



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 4, 2015**

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
  - A. Food Service Meal Prices – Approval
- IV. Updates and Reports
  - A. Purchases – Update
  - B. 2014-15 Kitchen Inspections – 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

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

## Business Services Committee

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Katherine Bielski-Medina, Member  
Larry Davis, Member  
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**May 4, 2015**

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

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

A. Food Service Meal Prices – Approval

This year the United States Department of Agriculture (USDA) extended an exemption to the Paid Lunch Equity requirement for certain school food authorities in strong financial standing. Julie Marie, Director of Food Service, requested this exemption from the Department of Public Instruction (DPI) and the request was approved. There will be no increase in breakfast, lunch, adult, special milk, semester milk, or juice/milk prices for the 2015-16 school year. Without the exemption, the district would have been required to increase lunch prices \$0.10 at all grade levels next year.

The current entrée price of \$1.50 for a single or second entrée for students and staff has not increased for at least fifteen years. Students may only purchase a second entrée at East Junior High or a single/second entrée at Lincoln High School. The purchase of a single entrée cannot be counted as a reimbursable school meal and is considered an Ala Carte sale. An example is the purchase of just a hamburger when hamburgers are on the menu as the main item. When DPI conducted their administrative review of the school nutrition program this year, they recommended that we consider increasing the cost of a single/second entrée so the federally reimbursable meal is economically the best deal for the student. Increasing the price of the entrée more accurately reflects the true cost since there is no federal reimbursement subsidy.

The administration recommends that the proposal to increase the single and/or second entrée price from \$1.50 to \$2.00 for the 2015-16 school year be recommended for approval to the Board of Education.

IV. Updates and Reports

A. Purchases – Update

Listed as Attachment A are copies of purchases from the City of Wisconsin Rapids for Police Liaison Services, from Flocabulary for Library Media using Common School Funds, and from WiLS for Library Media using Common School Funds.

## Business Services Committee Meeting Background – May 4, 2015

### B. 2014-15 Kitchen Inspections – Update

USDA requires that every school that is part of the National School Lunch program have two kitchen inspections performed annually. The Portage County or Wood County Sanitarian performs these inspections for our District each school year. Listed below are the findings from each school and any required follow up action. The yearly cost of required inspections this year totaled \$5,152.00 which was paid from the Food Service Fund 50.

These schools had no violations:

Grant Elementary, Grove Elementary, Howe Elementary, Mead Elementary, River Cities High School, Wisconsin Rapids Middle School, and Woodside Elementary.

These schools had violations cited:

- East Junior High: Scrapers stored in container behind sink – difficult to clean. Issue corrected on site.
- Lincoln High School: Mixer had torn tape holding door on. Problem corrected by Building and Grounds staff.
- Think Academy: One inch air gap required on food preparation sink. Issue corrected.
- Vesper Community Academy: A piece of bread was in the brown sugar container – potential for allergic reaction. Problem corrected on site.
- Washington Kitchen – A separate hand washing sink in kitchen must be provided. Building and Grounds is correcting this issue.
- Wood County Alternative School – Sanitizer in spray bottle did not have adequate sanitizing agent in container. Issue corrected on site.

### 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.

Attachment A

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

580

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\* I N V O I C E \*  
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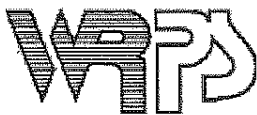
DATE 3/31/2015  
CUSTOMER NO. 1076  
INVOICE NO. 5418  
INVOICE DATE 3/31/2015  
PMT DUE DATE 5/08/2015

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

DESCRIPTION	CATEGORY	AMOUNT
SCHOOL LIAISON OFFICER 1ST QUARTER 2015	CITY -LIAIS	12,891.06
<del>3-24 X 18 RIVER CITIES HIGH SCHOOL</del>	<del>STR -MISC</del>	<del>89.25</del>
<del>3 YDS SALT @ \$76.10/YD 3/4/15</del>	<del>STR -PIT</del>	<del>228.30</del>
TOTAL TO PAY		13,208.61 *

1/1 - 3/31 School Liaison

5-80-400-381 - 253700



**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# 15002971**

**DATE: 04/21/15**

Page No 1 Of 1

VENDOR: 117641      REQ: 00029163  
 Vendor Acct:  
 Phone: (718) 852-0105      FAX: (646) 514-5853

**SHIP TO:**  
 Central Storage  
 2510 Industrial Street  
 Wisconsin Rapids WI 54495

Flocabulary, LLC  
 20 Jay Street, Suite 520  
 Brooklyn NY 11201

**CONTACT:** K. Johnson  
**SITE:** District  
**CONTRACT NO:**

Special Instructions:

Please send the following, freight charges prepaid.      Cancel back orders not received by JUN 21 2015

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1		PER PURCHASING POLICY 672  One-year digital site license to Flocabulary and The Week in Rap as per attached quote	10,560.00	10,560.00
		Total		10,560.00
		***** For School District of Wisconsin Rapids use only 5-10-829-439-222200-000-000000-2      10,560.00		

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: *R. [Signature]*

COPY

Office Use Only:

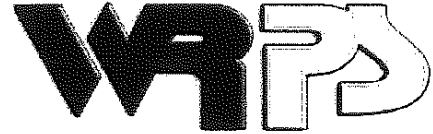
9302

# School District of Wisconsin Rapids

Reset Form

Print Form

## Wisconsin Rapids, Wisconsin



### Payment Request Form

#### Payment To:

Name:  Date:

Address:

Attn:  City:

State:  Zip/Postal Code:

**Using the Payment Request Form:** To use this form, fill in the appropriate fields, then print the form with the print button. Once the form has been printed, attach the receipt to the printed form, and give to the appropriate person for approval. If the version of Adobe being used doesn't allow you to fill out the form on the computer, print out the form, and fill it in by hand.

Description of Items Purchased	Total
PLEASE PAY THE ATTACHED INVOICE FOR RENEWAL OF 8 ONGOING DATABASE SUBSCRIPTIONS FOR THE LHS LIBRARY	10,158.10
INCLUSIVE DATES 8/1/15 - 7/31/16	
PER PURCHASING POLICY #672	
<b>Total</b>	<b>10,158.10</b>

44938  
4-14-15  
10158.10

Building:

Account Number:  \$

Account Number:  \$

Account Number:  \$

Requested By: Tracy Hauke

Approved By: Ron Rassmussen  
(Administrator)

Rene Marzofka  
(Business Administrative Assistant)