



BACKGROUND

Business Services Committee

Gregory L. Swank, Chairman
John Krings, Member
Anne Lee, Member
Michelle K. Bean, President

August 4, 2008

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services

A. PMA-WISC Budget Forecasting Model – District

Both Nekoosa Public School District and Port Edwards School District have approved the development of a budget forecast model by PMA Financial Network administrators of the Wisconsin Investments Series Cooperative of which we are a member. Both Districts are interested in studying financial benefits of cooperative programs between our three Districts. Scott Gralla and Jeff Carew will be present to explain the benefits of joining the cooperative study. State funding is only available for consolidation studies and neither district has an interest in identifying the cooperative study as a consolidation study at this time. The cost for each district is \$8,500. Because of the cooperative nature of the study and forecasting model development and the benefits of budget projections for our own district the administration is recommending approval at this time.

The administration recommends approval for the development of a cooperative budget forecast model by PMA Financial Network at a cost of \$8,500 to be funded from the 2008-09 budget.

B. 66.03.01 4K Program – Nekoosa and Port Edwards

Wisconsin Rapids Public School District has operated a cooperative 4K program for the last four years with Nekoosa Public School District and Port Edwards School District. This has allowed parents the same opportunity as Public School Open Enrollment. Many parents new to the Public School System are not familiar with Open Enrollment requirements. Approving the enclosed cooperative 66.03.01 agreement (attachment A) will meet the needs of parents from all three School Districts.

The administration recommends approval of the 66.03.01 cooperative resolution with the Nekoosa Public School District and the Port Edward School District for cooperative 4K programs beginning with the 2008-09 school year.

C. 66.03.01 Vesper Virtual Academy – Nekoosa

Two families from the Nekoosa School District who have students enrolled in the Appleton Virtual School are interested in enrolling their children in the Vesper Virtual Academy for the 2008-09 school year. Approving the enclosed cooperative 66.03.01 agreement (attachment B) will allow those students to attend the Vesper Virtual Academy for the 2008-09 school year.

The administration recommends approval of the 66.03.01 cooperative resolution with the Nekoosa Public School District for a virtual academy program beginning with the 2008-09 school year.

D. Facility Rental Rates – District

The District facility rental rates were last changed in July 2004. Since then increasing utility rates along with supply costs have increased total operational costs for our facilities. Attachment C lists the rate increases being proposed effective July 1, 2009. The delayed increase will provide individuals and groups planning to use the facilities plenty of time to adjust to the increases. The District will also be implementing an online facility use registration system this fall to enhance the scheduling process.

The administration recommends approval of the proposed District facility rental rates effective July 1, 2009.

E. Inter-District Mail and Food Service Delivery Contract – District

Bob's Delivery Service provides daily inter-school mail delivery to all school sites and daily food service meal delivery to four satellite school cafeterias around the District. The proposed inter-school mail delivery contract for the 2008-09 school year of \$17,510 or \$85.00 per day, Attachment D, is a 3.7% increase over the prior year. The proposed inter-school food service meal delivery contract for the 2007-08 school year of \$14,220 or \$79.00 per day is a 2.6% increase over the prior year.

The administration recommends approval of the inter-school mail and food service meal delivery by Bob's Delivery Service for the 2008-09 school year at \$85.00 per day and \$79.00 per day respectively.

IV. Updates and Reports

A. Technology and Maintenance Purchases – Update

Enclosed as attachment E are copies of Technology purchases using Referendum funds and a Roofing Project from the storm damage insurance claim.

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

Future agenda items of the Business Services Committee include, but are not limited to the following:

- Approval of Purchases by more than one committee
- Short-Term Borrowing – August 11, 2008
- Employee Benefits – 403(b) Plan Adoption
- Transportation Negotiations

66.0301 COOPERATIVE RESOLUTION
School Board Resolution

"Whereas the following school districts have children eligible for 4K, and whereas it appears that the educational interests of all children in the school districts will be served best by the districts joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of the children eligible for 4K."

"Be it, and it is hereby resolved that the school boards of

Nekoosa Public School District,
Port Edwards School District, and
Wisconsin Rapids Public School District

agree to establish and maintain, on a cooperative basis, a 4K program(s) pursuant to section 66.0301 of the Wisconsin Statutes."

COOPERATIVE CONTRACT
(Section 66.0301)

Pursuant to a resolution adopted by each of the following school districts:

Nekoosa Public School District,
Port Edwards School District, and
Wisconsin Rapids Public School District

Said school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

- That said above parties agree and contract for the cooperation of a community collaborative four-year-old kindergarten program as hereinafter set forth;
- Each district will be their own operator and fiscal agent of the 4K program for facilities, supplies and personnel, except where provided by the private day cares participating in the program;
- That student membership for state aid purposes be counted by the district of residence;
- That transportation, if required, is to be furnished by the district of residence and the special transportation aid shall also be claimed by the district of residence;

- That each District as fiscal agent agrees to file the required financial reports with the Department of Public Instruction;
- That each participating district’s site will follow their respective calendars;
- The Nekoosa Public School District will receive sixty percent (60%) of the State certified open enrollment amount (estimated at \$3,793) for each Port Edwards or Wisconsin Rapids student who attends a 4K program at Nekoosa, the Port Edwards School District will receive sixty percent (60%) of the State certified open enrollment amount (estimated at \$3,793) for each Nekoosa or Wisconsin Rapids student who attends a 4K program at Port Edwards, and the Wisconsin Rapids Public School District will receive sixty percent (60%) of the State certified open enrollment amount (estimated at \$3,793) for each Nekoosa or Port Edwards student who attends a 4K program at Wisconsin Rapids;
- Any additional costs for students enrolling after the third Friday in September student count date will be borne by the resident district.

Dated: August 1, 2008

Nekoosa Public School District

_____ President
_____ Clerk
_____ School District

Port Edwards School District

_____ President
_____ Clerk
_____ School District

Wisconsin Rapids Public School District

_____ President
_____ Clerk
_____ School District

66.0301 COOPERATIVE RESOLUTION
School Board Resolution

"Whereas the following school districts have children eligible to attend the Vesper Virtual Academy, and whereas it appears that the educational interests of all children in the school districts will be served best by the districts joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of the children eligible to attend the Vesper Virtual Academy."

"Be it, and it is hereby resolved that the school boards of

Nekoosa Public School District and
Wisconsin Rapids Public School District

agree to establish and maintain, on a cooperative basis, a virtual instructional program(s) pursuant to section 66.0301 of the Wisconsin Statutes."

COOPERATIVE CONTRACT
(Section 66.0301)

Pursuant to a resolution adopted by each of the following school districts:

Nekoosa Public School District and
Wisconsin Rapids Public School District

Said school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

- That said above parties agree and contract for the cooperation of a virtual academy program as hereinafter set forth;
- That the Wisconsin Rapids Public School District is to be the operator and fiscal agent of the virtual academy program providing facilities, supplies and personnel;
- That student membership for state aid purposes be counted by the district of residence;
- That transportation, if required, is to be furnished by the district of residence and the special transportation aid shall also be claimed by the district of residence;
- That each District agrees to file required financial reports with the Department of Public Instruction;

- That each participating district’s site will follow their respective calendars;
- The Wisconsin Rapids Public School District will receive sixty percent (60%) of the State certified open enrollment amount (estimated at \$6,322) for each Nekoosa student who attends the virtual academy program at Wisconsin Rapids;
- Any additional costs for students enrolling after the third Friday in September student count date will be borne by the resident district.

Dated: August 1, 2008

Nekoosa Public School District

_____ President
_____ Clerk
_____ School District

Wisconsin Rapids Public School District

_____ President
_____ Clerk
_____ School District

FEE SCHEDULE #1 Effective July 1, 2009					
FACILITY	GROUP A		GROUP B		
	PER DAY (ALL DAY)		PER DAY (ALL DAY)		
	Present Rate	Proposed Rate	Present Rate	Proposed Rate	
EAST	Fieldhouse	\$220.00	<i>\$250.00</i>	\$440.00	<i>\$500.00</i>
	Cafeteria	\$60.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Kitchen	\$60.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Other Rooms	\$60.00 per Room	<i>\$75.00 per Room</i>	\$90.00 per Room	<i>\$100.00 per Room</i>
	Student Camps/Clinics/Tournaments	10% of Registration Fees	<i>10% of Registration Fees</i>	10% of Registration Fees	<i>10% of Registration Fees</i>
	Camps/Clinics/Tournaments	\$220.00	<i>\$225.00</i>	\$440.00	<i>\$500.00</i>
LINCOLN	Fieldhouse	\$300.00	<i>\$350.00</i>	\$600.00	<i>\$700.00</i>
	Cafeteria	\$120.00	<i>\$150.00</i>	\$180.00	<i>\$200.00</i>
	Kitchen	\$60.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Other Rooms	\$60.00 per Room	<i>\$75.00 per Room</i>	\$90.00 per Room	<i>\$100.00 per Room</i>
	Bleacher Inspection Fee	\$110.00	<i>\$120.00</i>	\$110.00	<i>\$120.00</i>
	Football Stadium/Track	\$300.00	<i>\$350.00</i>	\$600.00	<i>\$700.00</i>
	Pool**	\$60.00	<i>\$100.00</i>	\$180.00	<i>\$200.00</i>
	Student Camps/Clinics/Tournaments	10% of Registration Fees	<i>10% of Registration Fees</i>	10% of Registration Fees	<i>10% of Registration Fees</i>
	Camps/Clinics/Tournaments	\$220.00	<i>\$225.00</i>	\$440.00	<i>\$500.00</i>
WEST	Gymnasium	\$110.00	<i>\$125.00</i>	\$220.00	<i>\$225.00</i>
	Auditorium	\$220.00	<i>\$250.00</i>	\$415.00	<i>\$450.00</i>
	Rehersal	\$55.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Cafeteria	\$60.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Kitchen	\$60.00	<i>\$75.00</i>	\$90.00	<i>\$100.00</i>
	Other Rooms	\$60.00 per Room	<i>\$75.00 per Room</i>	\$90.00 per Room	<i>\$100.00 per Room</i>
	Student Camps/Clinics/Tournaments	10% of Registration Fees	<i>10% of Registration Fees</i>	10% of Registration Fees	<i>10% of Registration Fees</i>
Camps/Clinics/Tournaments	\$220.00	<i>\$225.00</i>	\$440.00	<i>\$450.00</i>	
GRADE SCHOOLS	Gym	\$30.00	<i>\$50.00</i>	\$55.00	<i>\$75.00</i>
	Cafeteria	\$30.00	<i>\$50.00</i>	\$55.00	<i>\$75.00</i>
	Other Rooms	\$30.00 per Room	<i>\$50.00 per Room</i>	\$55.00 per Room	<i>\$75.00 per Room</i>
EQUIPMENT	Gym	\$30.00 per piece	<i>\$30.00 per piece</i>	\$30.00 per piece	<i>\$30.00 per piece</i>
	Risers	\$15.00 per piece	<i>\$15.00 per piece</i>	\$15.00 per piece	<i>\$15.00 per piece</i>
	Spotlight	\$35.00 per day	<i>\$35.00 per day</i>	\$35.00 per day	<i>\$35.00 per day</i>
	Delivery Cost	\$0.00	<i>\$50.00 round trip</i>	\$0.00	<i>\$50.00 round trip</i>

**In addition to the pool rental expense, operation expenses, including the hiring of lifeguards, will be billed to the lessee.

Fees will be reviewed annually by the administration and appropriate recommendations for adjustment forwarded to the Board of Education.

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BOB'S DELIVERY SERVICE
P.O. Box 1254
Wisconsin Rapids, Wisconsin 54495-1254
Phone 424-2245

PROPOSAL AND ACCEPTANCE

LC 7125B

Vendor # 386

PROPOSAL SUBMITTED <u>Wis Rapids Public Schools</u>	PHONE	DATE <u>July 1, 2008</u>
STREET <u>2010 Industrial St</u>	JOB NAME <u>School mail Delivery</u>	
CITY, STATE AND ZIP CODE <u>Wis Rapids, WI 54495</u>	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Inter. School mail Delivery (Blue bin)
2008-2009 School year.

Central office to all schools and back to Central office Daily.
Central office to Post office Daily.

Approx. 206 days @ \$85.00 Increase due to fuel cost.

4 year old Kindergarten mail Service.
Central office to 4 stops and back to Central office
Twice weekly @ \$7.00 per stop per day.

206	x 72.
x 85	x 7
17,510	2,010

We Propose hereby to furnish material and labor — complete in accordance with above specifications for the sum of _____ dollars (\$ _____)

Payment to be made as follows: monthly as billed

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any variation or deviation from above specifications involving extra work will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

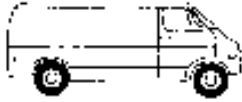
Authorized Signature: Timothy Butterfield

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

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BOB'S DELIVERY SERVICE
 P.O. Box 1254
 Wisconsin Rapids, Wisconsin 54495-1254
 Phone 424-2245

PROPOSAL AND ACCEPTANCE

Vendor# 386

LC 71359

PROPOSAL SUBMITTED TO <u>Wis. Rapids Public Schools</u>	PHONE	DATE <u>July 1, 2008</u>
STREET <u>2510 Industrial St.</u>	JOB NAME <u>Hot lunch delivery</u>	
CITY, STATE AND ZIP CODE <u>Wis. Rapids, WI 54495</u>	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

COPY

We hereby submit specifications and estimate for:

School Hot Lunch Delivery
2008-2009 School year
approx. 180 days @ 79.00 per day
Increase Due to Higher Fuel Cost.

180
x 79

14,220

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ Dollars (\$ _____)

monthly as billed

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any increase or deviation from above specifications involving extra costs will be presented, only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry the tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Amey Butterfield

Note: This proposal may be withdrawn by us if not accepted within _____ days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____

Requisition

Req # 00006117

PO #

Date: 07/29/08

Bill To: Wisconsin Rapids School District
510 Beach Street

Wisconsin Rapids WI 54184

Ship To: Central Storage
2510 Industrial Street
Wisconsin Rapids WI 54195

Contact: B. Kolbeck
715-422-6019

Vendor: 5266
Lightspeed Technologies Inc
11509 SW Harbor Rd
Jualain, OR 97062

Contract No:
Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Dillon Fax: 503 684-2157 M/F: Ben Ingstrom As Quoted: 7/29/08 Quote #: 6590		
3		AV System W/2 Lightnics and 1 MW Wall Speakers and Vespene Elementary	1,290.00	3,796.00
2		AV System W/2 Lightnics and 1 CW Ceiling Speakers and Vespene Elementary	1,290.00	2,520.00
10		AV System W/2 Lightnics and 1 CW Ceiling Speakers For Multiple Elementary	1,290.00	12,859.40
		Amount Due	Encumbrance	
		7-10-000-551-221300-825-000000-2	12,659.40	
		9-10-111-551-221300-825-000000-2	2,596.00	
		9-11-111-110-221300-360-000000-2	2,596.00	
			Freight	500.10
			Total	18,980.10
		See Policy #12-Only vendor		

Authorized By: _____

Requisition

Req # 00006124

PO #

Date: 07/30/08

Bill To: Wisconsin Rapids School District
 210 Pease Street

Wisconsin Rapids WI 54494

Vendor: 100503
 ABC Supply Co. Inc
 PO Box 41660
 Madison WI 53744-4660

Ship To: Central Storage
 2510 Industrial Street
 Wisconsin Rapids WI 54493

Contact: TR/CB for GV

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	PER PURCHASING POLICY 012 488 1/2" x 1/2" x 100' 3/4" Material Quantities for Right Handing On 6 1/2" Dia 1800 Jm Potentiometer	11,000.00	11,000.00
1		4 1/2" DEBRIS		.00
		PROVAL 780	18,000.00	
		9 21-100 540 25100-007-JUL07 1	18,000.00	
			18,000.00	.00
			total	18,000.00

Authorized By: _____