



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

June 5, 2017

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
 - A. Dissolution of the School Insurance and Risk Management Cooperative (SIRMC) – Approval
 - B. Wisconsin Educators Risk Management Cooperative (WERMC) 66.0301 Agreement – Approval
 - C. Chromebook Purchase – Wisconsin Rapids Area Middle School (WRAMS) – Approval
 - D. Computer Monitor Purchase - Elementary Schools - Approval
 - E. Parking Lot Replacement – THINK Academy – Approval
 - F. 458 Student Wellness Policy – 1st Reading – Approval
 - G. 458-R Nutrition Guidelines – 1st Reading – Approval
 - H. 460-R Food Service Management Guidelines – 1st Reading – Approval
 - I. Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) 66.0301 Agreement – Approval
- IV. Updates and Reports
 - A. Purchases - Update
- V. Agenda Items
- VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at [715-424-6701](tel:715-424-6701), at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling [715-424-6701](tel:715-424-6701).

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



BACKGROUND

Wisconsin Rapids Public School District - Board of Education

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Wisconsin Rapids, WI 54494

(715) 424-6701

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LOCATION: Board of Education Conference Room A/B

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I. Call to Order

II. Public Comment

III. Business Services

A. Dissolution of the School Insurance and Risk Management Cooperative (SIRMC) – Approval

The District has been a member of the School Insurance and Risk Management Cooperative (SIRMC) for over twenty years. The cooperative has served as an organization to pool school risk when bidding for property and workmans' compensation and liability insurance. The members feel we would be better served to dissolve SIRMC at this time (see attachment B) and join the Wisconsin Education Risk Management Cooperative (see attachment C), another school risk management association forming a large of pool of schools.

The administration recommends that the proposal to approve the resolution for dissolution of the School Insurance and Risk Management Cooperative (SIRMC) be recommended for approval to the Board of Education.

B. Wisconsin Educators Risk Management Cooperative (WERMC) 66.0301 Agreement – Approval

The administration recommends that the 66.0301 agreement for participation in the Wisconsin Education Risk Management Cooperative (WERMC) be recommended for approval to the Board of Education.

C. Chromebook Purchase – Wisconsin Rapids Area Middle School (WRAMS) – Approval

The Technology Department has requested quotes from several vendors for 175 chromebooks for the replacement of outdated chromebooks at WRAMS.

The administration will have price quotes and final recommendations for the committee at the time of the Business Services Committee meeting.

D. Computer Monitor Purchase – Elementary Schools – Approval

The Technology Department has requested quotes from several vendors for 250 monitors to replace aging and broken monitors at our elementary schools.

The administration will have price quotes and final recommendations for the committee at the time of the Business Services Committee meeting.

Business Services Committee Meeting Background – June 5, 2017

E. Parking Lot Replacement – THINK Academy – Approval

THINK Academy's parking lot is in very poor condition. Thermal patching used to extend the life of a parking lot is no longer an option. The base has also deteriorated and will need to be excavated and new road base brought in to replace it. The proposal is for 6" of new road base to be laid down and compacted with 3" of asphalt over the top. About 2,540 square yards of asphalt is needed.

Two bids were received as follows:

American Asphalt	\$60,179
A1 Services	\$66,625

The administration recommends that the proposal to repair the parking lot at THINK Academy received from American Asphalt at a cost of \$60,179 be recommended for approval to the Board of Education.

F. 458 Student Wellness Policy – 1st Reading – Approval

A committee has reviewed Board Policy 458 Student Wellness. Listed as Attachment D are the recommended revisions for first reading.

The administration recommends that revisions to Board Policy 458 Student Wellness Policy for first reading be recommended for approval to the Board of Education.

G. 458-R Nutrition Guidelines – 1st Reading – Approval

A committee has reviewed Board Policy 458-R Nutrition Guidelines. Listed as Attachment E are the recommended revisions for first reading.

The administration recommends that revisions to Board Policy 458-R Nutrition Guidelines for first reading be recommended for approval to the Board of Education.

H. 460-R Food Service Management Guidelines – 1st Reading – Approval

A committee has reviewed Board Policy 460-R Food Service Management Guidelines. Listed as Attachment F are the recommended revisions for first reading.

The administration recommends that revisions to Board Policy 460-R Food Service Management Guidelines for first reading be recommended for approval to the Board of Education.

I. Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) 66.0301 Agreement – Approval

In the past, the District has participated in the CESA 2 School Nutrition Purchasing Cooperative. The group has formally restructured and become the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) (see attachment G). Lizzie Severson, Food Service Director, would like the School District to continue be a part of the newly organized purchasing cooperative. The annual membership dues are \$300.

The administration recommends that the proposal to approve the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) 66.0301 Agreement be recommended for approval to the Board of Education.

IV. Updates and Reports

A. Purchases – Update

Copies of the following invoices are included as Attachment A:

Discovery Education – Online Library Services
Follett – Online Library Services
Frontline Education – Support Staff Time and Attendance Software

V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Future Agenda Items

No future agenda items of the Business Services Committee were identified.



**Subscriber Agreement ("Agreement")
made 04/19/2017 between Discovery Education, Inc. ("Discovery") and
WISCONSIN RAPIDS SCHOOL DISTRICT, WI ("Subscriber")**

- Subject to the terms and conditions of this agreement, Discovery grants to Subscriber, and the educators, administrators, and students (collectively, "Users") enrolled in the school(s) listed in Exhibit A hereto (the "Community") a limited, non-exclusive, terminable, non-transferable license to access Discovery Education Streaming via the website currently at <http://streaming.discoveryeducation.com>, or by any other means on which the parties may agree, and to use Discovery Education Streaming as set forth in the Subscription Services Terms of Use located at http://www.discoveryeducation.com/aboutus/terms_of_use.cfm, as Discovery may revise such Subscription Services Terms of Use from time to time (the Discovery Education Subscription Services "Terms of Use").
- The "Term" shall be 09/01/2017 through and including 08/31/2018.
- The pricing for this license (the "Fees") shall be as follows:

Discovery Education Streaming PLUS

Number of Schools	Service Description	Price per Year	Total
1	Discovery Education Streaming Plus HS License	\$3,150.00	\$3,150.00
8	Discovery Education Streaming Plus K-8 License	\$2,600.00	\$20,800.00
2	Discovery Education Streaming Plus K-8 License- LE*	\$1,300.00	\$2,600.00
	Total		\$26,550.00

*LE means enrollment of less than 200 students

- The Fees are non-cancellable and are due and payable to Discovery within 30 days of receipt of invoice.
- Subscriber may add schools in the district to this Agreement by written notice to Discovery, setting forth the name and address of the applicable school, the grade level of such schools, the number of students enrolled in each school, and the commencement date of the term for such schools (each, a "School Notice," and which may be submitted in the form of a purchase order). Upon receipt of a School Notice, the schools referenced therein shall be added to this Agreement and their Licenses shall become effective. Fees for additional schools will be prorated, based upon the number months in the term of the License for such additional school. The Fees for the additional schools shall be due and payable no later than thirty (30) days after the commencement date.
- All other terms and conditions governing this license shall be as set forth in the Terms of Use, and this Agreement, together with the Terms of Use constitute the complete and exclusive terms of the agreement between the parties regarding the subject matter and supersedes all other prior and contemporaneous agreements, negotiations, communications or understandings, oral or written, with respect to the subject matter hereof. There shall be no modifications to this Agreement unless they are in writing, and duly signed by both parties. In no event shall the terms and conditions of a purchase order or any other purchase agreement amend or modify the terms and conditions of this Agreement or the Terms of Use. In the event of a direct conflict between the terms of this Agreement and the terms of the applicable then-current Terms of Use, the terms of this Agreement shall control.

RENEWAL QUOTE



Page	1
Quote#	7159162
Issue Date	04/18/2017
Expiration Date	06/30/2017
Customer#	4892850
Customer	WISCONSIN RAPIDS SCHS

WISCONSIN RAPIDS SCHS
510 PEACH ST
WISCONSIN RAPIDS WI 54494

Quote Summary		Payable in USD
Sub Total		\$18,864.16
Discounts Applied		\$0.00
Quote Total		\$18,864.16
Please add all applicable taxes		

NOTICE OF PAYMENT DUE

Mail Payment (Check)
 Follett School Solutions, Inc.
 91826 Collection Center Drive
 Chicago, IL 60693 USA

Mail Purchase Order
 Follett School Solutions, Inc.
 1340 Ridgeview Drive
 McHenry, IL 60050 USA
 Email: FSSorders@follett.com
 Fax: 800-852-5458

Quote Details						
Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount		
EAST JR HIGH SCH - 4802544						
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00	
67059P	RPS ONLINE FOR LEXILES RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$140.06	
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00	
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06	
					Site Total	\$1,609.12
G W MEAD ELEM SCH - 4801963						
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00	
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54	
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00	
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06	
					Site Total	\$1,754.60
GRANT SCH - 4801964						
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00	
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54	
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00	
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06	
					Site Total	\$1,754.60
GROVE ELEM SCH - 4801965						
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00	
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54	
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00	
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06	
					Site Total	\$1,754.60
HOWE ELEM SCH - 4801966						
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00	
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54	
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00	

If you have any questions about this quote, please contact our Customer Service Department at 888-511-5114 (US/CAN) or +1 708-884-5000 (Outside US/CAN)

RENEWAL QUOTE



Page	2
Quote#	7159162
Issue Date	04/18/2017
Expiration Date	06/30/2017
Customer#	4892850
Customer	WISCONSIN RAPIDS SCHS

Quote Details					
Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount	
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,754.60
LINCOLN HIGH SCH - 4801967					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67059P	RPS ONLINE FOR LEXILES RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$140.06
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,609.12
THINK - 4801969					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,754.60
VESPER ELEM SCH - 4801970					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,754.60
WASHINGTON SCH - 4801971					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,754.60
WISCONSIN RAPIDS AREA MDL SCH - 4801972					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67059P	RPS ONLINE FOR LEXILES RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$140.06
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,609.12
WOODSIDE SCH - 4801973					
48206P	DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	06/30/2017	06/30/2018	\$850.00
67051P	RPS ONLINE FOR AR / RC RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$285.54
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	06/30/2017	06/30/2018	\$150.00
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	06/30/2017	06/30/2018	\$469.06
				Site Total	\$1,754.60

If you have any questions about this quote, please contact our Customer Service Department at 888-511-5114 (US/CAN) or +1 708-884-5000 (Outside US/CAN)

Purchase Follett Technology products 24/7 on www.destinyexpress.com



INVOICE

Acct #: 12039
#INVUS673111028

COPY

Accounts Payable
Wisconsin Rapids School District
510 Peach Street
Wisconsin Rapids WI 54494

Subscription Start Date: 07/01/2017
Due Date: 07/31/2017

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

Or make payment via ACH:

ABA/Routing #: 121000248

Account #: 4121566533

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

Qty	Description	Start	End	End User	Annual Rate	Amount
1	Time & Attendance Subscription - Users	07/01/2017	06/30/2018	12039 Wisconsin Rapids School District	\$9,095.00	\$9,095.00
1	Time & Attendance Subscription - Substitutes	07/01/2017	06/30/2018	12039 Wisconsin Rapids School District	\$2,675.00	\$2,675.00

SUBTOTAL \$11,770.00

7-10-800-480-251000-000
~~7-10-800-480-000~~ ok
OW 05/15/2017



RESOLUTION for Dissolution of SIRMC

WHEREAS, pursuant to Wis. Stat. § 66.0301, two or more Wisconsin School districts may enter into a contract for the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the School District of Wisconsin Rapids entered into a contract to form the School Insurance and Risk Management Cooperative of Wisconsin (“SIRMC”); and

WHEREAS, the School District of Wisconsin Rapids, together with all other school district members of SIRMC, has determined that it would be in the best interests of the districts to dissolve SIRMC; and

WHEREAS, this Resolution is intended to serve as the School District of Wisconsin Rapids’ official notice terminating membership in SIRMC and otherwise authorizing dissolution of SIRMC.

NOW, THEREFORE, BE IT RESOLVED:

That, pursuant to Sections VI and IX of the contract forming SIRMC, the School District of Wisconsin Rapids hereby provides official notice of its withdrawal from SIRMC and authorizes dissolution of SIRMC pursuant to law; and

BE IT FURTHER RESOLVED:

That the duly-appointed President of SIRMC, Brian Adesso, Director of Business Services for Menasha Joint School District, is hereby authorized to wind up the affairs of SIRMC and take all actions necessary to account for all funds and terminate all contracts associated with SIRMC: and

BE IT FURTHER RESOLVED:

That the School District of Wisconsin Rapids hereby waives any and all procedures, related to notice or otherwise necessary to effectuate the terms of this Resolution under the terms of the contract that created SIRMC.

**WISCONSIN EDUCATORS RISK MANAGEMENT COOPERATIVE (WERMC)
66.0301 AGREEMENT for 2017-18**

WHEREAS, the School Districts participating in this Agreement desire to enter into a cooperative relationship to (1) purchase insurance coverage for the areas including, but not necessarily limited to, Property, General, Auto, & Errors & Omissions Liability, Workers' Compensation, and if appropriate, Umbrella Liability insurance for the fiscal year and beyond, and (2) to educate district officials with regard to the ongoing issues and nuances of insurance and risk management, and (3) have a direct influence on the premiums their District pays;

WHEREAS, Section 66.0301 WI Stat. provides the authority to do so;

WHEREAS, such an inter-school district agreement will require a commitment to the concept of group buying and participation;

THEREFORE, the participating districts, by signature of their authorized representatives, do hereby agree as follows:

SECTION I - Organizational Structure

A. WERMC Board

During the 2017-18 fiscal year, the Board shall be comprised of no more than ten (10) members selected from the former SIRMC Board and the currently serving WERMC Board members. In 2018-19 and thereafter, the Board shall consist of seven members elected from the membership. Elections for vacant seats on the Board for the following year shall be held during the Spring membership meeting of each year. The Board's duties shall be to guide the development of the group and make general operational decisions on behalf of the entire group. The term of office shall be three year staggered terms. The Fiscal Agent will be Hayward Community School District. The Board shall elect a President, Vice-President, Secretary, and Treasurer with the following duties:

President: The President shall work with the consultant to schedule and lead member meetings, schedule and lead WERMC Board meetings, and negotiate and maintain WERMC partnerships with selected vendors.

Vice President: The Vice President shall perform the duties of the President as needed in the absence of the President from Board meetings or member meetings.

Secretary: The Secretary shall maintain meeting minutes for both Board meetings and member meetings.

Treasurer: The Treasurer shall develop and maintain the budget, and authorize all expenditures to be processed by the Fiscal Agent.

B. Voting Rights

Each member district shall be entitled to one vote which may be proxy or electronic.

C. Meetings

The WERMC shall call general membership meetings at least two times per year to conduct necessary business. Meetings may be physical gatherings or over the web. All meetings shall be noticed and posted in accordance with WI Stat. 19.84 (Open meetings law).

D. Operating Budget and Fee Structure

The budget and corresponding member fee structure for the following year is determined at the Fall membership meeting of each year and approved by a majority vote of the membership.

E. Errors and Omission Insurance

The WERMC membership budget shall provide sufficient annual premiums to support an E/O insurance policy which covers Board members in the discharge of their duties and as well as WERMC E/O exposure for individual member districts. The amount of policy coverage shall be reported annually to the membership.

SECTION II – Insurance Bidding Guidelines

A. Bid Specifications

The consultant will develop “baseline” bid specifications as to coverages after reviewing the policies of participating districts. Optional premium options will be requested for districts requesting coverages in excess of the baseline coverage.

B. Bid Standards

Each member district is required to participate in the WERMC Board/Consultant-received, analyzed, and recommended Liability insurance program including General, Auto, Errors & Omissions liability and if appropriate, Umbrella Liability insurance. Workers’ Compensation and Property/Equipment Breakdown, Auto Physical Damage, Crime and Cyber Liability insurance program(s) may be an individual District choice following after the Board/Consultant-received, analyzed, and recommended carrier(s). All insurance recommendations are subsequent to any negotiations.

All quotes will declare all agency and contingency commissions, including how those reimbursements are calculated and what specific arrangements have been made with the insurance company by coverage line. Agents are allowed to charge fees in lieu of commission.

C. Time Commitment

Each member district will be required to agree to a twelve-month commitment and per Section VIII, membership automatically renews unless withdrawal is in accordance with Section 5. Carriers will be given a one-year commitment with a clear understanding that the group may choose to negotiate.

D. Liability Insurance Purchase Commitment

Each district must commit to participating in the Liability Insurance program(s) that receive(s) the most votes of participating districts once the bids are received and analyzed, except in cases of a consultant exemption for the benefit of the district.

E. Bid Procedure

The Cooperative shall retain an independent consultant to coordinate the bidding and purchase process. The consultant shall coordinate and act as a clearing-house for the dissemination of information to the Board and members regarding the bid results.

F. Prospective New Members

(1) Prospective new member district(s) shall either contract directly with the consultant to obtain a WERMC insurance proposal or request that the consultant refer the prospect to an agent to provide a WERMC insurance proposal.

G. Non-July 1 Renewals

The bid specifications shall be written to require the successful carrier(s) to issue policies to post-July 1 renewals from the date of renewal through June 30 and annually thereafter. For Workers' Compensation, districts with renewals other than July 1 will need to request short-term policies from their existing carriers that expire on June 30 except in special circumstances where a district's experience modification factor would be adversely affected by a change of its policy period. Subsequently, the Workers' Compensation policy period would be changed when there would be no significant adverse effect upon the experience mod factor.

H. Power to Negotiate

The WERMC Board will be expressly granted the authority to conduct negotiations with carriers subsequent to receipt of bids in order to craft the best arrangements for all participating districts.

Section III - Membership Dues

Dues for the subsequent year shall be established in the fall of each year by the WERMC Board. Dues shall be based upon a member district's prior year 3rd Friday, September pupil FTE. For CESAs, dues shall be based upon the number of current year staff, including substitutes. For new members, membership services and fees will commence on July 1 or the date of their acceptance into active member status in WERMC. The deadline for payment of dues in full is July 31 of each year or for new member districts, within 30 days of acceptance as a WERMC member. Member districts joining after July 1 shall have their first-year membership dues prorated to the date of acceptance.

Section IV – Consultant Services

WERMC shall utilize the services of an independent risk management consultant. The Board, through WERMC membership authorization, has the authority and responsibility to hire the independent consultant and negotiate an annual contract with the consultant prior to January 1 of each year.

Section V - Annual Member Commitment

In order to assure a stable orderly budget process, by January 31st of each year, member districts shall be required to give notice to the WERMC President of intent to withdraw from WERMC for the next fiscal year. If this notice is not given timely, WERMC will bill the district for the following fiscal year and district is entitled to WERMC services throughout the following fiscal year.

Section VI - Adding New Members

The WERMC Board may determine guidelines and pre-qualification standards for admission of new member districts in consultation with the consultant. Approval of new member districts will be confirmed only upon an affirmative vote of 2/3 of the Board. See also Section II (F).

Section VII - Accounting

The Board shall review periodic financial statements. Accounting records shall be kept in accordance with sound financial standards. In addition, a current financial report shall be distributed and reviewed at the membership meetings.

Section VIII - Duration

The terms of this agreement shall be for one fiscal period (July 1-June 30) and shall automatically renew for a subsequent twelve- month period unless the member district notifies the WERMC Board in writing to discontinue membership, per section V.

Section IX - Entire Agreement

This agreement constitutes the entire agreement between the parties. There exists no other agreement(s) oral or written, between the parties contained in this agreement.

IN WITNESS THEREOF, the parties have executed this agreement this _____ day of _____, _____.

School District: _____

By: _____
Board President

By: _____
Board Clerk

Date _____

RETURN SIGNED AGREEMENT TO FISCAL AGENT:

Jeanne Stahl
Business Manager
Hayward Community Schools
15930 W 5th Street
Hayward, WI 54843

Or via email at jstahl@hayward.k12.wi.us

458 STUDENT WELLNESS POLICY

Policy

Wellness influences a child's development, health, well being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with their bodies ready to take advantage of the learning environment. This district-wide nutrition and physical education/activity policy encourages all members of the school community to act as positive healthy role models and create an environment that supports lifelong healthy eating habits and regular physical activity.

School Nutrition Guidelines School Meal Programs

- *The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices.*
- *All meals meet or exceed current nutrition requirements established under the Healthy Hunger-Free Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).*
- *All schools in the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP).*
- *Withholding food as a punishment shall be strictly prohibited.*
- *Drinking water is available for students during mealtimes.*
 - The District will follow the USDA School Nutrition Guidelines in planning food served in the school nutrition program and Ala carte sales.
 - The school nutrition programs, in partnership with other school departments and community organizations, will work to market and promote locally grown (if possible) food to students, and promote participation in the school nutrition program.
 - The District will provide students with a positive eating environment and with appropriate time to eat. The School Nutrition Association recommends at least 20 minutes for lunch and 15 minutes for breakfast.
 - Nutrition education will be integrated into curricular areas (where appropriate) to provide students (K-12) with a consistent message of building habits that support a healthy lifestyle.
 - The District school wellness policy and other wellness / nutrition resources will be available on the district website.
- The District will provide healthy food and beverage recommendations to parents, students and staff to promote healthy food choices at school, in the classroom, and in fundraising. (See District Guidelines).

Nutrition Education and Promotion

- *Nutrition education will be integrated into curricular areas (where appropriate) to provide students (K-12) with a consistent message of building habits that support a healthy lifestyle.*
- *School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the schools meals environment.*
- *The District school wellness policy and other wellness/nutrition resources will be available on the District website.*
- *The District will provide healthy food and beverage recommendations to parents, students, and staff to promote healthy food choices at school, in the classroom, and in fundraising. (See District Guidelines).*

Physical Education / Activity Guidelines and Standards

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The curriculum promotes lifelong physical activity and fitness, as well as healthy eating.

A quality physical education program is an essential component for all students to learn about and participate in through physical activity.

- The District provides K-12 students with a physical education program that meets DPI /NAPSE ***SHAPE*** standards.
 - The District ensures that all physical education teachers are highly qualified. The District will support continuing education opportunities to those individuals.
 - The physical education curriculum emphasizes knowledge and skills for a lifetime of regular physical activity, be consistent with state and national standards, include a wide variety of physical activities, and encourage participation in physical activity after school and outside of school.

The District implements sequential physical education curricula and instruction in grades K-12 which:

- Emphasize enjoyable participation in physical education activities that are easily done throughout life.
- Offer a diverse range of noncompetitive and competitive activities for different ages and abilities.
 - Help students develop the knowledge, attitudes, and skills they need to adopt and maintain a physically active lifestyle.
- The District provides physical and social environments that encourage and enable safe and enjoyable physical activity.
- The District encourages parents/guardians to support their children's participation in physical activity and to include physical activity in family events.
- Substitutions for physical activity curriculum will not be permitted without proper medical documentation.
- Students will be given the opportunity for physical activity during the school day as appropriate. Giving or restricting physical activity will not be encouraged as punishment for students and should not compromise the ~~required~~ 20 minutes of physical activity recommended by DPI/NAPSE ***SHAPE***.
- ***When recess is indoors due to inclement weather, supervising staff should encourage movement and physical activity whenever possible by utilizing tools such as www.gonoodle.com in the classroom.***
- The District regularly evaluates physical activity instruction, programs and facilities.

Extra Curricular Opportunities

- The District offers physical activity programs outside the school day to all interested students as resources permit.
- ***The District encourages students and families to engage in school and community events that promote movement and physical activity.***

Community Engagement

- **The District shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include district staff members, community members, parents, and students. The District shall provide information on how the public can participate in the school wellness committee on the school website.**

Evaluation

The District Wellness Committee will meet at least once each ~~semester~~ **trimester** to evaluate the effectiveness of the school wellness policy and progress in attaining the policy goals, and a report will be provided to the Board of Education **annually**.

The District will actively inform families and the public about the content of, and any updates to the policy through the District website and Board of Education meetings.

The Director of Food Service and building administrators will be responsible for ensuring that each school implements practices and procedures for meeting the requirements of the school wellness policy.

LEGAL REF: Healthy Hunger Free Kids Act of 2010

CROSS REF: 458 Rule – Nutrition Guidelines

APPROVED: June 12, 2006

REVISED: November 12, 2012
TBD

458-RULE NUTRITION GUIDELINES

District staff is strongly encouraged to support a culture of health and wellness for our students. The following guidelines implement the current Dietary Guidelines for Americans for all foods and beverages provided to students by the School District of Wisconsin Rapids on school property during the school day. Wisconsin Rapids Public Schools encourages healthy food and beverage choices at school functions held during the instructional day. Providing soda at classroom functions is strongly discouraged. Water is the most healthy drink choice for staff, parents, and students.

The school principals, in cooperation with the Director of Food Service and/or designee, are responsible for supporting and monitoring the intent of these guidelines.

CATEGORY	ELEMENTARY SCHOOL	MIDDLE SCHOOL JUNIOR HIGH	HIGH SCHOOL
School Snacks/Birthday Treats/Class Activities/Awards	Nutritious snacks are strongly recommended for school or class activities and awards. See the “Healthy Classroom Snack” resource developed for the district and parents. We strongly encourage that classroom snacks not be served within one hour before or after scheduled school mealtimes. To support a culture of health and wellness of our students, we strongly encourage staff to utilize non-food rewards when possible or provide foods suggested on the Healthy Classroom Snack document <u>found on the Student Wellness Website: http://www.wrps.org/foodservice/wellness.cfm</u> . If providing food rewards not on the suggested food list, use extremely small servings infrequently. When curricular-based food experiences are planned, staff and students are strongly encouraged to seek out healthy nutritious choices when appropriate.		
Vending Machines	Vending foods will not be provided to students at any grade level.		
<ul style="list-style-type: none"> • Food • Beverages 	Vending beverages will not be provided to students at elementary grade level.	Choices at the middle school and junior high level provide water only. Vending machines shall be turned off during the instructional day.	Choices at the high school level meet the criteria below: <ul style="list-style-type: none"> • 100% Fruit Juices • Sports Drinks • Water, flavored water • Diet Soda The soda machine located near the food service area shall be turned off during school breakfast and lunch meal times.

CATEGORY	ELEMENTARY SCHOOL	MIDDLE SCHOOL JUNIOR HIGH	HIGH SCHOOL
School Meals <ul style="list-style-type: none"> • Ala Carte Food & Beverage • Breakfast, Lunch & Snacks 	Ala carte beverage choices will be limited to 100% juices and milk.	<p>Ala carte food choices will adhere to nutrition standards based on the current Dietary Guidelines for Americans and/or USDA Guidelines. <u>All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at http://fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks.</u></p> <p>Single menu items will be available for ala carte purchases at the junior high or high school only. Beverage choices will include:</p> <ul style="list-style-type: none"> • 100% Fruit Juice • Milk • Water or flavored water <p>The District will offer, promote, and competitively price healthy foods to be more attractive to students than unhealthy ones.</p>	
	School breakfasts, lunches, and snacks will meet or exceed nutrient standards established by USDA. Meals consist of the following food groups: Fruit, Vegetable, Milk, Grain, and Meat/Alternate.		
School Store/ Snack Carts	<p>Healthy snacks and beverages are strongly recommended for <u>All food and beverages sold at school stores, snack carts, or snacks sold in classrooms during the instructional day shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks.</u> See the “Recommended Food List for School Stores” resource developed for the district. School stores/snack carts shall not sell food items during the school breakfast or school lunch meal times <u>unless they have received prior approval from administration.</u> School stores and snack carts will follow any USDA Guidelines established related to Ala Carte sales.</p>		
Fundraising	<p><u>The District adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization, per school, per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards, available at http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks. No restrictions are placed on the sale of food/beverage items sold outside of the school day.</u> Students, staff, and parents are strongly encouraged to consider alternative fund raising strategies that use healthy food choices or non food items. A Healthy Fundraising resource guide will be provided to parent organizations at schools to assist them with offering fundraising choices that support a culture of health and wellness for the students. Foods sold for fundraising shall not compete with the National School Lunch or Breakfast programs.</p>		
<u>Marketing</u>	<p><u>Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags EXCEPT when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.</u></p>		

LEGAL REF: Healthy Hunger Free Kids Act of 2010

CROSS REF: 458 – Student Wellness Policy

APPROVED: June 12, 2006

REVISED: November 12, 2012

TBD

760-Rule – FOOD SERVICES MANAGEMENT GUIDELINES

The ~~Supervisor~~ **Director** of Food Services will administer the daily operations of the Food Service Program, under the direction of the Director of Business Services. All applicable state and federal regulations will be followed in the administration of the program. Guidelines for the daily operation of the program will be distributed annually to the District administrators to ensure uniform application.

Administration

1. Meal Fees

- a. The cost of lunches and breakfasts will be based on the cost for preparation and serving the food, costs for components of the meal not covered by federally donated commodities nor subsidies, cost for replacement of expendable items, plus a charge for depreciation of equipment. **The cost of lunch must also comply with USDA's Paid Lunch Equity (PLE) regulation that requires schools participating in the National School Lunch Program to provide the same level of financial support for lunches served to students who are not eligible for free or reduced price lunches (i.e., paid lunches) as for lunches served to students eligible for free lunches.**
- b. Employees working for and charged to the Food Service Program are eligible for one meal per breakfast/lunch without cost. All other employees or students who volunteer or assist with the food service program must pay for their meals.

2. Payment of Fees

- a. A computerized system has been implemented for the Food Service Program. The system eliminates the need for meal tickets, simplifies the process of purchasing meals, provides total confidentiality for students who are receiving free or reduced meals, and provides improved financial accountability for the program .
- b. Students and staff deposit money into a personal account. Each time a student or staff member purchases a meal or selected a la carte item, the account will automatically be charged the correct amount. The system automatically recognizes any student eligible for a free or reduced meal and records the transaction appropriately.
- c. Student and staff members are issued a personal identification number (PIN) which he/she enters into a keypad at the meal serving line.
- d. For security purposes, the student's picture will appear on the computer screen at the meal check out station.
- e. At the elementary schools **and middle schools**, cash will not be accepted from students or staff in the breakfast or lunch lines. All federally reimbursable breakfast and lunch purchases, including extra milks and juices, will be charged to the student or staff account. Staff who do not routinely work in the school (i.e., substitutes) and other visitors who are not issued a PIN will pay for their meal in the school office
- f. ~~At the junior high schools, cash will not be accepted at lunch from students or permanent school staff who have been issued a PIN. Cash will be accepted on the serving line only from staff and students who have not been issued a PIN (i.e., substitutes, staff who work in multiple buildings, foreign exchange students, etc.)~~

~~g.~~ Breakfast a la Carte purchases at the junior high schools may be paid for with cash or charged to the student account. An approval form must be signed by the parent/guardian if they wish to allow the student to charge breakfast a la Carte items to their account. The school principals, in cooperation with the Supervisor of Food Services, determine how breakfast a la Carte payments will be handled at an individual school.

f. The system keeps a record of all student and staff transactions, which a parent/guardian or staff member may review upon request. Requests for this information may be made through the main school building office or Food Services office.

g. If a student's account runs out of funds, he/she may receive additional lunches as follows:

- Elementary Schools: up to five additional lunches may be charged
- Middle School: up to three additional lunches may be charged
- Lincoln High School: no additional meals or charging is allowed

Note: A la carte items, including an extra milk, juice, or second entrée, may not be charged anytime a student has a negative balance.

If a deposit has not been made by the time the account reaches these limits, school meals may be discontinued until a payment is made.

~~i.~~ If the student or staff member runs out of funds, he/she may receive up to three additional meals. If a deposit to the student or staff member account has not been made within that time, meals from that account will be discontinued until a payment has been received.

h. Staff members are not allowed to charge meals or incur a negative balance in their school lunch account.

~~j.~~ i. Parents and/or students (based on the grade level involved) and staff will be notified when their meal balance is low. Written and/or verbal notification will be provided based on the needs of the school.

~~k.~~ j. Money remaining in a student account at the end of the school year will be carried over for use the following year. Students transferring to another school within the District will have their meal balance transferred to that school. Refunds will be given to students who are graduating or moving out of the District when a written request is sent to the Central Office. The written request for a refund must be received within twelve calendar months following the date the student withdrew or graduated from the District or the account balance will be considered a donation and forwarded to the Student Meal Donation Account.

3. A la Carte

a. A la carte items such as coffee and other refreshments will be charged to the person or program requesting the items.

APPROVED: November 11, 1974

REVISED: September 8, 1975
December 9, 1996
June 17, 2002
TBD

Wisconsin School Nutrition Purchasing Cooperative Agreement

(Section 66.0301)

Pursuant to a resolution adopted by school districts participating in the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) to cooperatively procure and purchase food and supplies for the member district's Child Nutrition Program(s):

Participating school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said parties agree to retain a school nutrition procurement consultant to serve as Procurement Director to coordinate the bidding and purchase process for the WiSNPC as hereinafter set forth;
2. That the fiscal agent for the WiSNPC shall be a Member District or CESA;
3. That the fiscal agent shall maintain necessary records for WiSNPC and establish and maintain financial accounts in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction;
4. That the fiscal agent shall be authorized to pay necessary bills and collect fees;
5. That the pro-ration of costs will be collected through administrative fees from approved vendor agreements based on purchase volume of each participating school district; and annual membership dues;
6. That the estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
7. That variations from the budget will require prior approval of all school district parties hereto;
8. That attached hereto and incorporated herein by reference are the authorizing resolution, budget, plan of payments to fiscal agent, and the plan for operation (WiSNPC bylaws).

District

School Board President

School Board Clerk

Date
