



MINUTES

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.

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

ADMINISTRATORS PRESENT: Ed Allisson and Aaron Nelson

I. The meeting was called to order at 7:31 p.m. by John Benbow, Jr.

II. Public Comment - None

III. Actionable Items

No Actionable Items

IV. Updates and Reports

A. Purchases - Update

Copies of the following invoices, bid specs, and purchase orders were 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. All vendors providing a bid were required to provide a ream of paper for test purposes to ensure the quality of paper was compatible with District copiers. It was determined that the paper provided by Steen Macek Paper Sales suited District needs the best, and the cost was paid for from the 2023-2024 school year district supply account.

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.

V. Consent Agenda Items

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

No Consent Agenda Items

VI. Future Agenda Items

John Benbow, Jr. adjourned the meeting at 7:39 p.m.