



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

**March 31, 2014**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
  - A. 2014-2015 Lincoln High School Trades House Selection – Approval
  - B. Policy 751.21 Use of Electronic Surveillance Technology on School Bus – 1st Reading
  - C. Policy 731.2 Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property – 1st Reading
  - D. VeriTime – Approval
- IV. Updates and Reports
  - A. Purchases – Update
- V. Agenda Items
- VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only discuss subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office, 424-6701, prior to the meeting date to make appropriate arrangements.

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 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 A Krings, President

**March 31, 2014**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. 2014-2015 Lincoln High School Trades House Selection – Approval

The Trades House Committee met Monday, March 24, 2014 to review the Trades House applicant.

The Trades House Committee recommends that the proposal for construction of a house by the 2014-15 Lincoln High School Trades House Construction class for Ronald and Debra Bohn on a lot located on Log Home Lane be recommended for approval to the Board of Education.

B. Policy 751.21 Use of Electronic Surveillance Technology on School Bus – 1st Reading

Attachment A, Policy 751.21 Use of Electronic Surveillance Technology on School Bus, has been modified to include authorization for parents of adult students to view a recording with approval of the adult student.

The administration recommends that Policy 751.21 Use of Electronic Surveillance Technology on School Bus be recommended for approval to the Board of Education for first reading.

C. Policy 731.2 Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property – 1st Reading

Attachment B, Policy 731.2 Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property, has been modified to include authorization for parents of adult students to view a recording with approval of the adult student.

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

## Business Services Committee Meeting Background – March 31, 2014

### D. VeriTime – Approval

The administration has been reviewing electronic employee payroll time clock systems. VeriTime offers a system that integrates with both Aesop, the District's current employee absent reporting system, and alio, the District's current payroll system. The system allows employees to record their start and end times by either scanning their ID badge on an electronic scanner or by clocking in or out on a computer. The system notifies the supervisors of irregularities and once an employee's time report is approved, the file is electronically sent to be uploaded by the payroll system, which saves staff time on the manual review and entry of time sheets. The proposal from VeriTime is \$9,750.00 annually and a one-time implementation fee of \$4,500.00.

The administration recommends that the proposal from VeriTime for an electronic employee time system at a cost of \$9,750.00 annually and a one-time implementation fee of \$4,500.00 be recommended for approval to the Board of Education.

### IV. Updates and Reports

#### A. Purchases – Update

Listed as Attachment C are copies of invoices for Virtual curriculum and Occupational Therapy services.

### V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.

### VI. Future Agenda Items

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

- Transportation Negotiations

## 751.21 ~~USE OF VIDEO CAMERA~~ ELECTRONIC SURVEILLANCE TECHNOLOGY ON SCHOOL BUS

The Wisconsin Rapids School District ~~approves~~ authorizes the use of ~~video~~ surveillance cameras to record student conduct on the school buses for the primary purpose of ~~reducing disciplinary problems and deterring discipline problems, vandalism, and/or other illegal activities, on the school bus.~~ This will allow the driver to focus on the driving of the bus, and help to providing provide a safe and positive experience for students riding the bus. safer transportation for the school district students.

Parent(s) guardian(s) shall be notified once a year via the school bus rules and regulations that ~~video cameras~~ surveillance technology may be used on the buses, and a sign shall be placed at the front of each bus indicating that ~~video cameras~~ surveillance technology may be used on the bus.

The Director of ~~support services~~ Business Services or his/her designee shall determine when and on which bus a ~~video camera~~ surveillance equipment shall be located, and The manager of the bus company shall maintain a log to include the date, bus number, and bus driver's name. The decision to use ~~video camera~~ surveillance equipment on a bus shall be made only when there is a need to do so. Bus drivers do not need to be informed which bus has a ~~video camera~~ surveillance equipment in operation. Individual drivers and principals may request that the ~~video camera~~ surveillance equipment be placed on a specific bus on designated dates. Parent(s)/guardian(s) may contact the Director of ~~support services~~ Business Services or his/her designee and request that a ~~video camera~~ surveillance equipment be utilized on a specific bus; such requests shall be in writing and include a valid reason.

Only the Director of ~~support services~~ Business Services or his/her designee, bus company employees, principals, and superintendent or designee shall be authorized to view the ~~videotape~~ recording for the purpose of documenting a problem, and determining which students may be involved. Disciplinary action may be taken with students based on ~~video surveillance equipment~~ documentation. Students may be disciplined based on the viewing of a ~~videotape surveillance equipment~~ recordings. Adult students and the Their parent(s)/guardian(s) of minor students, may view that an isolated segment of the ~~videotape recording~~ recording that documents the incident for which they are their a student is being disciplined. The Director of ~~support services~~ Business Services or building principal(s) shall view the ~~videotape surveillance equipment recording~~ recording with the adult student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the ~~tape recording~~ recording.

The District reserves the right to introduce a surveillance equipment recording at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

The ~~videotape surveillance equipment recordings~~ recordings shall not be available for viewing by the public in general, employees in general, or media, or other individuals without prior approval of administration. The principals or superintendent may authorize other individuals, such as the guidance counselor, school psychologist, or social worker, or law enforcement to view segments of a specific ~~videotape surveillance equipment recording~~ recording, if such individuals are working with the student observed on the ~~videotape recording~~ recording because of due to a behavioral, emotional, or learning problem, and viewing the ~~videotape recording~~ recording is beneficial to their role in assisting the student and/or deterring criminal activity. A log shall be kept of the date and names of the individuals viewing the ~~videotape recording~~ recording.

A student being disciplined based on the viewing of a videotape recording will use ~~the~~ 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. Only Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the ~~videotape recording~~ recording along with a school administrator or authorized school staff member. Minor students cannot view the ~~videotape recording~~ 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 ~~tape~~ **recording** unless:
- a.** the ~~tape~~ **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.

If there are no reported incidents pertaining to the date a video was ~~taped~~ **recorded**, the **media containing the** video may be erased or reused after ~~three (3)~~ **ten (10)** student school days. ~~or ten (10) calendar days, whichever occurs first.~~

LEGAL REF.:           Section 118.125(2)(b) Wisconsin Statutes  
                              120.12(1)  
                              121.52(2)

**CROSS REF.:**       **347 – Student Records**  
                              **347 Rule – Guidelines for the Control and Maintenance of Student Records**  
                              **731.2 – Use of Electronic Surveillance Technology in Public Areas of School**  
                              **Buildings and Property**

APPROVED:           December, 1995

REVISED:            June 17, 2002  
                              **TBD**

## 731.2 (NEW) 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. ~~Parents/guardians of minor students will be allowed to view pertinent recordings unless invasion of privacy of a third party exists.~~ **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 :**

**C. 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.**

**D. 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:**

**c. the recording can be edited or altered so as to render all other students unrecognizable, or;**

**d. 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.**

5. 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.
6. 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.**

7. 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.
8. Fake cameras will not be permitted. Equipment may or may not be monitored at all times.
9. 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 Video Camera on School Bus

APPROVED: **TBD**

**COPY**



**K12 Management**  
 K12 Management Inc.  
 Herndon, VA 20171  
 Phone : 571-405-2260  
 Fax : 703-483-7330  
 Email : K12billing@k12.com

**INVOICE**

**Bill To:**  
**WISCONSIN RAPIDS SCHOOL DISTRICT**  
 510 PEACH ST  
 WISCONSIN RAPIDS, WI 54494

Invoice  
 200015132  
 Billing Date  
 10-Feb-2014  
 Customer Number  
 552174  
 Terms  
 Net 30  
 Due Date  
 12-Mar-2014

Item Num	Description	UOM	Quantity	Unit Price	Amount
1	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		4	175.00	700.00
2	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		1	-175.00	-175.00
3	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		35	175.00	6125.00
4	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		3	-87.50	-262.50
5	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		1	175.00	175.00
6	AVL-CUR-ENR-MSS-IAO : AVL MS Instruction Add-On		6	175.00	1050.00
7	AVL-CUR-ENR-XEL-CHI: AVENTA EXTENDED ELECTIVES ADD-ON LICENSE (C,H,I)		5	264.00	1320.00
8	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		17	175.00	2975.00
9	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		1	-87.50	-87.50
10	AVL-CUR-ENR-XEL-CHI: AVENTA EXTENDED ELECTIVES ADD-ON LICENSE (C,H,I)		1	264.00	264.00
11	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		2	-175.00	-350.00
12	AVL-CUR-ENR-HSS-IAO : AVL HS Instruction Add-On		.5	-175.00	-87.50

**Payment Details :**  
 Pay : K12 Management, Inc.  
 Bank : PNC Bank  
 ABA# : 054000030  
 Acct# : 5303550723

**Mail To :**  
 K12 Management  
 P.O. Box : 824186  
 Philadelphia, PA 19182-4186

SubTotal 11646.50  
 Tax 0.00  
 Shipping 0.00  
 Total Amount \$11,646.50

10-119-419-110000

*[Handwritten Signature]*



**Wisconsin Rapids Public School District February 2014 Billing Summary**

O.T. February 2014 Monthly Summary:		Time on Premises x \$85.00 per hour	Travel Time x \$85.00 per hour	Miles x \$0.565 per mile	Comments:
Week #1		\$2,422.50	\$977.50	\$203.40	\$3,603.40
Week #2		\$2,075.70	\$750.55	\$166.11	\$2,992.36
Week #3		\$2,380.00	\$722.50	\$156.51	\$3,259.01
Week #4		\$2,656.25	\$956.25	\$197.75	\$3,810.25
		<b>\$9,534.45</b>	<b>\$3,406.80</b>	<b>\$723.77</b>	<b>\$13,665.02</b>
3541 Plover Road Wisconsin Rapids, WI 54494					
Federal Tax ID #: 39-1960901					
<b>Total Due to Therapies Plus:</b>				<b>\$13,665.02</b>	

*Erin D. Aquilino* 3/3/2014