



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

August 4, 2014

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 InterDistrict Agreement – Approval
 - B. Custodial Supply Bid– Approval
- IV. Updates and Reports
 - A. Purchases – Update
 - B. VeriTime Time and Attendance Management System – 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](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

August 4, 2014

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 InterDistrict Agreement – 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 – 17 students – grades 4K, 5K, 2, 3, 4, 5, 7, 10 –Virtual

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

B. Custodial Supply Bid– Approval

Bids for custodial supplies were requested from five vendors. Attachment B lists the bids received.

The Administration recommends that the proposal to approve the Custodial Supply Bid as listed on the Custodial Supply Bid Summary be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – August 4, 2014

IV. Updates and Reports

A. Purchases – Update

Listed as Attachment A are copies of purchases from Saxon Homeschool (Houghton Mifflin) for the annual elementary math consumable workbooks to accompany the Math Expressions program and Building Blocks Learning Center for the 2014-15 rent for housing the Early Childhood program.

B. VeriTime Time and Attendance Management System – Update

The current hourly employee payroll is processed almost entirely by hand. Prior to the start of each school year thousands of paper time sheets are printed and distributed to all hourly employees. Hourly employees then record their personal information and time in and out daily for the payroll period. Due to the time it takes to process these time sheets they must be turned in to school secretaries or supervisors 2-3 days prior to the end of the current pay period, causing employees to estimate their time for 2-3 days each pay period. School or department secretaries collect all time sheets, which can often be a cumbersome process. They review the time sheets, add up the hours and check for any errors. If there are errors the time sheet is returned to the employee for correction and then the process is repeated. After the secretaries have reviewed the time sheets they are given to the appropriate administrator to sign. The time sheets are then sent to Central Office. The process of ensuring each employee has turned in a time sheet, adding each time sheet and checking for errors is repeated by the Business Department. They also check any leave entries, such as sick leave, against the Automated Educational Substitute Operator (AESOP) employee attendance software to ensure the employee recorded the absence on the time sheet and in AESOP as well. If there is an error, or if an absence is not recorded in AESOP, the Business Department contacts the employee to let them know a correction is required. Time worked from the time sheets is then entered into the alio payroll system. Even though the pay period does not end until the end of the day on Thursday, the processing of time sheets in the Business Office needs to begin no later than Thursday the week prior to the payroll date in order for the payroll entry process to be completed by the end of the day the following Tuesday when the payroll file is due at the bank for distribution to employee checking accounts Wednesday evening showing up in employee bank accounts Thursday morning.

Areas of concern with the current system are employee accountability, estimating hours for 2-3 days per pay period, inconsistent compensatory time tracking, federal and state compliance and reporting, human error, and duplication of processes. There is limited reporting capability with the current system and often reports have to be built to retrieve data, a frustrating and time consuming process.

An automated time and attendance system would eliminate all processing time at the building and/or department level and would drastically reduce processing time at Central Office. An automated system would accurately capture employee time making employees accountable to arrive on time and stay until the end of their shift ensuring the district is only paying for time worked, and would eliminate the need for estimating hours for 2-3 days per pay period. It would greatly reduce potential clerical errors* and time spent to correct those errors. It would also simplify administrator time sheet approval, track and manage compensatory time, save paper, save time filing, and save room for file storage.

The Human Resources and Business Departments have investigated the use of the VeriTime Time and Attendance Management System. VeriTime is designed for the unique rules of the K-12 environment including employees with multiple job types and locations. It also allows for the setup of payroll rules based on employee handbooks and district policies. This allows VeriTime to automatically apply different rules and rates, including compensatory time, to different employee classifications and is set up to handle federal and split funding. The VeriTime System is from the creators of AESOP and the two programs work together seamlessly. All hourly employees currently use AESOP to record paid and unpaid leaves.

Business Services Committee Meeting Background – August 4, 2014

The VeriTime System would allow employees to “clock-in” and “clock-out” by either using a barcode scanner to scan their employee identification number, or using a computer or iPad to track start and end times. The time is then transferred to an electronic time sheet in VeriTime. The People Locator software allows supervisors to see who has clocked in and notifies them when an employee has not clock-in for work with no absence entered in AESOP. Absence data from AESOP and district-wide events and holidays from a master calendar are imported onto each employee time sheet. At the end of the pay period supervisors or administrators log into Veritime and using the Timesheet Review feature they can quickly review paid and unpaid time, edit time and easily approve or reject time. Once the time sheets are approved they are available to the Business Department. The Payroll Review Report allows the Business Department to review all employee time including holidays, sick time, compensatory time, etc. The Payroll Wizard will notify the Business Department if there are any issues. Once everything is in order the time can be uploaded into the alio payroll system.

A brief sample of reports that would be useful are the Exception Report which provides data on employees that are punching in too early or too late, and the Work Summary Report shows employees that have not worked their expected schedule. The Change Log is used for audit purposes and shows who made timesheet changes to dates, times, locations, etc. as well as showing compliance with state and federal labor laws such as FMLA. VeriTime also provides for tracking and reporting of Affordable Care Act (ACA) information that will be pertinent after January 1, 2015.

With the current paper time sheets it takes the Business Department approximately 6 minutes to process each time sheet at Central Office. With 300 hourly employees that amounts to 30 hours to process the time sheets for each bi-weekly payroll costing the District a total of \$24,400.00 per year in total compensation. These figures do not include any time spent by the building secretaries processing time sheets. An automated system would cut processing time by at least 50%, saving the district \$12,200.00 per year. In addition it may also help to reduce overtime costs associated with the position that processes payroll that equated to 280 overtime hours in 2013 at a cost of \$7,576.00.

The one time set up fee of \$2,500.00 includes implementation, configuration and web based training. The annual subscription fee of \$8,500.00 is for 300 end users (employees) and includes all software upgrades, hosting and unlimited technical support. This equates to \$1.08 per employee per pay period. A one-time cost of \$600.00 for 24 bar code scanners, bar code creating software and stickers would allow for bar codes to be printed and placed on the back of the already existing employee identification cards so employees can easily clock-in and out via scanner.

Overall the VeriTime Time and Attendance Management System would streamline the current payroll system eliminating several steps and duplication of processes that will result in saving time and money across the district. The reporting capabilities will help ensure the District is compliant with new and ever changing federal and state laws.

Purchase of the VeriTime Time and Attendance System for the 2014-15 school year would involve a one-time cost of \$3,100.00 for implementation, configuration, training, scanners and bar code software; and an annual subscription fee of \$8,500.00.

*The American Payroll Association and the Aberdeen Group have done studies showing that organizations overpay their employees by 1.2% due to human error – representing \$120,000.00 in payroll errors for every \$10 million in payroll wages. Time and attendance systems can eliminate up to 95% of that cost.

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.



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# 15001088

DATE: 07/09/14

Page No 1 Of 1

VENDOR: 1464
 Vendor Acct:
 Phone:

REQ: 00026759

SHIP TO:

Central Storage
 2510 Industrial Street
 Wisconsin Rapids WI 54495

Saxon Homeschool
 Specialized Curriculum Group
 9205 Southpark Center Loop

Orlando FL 32819

CONTACT: Fehrenbach/CO

SITE: Central Office

CONTRACT NO:

Special Instructions:

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

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1		Please see attached proposal for Math Expressions activity books from Grade K-5.	52,315.40	52,315.40
1		shipping and handling	.00	.00
1		Mary - please see distribution list Bill Fehrenbach emailed to you on 6/10/14.	.00	.00
		Freight		5,493.12
		Total		57,808.52
		PER PURCHASING POLICY 672		
		***** For School District of Wisconsin Rapids use only 5-10-807-470-124000-000-000000-2 57,808.52		

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]*

2014-15



449

Building Blocks Learning Center, Inc.

Rental / Phone Charges at Building Blocks Learning Center 2014-2015

Wisconsin Rapids Public Schools

Re: Early Childhood Program (Private Line # 715-421-4229)

510 Peach Street, Wisconsin Rapids, WI 54494

Acct 27-80-537-255400-

Judy Johnson 347
Leslie Swanson
Billing Invoice #623014 6-30-14

July 1, 2014	Rent 900.00	Phone Line \$ 46.04	Broadband portion \$ 20.00
August 1, 2014	Rent 900.00	Phone Line \$ 46.04	\$ 20.00
September 1, 2014	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
October 1, 2014	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
November 1, 2014	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
December 1, 2014	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
January 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
February 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
March 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
April 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
May 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00
June 1, 2015	Rent 960.00	Phone Line \$ 46.04	\$ 20.00

Totals for Year 2014-2015 \$ 11,400.00 + 552.48 + 240.00 = \$ 12,192.48 TOTAL

Please feel free to call me with any questions 715-424-2252.

Best Regards,

Jennifer L. Hanzlik
Executive Director / Administrator



July 9, 2014

QTY	UNIT OF MEASURE	DESCRIPTION OF PRODUCT	SEAWAY		DALCO		HIGLANDS		CIT		TOTAL
			QUOTED PRICE	UNIT PRICE	QUOTED PRICE	SUB	QUOTED PRICE	DISCOUNT	QUOTED PRICE	DISCOUNT	
24	Case	AFTAB LIQUID MICRO DISECTANT 12 OZS PER CASE	\$2.30	Not brand			\$21.55 ea		\$57.00 ea	\$ 1,224.00	
90	Box	3M TWIST-A-FIL 3H NEUTRAL CLEANER (6 BOXES PER CASE)							\$266.55 ea	\$ 3,999.25	
60	Box	3M TWIST-A-FIL 4L BATHROOM CLEANER (6 BOXES PER CASE)							\$762.33 ea	\$ 7,023.33	
48	Each	RUBBERMAID 41 QT GARAGE CAN - BLUE	\$5.62		\$10.91		\$10.30 ea		\$5.40 ea	\$ 444.00	\$ 219.54
48	Each	RUBBERMAID 41 QT GARAGE CAN - BROWN	\$7.23	Not brand	\$10.51		\$44.40 ea		\$3.05 ea	\$ 31.00 ea	\$ 633.00
6	Each	CONVERSION DOLLY FOR 32 GALLON RUBBERMAID GARAGE CAN	\$24.30	Not brand	\$47.43						
48 ea	Each	FULLER BRUSH TOILET BOWL SWAB #178	\$0.55	Not brand			\$4.95		\$2.60	\$ 237.60	
12	Each	GP VISTA ROLL TOWEL DISPENSER #6436	\$35.00				\$32.90 ea		\$29.90 ea	\$ 359.90	
24	Each	DOUBLE LOOKING TOILET TISSUE DISPENSER STANDARD SIZE ROLLS, CHROME HEAVY DUTY R66XC	\$13.50	\$324.00	\$19.28		\$16.85		\$18.26 ea	\$ 142.90	
12	Each	COEL WET MOP HANDLE 60"	\$4.62	Quality					\$7.50 ea	\$ 12.00	
30	Each	BRUSH STRIP FOR WINDOOR VERSAWATIC V14V18	\$5.99	\$179.40					\$12.20 ea	\$ 150.00	
12	Each	RUBBERMAID ANGLE ROOM WITH POLE	\$5.85	Not brand	\$13.23				\$34.71 ea	\$ 31.65 ea	
20 ea	Case	VIREX TB DISINFECTANT DEODORIZING CLEANER IN QUART BOTTLES, 12 BTL/CASE	\$3.65	4980 ea	\$41.31		\$29.80 ea		\$41.36 ea	\$ 469.32	
12 ea	Case	JOHNSON WAX DISFLOOR NEUTRALIZER 2 CANS PER CASE	\$25.66	Not brand	\$45.71				\$25.50 ea	\$ 31.00	
2	Each	3M TWIST-A-FIL WIRE RACKS 28" L X 6.5" W X 6.25" H							\$4.63 ea	\$ 69.47	
12 bx	Box	TIDE LAUNDRY DETERGENT 20 OZ BOXES, 15 BOXES PER CASE	\$5.60		\$74.72		\$5.50 bx		\$29.50 ea	\$ 11,800.00	
400	Case	AFTAB FOAMING SOAP 126L BOTTLES (3 BOTTLES PER CS)							\$240.56 ea	\$ 3,445.90	
60 bx	Box	3M TWIST-A-FIL 24H 3M-1 FLOOR CLEANER (6 BOXES PER CASE)									

TOTAL

\$500.40

\$

237.60

\$ 30,163.08

\$ 891.72