



**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

**October 7, 2013**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
  - A. 2013-2014 Travel Expense Reimbursement Guidelines – Approval
  - B. Wireless Access Purchase – East Junior High and Mead Elementary School – Approval
  - C. 2013-14 Personal Appliance Fee – Approval
  - D. 66.03.01 InterDistrict Agreements – Approval
- IV. Updates and Reports
  - A. Donation – WRAMS Foot Bridge to Athletic Fields – Update
- V. 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, 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.

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

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 Krings, President

**October 7, 2013**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. 2013-2014 Travel Expense Reimbursement Guidelines – Approval

Policy 537.1 Attendance at Workshops and Conferences states travel reimbursement guidelines shall be periodically submitted to the Board for review. The lodging recommended reimbursement rates were last updated in 2007 and the recommendation is being made to increase the limit on In-State lodging from \$135.00 to \$150.00 per night and the Out-of-State lodging from \$190.00 to \$235.00 per night. The travel budgets are tight. However travel is sometimes required to maintain the professional development of staff in our changing educational field. Some In-State hotels/motels have a limited number of rooms available at the state rate of \$70.00 per night and employees will be directed to request the state rate if available. Attachment A lists the recommended changes to the travel reimbursement guidelines.

Currently, overnight lodging has not been permitted if the travel destination is 60 miles or less. DPI holds many workshops in Wisconsin Dells which is 60 miles from Wisconsin Rapids due to the central location and available accommodations. Many workshops and conferences are two days or have evening sessions which presents short nights traveling back and returning in the morning in unpredictable travel conditions especially in the winter. The Administration is also recommending that Wisconsin Dells be a location where overnight lodging is allowed.

The administration recommends that the proposal to increase the guideline for In-State and Out-of-State lodging from \$135.00 to \$150.00 per night and \$190.00 to \$235.00 per night respectively and to permit overnight lodging at conferences and workshops held in Wisconsin Dells be recommended for approval to the Board of Education.

B. Wireless Access Purchase – East Junior High and Mead Elementary School – Approval

Attachment B is a proposal to provide forty-two wireless access points for the next five years at East Junior High and Mead Elementary School. This will provide additional access for staff and students.

The administration recommends that the proposal to purchase forty-two wireless access points for the next five years from Capital Data at a cost of \$46,594.80 with funding from the 2006 Technology Referendum funds be recommended for approval to the Board of Education.

## Business Services Committee Meeting Background – October 7, 2013

### C. 2013-14 Personal Appliance Fee – Approval

The Board took action in 2009 in light of budget constraints and implemented a Personal Appliance Fee for staff. Attachment C lists estimated utility costs as determined by Focus on Energy for common appliances. With the increased workloads and the increased amounts employees are being required to contribute to their own retirement and health insurance plans the administration is recommending the following changes to the Personal Appliance Fee structure for employees:

<b>Appliance *</b>	<b>Current</b>	<b>Recommended</b>
Electric Heaters	\$40.00	\$40.00
Air Conditioners		40.00
Small Refrigerators	30.00	40.00
Microwaves	20.00	20.00
Up to two of the following at no charge – (following fees would apply for all appliances over two)		
Coffee Maker	20.00	10.00
Lamps	10.00	10.00
Miscellaneous	10.00	10.00 – (radios, coffee cup warmers, digital photo frames, etc)

\* (Personal - None District issued)

The administration recommends that the proposal to modify the 2013-14 Personal Appliance Fee schedule as presented and to allow employees to use up to two personal items in their work area including coffee maker, lamp, radios, coffee cup warmer, or digital photo frames at no charge be recommended for approval to the Board of Education.

### D. 66.03.01 InterDistrict 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:

<b>Students In</b>			
Stevens Point	– 1 student	– grade 6	–Virtual

The administration recommends the 66.03.01 cooperative agreements for the student attending the Virtual program from the Stevens Point School District as listed be recommended for approval to the Board of Education.

## IV. Updates and Reports

### A. Donation – Wisconsin Rapids Area Middle School (WRAMS) Foot Bridge to Athletic Fields – Update

A thank you letter, Attachment D, was sent to Sam Elzinga and Boy Scout Troop 114 for their work in replacing the old footbridge to the athletic fields at the Wisconsin Rapids Area Middle School.

## 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.

**537.1 ATTENDANCE AT WORKSHOPS AND CONFERENCES**

The Board recognizes the value of conference and convention attendance as a means of learning of improvements in education, studying and comparing local practices, and recruiting qualified candidates.

The superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction and with expenses paid by the district according to established allowances. The number of absences for professional leave shall be determined by the superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging.

Non-certificated staff authorized by the Board to attend conferences and conventions are subject to the same policies as professional staff.

The superintendent shall prepare administrative guidelines on travel and conference attendance and shall submit them for periodic review by the Board.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes

CROSS REF.: WREA Agreement

APPROVED: November 11, 1974

REVISED: January 14, 2002



## 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.

### 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 ~~November 12, 2007~~ October 14, 2013):

Room	<u>In-State</u>	<u>Out-of-State</u>
	<del>\$135.00</del> <u>150.00</u>	<del>\$190.00</del> <u>225.00</u>

### 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

*Revised July, 2010 to reflect all changes approved since July, 2002  
Revised & Approved by the Board October 14, 2013*

# capital data

your partner. your solution.

<b>Sales Order</b>
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Date: 9/30/2013

Sales Order Number: SO26188

**PURCHASER**

Firm: Wisconsin Rapids School Dist  
 1801 16th St S  
 Wisconsin Rapids WI, 54494-5499  
 Phone: (715) 422-7123

**SELLER**

Firm: Capital Data, Inc.  
 600 N. Broadway, Suite 100  
 Milwaukee, WI 53202  
 Contact: Kou Pa  
 Phone: (414) 223-8000  
 Fax: (414) 291-8010

Quantity	Description	Unit Price	Ext. Price
42	MR34 CLOUD MANAGED AP.	\$839.40	\$35,254.80
42	5YR LIC AND SUP MR ENTERPRISE.	\$270.00	\$11,340.00
<b>Total:</b>			<b>\$46,594.80</b>

**Terms**

Shipping Terms:  
 Payment Terms: Net 30

**Comments**

Note: Installation is only included if stated in the above proposal, otherwise equipment setup is the responsibility of the customer.

This proposal is good for 10 days from the date of issue. All pricing is based on availability at the time the sales order is signed. If products are discontinued or not available at the time of sale, replacement with like products is acceptable with customer approval.

Unless stated above, all prices quoted in this proposal do not include freight (FOB) or taxes. Capital Data will order the product for delivery once the sales order has been signed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective duly authorized representatives.

**Accepted By:**

Wisconsin Rapids School Dist

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted By:**

Capital Data

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## FOCUS ON ENERGY

How much energy does it use?

Here are typical consumption figures for some common small appliances.

Keep in mind these estimates will vary with your staff's use of appliances, and some products continue to draw power even when turned off. This "leakage" will increase the appliance's energy consumption by a few watts an hour. These energy costs are based on 7.5 cents per Kwh. Your energy cost may be much higher.

<u>APPLIANCE</u>	<u>KILOWATT/HOURS USED PER YEAR</u>	<u>COST PER YEAR</u>
Aquarium	700	\$52.50
Clock	36	\$2.70
Clock Radio	44	\$3.30
Coffee Maker	128	\$9.60
Computer	2080	\$156.00
Dehumidifier	700	\$52.50
Box Fan	144	\$10.80
Heater (portable)	540	\$40.50
Microwave Oven	89	\$6.68
Radio (stereo)	73	\$5.48
Refrigerator (small, dorm size)	340	\$25.50
Refrigerator (frost free 16 cub ft)	642	\$48.15
Refrigerator (frost free 18 cub ft)	683	\$51.23
Television (color)	264	\$19.80
Toaster Oven	73	\$5.48
VCR	30	\$2.25

**WISCONSIN RAPIDS PUBLIC SCHOOLS**

*Buildings & Grounds Department*



2510 Industrial Street  
Wisconsin Rapids, WI 54495  
715-422-6043 Fax 715-422-6240

September 19, 2013

Sam Elzinga  
Troup 114  
6470 Wisconsin Street  
Vesper, WI 54489

Dear Sam & Troup 114,

On behalf of Wisconsin Rapids Public Schools, I would like to thank you for all of your hard work in tearing down the old footbridge at the Wisconsin Rapids Area Middle School and installing the new culverts and walking path. Your hard work has made crossing the stream much safer for both staff and students. Your attention to detail was unbelievable!

Good luck in your first year of college. I am sure you have a bright future ahead of you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edwin Allison', written in a cursive style.

Edwin J. Allison  
Director of Buildings & Grounds  
WRPS