



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

January 8, 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. Audit Contract – Approval
 - B. Wisconsin School Nutrition Purchasing Cooperative 66.0301 Agreement – **Approval**
- IV. Updates and Reports
- 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.



Business Services Committee

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

January 8, 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. Audit Contract – Approval

Hawkins Ash CPAs has proposed the following rates on audit contracts for the next three years:

	<u>Contract Amount</u>	<u>Increase</u>	<u>Membership (if required)</u>	<u>Max Total</u>
Current June 2017 Rate	\$20,000			
Proposed June 2018 Rate	\$20,125	\$125 0.63%	\$3,600	\$23,725
Proposed June 2019 Rate	\$20,675	\$500 2.48%	\$3,700	\$24,375
Proposed June 2020 Rate	\$21,225	\$550 2.66%	\$3,800	\$25,025

The Administration recommends the proposed three year audit contract from Hawkins Ash CPAs for June 2018, June 2019, and June 2020 at \$20,125; \$20,675; and \$21,225 with membership audit (if required) at \$3,600; \$3,700; and \$3,800 be recommended for approval to the Board of Education.

B. Wisconsin School Nutrition Purchasing Cooperative 66.0301 Agreement – Approval

The District has been part of a purchasing cooperative of school districts for the past several years. Elizabeth Severson, Food Service Director, would like to continue the participation in the Wisconsin School Nutrition Purchasing Cooperative for the 2018-19 school year. Fifty-seven school districts are expected to participate in the upcoming school year (see Attachment A). Dues for the 2018-19 fiscal year are set at \$300. Middleton Cross Plains Area School District will serve as the fiscal agent for the cooperative.

The Administration recommends that the proposed Wisconsin School Nutrition Purchasing Cooperative 66.0301 Agreement for the 2018-19 School Year be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – January 8, 2018

IV. Updates and Reports

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.

**Wisconsin School Nutrition Purchasing Cooperative Agreement
(Section 66.0301)**

Pursuant to a resolution adopted by school districts participating in the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) to cooperatively procure and purchase food and supplies for the member district's Child Nutrition Program(s):

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

1. That said parties agree to retain a school nutrition procurement consultant to coordinate the bidding and procurement process for the WiSNP Co-op as hereinafter set forth;
2. That the fiscal agent for the WiSNP Co-op shall be a Member District or a CESA;
3. That the fiscal agent shall maintain necessary records for WiSNP Co-op and establish and maintain financial accounts in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction;
4. That the fiscal agent shall be authorized to pay necessary bills and collect fees;
5. That the proration of costs will be collected through administrative fees from approved vendor agreements based on purchase volume of each participating school district; and annual membership dues;
6. That the estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
7. That variations from the budget will require prior approval of all school district parties hereto;
8. That attached hereto and incorporated herein by reference are the authorizing resolution, budget, plan of payments to fiscal agent, and the plan for operation (WiSNP Co-op bylaws).

School District Signature of Approval

School District

Authorizing Signature

Date

Printed Name

Title

Fiscal Agent Signature of Approval

Middleton Cross Plains Area School District

Fiscal Agent District

Lori Ames

12-13-17

Authorizing Signature

Date

LORI AMES

Printed Name

DIRECTOR OF BUSINESS SERVICES

Title

2018-19 Proposed Annual Budget
Wisconsin School Nutrition Purchasing Cooperative

EXPENSES:	PROPOSED BUDGET
Procurement Consultant and Cooperative Coordinator	\$ 94,000
Operational Expenses (Web development/host, travel, printing, supplies, advertising)	10,000
Personal Services (Meeting facility; Fiscal Agent fee; Liability Insurance)	10,000
TOTAL EXPENSES	<u>\$114,000</u>
REVENUES:	PROPOSED BUDGET
Fees from per case purchases*	\$ 96,900
Membership Dues ^	17,100
TOTAL REVENUE	<u><u>\$114,000</u></u>

*Approved vendor agreements state that Administrative Fees will be paid by the Vendor to the Fiscal Agent based on purchase volume of each participating school district:

^ Membership Dues = \$300 per district

Membership
Wisconsin School Nutrition Purchasing Cooperative

2017-18 SY Member School Districts of the WiSNP Co-op:

1. Abundant Life Christian School/
Lake City Church
2. Almond-Bancroft
3. Benton
4. Brillion
5. Cambridge
6. Cassville
7. Clinton
8. Cuba City
9. D C Everest Area
10. Deerfield
11. DeForest
12. Dodgeville
13. Fall River
14. Hartford Union High School
15. Highland
16. Howards Grove
17. Janesville
18. Jefferson School District
19. Kewaskum
20. Lakeside Lutheran High School
21. Lodi
22. McFarland
23. Menominee Indian
24. Middleton-Cross Plains
25. Milton
26. Mishicot
27. Monona Grove
28. Montello
29. Mosinee
30. Mount Horeb
31. Necedah
32. Norwalk-Ontario-Wilton
33. Port Edwards
34. Potosi
35. Poynette
36. Princeton
37. Randall Consolidated

38. Random Lake
39. Rio
40. River Valley
41. Sauk Prairie
42. Sheboygan Falls
43. Slinger
44. St. Joseph's, Hazel Green
45. Sun Prairie
46. Valders
47. Verona
48. Watertown
49. Wausau
50. Wautoma
51. West Bend
52. Westfield
53. Wisconsin Rapids

New for 2018-19 SY:

- Campbellsport
- Lake Mills
- Lomira
- Mayville