



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

September 4, 2018

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
 - A. Policy 760 Rule – Food Services Management Guidelines – Approval
 - B. 66.03.01 Inter-District Agreements – Virtual Program – 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

Business Services Committee

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

September 4, 2018

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. Policy 760 Rule – Food Services Management Guidelines – Approval

Listed as Attachment B are the recommended revisions for first reading of Policy 760 Rule – Food Services Management Guidelines. The Food Service Department has made the transition this school year to Skyward for Food Service management software. The new Skyward software does not limit student accounts to exceed the account balance by a set number of meals. The Skyward software only allows a set dollar amounts for negative balances in an individual student account. With the policy language change the negative balance in a student account in the new software will be set at the cost of the appropriate full price meals for each grade level.

The administration recommends that revisions to Board Policy 760 Rule – Food Services Management Guidelines for first reading be recommended for approval to the Board of Education.

B. 66.03.01 Inter-District Agreements – Virtual Program – Approval

The Virtual program operated by the District has attracted a number of students from school districts around the state. The Department of Public Instruction does not allow open enrollment into the Wisconsin Rapids Virtual program, however non-resident students are allowed into the program provided the resident school district agrees to a cooperative 66.03.01 agreement. Any additional cost to provide special education services under each agreement remains the responsibility of the resident school district.

The District with which we need approved 66.03.01 agreements at this time are as follows:

Students In:

Eau Claire – 2 students – grade K, and 1

– Virtual

The Administration recommends that the 66.03.01 cooperative agreements for students attending the Virtual program from the Eau Claire School District as listed be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – September 4, 2018

IV. Updates and Reports

A. Purchases – Update

Copies of the following invoices are included as Attachment A:
PDS – Chromebooks – Lincoln High School – Social Studies

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.

Attachment A

PDS Quote 1066442 - page 1 of



HP G6 EE 11.6"
Quote: 1066442
PO Number:

PDS
 13400 Bishops Lane, Suite 190
 Brookfield, WI 53005
 Phone: 800.966.6090
 Fax: 262.938.2155

Below are the details of your recent quote/order with PDS. [View this quote online](#) or visit our [order tracking page](#) to track the status of your orders. You may submit this quote as a purchase order through www.ShopPDS.com, via email at teamgovedu@pdsit.net, or by using our fax number or address listed on this quote. Any questions may be directed to teamgovedu@pdsit.net, or by calling your Account Manager.

Date: 7/3/2018

Subtotal: \$23,625.00*

Details

Account number: **023268**
 Quote number: **1066442**
 Expiration date: **8/1/2018**
 Cost center:
 Department:
 Location:
 Quote subtotal: **\$23,625.00***

Billing Information

Wisconsin Rapids Public Schools
 Submitted by: **Diane Jaworski**
 Terms: **Net 30**
 Tax: **Included**
 Payment method: **Purchase Order**

Shipping Information

Diane Jaworski
 Shipping: **Shipping included**
 Ship method:
 Requested delivery:

Item Details	Qty	Unit Price	Extended
HP, Inc. Chromebook 11 G6 EE Cel N3350 4GB 16GB 11.6" HD mfg# 3NU57UT#ABA pds# 408882	96	\$194.50	\$18,672.00
Google Chrome OS Management Console - Education mfg# CROSSWDISEDU pds# 526975	96	\$23.50	\$2,256.00
Tripp Lite CSC32AC 32-Device AC Charging Cart mfg# CSC32AC pds# 618347	3	\$899.00	\$2,697.00
Quote Description		Subtotal:	\$23,625.00
Customer Comments		Estimated Shipping:	\$0.00
Order Instructions		Estimated Tax:	\$0.00
		Total	\$23,625.00

The original Manufacturer's warranty and return policies apply unless otherwise stated

**Subtotal is estimated and does not include tax or shipping (if applicable)*

**Credit card orders may be subject to a 3% Convenience Fee at the time of invoicing*

HELPFUL LINKS:

Account Overview: <https://www.shoppds.com/commerce/dashboard.aspx>

Support pages: <https://www.shoppds.com/support.aspx>

Terms of Sale: <https://www.shoppds.com/termsofsale.aspx>

760 Rule – FOOD SERVICES MANAGEMENT GUIDELINES

The 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 school, 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. 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~~ *full priced meals* may be charged
- Middle School: up to three ~~additional lunches~~ *full priced meals* 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.

- h. Staff members are not allowed to charge meals or incur a negative balance in their school lunch account.
- 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.
- 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
 July 10, 2017
TBD