



MINUTES

Business Services Committee

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

January 2, 2024

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: Craig Broeren, Phil Bickelhaupt, Ed Allison, and Aaron Nelson

I. The meeting was called to order at 6:44 p.m. by John Benbow, Jr.

II. Public Comment - None

III. Actionable Items

A. Interactive Flat Panels Purchase

BS-1 Motion by Katherine Bielski-Medina, seconded by Julie Timm, to approve the purchase of 27 BenQ Interactive Flat Panels and BalanceBox mounts from BG Innovations for a total cost of \$114,026.00 to be funded from the 2023-24 Technology Budget. Motion carried unanimously.

B. Audit Proposal - Memorandum of Understanding

BS-2 Motion by Julie Timm, seconded by Katherine Bielski-Medina, to approve the Memorandum of Understanding with Hawkins Ash CPAs for 3 years of audit services to be provided for the following fiscal years: 2023-24 for \$25,400.00, 2024-25 for \$26,650.00, and 2025-26 for 27,975.00. Motion carried unanimously.

IV. Updates and Reports

A. Purchases - Update

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

- Mystery Science - \$78,120.00 - Curriculum Referendum - Science Curriculum
- Quality Door - \$10,097.63 - B&G - Grant Doors
- Quality Door - \$10,384.37 - B&G - Grant Doors

B. CESA 5 Reimbursement - Update

Committee members learned that the District has received notice that CESA 5 has exceeded its annual revenue projection for the 2022-23 school year. The Board of Control at CESA 5 approved a disbursement of \$250,000.00 to its members. The Wisconsin Rapids Public Schools' portion of this reimbursement is \$8,911.62.

C. Utility Cost Summary Report - Update

Ed Allison, Director of Buildings and Grounds, presented the utility cost summary report to the Business Services Committee. The utility costs reviewed were electric, natural gas, lighting, sewer, water fire suppression, storm water and snow plowing.

D. Financial Statements and Independent Auditors Report on Communication with those charged with Governance and Management Advisory Comments - Review

A short review of the 2022-23 audited financial statements was provided by Aaron Nelson, Director of Business Services. The District's audited fund balance is \$17,125,364.00, which is up \$2,445,561.00 from the start of the 2022-23 school year which equates to 22% of total revenues.

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 Interactive Flat Panels Purchase - Approval

BS-2 Audit Proposal - Memorandum of Understanding - Approval

VI. Future Agenda Items

John Benbow, Jr. adjourned the meeting at 7:11 p.m.