

ONALASKA SCHOOL DISTRICT

"Cultivating and Harvesting High Expectations and Excellence."

DISTRICT OFFICE

Brenda Padgett, Superintendent
Alicia Clevenger, Payroll/Benefits/HR
Tori Griggs, Admin Assistant
Breanna Stewart, Accounts Payable

540 Carlisle Avenue
PO Box 279
Onalaska, WA 98570
Ph: (360) 978-4111 opt. 5
Fax: (360) 978-4185
www.onysd.wednet.edu

BOARD OF DIRECTORS

Jim Ball, Chair
Tanya Naillon, Vice Chair
Jennifer Zandecki
Megan Iverson
Carrie Kinsman

Onalaska School District Surplus Onalaska Maintenance Surplus October 26, 2026

Onalaska School District has determined the Maintenance Equipment listed in good to poor condition, as surplus.

October 26th – November 9th - District Staff will be able to view item. If not claimed, a bid price will be added on November 9th.

November 10th - 11th - A Two Day period for public schools, private schools, and homeschool parents to view item.

November 12th – November 22nd - General Public will be able to contact the district if interested in the item.

November 22nd at 3:00 p.m. - Deadline for submitting sealed bids.

Bids can be mailed to: Onalaska District Office
P.O. Box 279
Onalaska, WA.

Or hand delivered to: Onalaska District Office

Highest bid will be notified after the deadline on **Monday, November 22nd** by 3:15 p.m.

Removal of the Maintenance items will need to be coordinated with Jared Stevens, Maintenance/Custodial Supervisor, jstevens@onysd.wednet.edu. Please note: Payment must be made within 5 business days of notification and item must be picked up within 10 business days.

Please contact the District Office at
360-978-4111 Opt. 5.
For more information

Onalaska School District is an equal opportunity employer. We prohibit discrimination based on race, ethnicity, color, religion, creed, national origin, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, age, families with children, disability, neurodivergence, use of a guide dog or service animal, honorably discharged veteran or military status or any other basis prohibited by law and provides equal access to Boy Scouts or other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Civil Rights, Mrs. Brenda Padgett, Superintendent, bpadgett@onysd.wednet.edu, Title IX Coordinator Mrs. Heather Jacoby [hjacob@onysd.wednet.edu](mailto:hjacoby@onysd.wednet.edu), or the school district's 504 Coordinator, Mrs. Ryan Ranger, MS Principal, rranger@onysd.wednet.edu by email or at PO Box 279, 540 Carlisle Ave, Onalaska WA 98570, (360) 978-4111.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

ONALASKA SCHOOL DISTRICT NO. 300

Surplus Form Action Request

The following item(s) should be:

(x) ☒ ☐ ☐ ☐ ☐	Code (DS) Declared Surplus (RS) Reported Stolen (PT) Permanently transferred to _____ (TT) Temporarily transferred to _____ (OT) Other (describe) _____
--	--

and the equipment inventory for QSD be updated to reflect

Bldg/Room #

such action.

Employee's signature

ITEM DESCRIPTIONS:

Quantity	Code	Serial #	Description	Condition good, fair, poor
<u>4</u>	<u>DS</u>	<u>N/A</u>	<u>Heaters</u>	<u>good</u>
<u>1</u>	<u>DS</u>	<u>1221</u>	<u>compressor</u>	<u>poor</u>
<u>1</u>	<u>DS</u>	<u>N/A</u>	<u>Residential Range Hood</u>	<u>good</u>
<u>4</u>	<u>DS</u>	<u>N/A</u>	<u>pop-up</u>	<u>good</u>
_____	_____	_____	_____	_____

APPROVED BY:

Principal/Manager _____

Date _____

Received by Jared Stevens

Date 10-15-26

Distribution:

- a. If an item is for surplus, the white and yellow copy should be forwarded to the appropriate administrator for approval and then to the District Office. Originator keeps pink copy and will attach to the annual inventory sheet.
- b. If an item has been stolen/destroyed, please forward both the white and yellow copies directly to the District Office. Pink copy is retained by originator and attached to annual inventory sheet.
- c. If an item is being transferred, the original copy (white), is to be retained by the originator and the duplicate copy (yellow) is to be retained by the new location. These copies should be attached to the respective annual inventory sheets. Forward the third copy (pink) to the District Office on the date of transfer.