

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** December 8, 2025

**FROM:** Dr. Russell Dyer, Superintendent, CSS

**SUBJECT:** Five Lease Agreements with MCC for RISO Copiers at Various Locations within the Collierville School District

### **INTRODUCTION:**

The purpose of this agenda item is to approve lease agreements for copiers to be utilized at Collierville Elementary (2), Bailey Station Elementary (1), Sycamore Elementary (1), and the Central Office (1).

### **BACKGROUND:**

On October 28, 2025, the Board of Education of Collierville Schools approved five (5) five-year lease agreements with Canon to lease five copiers for various schools in the Collierville School District. Acquiring the devices through lease agreements allows for better pricing as well as helping to achieve better cash flow since the payments are made over five years instead of as large one-time purchases.

### **DISCUSSION:**

These five-year leases are being presented to the Board of Education of Collierville Schools on October 28, 2025. The leases being presented consist of the following:

- Collierville Elementary will lease two copiers, with costs not to exceed \$39,300 and \$51,840, respectively.
- Bailey Station Elementary will lease one copier, with costs not to exceed \$51,840.
- Sycamore Elementary will lease one copier, with costs not to exceed \$51,840.
- Central Office will lease one copier, with costs not to exceed \$39,300.

The first payments for each of the leases are due November 25, 2025. The amounts due at such time consist of the following:

- Collierville Elementary will pay monthly amounts of \$655 and \$864.
- Bailey Station Elementary will pay monthly amount of \$864.
- Sycamore Elementary will pay monthly amount of \$864.
- Central Office will pay monthly amount of \$655.

Subsequent payments of the same amounts will be made monthly, with the final amounts due on October 25, 2030. The lease payments will be made by the individual locations receiving copiers.

The State of Tennessee considers lease/purchase agreements to be debt. All municipal debt issued must be reviewed and approved by the State of Tennessee's Comptroller's office. The lease was approved by the Comptroller's office on November 21, 2025, and this debt will be reported to the State and will be included in any debt disclosures by the Town of Collierville.

**BUDGET IMPACT:**

There is no direct fiscal impact associated with this action.

**ATTACHMENTS:**

[Exhibit A - RISO Copier Lease Agreement and School Board Approval.pdf](#)

[Exhibit B - Comptroller Approval of RISO Copier Lease - 11-21-2025.pdf](#)

**PROPOSED MOTION:**

To approve the five (five-year) lease agreements with MCC for RISO copiers at various locations in the Collierville Schools district with a total cost not to exceed \$234,120.

**Board Action:** Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						