



**AGENDA**

***Business Services Committee***

John Benbow, Jr., Chairman  
Katherine Bielski-Medina, Member  
Julie Timm, Member  
John A. Krings, President

**December 4, 2023**

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI 54494  
Conference Room C

TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

- III. Actionable Items
  - No Actionable Items
- IV. Updates and Reports
  - A. Purchases - Update
  - B. Paper Bid – Update
  - C. Skyward Activity Accounting – 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, 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.

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 **however, no deliberation or action will be taken by other Committees or the full Board of Education.**



**BACKGROUND**

**Business Services Committee**

John Benbow, Jr., Chairman  
Katherine Bielski–Medina, Member  
Julie Timm, Member  
John A. Krings, President

**December 4, 2023**

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TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

III. Actionable Items

No Actionable Items

IV. Updates and Reports

A. Purchases - Update

Copies of the following invoices, bid specs, and purchase orders will be reviewed:

- Akitabox - \$11,025.00 - B&G Budget - Asset Mapping Software
- Bytespeed - \$23,745.00 - Technology Budget - Juniper Switches & Support
- CESA 5 - \$129,496.49 - Quarterly Invoice for CESA Services
- Martin's Painting - \$14,149.37 - B&G Budget - LHS Woodshop
- Math Learning Center - \$17,223.84 - Curriculum Budget - Elem Math Books
- MN WI Playground - \$51,935.51 - Fund 49 - Playground Equipment Pitsch
- POB - \$72,098.00 - Fund 49 - Community Playgrounds

B. Paper Bid – Update

Steen Macek Paper Sales was awarded the bid for 840 cases of paper for a total cost of \$26,905.20. This cost was paid for from the 2023-2024 school year district supply account (see Attachment A).

C. Skyward Activity Accounting - Update

The District will be implementing Skyward Activity Accounting (SAA) software in the spring of 2024. This software will allow full visibility of SAA revenue, expenditures, and equity accounts for building staff, district office staff and district auditors. SAA will also integrate with the DPI financial software system. The first-year conversion cost will be \$7,087.00 with an annual reoccurring cost of approximately \$1,448.00. This cost will be paid for with the school business office budget account (see Attachment B).

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

11/13/2023

1 of 10

<b>Purchase Order Number</b>
0002400011



Due Date: 11/13/2023
Ship Date: 11/13/2023
Fiscal Year: 2023-2024

**VENDOR:**  
 Steen Macek Paper Sales  
 61808 Hoffland Ln  
 Prairie du Chien, WI 53821  
 Phone Number:

**DELIVER TO:**  
 Central Storage  
 2510 Industrial Street  
 Wisconsin Rapids, WI 54495

**INVOICED TO:**  
 Accounts Payable  
 510 Peach Street  
 Wisconsin Rapids, WI 54494

**Attention To:**  
 Jay Hodgson

PO Request #: 1616

Purchase Order Description: Copy paper bid for 840 cases

Quantity	Description	Unit Cost	Amount
840.00	Truckload of Copy paper	\$32.03	26,905.20
<b>Total:</b>			<b>\$26,905.20</b>

**Accounting**

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10 E 850 411 120000 000 000 000      \$26,905.20

Provide as update to BOE

Approved by:

The state of Wisconsin and all its agencies are exempt from all federal, state, and local taxes, sec. 77-54. Please accept our PO as evidence of our exempt status.

**SCHOOL DISTRICT OF WISCONSIN RAPIDS**

**Copy paper bid**

November 10, 2023

<i>Paper Quantity/Description</i>	Midland *	Staples	O'Brian Agency	Complete Office	NASSCO	Paper 101	Contract Paper Group, Inc.	Steen Macek Paper Sales
	Doug Gilmaster	Lisa Galanter		Shirley Clark	Don Imhoff	Mary Gilkeson	Jennifer Oshel	Jeff Armstrong
Copy paper 8.5 x 11 92BRT 20# 5000 SHT/CS	\$33.46 Each/ \$28,106.40	\$30.95 Each/ \$25,695.60	No Bid provided	\$31.32 Each/ \$26,308.80	\$35.00 Each + \$4.95 Fuel Charge/ \$29,404.95	\$31.45 Each/ \$26,418.00	- \$31.49 Each/ \$26,451.60  -\$28.00 Each/ \$23,520.00	\$32.03 Each/ \$26,905.20
Brand	Independence	Staples	N/A	Xerographic	XCell	E-Copy	- Multipurpose - Natural Choice	Orca
Arrival		2 Weeks from Order	N/A	5-7 Business Days		Ready to Ship		1 Week from order

\* = Total cost listed reflects a 1% discount for meeting payment terms.

\*\* = Total cost listed reflect a 2% discount for meeting payment terms.

## = Total cost listed reflects a 2% Rebate, Member Sign-up Incentive and a Business Membership Fee/Charge

PO BOX 11628  
 GREEN BAY, WI 54307-1628  
 Telephone: 920-336-0070  
 Fax: 920-336-1004

## INVOICE



INV NO.	INV DATE	ORDER NO.	ORDER DATE
904547	11/21/23	848123	11/13/23
CUST NO.	SHIP DATE	SALES REP	PAGE
95093	11/17/23	ARMSTRONG, JE	1

ENTERED BY: VANCALSTER  
 ORDER TYPE: DIRECT SHIP

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SCHOOL DISTRICT OF WIS RAPIDS  
 510 PEACH ST  
 WISCONSIN RAPID, WI 54494

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SCHOOL DISTRICT OF WIS RAPIDS  
 2510 INDUSTRIAL ST  
 \*CENTRAL STORAGE\*  
 WISCONSIN RAPID, WI 54495

\*\*HISTORICAL\*\*

						CUSTOMER P.O. NO.	SHIP VIA	TERMS
						0002400011	** DIRECT **	1% 20 NET 30
LN	ORDERED	SHIPPED	BACK ORDERED	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	840	840	0	CTN	848123-001	ORCA COPY PAPER 8.5X11-20 WHT  ** ATTN JAY HODGSON ** CONTACT KIM BRILLOWSKI PRIOR TO DELIVERY	32.03 CTN	26905.20

MAKE REFERENCE TO OUR INVOICE NUMBER ON ALL CORRESPONDENCE.

IF YOU HAVE ANY DISCREPANCIES THAT RESULT IN SHORT PAYMENT, PLEASE ENCLOSE INVOICE COPY/ EXPLANATION WITH PAYMENT.

PRODUCTS THAT HAVE 'FSC' IN THE ITEM DESCRIPTION ABOVE ARE CERTIFIED BY #SGSNA-COC-005531  
 PRODUCTS THAT HAVE 'SFI' IN THE ITEM DESCRIPTION ABOVE ARE CERTIFIED BY #SGS-SFI-COC-155

The above merchandise have been received in good order.

YOU MAY DEDUCT -269.05 IF POSTMARKED BY 12/11/23

PLEASE ADDRESS YOUR REMITTANCE TO:  
 STEEN-MACEK PAPER COMPANY  
 P.O. BOX 11628  
 GREEN BAY, WI 54307-1628

SUBTOTAL	26905.20
FREIGHT	
MISC	
TAX 5.00 %	
INVOICE TOTAL	26905.20

We gladly accept VISA or MASTERCARD.

All credit card charges are subject to a 3% processing fee at time of order.

11/15/2023

1 of 1

**Purchase Order Number**

8502400003



Due Date: 11/14/2023  
 Ship Date: 11/14/2023  
 Fiscal Year: 2023-2024

**VENDOR:**

Skyward  
 2601 Skyward Dr  
 Stevens Point, WI 54482  
 Phone Number:  
 tomke@skyward.com

**DELIVER TO:**

Central Storage  
 2510 Industrial Street  
 Wisconsin Rapids, WI 54495

**INVOICED TO:**

Accounts Payable  
 510 Peach Street  
 Wisconsin Rapids, WI 54494

**Attention To:**

Aaron P Nelson

PO Request #: 1633

**Purchase Order Description:** Activity Accounting

Quantity	Description	Unit Cost	Amount
1.00	Skyward Activity Accounting Software	\$7,087.00	7,087.00
<b>Total:</b>			<b>\$7,087.00</b>

**Accounting**

10 E 850 362 251000 000 000 000

\$7,087.00

**Approved by:**

The state of Wisconsin and all its agencies are exempt from all federal, state, and local taxes, sec. 77-54.  
 Please accept our PO as evidence of our exempt status.



**Qmlativ**

Wisconsin Rapids, WI

The following pricing for software and services is provided specifically for you. If you would like information on a product or service not included below, please contact your Account Executive.

Hosted by ISCorp

**School Business Suite**

	Initial Investment	Services	Full 12-Month Recurring Fees	Total
School Business Suite Software				
Activity Accounting	\$ 5,840.00	\$ -	\$ 1,448.00	\$ 6,757.00
<sup>1</sup> Skyward Promotional Discount	(531.00)	-	-	-
Project Management	-	330.00	-	330.00
<b>Subtotal School Business Suite</b>	<b>\$ 5,309.00</b>	<b>\$ 330.00</b>	<b>\$ 1,448.00</b>	<b>\$ 7,087.00</b>

<sup>2,3</sup> **Total School Business Suite Solution** **\$ 7,087.00**

**Implementation and Training**

**Implementation Schedule**

Skyward will establish a mutually agreed upon implementation schedule. Failure by the customer to adhere to the implementation schedule may result in delays and additional costs. The customer may be required to repurchase items if the delay causes Skyward to replicate completed items. Skyward and the customer will subsequently agree on a revised implementation schedule.

**Project Management**

This is going to be a significant project, and you need a professional to manage it. Skyward's project management team will facilitate the flow of information to make your implementation a success. We are heavily versed in project management best practices and apply these in conjunction with our unique industry expertise for a smooth transition.

**Training**

Unlike many of the one-size-fits-all training programs prevalent in our industry, Skyward delivers web and onsite sessions tailored to your best practices. We layer an initial level of consulting with your leadership team to define short- and long-term goals. We understand the comfort level of your staff is a strong indicator of long-term success, which is why these trainings are supplemented with our self-paced Professional Development Center. Skyward's training model will provide a robust plan designed to fully train your staff without the need for purchasing additional hours. By utilizing Skyward's proven methods, you are setting your team up for a successful implementation.

**Pricing Footnotes**

<sup>1</sup> This proposal includes a discount off of the Skyward initial investment. This promotion expires December 31 of the current calendar year.

PR-6

<sup>2</sup> Wisconsin Rapids Public Schools has existing training revenue. The standard Skyward training and consulting plan has been modified to remove six (6) web training hours and one (1) consulting hour for the Activity Accounting module. Skyward reserves the right to require more training and/or consulting. Should additional training or consulting be necessary it will be charged at the then-current rate.

<sup>3</sup> Any applicable third-party product licenses may be subject to an annual increase.

Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications. Skyward's IT Services can provide you more information including cost and installation of an SSL certificate.

10-E-850-362-251000





## Training Footnotes

*Skyward consultation and training is sold as a number of days and web hours identified on the proposal. The number of days and hours sold is an estimate of customer needs based on a combination of preliminary information gathered from the customer prior to the sale and Skyward's past training experience. It will be at the discretion of the Skyward and Customer Project Managers to use the days and web hours in a manner that best suits the customer. Any time spent by Skyward consultants for preparation, follow up, and the creation of training materials or other deliverables is also considered billable and will be deducted from this consulting time at the consulting rate. The customer can purchase additional consulting hours if more consulting time is needed.*

*Web training allows Skyward to remotely present, discuss, and review our product directly with you. This application utilizes the Internet and is conducted live between your staff (at their own workstation) and a Skyward service representative without the need for them to travel to your location, providing you with a lower cost of training and/or implementation along with greater flexibility of your installation timeline.*

*Cancellation of Training. Any scheduled training days may be cancelled by the customer up to 72 hours in advance for Web Enabled training and a minimum of 30 days in advance for On-Site training. If the scheduled training is cancelled by the customer after the minimum advanced notice to Skyward, then the customer will be responsible for the full amount of the scheduled training and any airline change fees (if applicable).*

## Custom Forms (Checks, W-2's, etc.) and Peripherals

Nelco is the exclusively recommended supplier of preprinted, blank laser, pressure seal (blank and preprinted) checks and MICR toner cartridges. To request free samples or to place your order, visit [www.skywardforms.com](http://www.skywardforms.com) or contact Nelco's customer service center at 1-800-266-4669.

School Technology Associates, Inc. has been a mutually exclusive partner with Skyward since 1992 and offers a complete line of hardware, software, service, and support for peripheral equipment needed to run Skyward's Student, Food Service, and TrueTime/Time Tracking software. Popular products include Tardy Kiosk, Positive Attendance, ID Badging, Time Clocks, and more! All items have been completely tested by Skyward and are in use by Skyward customers nationwide. If the district opts to use an optional third-party solution, please contact School Technology for approved hardware and system quotes. These integrated solutions are sold independently of Skyward.

For more information or to request a quote please visit our website at [www.k12sta.com](http://www.k12sta.com).

You can also contact us via email: [sales@k12sta.com](mailto:sales@k12sta.com) or phone: 877-436-4657

## Recurring Fee Information

Your Recurring Fees Include:

- Unlimited software support requests for designated support contacts
- Periodic product webinars
- Quarterly customer newsletter
- Product updates throughout the year
- State and Federal required reports

## Terms and Conditions

- See attached Terms and Conditions page for further information.  
The Terms and Conditions page must be executed by an authorized representative.



**TERMS AND CONDITIONS**

All proposals are valid for 30 days from date of proposal.

**Payment Terms:**

**1. Skyward Initial Investment Fee (if applicable)**

If Core Sale: 100% payment due upon installation of software onto Customer's system or access to Skyward data through hosting services.

If Non-Core Sale: 100% payment due upon execution of Terms and Conditions or acceptance of proposal.

**2. Professional Services**

**a. Installation and Training Services**

If Core Sale: Payment for all training and installation services due upon installation of any Skyward programs onto Customer's system or access to Skyward data through hosting services.

If Non-Core Sale: 100% billed upon execution of Terms and Conditions or acceptance of proposal.

Installation and Training Services hours must be used within 12 months of installation. Unused hours will be forfeited and are not refundable.

All training days described in the proposal may be utilized by Customer for a period of up to twelve (12) months following the implementation of each software module to which the training pertains. Any training days that are not utilized by Customer within the time provided will expire and are non-refundable.

**b. Project Management / Consultative Services**

Payment due upon execution of License Agreement, Terms and Conditions or acceptance of proposal.

All Project Management / Consultative Services days described in the proposal may be utilized by Customer for a period of up to twelve (12) months following the implementation of each software module to which these days pertain. Any Project Management / Consultative Services days that are not utilized by Customer within the time provided will expire and are non-refundable.

**c. Data Migration Fees**

If Core Sale: Payment for all data migration services due upon installation of any Skyward programs onto Customer's system or access to Skyward data through hosting services.

If Non-Core Sale: 100% billed upon execution of Terms and Conditions or acceptance of proposal.

Data used for the data migration must come from one system.

**d. Custom Programming / Programming Condition(s) of Sale**

Billed upon completion.

**3. Skyward Full 12-Month Recurring Fees**

If Core Sale: Skyward 12-Month Recurring Fees will be prorated from date of installation of software onto Customer's system or access to Skyward data through hosting services, through June 30th or August 31st as designated within the signature section.

If Non-Core Sale: Skyward 12-Month Recurring Fees will be prorated from the first day of training through June 30th or August 31st as designated within the signature section.

Subsequent years of Skyward 12-Month Recurring Fees will be billed on a fiscal year basis and due on the 1st day of the fiscal year.

**4. Third Party Software, Hardware and Related Services**

Payment due upon delivery of product and / or services.

**5. Third Party 12-Month Recurring Fees**

Third Party 12-Month Recurring Fees will be billed upon start of fees as indicated by the third party vendor. For the initial year, the fees will be prorated through the end of the Customer's current fiscal year if permission has been granted by said vendor. Subsequent years will renew under the same terms.

**6. Scheduling of Installation**

Installation of software must occur within 12 months of purchase. Purchases made subsequent to this sale will be quoted at the then-current price.

**7. Taxes**

If any authority imposes a duty, tax, levy or fee, excluding those based on Skyward's net income, upon the Skyward products, materials, or Skyward services, then Customer agrees to pay the amount specified and Customer is solely responsible for any personal property taxes for the Skyward products from the date they were acquired.

Customer agrees to the terms and conditions listed above and set forth in the proposal.

First Day of Fiscal Year: 7-1-2023

Customer Signature

Asaon Nelson

Printed Name

11-14-2023

Date