

Welcome To The

Lindop District 92

Special Board of
Education Meeting

July 16, 2013

Call To Order

Roll Call

Our mission is to provide a high quality education that inspires each student to become a self-disciplined, passionate life long-learner who is equipped to flourish in an ever changing global society. This is achieved through partnerships based on mutual respect and shared accountability.

Public Participation

Approval of Accounts Payable

Approval of The Copiers Contract

Copy Machine Analysis

Lindop School District 92

July 16, 2013

What is our current equipment?

- Xerox Machines: Two black & white (B/W) copy machines and one color machine.
- Two B/W machines are on three year lease schedule with payments made annually (December of each year). Annual payment of \$5,311, or \$442.58 per month for both machines. Maintenance agreement costs \$304 per month.
- Color copy machine is on a monthly lease which expires in July of 2013. Lease payment is \$595 per month with no maintenance agreement currently in place.

Options available to the District

- Going month to month on current color copy machine and renting an additional B/W machine for the main office.
 - This would increase the number of copy machines in the District from three to four.
 - Would allow the District (in time) to have all copy machines on one lease schedule.
- Buyout on current leases and maintenance agreements and obtain all new equipment to start the school year.
 - Printer Management
 - Increase copy machines from three to four
 - All machines on one lease schedule
 - Interchangeable parts

Current Monthly Cost (Three Machines)

Two black & white copy machines:	\$442.58
Maintenance agreement for b/w machines:	\$304.00
Color lease payment:	<u>\$595.00</u>
Total cost per month:	\$1,341.58

Month to Month Option

- Retain the current machines at \$1,341.58
- Add maintenance agreement for color machine
 - Includes b/w output cost at \$.011
 - Includes color output cost at \$.11
- Rental of additional 4th copy machine at \$168.90
 - 4th machine would print 24 pages per minute (ppm)
 - Includes b/w pages of 1,000 per month \$0.0189 for each additional
- Total monthly cost to District \$1,510.48
 - Does not address printer management issue
 - Only includes 71,000 b/w pages

Printer Management

- Many classrooms have printers for which the District pays the cost of the toner.
- There would be a cost savings to the District if the majority of printing was done through copy machines.
 - Our maintenance agreement includes a minimum number of pages per month. If these are not utilized the District currently still pays the same amount. When these amounts are exceeded the District pays \$.005 per b/w print, and \$.05 for color.

Buyout Options

- Quotes were obtained from three vendors. The District would receive a check for \$5,311 to make final payment on current machine.
 - Xerox
 - \$1,013.25 with service at a cost of \$710.32, total cost \$1,723.57
 - Includes 150,000 page output per month (\$710.00 value)
 - Proven – Cannon Copy Machines
 - \$1,592 per month with maintenance charged at a per page amount
 - Choice Office Equipment – Kyocera Copy Machines
 - \$1,555 per month with maintenance charged at a per page amount
 - COTG – Xerox copy machines
 - \$1,299.50 per month with maintenance charged at a per page amount
- **NOTE:** 48 Month lease on all buyout options noted above

Xerox

- Lease would include 4 machines. Three 90ppm & one color 55ppm.
 - 90ppm b/w machines
 - High Volume Finisher
 - 3 hole
 - Stapler
 - Foreign interface
 - One machine would include a fax, but all would be able to scan
 - Pcounter (Swipe card reader)
 - Fi Device
 - 55ppm color machine
 - High Volume Finisher
 - 3 hole
 - Stapler
 - Foreign interface
 - Fax
 - Pcounter (Swipe card reader)
 - Fi Device
- Xerox is providing the \$5,312 check to buy us out of the current lease agreement as well as letting Lindop keep the buyout copy machines. This is a \$5,312 value to the District.

Proven (Cannon Machines)

- Lease would include 4 machines. Two 75ppm, one color 50ppm, and one 95ppm
 - 95ppm b/w machine
 - Copier, Network Printer, Network Fax, Network Scanner
 - Staple
 - 2/3 hole punch
 - 4 paper drawer
 - Uniflow software
 - Card Reader
 - 50ppm color machine
 - Copier, Network Printer, Network Fax, Network Scanner
 - Staple
 - 2/3 hole punch
 - 4 paper drawer
 - Uniflow software
 - Card Reader
 - Booklet Finisher

Proven (Cannon Machines)

- Proven (Continued)
 - 75ppm b/w machines (Teachers Workstations)
 - Copier, Network Printer, Scanner
 - Staple
 - 2/3 hole punch
 - 4 paper drawer
 - Uniflow software
 - Card Reader

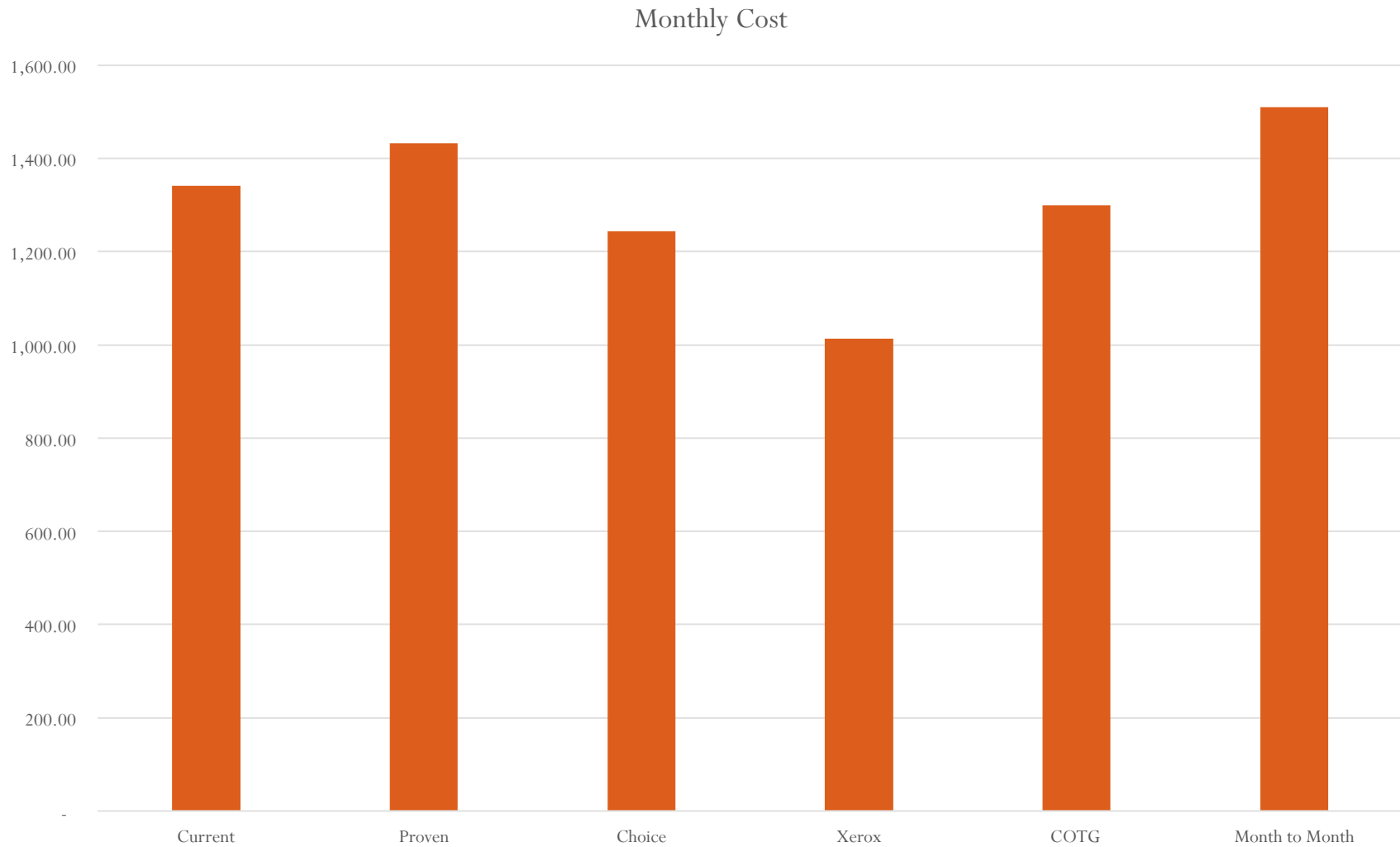
Choice Office Equipment - Kyocera

- Lease would include four machines. Three 80ppm & one 55ppm
 - 80ppm b/w machine
 - Copier, Network Printer, Network Scanner, (one with fax)
 - Staple
 - 2/3 hole punch
 - Durable dual-scan document processor
 - Papercut license
 - 2 MyInbox software
 - Card Reader
 - 55ppm color machine
 - Copier, Network Printer, Network Fax, Network Scanner
 - Staple
 - 2/3 hole punch
 - Durable dual-scan document processor
 - Papercut license
 - 2 MyInbox software
 - Card Reader
- Choice is providing the first 25,000 color pages of service and supplies at no cost. This is a \$1,225 value to the District.
- Choice is providing the first 500,000 b/w pages of service and supplies at no cost. This is a \$2,000 value to the District.

COTG – Xerox Machines

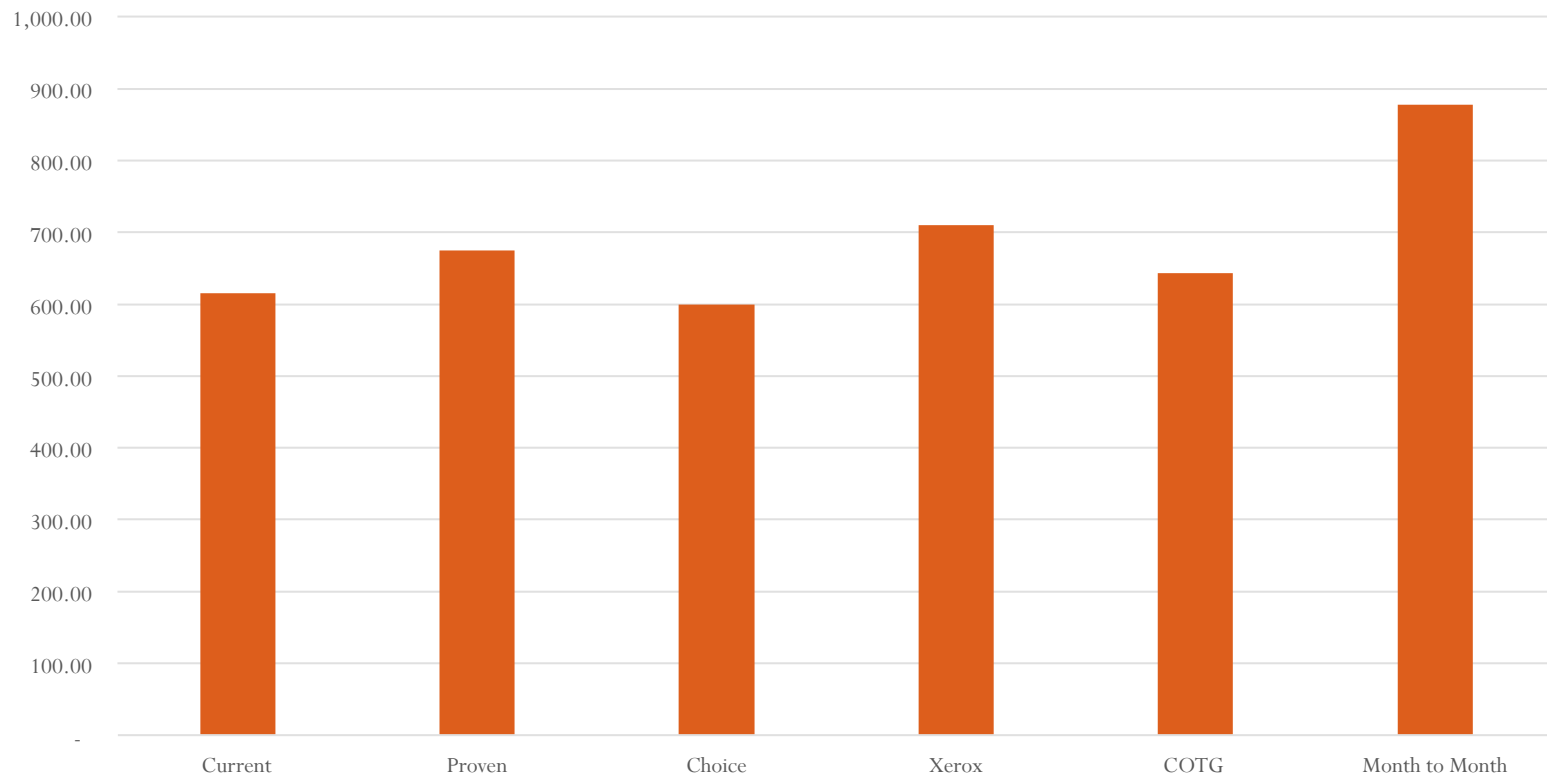
- Lease would include 4 machines. Three 90ppm & one color 55ppm.
 - 90ppm b/w machines
 - High Volume Finisher
 - 3 hole
 - Stapler
 - Foreign interface (needed for swipe card reader)
 - One machine would include a fax, but all would be able to scan
 - Papercut (Swipe card reader)
 - Fi Device
 - 55ppm color machine
 - High Volume Finisher
 - 3 hole
 - Stapler
 - Foreign interface (needed for swipe card reader)
 - Fax
 - Papercut (Swipe card reader)
 - Fi Device
- COTG is providing the \$5,312 check to buy us out of the current lease agreement as well as letting Lindop keep the buyout copy machines. This is a \$5,312 value to the District.
- COTG will also pay for the return shipping of the old color copy machine as well as pay off the remaining amount owed of \$3,900.

Monthly Lease Cost Analysis



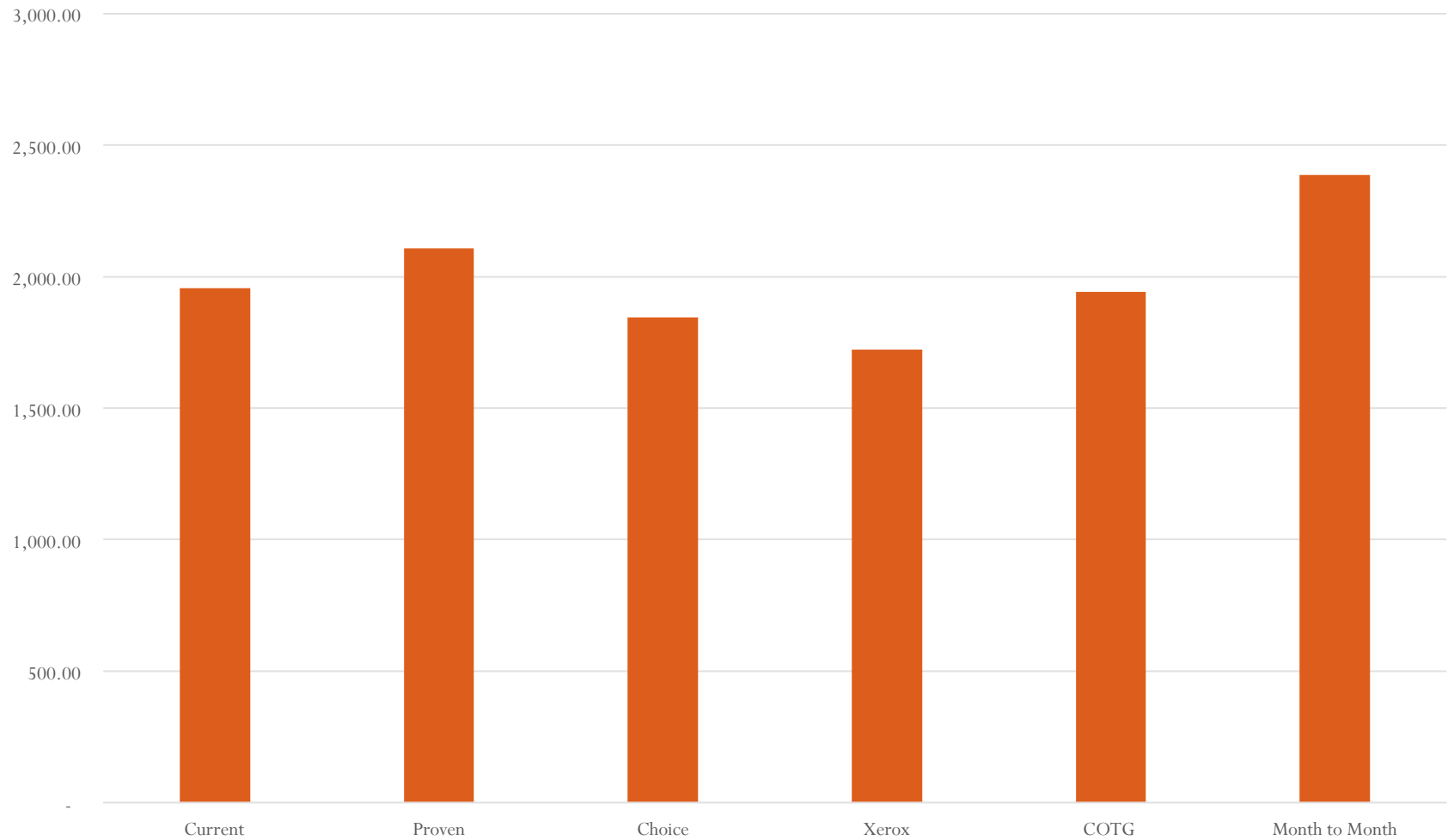
Monthly Maintenance Cost Analysis

With 150,000 B/W page output



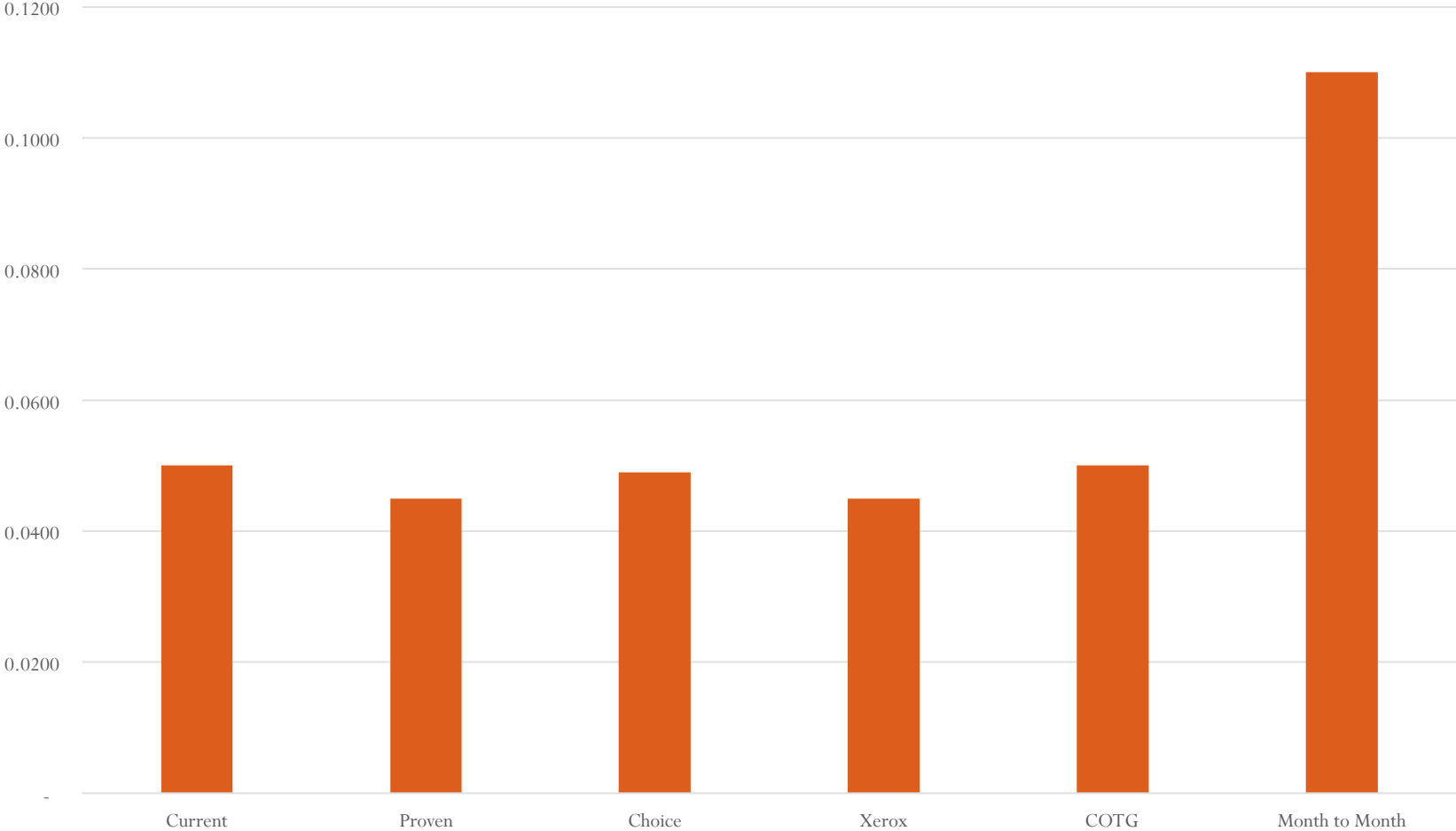
Total Cost Analysis

Total Cost Per Month, Based on 150,000 usage (No Color)



Color Cost Analysis

Color output cost (Per Page)



Questions



Approval of The Copiers Contract

Approval of The Resignation of Sixth Grade Teacher

Approval of The Employment Contract For Maintenance Supervisor

- **20 years maintenance experience with schools**
- **Patched sink hole in parking lot**
- **Developed improvements to custodial cleaning requirements**
- **Developed a listing of repairs needed and prioritized based on urgency**
- **Observed custodial staff using latex paint and suggested enamel paint.**
- **Developed vendor relations**
- **Suggested silver coating on roof to save energy consumption**
- **Performing walk through on rooms, inventory services needed.**

**Approval of The
Employment Contract
Assistant Principal**

Approval of The Employment of Classroom Teachers

Approval of The Employment of Teacher Assistants'

Closed Session