

To: Board of Education
From: Margo Empen, Superintendent
Subject: Action Item, Surplus Equipment

PROPOSED MOTION BY THE BOARD OF EDUCATION

Approve the Disposal of Surplus Equipment as presented.

Moved by _____; Seconded by _____

YEA	NAY	YEA	NAY
___ Josh Arduini	___	___ John Jacobs	___
___ Jill Stoker	___	___ Brad Sibley	___
___ Scott Johnson	___	___ Pam Tourtillott	___
___ Jim Schielein	___		

Background: Mr. Manley reported the following:

Surplus Equipment – I am submitting the attached list of printers to the Board, and requesting permission to dispose of the equipment. These printers are all small personal printers and cannot be managed easily and do not fit with our current copier and printer plan. If we kept the printers in use, we would need to pay a per page fee to our Copier vendor, and that is not cost effective.

I plan to offer the printers for sale to the public at a sale at Dixon High School on Tuesday, September 27th from 2:30pm to 3:30pm. Equipment will be sold on a first come, first served basis. Anyone purchasing a printer will be required to sign a bill of sale explaining the equipment is sold “as is” and there is no warranty. Also, any equipment purchased is not to come back into the schools, into a classroom. We do plan on providing a power cable and usb cable with each printer.

Proceeds from the sale will go into the technology activity account. We plan on having students help with the sale and would like to be able to use the funds to purchase supplies for the high school computer club.

Any equipment not sold will go to recycling. If there is enough demand, we may do another equipment sale in the future, or simply send the equipment off to a recycler.

Model	Serial Number	Rk Dixon Tag	Asset Tag	Suggested Sale Price
HP Laserjet P1006	VND3423697	106631	A00217031	\$25
HP Laserjet P1006	VND3423759	116609	A00216869	\$25
HP Laserjet P1006	VND3423653	106632	A00215101	\$25
HP Laserjet P1006	VND3423667	106789	A00215860	\$25
HP Laserjet 1018	CNB1X16477	106787	A00217026	\$25
HP Laserjet 1018	CNB1316216	106806	A00216502	\$25
HP Laserjet 1018	CNB1X16507	106768	A00216872	\$25
HP Laserjet 1018	CNB1110984	106805	A00215198	\$25
HP Laserjet 1018	CNB1110975	106547	A00215593	\$25
HP Laserjet 1020	CNB9234889	106527	A00211257	\$27
HP Laserjet 1020	CNB9135144		A00216637	\$27
HP Laserjet 1020	CNB9135150	106532	A00210912	\$27
HP Laserjet P1505	VND3B37687	106765	A00216234	\$27
HP Laserjet P1505	VND3B37696	106552	A00473025	\$27
HP Laserjet P1102W	VNB4K33097	106567		\$30
HP Laserjet P1102W	VNB3V47716	106757	A00472285	\$30