



**MINUTES**

**Business Services Committee**

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

**December 5, 2022**

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.

COMMITTEE MEMBERS PRESENT: Katherine Bielski-Medina, Julie Timm, John Benbow

ADMINISTRATORS PRESENT: Craig Broeren, Phil Bickelhaupt & Aaron Nelson

- I. The meeting was called to order at 6:47 p.m. by John Benbow.
- II. Public Comment - None
- III. Actionable Items

A. WoodTrust Bank Credit Card

The Administration recommends a second credit card with WoodTrust Bank for the Lincoln High School Athletic Director. This credit card would have a limit of \$5,000.00 and increase the total credit limit for Lincoln High School to \$20,000.00.

**BS-1 A motion was made by Katherine Bielski-Medina, seconded by Julie Timm, to approve a second credit card with WoodTrust Bank for the Lincoln High School Athletic Director. This credit card would have a limit of \$5,000.00 and increase the total credit limit for Lincoln High School to \$20,000.00. Motion carried unanimously.**

B. Student Transportation Policy Revision First Reading

The Administration recommends approval of the following Board policies, all for first reading.

- Policy 352 Field Trips
- Policy 352 Rule – Field Trip Planning Criteria
- Policy 352 Exhibit 1 – Parent/Guardian Permission and Field Trip Form
- Policy 352 Exhibit 2 – Student Travel Release (note – this is new)
- Policy 443.2 – Student Conduct on School Buses
- Policy 443.2 Rule – Bus Conduct
- Policy 723.1 Rule – Emergency School Closing Procedures
- Policy 751 Student Transportation
- Policy 751 Rule – Transportation Guidelines
- Policy 751.1 Bus Routing and Scheduling
- Policy 751.1 Rule – Bus Routing and Scheduling Guidelines
- Policy 751.2 Bus Safety Program
- Policy 751.2 Rule – Bus Safety Procedures

- Policy 751.21 Use of Electronic Surveillance Technology on School Bus
- Policy 751.3 Transportation to School-Related Events
- Policy 751.3 Rule – Guidelines for Transportation to School-Related Events
- Policy 751.5 Use of Private Vehicles to Transport Students
- Policy 751.5 Rule – Guidelines for Use of Private Vehicles to Transport Students
- Policy 752 Use of District Owned Vehicles
- Policy 752 Rule – Guidelines for Use of District-Owned Vehicles

**BS-2 A motion was made by Julie Timm, seconded by Katherine Bielski-Medina, for approval of Board Policies: 352, 352 Rule, 352 Exhibit 1, 352 Exhibit 2, 443.2, 443.2 Rule, 723.1 Rule, 751, 751 Rule, 751.1, 751.1 Rule, 751.2, 751.2 Rule, 751.21, 751.3, 751.3 Rule, 751.5, 751.5 Rule, 752, and 752 Rule, all for first reading. Motion carried unanimously.**

C. Computer Monitor Purchase

The Administration recommends the purchase of 400 BenQ 24-inch computer monitors from CDWG at a total cost of \$47,828.00 to be funded from the 2022-23 Technology Referendum Budget.

**BS-3 A motion was made by Katherine Bielski-Medina, seconded by Julie Timm, to purchase 400 BenQ 24-inch computer monitors from CDWG at a total cost of \$47,828.00 to be funded from the 2022-23 Technology Referendum Budget. Motion carried unanimously.**

IV. Updates and Reports

A. Purchases – Update

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

- General Communications, Inc - \$22,992.00 - Radio Equipment - Technology
- Miron - \$1,923,213.39 - Lincoln – Referendum
- Miron - \$98,137.89 - RC, WRAMS, Grove, Wood, Pitsch – Referendum
- Miron - \$601,740.44 - Grant, Howe & Wash – Referendum
- Miron - \$618,710.11 - Think & Mead - Referendum
- PRA - \$24,605.63 - Referendum

V. Consent Agenda Items

The Committee members agreed upon the following consent agenda items for consideration at the regular Board of Education meeting:

- BS-1 WoodTrust Bank Credit Card
- BS-2 Student Transportation Policy Revision First Reading
- BS-3 Computer Monitor Purchase

VI. Future Agenda Items

John Benbow adjourned the meeting at 7:03 p.m.