



*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

**May 5, 2014**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
  - A. VeriTime – Approval
- IV. Updates and Reports
  - A. Purchases – Update
  - B. Purchase – District Copy Paper – 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

**May 5, 2014**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services

- A. 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 and 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. After several weeks of negotiations, VeriTime has agreed to an annual fee of \$8,500.00 for 300 employees versus \$9,750.00 for 350 employees and a one-time implementation fee of \$2,500.00.

The administration recommends that the proposal from VeriTime for an electronic employee time system at a cost of \$8,500.00 annually and a one-time implementation fee of \$2,500.00 be recommended for approval to the Board of Education.

- IV. Updates and Reports

- A. Purchases – Update

Listed as Attachment A are copies of invoices for occupational therapy services, computer equipment purchase, police liaison services, and Build Your Own Curriculum fees.

- B. Purchase – District Copy Paper – Update

The business office staff received bids April 21, 2014 via FAX or e-mail from four vendors for copy paper. The low bid was received from Contract Paper Group, Inc. at \$19,882.80. The order was placed with Contract Paper Group, Inc. to reserve the quoted price.

Listed as Attachment B is a report of the bids received.

## Business Services Committee Meeting Background – May 5, 2014

### 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

**Wisconsin Rapids Public School District March 2014 Billing 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	\$2,040.00	\$807.50	\$161.59	\$3,009.09
Week #2	\$2,210.00	\$658.75	\$165.55	\$3,034.30
Week #3	\$2,932.50	\$892.50	\$200.01	\$4,025.01
Week #4	\$2,040.00	\$637.50	\$140.69	\$2,818.19
<b>Total Due to Therapies Plus:</b>				<b>\$12,886.58</b>

**O.T. March 2014 Monthly Summary:**

3541 Plover Road Wisconsin Rapids, WI 54494  
 Federal Tax ID #: 39-1960901

**Total Due to Therapies Plus:**

**\$12,886.58**

*Tracy Apudaban, CEO*  
 3/31/2014



**PURCHASE ORDER**  
**WISCONSIN RAPIDS PUBLIC SCHOOL DISTRICT**  
 510 PEACH STREET  
 WISCONSIN RAPIDS, WISCONSIN 54494  
 PHONE (715) 424-6705 • FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,  
 CORRESPONDENCE, OR INVOICES.

**PO# 40003105**

**DATE: 04/22/14**

Page No 1 Of 1

VENDOR: 100498

REQ: 00026538

Vendor Acct:

Phone:

SHIP TO:

Central Storage  
 2510 Industrial Street  
 Wisconsin Rapids WI 54495

ByteSpeed LLC  
 Attn John Tuppa  
 3131 24th Ave So

Moorhead MN 56560

CONTACT: P Bickelhaupt

SITE: Central Office

CONTRACT NO:

Special Instructions:

Please fax to John Tupa at 218-227-0498

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

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
31		PER PURCHASING POLICY 672  Please attach Quotation AAAQ47370  ByteSpeed Desktop Computer BLDG & GRNDS: Please send to Steve Johnson at TRC (for Room 111 at East Junior High School - Ryan Kindschy)  COPY TO RENEE, PLEASE - GASB 34  ***** For School District of Wisconsin Rapids use only 4-10-823-551-128380-000-000000-2 16,585.00	535.00	16,585.00
		Total		16,585.00

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

Signed: *[Signature]*

City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids WI 54495  
715-421-8213

\* \* \* \* \*  
\* I N V O I C E \*  
\* \* \* \* \*

DATE 3/31/2014  
CUSTOMER NO. 1076  
INVOICE NO. 5091  
INVOICE DATE 3/31/2014  
PMT DUE DATE 5/08/2014

TO WIS RAPIDS PUBLIC SCHOOLS  
510 PEACH ST  
WISCONSIN RAPIDS WI 54494

DESCRIPTION	AMOUNT
SCHOOL LIAISON OFFICER 1ST QTR 2014	CITY -LIAIS 12,950.21
TOTAL TO PAY	12,950.21 *

*1/1 - 3/31 School Liaison*

*10-400-381-253700 MVM 4/23*



School Software Group, Inc.  
61 N. Meadow Row Ct.  
Appleton, WI 54913  
(800) 596-0735

**Invoice #** 2659

**Purchase Order #**

Kathi Stebbins Hintz  
Wisc. Rapids Public Schools  
510 Peach Street  
Wisconsin Rapids, WI 54494

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**Invoice Date:** 4/1/2014

**Due Date:** 5/1/2014

**Project:** BuildYourOwnCurriculum Lic

	<u>Quantity</u>	<u>Rate</u>	
Annual Base Fee - BYOC		1,000.00	1,000.00
Annual Usage Fee - BYOC (Student Count * \$2.00)	5,292	2.00	10,584.00

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**Invoice Total** \$11,584.00

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**Remit To:** School Software Group  
61 N. Meadow Row Ct.  
Appleton, WI 54913

**Thank you for your business.**

**SCHOOL DISTRICT OF WISCONSIN RAPIDS**  
**Copy Paper Bid**

April 21, 2014

Paper Quantity/Description	Midland *	Xpedx	Contract Paper Group, Inc.	Xerox	Schilling Paper
Copy Paper, 8½" x 11", 20 lb., 840 crtns, 5,000 sheets/crtn	\$24.00 each/ **\$19,958.40	No Bid	\$ 23.67 each/ \$ 19,882.80	No Bid	\$ 25.20 each/ \$ 21,168.00

\* = Total cost listed reflects a 1% discount for meeting payment terms.

\*\* = Total cost listed reflects a 2% discount for meeting payment terms.