



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

August 7, 2017

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
 - A. 66.03.01 Inter-District Agreements – Approval
 - B. Policy 840 Public Gifts to the Schools – 1st Reading
 - C. Policy 851 Advertising in the Schools – 1st Reading
- IV. Updates and Reports
 - A. Purchases – Update
 - B. Project to Run Fiber Cable to Hockey Building – Update
- V. Agenda Items
- VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at [715-424-6701](tel:715-424-6701), at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling [715-424-6701](tel:715-424-6701).

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



BACKGROUND

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

August 7, 2017

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. 66.03.01 Inter-District Agreements – Approval

The Virtual program operated by the District has attracted a number of students from School Districts around the State. The Department of Public Instruction does not allow open enrollment into the Wisconsin Rapids Virtual program, however non-resident students are allowed into the program provided the resident School District agrees to a cooperative 66.03.01 agreement. Any additional cost to provide Special Education services under each agreement remains the responsibility of the resident School District.

The Districts with which we need approved 66.03.01 agreements at this time are as follows:

Students In

Adams-Friendship – 1 student – grade 7	– Virtual
Eau Claire – 1 student – grade 3	– Virtual
Necedah – 2 students – grades 4K, and 3	– Virtual
Port Edwards – 1 student – grade 4K	– Virtual
Stevens Point – 46 students – grades 4K, 5K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11	– Virtual
Tri-County – 2 students – grades 5K, and 2	– Virtual

The administration recommends that the 66.03.01 cooperative agreements for students attending the Virtual program from the Adams-Friendship, Eau Claire, Necedah, Port Edwards, Stevens Point, and Tri-County School Districts as listed be recommended for approval to the Board of Education.

B. Policy 840 Public Gifts to the Schools – 1st Reading

Attachment A reflects proposed modifications to Policy 840 Public Gifts to the Schools for 1st reading.

The administration recommends that Policy 840 Public Gifts to the Schools be recommended for approval to the Board of Education for first reading.

Business Services Committee Meeting Background – August 7, 2017

C. Policy 851 Advertising in the Schools – 1st Reading

Attachment B reflects proposed modifications to Policy 851 Advertising in the Schools for 1st reading and a proposed Advertising Request Form.

The administration recommends that Policy 840 Public Gifts to the Schools and the Advertising Request Form be recommended for approval to the Board of Education for first reading.

IV. Updates and Reports

A. Purchases – Update

Copies of the following invoices are included as Attachment C:

Frontline Education – Substitute Management Service

Gaggle – Student and Staff Email Services and Archiving

Atomic Learning – Online Software Training for Staff

City of Wisconsin Rapids – Police Liaison Services for 2nd Qtr 2017

Current Technologies Inc – Contract to Run Fibre Cable to Hockey Building

B. Project to Run Fiber Cable to Hockey Building – Update

The School District agreement with the Hockey Association includes a provision that the School District provide internet access to the hockey facility. Approval was received from the Department of Public Instruction that the cost to run cable to the hockey facility is an allowable Community Service Fund 80 expenditure. In the process of preparing to trench in the cable line to the hockey facility, a conduit to the football field press box was discovered. Fiber cable will be run to the football field press box at the same time.

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

No future agenda items of the Business Services Committee were identified.

840 PUBLIC GIFTS TO THE SCHOOLS

The Board may accept trophies, prizes, awards, bequests, or other gifts of money or property from persons or organizations not connected with the schools as long as such gifts are consistent with Board goals, policy and established regulations.

The Board may choose not to accept gifts that carry a cost beyond the current fiscal year that may become an unwanted future liability for the District. The Board may also choose not to accept gifts from organizations that do not possess the authority to create liabilities beyond their tenure.

All gifts or bequests shall become the sole property of the District to be used, distributed, or disposed of at the discretion of the Board.

The School District of Wisconsin Rapids does not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional, or learning disability or handicap or any other characteristic protected under State or Federal civil rights laws. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.27
PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411, Student Non-Discrimination and Anti-Harassment
~~411 Rule, Student Discrimination and Harassment Complaint Procedures~~
460, Student Awards and Scholarships
841, Projects Funded by Community Groups

APPROVED: November 11, 1974

REVISED: June 17, 2002
February 11, 2008
TBD

851 ~~ADVERTISING IN THE SCHOOLS~~ MEDIA DISTRIBUTION IN SCHOOLS / ADVERTISING / SPONSORSHIP OR COMMEMORATIVE NAMING RIGHTS FOR DISTRICT FACILITIES OR EDUCATIONAL SPACES

School-Sponsored Media

School-sponsored publications, announcements, radio and television programs may, with certain restrictions, carry advertising and promotional material from sources solicited by school organizations and from non-school individuals, groups or organizations.

Advertising copy solicited by school organizations shall meet the following criteria:

- Excessive solicitation of the same sources should be avoided. Principals shall require a list of all advertisers to be contacted during the year from sponsors of publications.
- Advertising copy promoting the use and sale of materials or services which are inconsistent with school objectives is not to be permitted in school publications.
- The processes of soliciting advertising, preparing copy and publication shall be permitted to the extent that, in the judgment of the instructional staff, such processes further the educational well-being of the students rather than exploiting them to raise money.

The administration may, at its discretion, accept advertising copy offered by non-profit, community or non-school agencies or organizations as long as promulgation of the copy does not infringe upon the school program.

Media Not Directly School Connected

Students and staff are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

The Superintendent and principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decisions of the Superintendent will be final.

Non-district related material, such as fliers, promotional literature, circulars, announcements, and tickets for admission-charged functions are not to be distributed through the school or on school premises without approval from the Superintendent or his/her designee. Approved copy may also be posted on the District website or through social media when appropriate.

CRITERIA TO BE CONSIDERED FOR DISTRIBUTION APPROVAL

Any media distributed shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote specific religion, political ideology, political candidate, political issue or any form of gambling; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically

offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

- a) Programs being promoted should be grade level or school appropriate.
- b) Programs should enhance the District/school curriculum.
- c) Requests which involve some advertising or solicitation should provide a benefit to the children academically, socially, or in some other wholesome manner.
- d) Organizations must be non-profit (have a non-profit tax number). Materials distributed should not directly contribute to the personal gain of an individual, business, or company.
- e) Organizations interested in having students participate in a fundraising type of activity or solicit funds will have their information forwarded to the Principal for consideration to involve their Parent Teacher Organizations or School Clubs as appropriate.
- f) Organizations interested in distributing a flyer in the elementary buildings will forward a sample flyer to the Superintendent or his/her designee for approval before distribution is allowed.
- g) Once approved, all flyers/brochures will be bundled according to the distribution list provided by the District, and delivered to the District office for distribution to the buildings. No flyers are to be dropped off directly at the buildings.
- h) Flyers will be distributed to students in grades 4K-5. Grades 6-8 will have flyers made available in the school office and an announcement will be made for interested students to pick up. No flyers will be distributed to grades 9-12 students.

ADVERTISING IN DISTRICT FACILITIES OR EDUCATIONAL SPACES

The Board of Education shall retain authority to accept or reject any and all proposed advertising. All advertising must adhere to general high standards of suitability and shall be reviewed and approved by the Superintendent or his/her designee. No advertising shall conflict with the Board's mission, policies or the District's curriculum or instructional program.

1. Any advertisement shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote and form of gambling, specific religion, political ideology, political candidate, political issue; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

2. The amount of advertising space allotted in District facilities or educational spaces shall be approved by the Superintendent or his/her designee. Sponsorship agreements and rates to advertise based upon available space will be determined by the administration. The Board will occasionally be updated on fees and promotions approved under the auspices of this policy. The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all revenue generated.

3. Any contractual agreements between the District and an organization or vendor for advertising must be approved by the Superintendent or his/her designee and reviewed by the Director of Business Services.

CONSIDERATIONS FOR SPONSORSHIP NAMING RIGHTS

- a) Cash donations of a significant value for a specific District facility or educational space are defined as a contribution that without which the facility or educational space would not be affordable to the District.
- b) In-kind donations of a significant value and sustained throughout the term of the agreement may be considered. In-kind donations may include:
 - i. Product donations of a significant value;
 - ii. Externship or internship opportunities or training/development programs for students or staff;
 - iii. Student mentoring, student scholarships;
 - iv. Student transportation to and from select events;
 - v. Speaker's or facilitator's time or fees for relevant or requested school events;
 - vi. Field trips and tours within the sponsor's place of business (subject to appropriate waivers to be provided by attendees);
 - vii. Services as it relates to the sponsor's place of business at reduced costs when mutually beneficial for both parties (and subject to availability and agreement as to costs);
 - viii. Volunteer hours that significantly contribute to student learning;
 - ix. Serving on District/Academy Advisory Councils or Committees;
 - x. Other significant in-kind contributions.
- c) The ability of the sponsor's contribution to have long-term impact on the quality of a program or facility.

Determination of Specific Name to be Used

An agreement between the District and sponsor shall include a license granting the District the right to use the name, logo, or branding requested by the sponsor of said sponsor. All uses of such name, logo, branding will be defined in the sponsor agreement.

Approval Process

Administration shall bring any proposed sponsorship agreement to the Superintendent for consideration and approval. The sponsorship agreement, if approved, shall include the specific sponsor-related name for the District facility or educational space, the length of the sponsorship, the licensing rights granted to the District by the sponsor, and the sponsor's cash donation(s) or in-kind contribution(s).

The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all cash or contribution sponsorship amounts.

COMMEMORATIVE NAMING OR RENAMING OF DISTRICT EDUCATIONAL FACILITIES

The Board of Education shall be the sole body to approve the official naming of any new District facility or renaming of any existing District facility. When the need arises, the following procedures will be used:

- A. The Board may appoint an ad-hoc committee to consider and recommend names. Membership is to include staff, a student representative, and citizen representatives of the community.
- B. This committee can recommend up to three names in order of preference to the Board for consideration. The Board will make the final selection.
- C. The committee may use the following sources for the suggestion of names:
 - a. Public participation
 - b. Student participation
 - c. Faculty/staff participation

- d. Previous file of suggested names – a permanent file of previously suggested names shall be maintained by the Superintendent or his/her designee. All nominations shall be in writing and should contain the rationale for each name.
- D. The committee will observe the following guidelines when developing the name list:
- a. Name is to be easily identifiable with the facility
 - b. Name should not be in conflict with the names of other facilities in the District
 - c. Name should have significance for people using the facility
- E. The names of persons or places from the following categories may be considered:
- a. Areas within the District
 - b. Arts
 - c. Business
 - d. Education
 - e. Government
 - f. History
 - g. Humanitarianism
 - h. Industry
 - i. Inventions
 - j. Labor
 - k. Military Services
 - l. Philanthropy
 - m. Professions
 - n. Science
- F. Consideration for nominations of persons' names must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership.
- G. Criteria for using persons' names shall include the following: 1) first consideration shall be given to local persons, but; 2) additional consideration may be given to state, national and international persons.

Parts of extra-curricular facilities, such as auditoriums, athletic fields, etc., if named, are to be named following the criteria established within this policy; however, paragraph (G) shall not be required but may be used at the discretion of the Board of Education or its ad-hoc committee. These facilities may be marked by an appropriate plaque or sign commemorating that individual's contribution.

The Board shall make the final decision on all facility names. Once a facility has been officially named, it shall not be renamed except for reasons deemed to be compelling by the Board.

LEGAL REF: Wisc. Statutes 120.12(1), 120.13

CROSS REF.: 850, Public Solicitations in the Schools
 840, Public Gifts to the Schools
 841, Projects Funded by Community Groups
 460, Student Awards and Scholarships

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD



ADVERTISING REQUEST FORM

The Board of Education shall retain authority to accept or reject any and all proposed advertising. All advertising must adhere to general high standards of suitability and shall be reviewed and approved by the Superintendent or his/her designee.

No advertising shall conflict with the Board's mission, policies or the District's curriculum or instructional program. Advertisements shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote any form of gambling, specific religion, political ideology, political candidate, political issue; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

Please complete this form and send or email it to: _____(To Be Determined)_____

ORGANIZATION NAME: _____

Contact Person Name: _____

Contact Phone #: _____

Address: _____

SCHOOL you are requesting to advertise in: _____

Room/Space/Area to place your ad (i.e., soccer/football/baseball field, playground, pool, gym, cafeteria, etc.):

TYPE/Form of advertising (i.e., wall banner, fence sign, plaque, or other – be specific and list dimensions of the advertising piece) – provide a picture or sample, if possible:

Duration of advertising will typically be approved for one year – if your request is for a longer duration, please specify:

OFFICE USE ONLY

Request: Approved Denied COST TO CHARGE: \$ _____

Date: _____



INVOICE

Acct #: 12039
#INVUS6731124587979

10-812.360-232300

Accounts Payable
Wisconsin Rapids School District
510 Peach Street
Wisconsin Rapids WI 54494

Subscription Start Date: 07/01/2017
Due Date: 07/31/2017

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

Or make payment via ACH:

ABA/Routing #: 121000248
Account #: 4121566533

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

Qty	Description	Start	End	End User	Annual Rate	Amount
553	Absence & Substitute Management Subscription - Employees needing replacement	07/01/2017	06/30/2018	12039 Wisconsin Rapids School District	\$18.94	\$10,473.27
230	Absence & Substitute Management Subscription - Employees not needing replacement	07/01/2017	06/30/2018	12039 Wisconsin Rapids School District	\$7.60	\$1,747.31

SUBTOTAL \$12,220.58

TOTAL DUE \$12,220.58
BY 07/31/2017



Gaggle.Net, Inc.
 P.O. Box 1352, Bloomington, IL 61702-1352
 800-288-7750 Fax: 309-665-0171
 FEIN:04-3602422

Non-Binding Letter of Intent

Wisconsin Rapids Public Schools - Wisconsin Rapids, WI intends to implement and use the Gaggle services as outlined below:

Service Details			
Service Description	Quantity	Unit Cost	Total Cost
Gaggle Safety Management for Google Drive - Students (3-4th)	725	\$2.00	\$1,450.00
Gaggle Safety Management for Google - Students (5-12 grades)	3,000	\$5.00	\$15,000.00
Drive Archiving (Google - Staff)	975	\$5.00	\$4,875.00
Archiving Warehouse Accounts - Dormant Licenses (Google - Staff)	10	\$4.00	\$40.00
TOTAL*			\$21,365.00

** Does not include any applicable sales tax.*

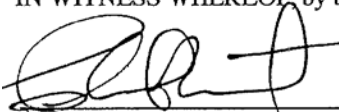
Pricing Term: 12 Month

Service Term: July 1, 2017 - June 30, 2018

Valid Through: August 29, 2017

While this letter shall not constitute a legal binding license, it is an expression of the intent of both parties to work towards formalizing a legally binding agreement.

IN WITNESS WHEREOF, by their signature below, the parties agree in principle with this letter of intent.

 6.30.2017

Wisconsin Rapids Public Schools -
 Wisconsin Rapids, WI

 Gaggle Date

PHILLIP BICKELHAUPT

 Print Name

 Print Name

DIRECTOR OF TECHNOLOGY

 Title

 Title



Purchase Order
WISCONSIN RAPIDS SCHOOL DISTRICT

SHOW THIS NUMBER ON ALL SHIPMENTS,
 CORRESPONDENCE, OR INVOICES

PO# 18001147

DATE: 07/12/17

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 118699

PHONE:

REQ: 00033809

EMAIL:

Atomic Learning Inc
 15088 22nd Ave NE
 Little Falls MN 56345

COPY

BUYER:

SHIP TO: Central Storage
 2510 Industrial Street
 Wisconsin Rapids WI 54495

VENDOR ACCOUNT:

CONTACT: P Bickelhaupt

SITE: Central Office

SPECIAL INSTRUCTIONS: Please email lhennes@atomiclearning.com

Please send the following, freight charges prepaid. Cancel back orders not received by _____

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		PER PURCHASING POLICY 672 Please attach Renewal Notice R071728440 One-year District-Wide License (July 16, 2017 to July 15, 2018) BLDG & GRNDS: There is nothing to deliver. Updates will be provided to the Board of Education at the August meeting. ***** For School District of Wisconsin Rapids use only 8-10-800-435-129380-825-000000-2 5,944.57 8-10-823-480-266900-000-000000-2 5,944.58 TOTAL:	11,889.15	11,889.15

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM
 ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54
 PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed: *[Signature]*

W I S C O N S I N



444 West Grand Avenue, Wisconsin Rapids, WI 54495

COPY

* I N V O I C E *

588

DATE 7/26/2017

CUSTOMER NO.

INVOICE NO.

INVOICE DATE

PMT DUE DATE

4

6332

7/26/2017

8/28/2017

WRPS
MARY GILDENZOPH
510 PEACH STREET
WISCONSIN RAPIDS WI 54494

DESCRIPTION	BILLING CYCLE, THRU DATE	AMOUNT
SCHOOL LIAISON 2ND QTR 2017		CATEGORY: CITY-LIAIS 13,347.59
<i>April-June, 2017</i>		TOTAL TO PAY 13,347.59 *

7.80.400.381.390000.

*de
OW
07/31/2017*



Purchase Order
WISCONSIN RAPIDS SCHOOL DISTRICT
 510 PEACH STREET
 WISCONSIN RAPIDS, WISCONSIN 54494
 PHONE (715) 424-6705 - FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,
 CORRESPONDENCE, OR INVOICES

PO# 18001250

DATE: 08/01/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 124621

REQ: 00033963

PHONE: (715)887-4444

Fax: (715)887-4445

EMAIL:

BUYER:

SHIP TO: Central Storage

2510 Industrial Street
 Wisconsin Rapids WI 54495

Current Technologies Inc
 220 Market Avenue
 PO Box 67
 Port Edwards WI 54469

COPY

CONTACT: P Bickelhaupt

SITE: Central Office

VENDOR ACCOUNT:

SPECIAL INSTRUCTIONS: ATTN: Mark Hamus

Please send the following, freight charges prepaid. Cancel back orders not received by _____

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		As per the Attached Proposal #1701053.1 - Intallation of 12- Strand Multimode Fiber LHS/SWC	29,500.00	29,500.00
		TOTAL:		29,500.00
		COPY TO RENEE, PLEASE - GASB 34 LHS DATA CLOSET/SWC PER PURCHASING POLICY 672		
		***** For School District of Wisconsin Rapids use only 8-80-400-310-255100-000-000000-2	29,500.00	

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM
 ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54
 PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed: