



MINUTES

Business Services Committee

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

February 5, 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 Krings

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

- I. The meeting was called to order at 6:50 p.m. by Julie Timm
- II. Public Comment - None
- III. Actionable Items
 - A. Lease Agreement with CESA 5 at East Jr. High

BS-1 Motion by Katherine Bielski-Medina, seconded by John Krings, to approve the lease agreement with CESA 5 at East Jr. High for the 2024-25 school year for a fee of \$26,000.00. Motion carried unanimously.

- B. Wax Supply Bid

BS-2 Motion by John Krings, seconded by Katherine Bielski-Medina, to approve the proposals for floor finish from Nassco, Inc. in the amount of \$18,555.56 and Hillyard Floor Care Supply in the amount of \$7,870.47 to be paid from the 2023-24 Buildings and Grounds budget. Motion carried unanimously.

- C. Board Policy 352 Exhibit 2- Student Travel Release Form, First Reading

BS-3 Motion by Katherine Bielski-Medina, seconded by John Krings, to approve the proposed revisions to Board Policy 352 Exhibit 2 - Student Travel Release form for first reading. Motion carried unanimously.

- D. Chromebook Purchase

BS-4 Motion by John Krings, seconded by Katherine Bielski-Medina, to approve the purchase of 520 HP Chromebooks and management from PDS at a total cost of \$129,740.00 to be funded from the 2023-2024 WRPS Common School Fund Budget and the Technology Referendum Budget. Motion carried unanimously.

IV. Updates and Reports

A. Purchases - Update

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

- Automated Energy Solutions - \$16,500.00 - B&G Budget - Control Maintenance Agreement
- Boomerang Project - \$11,175.00 - ESSER III - Freshman Transition Program
- Boys & Girls Club - \$46,395.82 - ESSER III - Morning Jump Start & Summer Program
- Brain Pop - \$20,208.00 - Curriculum, Science & IMC
- Building Blocks - \$94,162.50 - 4K Budget - 4K Contracted Service
- Heartland - \$24,468.09 - Cybersecurity Platform - District Technology
- Kids Read Now - \$13,013.55 - Curriculum - Summer Reading Program
- POB - \$20,000.00 - Fund 49 - Community Playground
- Quality Door - \$10,074.65 - Buildings & Grounds - River Cities Door E
- School Specialty - \$169,820.13 - Fund 46 - Cafeteria Tables
- South Wood County YMCA - \$25,575.00 - 4K Budget - 4K Contracted Service
- Tweet Garot - \$12,990.00 - B&G Budget - LHS Leaking Hot Water Lines
- W.L. Streich - \$19,595.52 - Food Service Budget - LHS Food Processor
- Wood County Head Start - \$45,337.50 - 4K Budget - 4K Contracted Service

B. Skyward Warehouse – Update

The District will be implementing Skyward Warehouse software in the spring of 2024. This software will allow warehouse inventories to seamlessly increase and decrease as items are purchased and internal orders are filled. The first-year conversion cost will be \$6,879.00 with an annual reoccurring cost of approximately \$1,403.00. This cost will be funded from the 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:

- BS-1 Lease Agreement with CESA 5 at East Jr. High
- BS-2 Wax Supply Bid
- BS-3 Board Policy 352 Exhibit 2- Student Travel Release Form, First Reading
- BS-4 Chromebook Purchase

VI. Future Agenda Items

Julie Timm adjourned the meeting at 6:59 p.m.