



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

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### Memorandum

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To: Kent Mutchler, Superintendent  
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: June 4, 2013

Re: Recommendation for the Replacement of Driver Education Vans

The district currently owns two (2) Driver Education Vans for the purpose of teaching driver education to students at Geneva High School. These vehicles were leased for a three (3) year period starting in August 2004, with purchase of the vehicles at the end of the lease period for a cost of \$ 17,337 per vehicle.

These vehicles are currently nine (9) years old and are beginning to need yearly repair to maintain good running order. Repairs for FY2012 were \$5,232 and for the current fiscal year \$3,995. The invoices for repair are attached.

I have also attached the proposed vehicle sales worksheet listing the cost to purchase with a trade-in of our current vehicle as well as the detailed feature listing for the new vehicle.

I am recommending that the District purchase one (1) vehicle at a total purchase price of \$15,404 in FY 2014 and one (1) vehicle in FY 2015 with the cost to be determined in June 2014.