



MINOOKA

COMMUNITY HIGH SCHOOL

District #111 mchs.net

High expectations and continuous improvement for all.

To: Dr. Robert Schiffbauer, Board of Education
From: Dr. Kathleen Wilkey
Date: October 21, 2026
Subject: Disposal of Equipment

The purpose of this report is to request formal approval from the Board of Education to declare specified district equipment and furniture as surplus/obsolete and to authorize staff to proceed with proper disposal in accordance with Board Policy and state statutory regulations.

The items listed in this report have exceeded their operational lifespan, sustained wear and tear rendering them unsuitable for further classroom or office use, or represent outdated technology that no longer supports educational standards.

The following inventory details all equipment and furniture evaluated and recommended for surplus designation:

Item Description	Quantity	Condition	Reason for Disposal
Computer Chairs	14	Poor / Damaged	Excessive mechanical wear, broken height/tilt mechanisms, torn upholstery
Open Metal Shelving Units	4	Fair / Worn	Surplus to current storage needs; rusting/warped frames
Enclosed Metal Shelving Units	2	Fair / Damaged	Latch/door misalignment, excess rust and mechanical wear
Tall Cabinet	1	Poor	Structural damage, broken locking mechanism
5-Drawer Wide File Cabinet	1	Fair	Replaced due to digital record migration; obsolete storage format
4-Drawer Wide File Cabinets	3	Fair	Replaced due to digital record migration; surplus to site needs
2-Drawer Wide	1	Fair	Surplus to site operational needs



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Item Description	Quantity	Condition	Reason for Disposal
File Cabinet			
4-Drawer Vertical File Cabinet	1	Fair	Surplus to site operational needs
Class Set of Virtual Reality (VR) Goggles	30	Obsolete / Non-Functional	Outdated hardware/software specs, unsupported OS, degraded batteries

The district continually evaluates physical assets to ensure safe, functional, and efficient learning environments. The rationale for disposing of these specific assets includes:

- **Furniture & Filing Equipment:** Modern administrative practices and digitized record retention have significantly reduced the necessity for physical file storage. The filing cabinets and shelving units are no longer needed across district facilities. Furthermore, the seating and cabinetry recommended for disposal pose safety hazards or are structurally compromised beyond cost-effective repair.
- **Technology Hardware (VR Goggles):** The class set of 30 VR goggles represents legacy hardware that is no longer supported by manufacturers or compatible with district instructional platforms. Operating software updates are no longer available, and battery life has degraded past usable instructional limits.

Upon approval by the Board, staff will execute disposal through donation, recycling, or e-waste management.

Proposed Motion: *"Move to approve the disposal of surplus equipment and authorize the administration to proceed with the disposition of the designated items in accordance with district policy and applicable guidelines."*