



AGENDA

Business Services Committee

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

October 1, 2018

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 – Virtual Program – Approval
 - B. Technology Purchase – Lincoln High School – Approval
 - C. Technology Purchase – Wisconsin Rapids Area Middle School – Approval
 - D. Guidelines for Expense-Reimbursement – Discussion and Possible Action
 - E. Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property – Approval
 - F. Policy 347 - Rule - Guidelines for the Control and Maintenance of Student Records – Approval
 - G. Letter of Agreement - Between School District of Wisconsin Rapids and Wisconsin Rapids Police Department – Approval
- IV. Updates and Reports
 - A. Purchases – Update
 - B. Copy Paper Purchase – Update
 - C. Attestation Report from Hawkins Ash CPAs – 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

October 1, 2018

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 – Virtual Program – 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:

Stevens Point – 1 student – grade 4K – Virtual

Tri-County Area – 1 student – grade 2 – Virtual

The Administration recommends that the 66.03.01 cooperative agreements for students attending the Virtual program from the Stevens Point and Tri-County Area School Districts as listed be recommended for approval to the Board of Education.

B. Technology Purchase – Lincoln High School – Approval

As the District continues transitioning to a 1:1 learning environment, some immediate needs exist for replacement of end of life Chromebooks and for the implementation of the Academic and Career Planning (ACP) program at Lincoln High School. Purchasing Chromebooks this year for these areas at Lincoln High School will reduce the amount of Chromebooks that will need to be purchased next year to complete the 1:1 transition.

The Administration recommends the purchase of 108 Chromebooks from our preferred vendor, PDS, at a cost of \$23,760.00, to be funded from the current Lincoln High School Technology budget, Common School Fund budget, and the District Career and Technical Education (CTE) budget.

Business Services Committee Meeting Background – October 1, 2018

C. Technology Purchase – Wisconsin Rapids Area Middle School – Approval

As the students are settling in at Wisconsin Rapids Area Middle School, shortages of classroom Chromebooks have been identified in Special Education, Math, and Health. The level of need for Chromebooks in the Special Education classrooms was not anticipated, two Math classrooms were missed in the initial count, and the need for dedicated resources for the Health curriculum was unknown.

The Administration recommends the purchase of 96 Chromebooks and 2 Chromebook carts from our preferred vendor, PDS, at a cost of \$22,918.00, to be funded from the current Wisconsin Rapids Area Middle School Technology, District Technology, District Technology Referendum, and Special Education 2018-19 budgets.

D. Guidelines for Expense-Reimbursement – Discussion and Possible Action

Costs for lodging at conferences and workshops have continued to increase and each hotel/motel sets their own “state rate” if they honor a “state rate” at all. Hotels/motels in Madison only honor the “state rate” of their choosing from November through March. Phil Bickelhaupt will be present to discuss the proposed changes to the Guidelines for Expense Reimbursement (attachment D) with the Committee.

The Administration recommends the changes to the Guidelines for Expense-Reimbursement as discussed, including elimination of the set \$70.00 “state rate” and increasing the In-State rate from \$150.00 to \$180.00 and the Out-of-State rate from \$235.00 to \$265.00, be recommended for approval to the Board of Education.

E. Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property – Approval

Attachment A Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property has been modified to include item 4 in the guidelines.

The Administration recommends that revisions to Board Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property for first reading be recommended for approval to the Board of Education.

F. Policy 347 - Rule - Guidelines for the Control and Maintenance of Student Records – Approval

Attachment B Policy 347 - Rule - Guidelines for the Control and Maintenance of Student Records has been modified on pages 4 and 7 to eliminate the junior high school as a result of restructuring, and change timelines for the transfer of student records to comply with a recent change in State Statutes.

The Administration recommends that revisions to Board 347 - Rule - Guidelines for the Control and Maintenance of Student Records for first reading be recommended for approval to the Board of Education.

G. Letter of Agreement - Between School District of Wisconsin Rapids and Wisconsin Rapids Police Department – Approval

Attachment C Letter of Agreement - Between School District of Wisconsin Rapids and Wisconsin Rapids Police Department has been modified to include Section 3.05 concerning the use of video surveillance.

The Administration recommends that revisions to Letter of Agreement - Between School District of Wisconsin Rapids and Wisconsin Rapids Police Department recommended for approval to the Board of Education.

Business Services Committee Meeting Background – October 1, 2018

IV. Updates and Reports

A. Purchases – Update

Copies of the following invoices are included as Attachment G:

City of Wisconsin Rapids – Police Liaison Officer

Central Wisconsin Sod and Landscaping Inc – Sod for Varsity Soccer Field at Washington Elementary School

Odysseyware – Student Software for Virtual Program

B. Copy Paper Purchase – Update

The Business Services Department received bids September 17, 2018 via fax or e-mail from one vendor for copy paper. The bid received was from Contract Paper Group, Inc. at a total cost of \$22,671.60. The order was placed with Contract Paper Group, Inc. to reserve the quoted price.

A summary of the copy paper bid received is included as Attachment E

C. Attestation Report from Hawkins Ash CPAs – Update

The Department of Public Instruction(DPI) requires the District's audit firm, Hawkins Ash CPAs, to verify the information reported to DPI for the purposes of determining state aid to the School District. Attached as Attachment F is the Attestation Report to the Board of Education confirming they have verified the required information submitted by the District to DPI.

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.

731.2 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY IN PUBLIC AREAS OF SCHOOL BUILDINGS AND PROPERTY

The Wisconsin Rapids School District authorizes the use of electronic surveillance technology in District buildings and on District property for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, criminal activity, bullying and harassment, and for enforcing school policies and rules including, but not limited to, truancy and tardiness issues.

Surveillance equipment will be used according to the following guidelines:

1. Equipment may be monitored as needed and in emergency situations, but only in compliance with state or federal law.
2. Only individuals authorized by the Superintendent or principal may view recordings. Video recordings shall not be available for viewing by the public in general, employees in general, or the media. A log will be kept of the date and names of the individuals viewing the video recording.
3. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the Superintendent and/or his/her designee and in compliance with appropriate federal and state laws.
4. **The Superintendent may authorize law enforcement to view and/or monitor video surveillance/electronic monitoring live streaming broadcasts. The Superintendent may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the Superintendent determines that such disclosure protects the health and/or safety of any individual or school district property. The Superintendent is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted.**
5. The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline :
 - A. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - B. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
 - a. the recording can be edited or altered so as to render all other students unrecognizable, or;

b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

6. The surveillance system may be used as a resource for investigations. Should a video recording become part of a student disciplinary action, the digitally segregated recording will become part of the student's behavioral record consistent with the District's records policy and procedures.

7. Except as provided in Items (2) and (3), video recording will be kept no longer than 30 days. All recordings shall be disposed of in a secure manner. If there are no issues pertaining to the date a video was recorded, the recording may be erased or disposed of in a secure manner after 10 student school days.

8. Cameras are authorized for use in the following areas where public, students, and staff have no reasonable expectation of privacy: entrances, hallways, commons, classrooms, gymnasiums, libraries, parking lots, athletic fields, playgrounds, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students, or staff have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.

9. Fake cameras will not be permitted. Equipment may or may not be monitored at all times.

10. Signs will be posted at all main entrances to the buildings stating that video surveillance technology is in use, but may or may not be continuously monitored.

Other public areas of District buildings and grounds may be subject to limited term surveillance with the authorization of the Superintendent or his/her designee. Such approval will be granted only in situations where the Superintendent or his/her designee has reason to believe that a safe and orderly educational environment is at risk, or to monitor areas where theft, vandalism, bullying or harassment are believed to be occurring. Video surveillance will be used in accordance with the guidelines enumerated in this policy.

This policy will be referenced in student and employee handbooks, district newsletters, building use request forms, and on the District website.

LEGAL REF.: Section 118.125, 120.13(1), 175.22, 942.09, 995.50 Wisconsin Statutes
Chapter 19, Subchapters II & IV Wisconsin Statutes
Family Educational Rights & Privacy Act

CROSS REF.: 347 – Student Records
347 Rule – Guidelines for the Control and Maintenance of Student Records
731.1 – Locker Room Privacy
751.21 – Use of Electronic Surveillance Technology on School Bus

APPROVED: May 12, 2014
TBD

347 – RULE(1) GUIDELINES FOR THE CONTROL AND MAINTENANCE OF STUDENT RECORDS

Definitions

Student records include all records relating to individual students, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

- a. Progress records include a statement of the courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records and the student's attendance records.
- b. Behavioral records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records and any other student records that are not progress records.
 - (1) Law enforcement agency records include those records obtained from a law enforcement agency relating to (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
 - (2) Law enforcement unit records include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: 1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or 2) maintain the physical security and safety of a public school.
 - (3) Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- c. Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

- d. Patient health records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student “physical health records” definition above.
- e. The following information is designated in the District as directory data and may be released upon request in accordance with law and District procedures: Student's name, present address, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.

Confidentiality

Individuals collecting or using personally identifiable information in the district will receive training or instruction regarding security and state and federal confidentiality requirements.

All student progress and behavioral records are confidential, with the following exceptions:

- a. A student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records. The inspection of progress records by the parent(s)/guardian(s), minor student, or adult student must take place in the presence of a designated school employee. Initial copies of student records will be provided on request at no cost and within a reasonable time period after inspection. Additional copies may be provided at a cost of 15 cents per page.
- b. An adult student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.
- c. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student’s dispositional order under state law, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student’s attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student’s attendance record information except as permitted by law. When a student’s attendance record is disclosed to a law enforcement agency for purposes of truancy, the student’s parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student’s attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student’s attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student’s attendance record only for the purpose of pursuing that investigation.
- g. Student records must be disclosed to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records: 1) concern the juvenile justice system and the system’s ability to effectively serve the student, 2) relate to an ongoing investigation, or 3) pending delinquency petition, and 4) that they will not be disclosed to any other person except as authorized by law.
- h. The District may disclose student records to appropriate parties in connection with an emergency if

knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: 1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and 2) the parties to whom the District disclosed the information.

i. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.

j. The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.

k. Student records shall be made available to school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibilities.

1. Law enforcement records may be made available to those school officials with legitimate educational interests (including safety interests) in the information. If law enforcement record information obtained by the District relates to a district student, the information may also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for students enrolled in the District.

The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.

2. Court records obtained by the District must be disclosed to district employees who work directly

with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's co-curricular code.

- l. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of the behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written permission form.
- m. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
- n. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
- o. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.
- p. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
- q. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- r. Except as otherwise provided below, directory data may be disclosed to any person, if the school has (a) notified the adult student or parent/legal guardian of a minor student of the categories of information which it has designated as directory data, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school in writing that all or any part of the directory data may not be released.

Parents/guardians will be provided a "Directory Data Consent" form to complete (the parent/guardian or adult student need not complete the District form to opt out and instead may simply place their request in writing) which will remain in effect until the student transitions to a new building in the district, such as elementary to middle school; ~~or middle school to junior high; junior high to high school.~~ Parents/guardians or adult students will be reminded annually that they are free to change their directives with regard to the release of directory data at any time by completing a new consent form or by placing their request in writing. If no request to withhold directory data is received, directory data will be released in accordance with federal and state law. The District will not release directory data earlier than 14 days after the initial written notice for the adult student or parents/guardians, or after the District has been restricted from doing so by any of the parties.

1. If the District has followed the notification procedure outlined above, and the adult student or parent/legal guardian does not object to the directory data being released, a college board must be parent/legal guardian does not object to the directory data being released, a college board must be

provided, upon request, with the name and address of each student who is expected to graduate from high school in the current school year.

2. If the District has followed the notification procedure outlined above, and the adult student or parent/ legal guardian does not object to the directory data being released, the Board Clerk or his/her designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22, or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.

3. Directory data shall not be released for commercial or promotional purposes. "Commercial" shall be defined as the intent or design to make a financial profit or gain. "Promotional" shall be defined as contributing to the growth or prosperity of the party making the request.

4. Directory data may be released to organizations such as colleges and universities, technical colleges and armed forces recruiters when the request is for educational or career opportunity purposes.

5. A secondary school student or the parent of the student may request (using the Directory Data Release form or by placing their request in writing) that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental/adult student consent. Requests of this nature will be honored by our district.

s. The Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

t. The Board shall, on or before August 15 of each year, report to the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.

u. Student patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a district employee or agent if he/she is responsible for the preparation or storage of such records or access to such records is necessary to comply with a state or federal law requirement. Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) shall be confidential and may be disclosed only with the informed written consent of the test subject or his/her authorized representative.

v. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:

(1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;

(2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings;
and

- (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

Parent Access to Records

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

Amendment of Records at Parent's/Guardian's Request

A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request in writing that the District to amend the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing. The request for a hearing shall be filed in writing with the District Administrator or designee. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

The parent(s)/guardian(s) or adult student shall be informed of the decision within a reasonable period of time after the hearing. If the District decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly. If the District decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the parent(s)/guardian(s) or adult student shall be informed of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the District. The explanation shall be maintained as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion are disclosed to any party, the explanation shall also be disclosed to that party.

Maintenance, Disclosure, and Destruction of Records

- a. While students are attending school, their progress, behavioral, and health records will be maintained in the school of attendance while special education records in their original form are maintained at the District central administrative office. Law enforcement unit records, pupil services records, and student physical health and patient health care records shall be maintained separately from a student's other student records. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be maintained in accordance with the Wisconsin Records Retention Schedule. Pupil records are the property of the District, and will be maintained by the school until a transfer request is received from another school or school district at which the pupil has enrolled.
- b. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. Except as otherwise provided, all requests for inspection or for transfer to another school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. Upon transfer of student records to the central administrative office, the District Administrator or his/her qualified designee shall assume these duties.
- c. Records should be kept under lock and key at all times, under the supervision of the designated

employee. Computerized data banks pose special problems of maintenance, security and access. Any procedures developed for handling information located in computerized data banks shall be in accordance with all procedures outlined herein.

d. When a student ceases to be enrolled, records shall be maintained in accordance with the Wisconsin Records Retention Schedule for School Districts.

e. The Director of Pupil Services shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability, and of their right to obtain a copy of such information before it is destroyed.

f. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:

- The parent(s)/guardian(s) of adult students;
- A school official;
- A party with written consent from the parent(s)/guardian(s), or adult student;
 - A party seeking or receiving records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed; or
- A party seeking directory data.

Transfer of Student Records

Progress, behavioral, health, and special education records relating to a specific student shall be transferred to another school or school district ~~within five (5) working days~~ ***no later than the next working day*** of receipt of notice as follows:

- a. upon written notification from an adult student or the parent(s)/guardian(s) of a minor student that the student intends to enroll in a school in another school district;
- b. upon written notification from the other school district that the student has enrolled; or,
- c. upon written notification from a court that a student has been placed in a secured correctional facility, secured child caring institution, or a secured group home.

Complaints Regarding Alleged Noncompliance With Federal Requirements

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

Annual Public Notice

Parents/guardians and students shall be notified annually of the following: (a) their rights to inspect, review and obtain copies of student records; (b) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading or otherwise in violation of the students' rights of privacy; (c) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (e) their right to file a complaint with the Family Policy and Compliance office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student's name, address or telephone listing to military recruiters or

CONTRIBUTION SCHOOL RESOURCE OFFICER AGREEMENT: BETWEEN
POLICE SCHOOL LIAISON
SCHOOL DISTRICT OF WISCONSIN RAPIDS
and
WISCONSIN RAPIDS POLICE DEPARTMENT

I. THE PARTIES

- 1.01 The ~~Wisconsin Rapids Public School District~~ ***of Wisconsin Rapids***, doing business at its main office located at 510 Peach Street, Wisconsin Rapids, Wisconsin 54494 ("District")
- 1.02 The City of Wisconsin Rapids Police Department, doing business at 444 West Grand Avenue; Wisconsin Rapids, Wisconsin ("Police Department")

WHEREAS,

II. THE RECITALS

- 2.01 The District benefits from having police school liaison ***resource*** officers, (~~"PSLOs"~~ "***SROs***") present in certain of its schools to offer guidance with matters involving law enforcement.
- 2.02 The District recognizes and agrees that PSLO's ***SROs*** will be armed from time to time while on duty at District schools and facilities.
- 2.03 The Police Department benefits from having its officers fulfill their duties while present in the District's schools.
- 2.04 The Police Department and the District recognize the ~~PSLO~~ ***SRO*** program to be worthwhile and therefore desire to continue the program in the future.
- 2.05 The District recognizes that the Police Department incurs expenses in providing the ~~PSLO~~ ***SRO*** program as the ~~PSLO~~ ***SRO*** officers are sworn officers of the Police Department.
- 2.06 Recognizing the benefits of the ~~PSLO~~ ***SRO*** program, the District desires to contribute funds to the Police Department to help offset program expenses.

III. THE AGREEMENT

NOW THEREFORE,

- 3.01 The recitals are made part of the Agreement.
- 3.02 The District shall make a contribution of 60% of the annual cost of the officer assigned as ~~PSLO~~

SRO to Lincoln High School. The Police Department will be responsible for the remaining 40% of the annual cost.

3.03 The District shall make said contributions to the City of Wisconsin Rapids Finance office. Contributions will be billed quarterly by the City of Wisconsin Rapids and payment shall be made by the District within 30 days.

3.04 The District agrees that the Police Department may install and maintain at its own expense a weapons locker in the ~~PSLO~~ SRO office. The locker will be locked at all times, and the ~~PSLO~~ SRO office will be locked at all times the ~~PSLO~~ SRO officer is not physically in the office. The ~~PSLO~~ SRO officer will, as unobtrusively as possible, bring the weapon to be stored in the locker to and from school every day.

3.05 Video Surveillance / Pupil Records / Law Enforcement Records

A. The District surveillance cameras are considered a tool to assist the District and the Police Department to protect the health, welfare, and safety of the students and staff.

B. The District, the SRO and the Police Department shall have access to the District owned surveillance camera system to the extent there is no violation of student privacy rights under state or federal law.

C. The school administration and the Police Department shall follow District Policies regarding the District camera system.

D. SROs and other law enforcement officers may in the course of their duties in the District be wearing and actively using body-worn cameras. The District has not directed the SRO or other law enforcement officers to wear and actively use a body-worn camera. The video or still images from such cameras are law enforcement records that may be subject to release as a public record. In addition, if the video or still image is shared (either through an actual transfer of the record or by a viewing of the record) with the District the image or video recording may be a pupil record.

E. The District is responsible for the retention and administration of pupil records. The SRO and municipality are responsible for the retention and administration of law enforcement records. The parties to this agreement will discuss the record retention and confidentiality aspects of the video record before a request and transfer of a video record occurs.

3.056 This agreement shall be in effect for the next five (5) school years (~~2017-2022~~ **2018-2023**).

3.067 This agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties. The Agreement cannot be changed or modified orally. This Agreement may be supplemented, amended, or revised only in writing by agreement of the parties.

IN WITNESS WHEREOF, the undersigned parties by causing this instrument to be executed, indicate that they are authorized representatives of the parties named herein, have read and understand all the terms and conditions of this agreement, and do bind the parties to comply with the agreement

WISCONSIN RAPIDS PUBLIC SCHOOL DISTRICT

BY:

Date: March 13, 2017

~~Dr. Colleen Dickmann~~ ***Craig Broeren, Superintendent***

A duly authorized representative

Wisconsin Rapids Public School District

CITY OF WISCONSIN RAPIDS POLICE DEPARTMENT

BY:

Signature/Title

A duly authorized representative of the

Wisconsin Rapids Police Department

Date:

LETTER OF AGREEMENT

The City of Wisconsin Rapids and the Wisconsin Rapids Professional Policeman’s Association (WRPPA), by this LETTER OF AGREEMENT concerning the position of School Liaison Officer (SLO), agree to modify their Labor Agreement as follows:

Article 11 – Vacation Schedules: The School Liaison Officer shall not be assigned to a shift for vacation selection purposes and shall select their vacation separate from any other group. Vacation selection may be made at any time throughout the year and will not be restricted by the school year. The School Liaison Officer may split their vacation in any manner they want with the approval of the Chief or his designee.

Article 33 – Scheduling: During the school year, the School Liaison Officer shall work a 5-2 schedule, Monday thru Friday and the hours shall be 7:30 a.m. to 3:30 p.m. One to two weeks after the end of the school year thru one to two weeks prior to the start of the following school year, the School Liaison Officer will be assigned to the Detective Bureau and work a 5-2 schedule Monday through Friday ad hours will be 7:30 a.m. to 3:30 pm unless otherwise changed by the Detective Sergeant and Administration due to case load.

Article 38 – Pay Plan:

Range III Classification: School Liaison Officer

2017.

IN WITNESS HERETO, the parties hereto have executed this Agreement on this 13th day of March,

City of Wisconsin Rapids

WRPPA

Wisconsin Rapids Public Schools

GUIDELINES FOR EXPENSE-REIMBURSEMENT

Reimbursable travel expenses for School District authorized travel is limited to the actual cost of transportation, lodging, and registration materials/fees. Careful planning of all travel is urged to take advantage of the lowest possible rates so that budget allocations can be maximized. Employees are encouraged to request the “state rate” of ~~\$70.00~~ per night at in-state hotels/motels when making reservations.

MILEAGE

Effective July 1, 2006, the mileage reimbursement rate paid to employees for travel to destinations outside the District boundaries will be set at a maximum of \$.40 per mile. The mileage reimbursement rate paid to employees for travel to destinations within the District boundaries will be the rate established and changed from time to time by the IRS for automobile mileage reimbursement. Employees who plan to travel should request the use of a District owned vehicle. Use of a personal vehicle should take place only if a School District vehicle is not available.

LODGING

Reimbursement for lodging shall not exceed the following (effective October 14, 2013):

	<u>In-State</u>	<u>Out-of-State</u>
Room	\$150.00 \$180.00	\$235.00 \$265.00

MEALS

Meal costs are not a reimbursable expense and will NOT be paid by the District with the following exceptions:

1. Meals that are part of a conference or workshop where the cost is included as part of the registration fee.

If the amount drawn is the equivalent of airfare, but the party chooses to drive, additional costs for meals and lodging caused by this decision shall not be reimbursable. All transportation reimbursement shall be limited to the cost of a coach ticket or equivalent at the lowest available rate.

If two or more individuals from the School District attend the same conference and they choose to drive separately, reimbursement shall be limited to the total mileage reimbursement for one car, divided equally between the two parties.

All requests for reimbursement should be on the Wisconsin Rapids Public Schools “Expense Voucher” form. Receipts must be presented to document all expenditures.

This expense-reimbursement guideline shall apply to all members of the administrative staff and all professional and classified staff. It will also serve as a guideline for members of the Board of Education.

Exceptions to the above may be allowed with prior approval of the Superintendent of Schools or his/her designee.

BOE/mah

SCHOOL DISTRICT OF WISCONSIN RAPIDS
Copy Paper Bid

September 17, 2018

Paper Quantity/Description	Contract Paper Group	COSTCO WHOLESALE	Midland	Steen Macek Paper	Xpedx
Copy Paper, 8½" x 11", 20 lb., 840 crtns, 5,000 sheets/crtin	\$26.99/each \$22,671.60	NO BID	NO BID	NO BID	NO BID

BID AWARDED TO CONTRACT PAPER.



**ATTESTATION REPORT FOR WISCONSIN SCHOOL DISTRICT AID CERTIFICATION DATA
INDEPENDENT ACCOUNTANTS' REPORT**

Board of Education
Wisconsin Rapids Public Schools
Wisconsin Rapids, Wisconsin

Report on Aid Certification (PI-1506 AC) Data

We have examined the accompanying aid certification data of the Wisconsin Rapids Public Schools (the "District") as presented in the "Auditor" column of form PI-1506AC which was filed by us on the internet with the Wisconsin Department of Public Instruction ("WDPI") for the year ended June 30, 2018.

Management's Responsibility

The aid certification data presented in the "District" column was reported by the District on the internet to WDPI on form PI-1505AC. This form is the responsibility of the District's management.

Auditors' Responsibility

Our responsibility is to express an opinion on this form based on our examination. Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the account balances reported in the "Auditor" column of form PI-1506AC aid certification data and performing such other procedures as we considered necessary in the circumstances. Our examination includes examining evidence supporting the amounts in the form and included procedures developed by the WDPI and such other tests considered necessary.

We believe that our examination provides a reasonable basis for our opinion.

Opinion on Aid Certification (PI-1506 AC) Data

In our opinion, the information presented in the column titled "Auditor" on the accompanying copy of internet form PI-1506 AC, presents, in all material respects, the aid certification data of the Wisconsin Rapids Public Schools for the year ended June 30, 2018, in conformity with reporting requirements for such information established by the WDPI.

Purpose of Aid Certification (PI-1506 AC) Data Report

The purpose of this report is intended solely for use by the District and the WDPI in determining state aid eligibility for the District. Accordingly, the report is not suitable for any other purpose.

HAWKINS ASH CPAS, LLP

A handwritten signature in cursive script that reads 'Hawkins Ash CPAs, LLP'.

Manitowoc, Wisconsin
September 10, 2018



Wisconsin Department of Public Instruction
Financial Audit Statement
Aid Certification Data
s.120.14

PI-1506-LEA (Rev. 5-06)
 generated on 9/11/2017 11:32:46 AM

Wisconsin Rapids (6685)
 510 Peach St
 Wisconsin Rapids WI 54494-4663
 Cesa #05
 Wood County (71)

Instructions:

1. Section 120.14 of the Wisconsin Statutes requires each school district to have an annual audit of its financial accounts. This form is used to provide the auditor's verification of financial data the district reported to the Department of Public Instruction on form PI-1505-AC.
2. **The auditor must file, in the work papers, a completed copy of this form along with a copy of the auditor's Internet Form 1506-AC and the auditor's attestation.**
3. The auditor must provide the district with any required adjustments to the district's annual report. The district shall amend its accounting records and file a completed Annual Report, form PI-1505, reflecting the auditor's adjustments by September 22, 2017.
4. A copy of the auditor's report on the district's financial statements, report on the federal and state assistance schedules, internal control reports, compliance reports, any other reports required by government auditing standards, and copies of any management letters provided to the district school board and/or personnel not accompanying this form must be submitted no later than December 1, 2017.

Audit Firm

Name of Firm Hawkins Ash CPAs, LLP	Telephone (920) 684-7128
Address One East Waldo Blvd Suite 5 Manitowoc, WI 54220-2912	
Name of Licensed Accountant who supervised the audit Randall L. Miller, CPA, Partner	E-mail rmiller@hawkinsashcpas.com
Signature <i>Randall L. Miller, CPA</i>	Date Signed September 12, 2018
Was a Control Deficiency/Management letter in addition to the Government Auditing Standards Report issued? Check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Was the required communication with those charged with governance letter Issued? Check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



Wisconsin Department of Public Instruction
 FY 2017-2018 Auditor PI-1506-AC Data
 Wisconsin Rapids (6685)
 as of 9/11/2018 2:39:03 PM

Page 1 of 2

Fund 10: General Fund			District	Auditor	Variance
1	10 B 900000 001	Beginning Fund Balance	11,728,073.17	11,728,073.17	
2	10 R 000000 000	Total Revenues and Transfers In	62,264,519.11	62,264,519.11	
3	10 R 000000 211	Property Taxes	21,812,198.00	21,812,198.00	
4	10 R 000000 212	Property Tax Charge Back	1,019.00	1,019.00	
5	10 R 000000 213	Mobile Home Tax	40,209.36	40,209.36	
6	10 R 000000 219	Other Tax	0.00	0.00	
7	10 R 000000 620	General State Aid	31,684,352.00	31,684,352.00	
8	10 R 000000 691	State Computer Aid	136,345.24	136,345.24	
9	10 R 000000 720	Federal Impact Aid	0.00	0.00	
10	10 R 000000 850	Reorganization Settlement Proceeds	0.00	0.00	
11	10 R 000000 873	LT Operational Borrowing - Notes	0.00	0.00	
12	10 R 000000 874	LT Operational Borrowing - STFL	0.00	0.00	
13	10 R 000000 972	Property Tax and Equalization Aid Refund	0.00	0.00	
14	10 E 000000 000	Total Expenditures and Transfers Out	64,215,934.19	61,791,460.44	-2,424,473.75
15	10 E 411000 838	Transfer to Non-Referendum Debt Fund	1,172,681.66	1,172,681.66	
16	10 E 411000 839	Transfer to Referendum Debt Fund	0.00	0.00	
17	10 E 491000 950	Reorganization Settlement Payment	0.00	0.00	
18	10 E 492000 972	Property Tax Chargeback and Equalization Aid Repayments	3,121.65	3,121.65	
19	10 B 900000 002	Ending Fund Balance	9,776,658.09	12,201,131.84	+2,424,473.75
Fund 38: Non-Referendum Debt Service Fund					
20	38 B 936310 001	Begin Restricted for Debt Refinancing	0.00	0.00	
21	38 B 936320 001	Begin Other Debt Service Fund Bal	0.00	0.00	
22	38 R 000000 000	Total Revenues and Transfers In	1,172,681.66	1,172,681.66	
23	38 R 000000 211	Property Taxes	0.00	0.00	
24	38 R 000000 220	Milwaukee City Paid Debt	0.00	0.00	
25	38 R 000000 800	Proceeds of Refinancing Borrowing	0.00	0.00	
26	38 E 000000 000	Total Expenditures and Transfers Out	1,172,681.66	1,172,681.66	
27	38 E 282000 000	Debt Refinancing Expenditure	0.00	0.00	
28	38 E 283000 670	LT Operational Debt Principal Payment	0.00	0.00	
29	38 E 283000 680	LT Operational Debt Interest Payment	0.00	0.00	
30	38 B 936310 002	End Restricted for Debt Refinancing	0.00	0.00	
31	38 B 936320 002	End Other Debt Service Fund Bal	0.00	0.00	
Fund 39: Referendum Debt Service Fund					
32	39 B 936310 001	Begin Restricted for Debt Refinancing	0.00	0.00	
33	39 B 936320 001	Begin Other Debt Service Fund Bal	1,819,686.68	1,819,686.68	
34	39 R 000000 000	Total Revenues and Transfers In	298,909.20	298,909.20	
35	39 R 000000 211	Property Taxes	268,634.00	268,634.00	
36	39 R 000000 220	Milwaukee City Paid Debt	0.00	0.00	
37	39 R 000000 800	Proceeds of Refinancing Borrowing	0.00	0.00	
38	39 E 000000 000	Total Expenditures and Transfers Out	79,250.00	79,250.00	
39	39 E 282000 000	Debt Refinancing Expenditure	0.00	0.00	
40	39 E 283000 670	LT Operational Debt Principal Payment	0.00	0.00	
41	39 E 283000 680	LT Operational Debt Interest Payment	0.00	0.00	
42	39 B 936310 002	End Restricted for Debt Refinancing	0.00	0.00	
43	39 B 936320 002	End Other Debt Service Fund Bal	2,039,345.88	2,039,345.88	

Fund 41: Capital Expansion Fund



Wisconsin Department of Public Instruction
 FY 2017-2018 Auditor PI-1506-AC Data
 Wisconsin Rapids (6685)
 as of 9/11/2018 2:39:03 PM

Page 2 of 2

44	41 B 900000 001	Beginning Fund Balance	0.00	0.00
45	41 R 000000 000	Total Revenues	0.00	0.00
46	41 R 000000 211	Property Taxes	0.00	0.00
47	41 R 000000 280	Interest on Investments	0.00	0.00
48	41 R 000000 900	Other Revenues	0.00	0.00
49	41 E 000000 000	Total Expenditures	0.00	0.00
50	41 E 411000 810	Transfer to General Fund	0.00	0.00
51	41 B 900000 002	Ending Fund Balance	0.00	0.00
Other				
52	10 P 230000 000	Cost of Lawsuit Against the State §121.07(6a)	0.00	0.00
53	10 P 256000 000	Indigent Transportation §120.13(27m) and/or Environmental §121.07(6a) Remediation Loan	0.00	0.00
54	10 P 254000 000	Verification of actual Fund 10 expenditures authorized by the Board of Education (BOE) resolution for energy efficiency projects. Enter the actual amount of General Fund 10 expenditures that the district has expended in 2017-18 for energy efficiency measures and products approved by the Board of Education in the energy efficiency resolution. This reported expenditure amount cannot exceed the amount approved by the BOE resolution.	0.00	0.00

*** End of Data ***



444 West Grand Avenue, Wisconsin Rapids, WI 54495

* INVOICE *

588

DATE 9/04/2018
CUSTOMER NO.
INVOICE NO. ⁴
INVOICE DATE 9/04/2018
PMT DUE DATE 10/04/2018

WRPS
MARY GILDENZOPH
510 PEACH STREET
WISCONSIN RAPIDS WI 54494

DESCRIPTION	BILLING CYCLE, THRU DATE	AMOUNT
-------------	--------------------------	--------

2ND QTR 2018 SCHOOL LIAISON OFFICER

CATEGORY: CITY-LIAIS
13,858.13

TOTAL TO PAY

13,858.13 *

80-400-381-390000

Central Wisconsin Sod Landscaping, Inc.

1453 1st AVENUE
COLOMA, WI 54930

Voice: 715-228-4106
Fax: 715-228-4107

COPY

INVOICE

Invoice Number: 2018 WR Soccer Proj
Invoice Date: Aug 21, 2018
Page: 1
Duplicate

Bill To:

WI Rapids School District
510 Peach Street
WI RAPIDS, WI 54494

Ship to:

WI Rapids Soccer Project
2510 Industrial St
WI RAPIDS, WI 54495

Customer ID	Customer PO	Payment Terms	
WI Rapids		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Semrow Trucking	6/25/18	8/31/18

Quantity	Item	Description	Unit Price	Amount
10,000.00	JKBG	YARDS SAND GROWN SOD-Jacklin KENTUCKY BLUEGRASS	1.50	15,000.00
78.00	TUBES-DISPOSABLE	DISPOSABLE BIG ROLL SOD TUBES	4.25	331.50
1.00	LABOR	LABOR CHARGE	8,043.75	8,043.75
3.00	MISCSUPPLIES	Netting-for peeling of sod	243.40	730.20
1.00	MISCSUPPLIES	Imidacloprid-ordered by Deb	270.96	270.96
1.00	MISCSUPPLIES	Gloves-taken by Deb	3.00	3.00
1,300.00	SEED	#s of grass seed	4.00	5,200.00
-1.00	MISCSUPPLIES	cost of sand	1,172.40	-1,172.40
<p><i>Completed & ready per Ed A. 9/18/18</i></p> <p><i>80,800.322.254200.980</i></p> <p><i>OK 09/26/2018</i></p> <p><i>OW</i></p> <p><i>copy to Renee, please / GASB34 - soccer fields Proj.</i></p>				

Subtotal	28,407.01
Sales Tax	
Freight	
Total Invoice Amount	28,407.01
Payment/Credit Applied	
TOTAL	28,407.01

Check/Credit Memo No:

Invoice

Page 1/1

Invoice OW39110914
Date 9/4/2018



Glynlyon, Inc
300 N McKemy Ave
Chandler AZ 85226-2618

Bill To: WISCONSIN RAPIDS PUBLIC SCHOOL DISTRICT
ACCOUNTS PAYABLE
510 PEACH ST
WISCONSIN RAPIDS WI 54494-4663

Ship To: WISCONSIN RAPIDS PUBLIC SCHOOL DISTRICT
ACCOUNTS PAYABLE
510 PEACH ST
WISCONSIN RAPIDS WI 54494-4663

Purchase Order No.	Customer ID	Salesperson ID	Payment Terms	Renewal Date
00103	30004091	Perry	DUE UPON RECEIPT OF INVOICE	9/1/2018
Qty Invoiced	Item Number	Description	Unit Price	Ext. Price
30	20014CC	Full Odysseyware Library (Renewal) - Con	\$575.00	\$17,250.00
50	20220PS	BASE Education Per Student License	\$15.00	\$750.00
3	T10067	BASE Custom Webinar	\$250.00	\$750.00
60	OWABE01DEP	Odysseyware Academic Services Basic Enro	\$250.00	\$15,000.00
2	T10021	Custom Webinar Hours	\$250.00	\$500.00

RENEWAL FOR 30 CONCURRENT LICENSES
50 BASE-PER STUDENT LICENSES, 3 BASE CUSTOM WEBINAR HOURS
60 OWA BASIC ENROLLMENTS, 2 CUSTOM WEBINAR HOURS
EFFECTIVE DATES: 9/1/18 TO 8/31/19
PAYMENT DUE UPON RECEIPT
THANK YOU!

Please make checks payable to: GLYNLYON, INC.

Subtotal	\$34,250.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Total	\$34,250.00

Payments made by credit card will be assessed a 3% Processing Fee on the total invoice amount