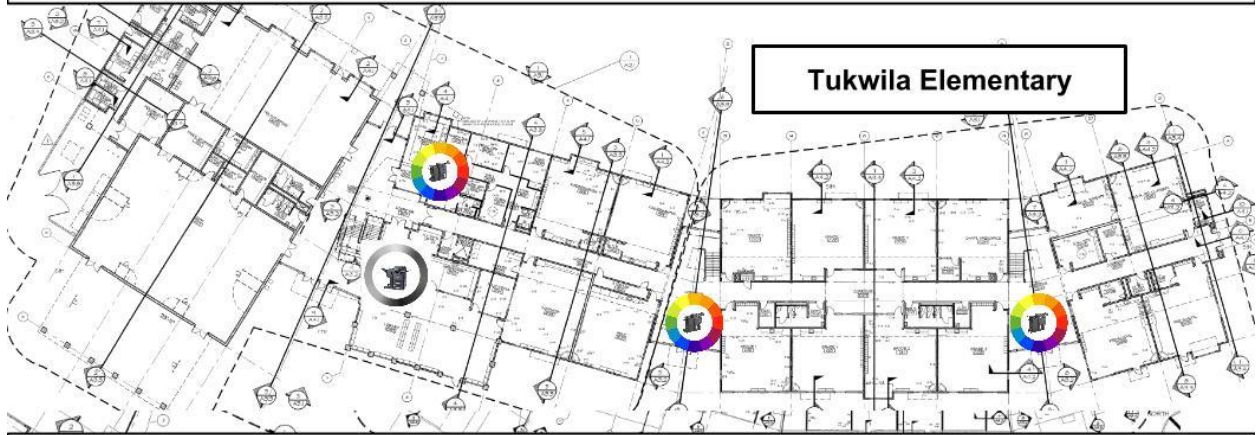




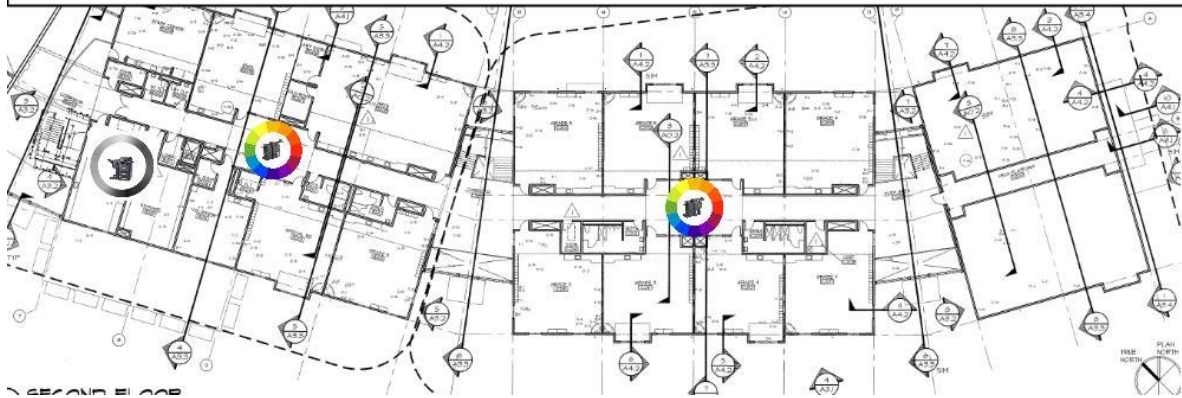
Thorndyke Elementary

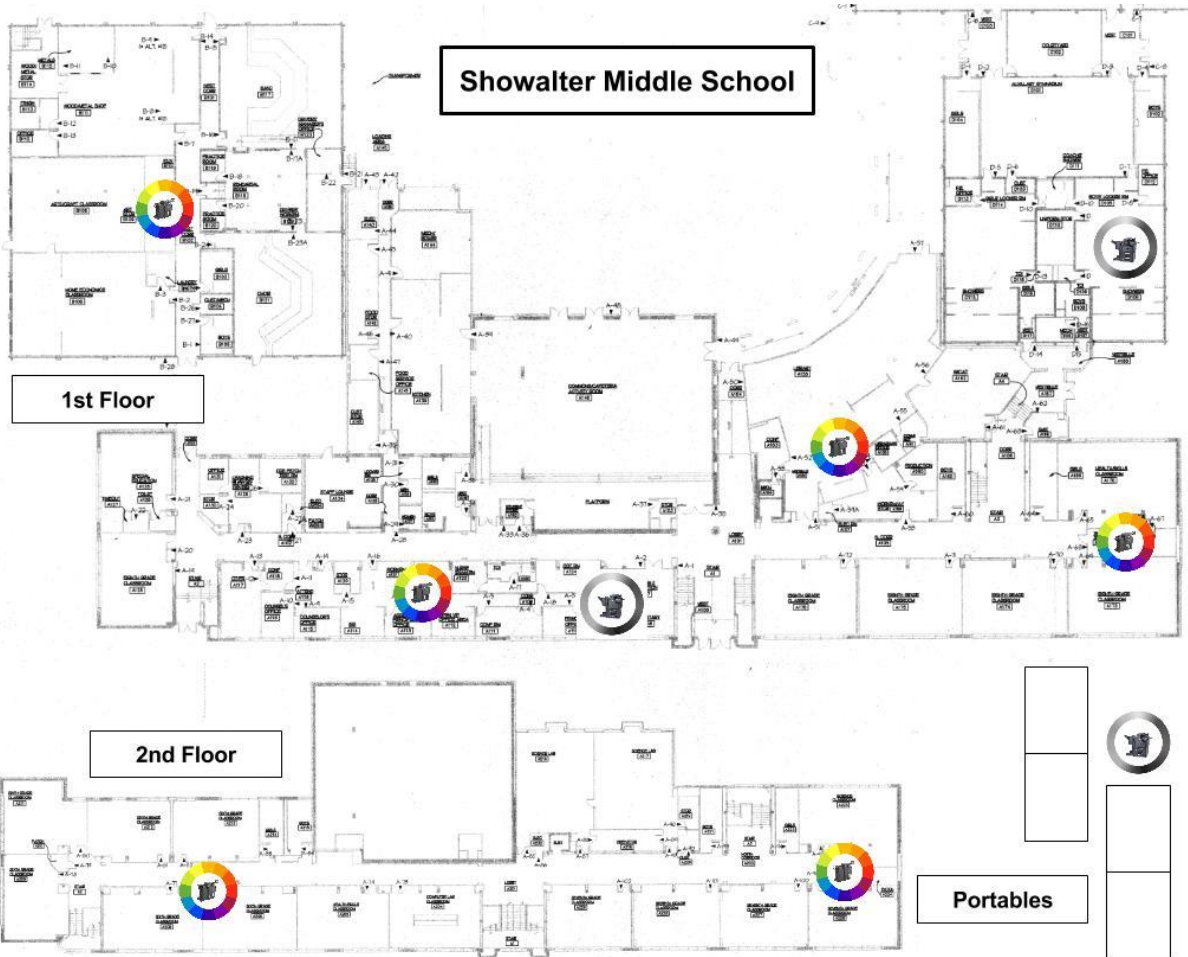


1st Floor

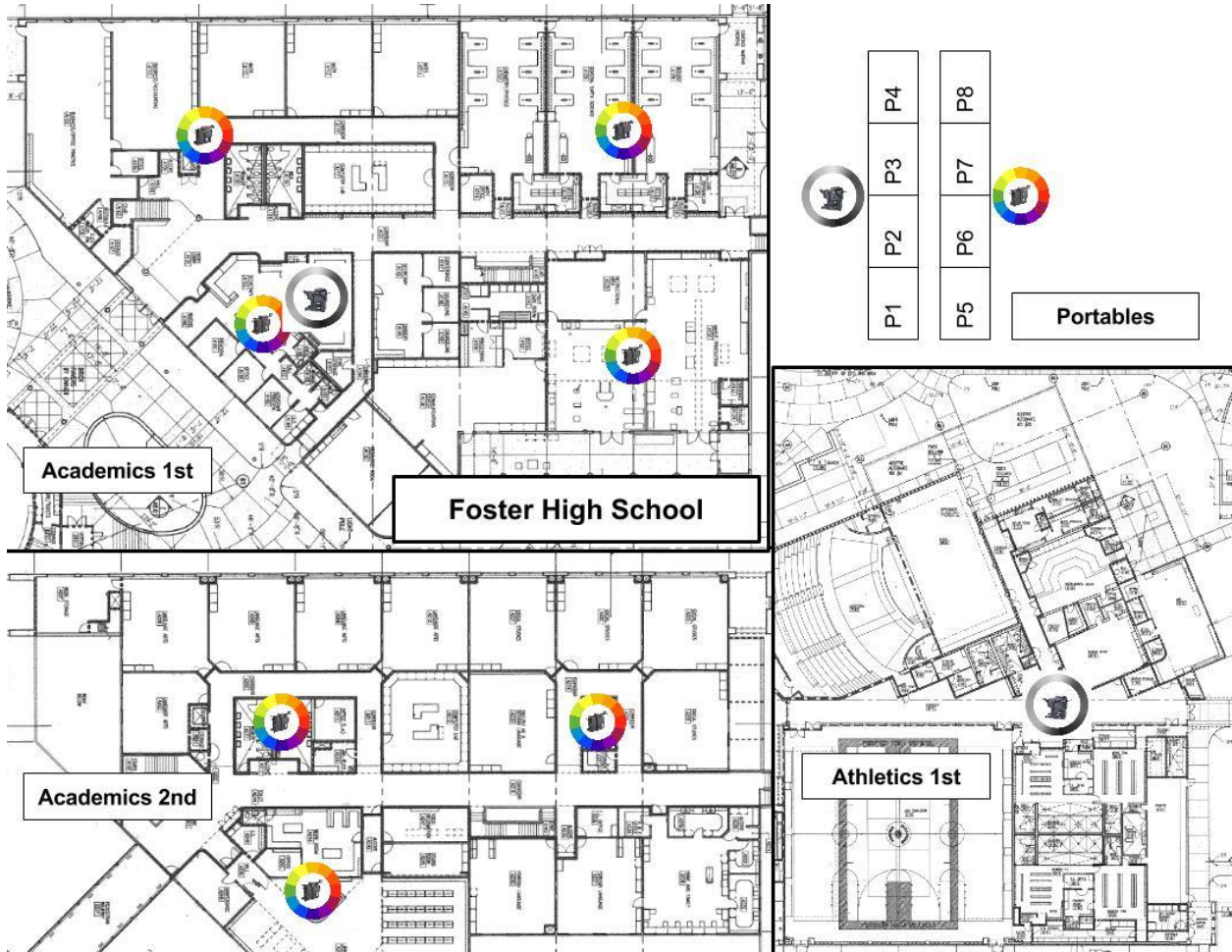


2nd Floor





Final placement of printer/copiers to be determined by the Showalter Middle School Technology Committee or principal's designees.



Final placement of printer/copiers to be determined by the Foster High School Technology Committee or principal's designees.