

School District of Rhinelander
Board of Education

Operations and Strategic Planning Committee
Monday, March 11, 2019

Meeting Notes

The meeting of the Operations and Strategic Planning Committee was called to order at 5:05 p.m. on Monday, March 11, 2019 in the Professional Development Center of the Administration Center, 665 Coolidge Avenue-Suite B, Rhinelander.

The Pledge of Allegiance was led by Mike Roberts, Committee Chair.

Committee Members Present: David Holperin and Mike Roberts
Committee Members Absent: Benjamin Roskoskey

Also present were School Board President Ron Counter, Superintendent Kelli Jacobi and Jamie Taylor and Kayla Thomason of the Northwoods River News.

Comments/Report by the Chairperson and/or Superintendent/Administration

Chair Roberts reported that project options are being considered for the donation provided by Dr. Lee Swank. Representatives from the District have visited a site in Minnesota to tour a dome facility in which activities are held during the winter months and during seasonal inclement weather.

Citizens/Delegations

No citizens/delegations wished to address the Committee.

Committee Meeting Minutes

The Minutes of the February 19, 2019 Committee meeting were accepted.

Discussion and/or Action Topics

Budget Status Report

Marta Kwiatkowski, Director of Business Services reviewed the January and February budget status reports informing the Committee that tax payments will continue to be received.

Boys' and Girls' Co-Ed Hockey Teams for 2019-20

The District's application for the girls' and boys' cooperative hockey teams is up for renewal. The application approval will allow the teams to continue to compete during the 2019-2020 school year.

Brian Paulson, Co-Curricular Activities Director, informed the Committee that the 2019-20 girls' team will consist of the current Rhinelander/Antigo/Three Lakes Co-Op, with the addition of the Lakeland/Mercer/Tomahawk Co-op, as well as Wabeno students. The boys' team will consist of students from Rhinelander and Three Lakes. Eagle River has not yet submitted a request to join the co-op, but Mr. Paulson indicated its students would be welcomed if an official request was made.

The Committee recommended Board approval for the renewal of the girls' and boys' hockey co-op as proposed. Upon approval by the Board, the applications for the team renewals will be submitted to the WI Interscholastic Athletic Association (WIAA) for final signature/acceptance.

New Five-Year Student Transportation Services Contract

A Request for Proposal (RFP) was sent to the following student transportation providers for student transportation services to the District during the 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24 school years (July 1, 2019-June 30, 2024):

- Bowen's Bus Service, Inc., Rhinelander, WI
- Schilleman's Bus Service, Eagle River, WI

- First Student Transportation, Gurnee, IL
- Tomahawk Bus Service, Tomahawk, WI
- Lamers Bus Lines, Inc., Green Bay, WI
- Dairyland Buses, Inc., Waukesha, WI
- Kobussen Buses Ltd., Kaukauna, WI
- Johnson School Bus Co., Shawano

The only proposals received were from Bowen’s Bus Service and Dairyland Buses, Inc. Both proposals were carefully reviewed, and the proposal from Bowen’s, the District’s current student transportation provider, provided the lowest cost. The difference between the two proposals was approximately \$200,000.00 per year. Dairyland, however, did provide a proposal listing the use of newer buses that those owned by Bowen’s.

With Board approval, Administration will draft a new five-year contract with Bowen’s. One requirement in the new contract will be that Bowen’s must obtain a scheduling program with GPS that is compatible with the District’s student data and reporting software (Infinite Campus). The routing and scheduling system must be in place and fully operational prior to the start of the 2019-2020 school year. Curricular, co-curricular, and field trip scheduling may be done via a computerized program that is mutually agreed upon between Bowen’s and the District.

After discussion of the proposals received and information provided by Marta Kwiatkowski, Director of Business Services, the Committee recommended Board approval of a new five-year contract with Bowen’s Bus Service.

Purchase and Installation of New Boilers for Rhinelander High School

A request for the purchase of a new condensing boiler and a new non-condensing boiler for the high school was presented to the Committee. The current Aerco brand condensing boiler was installed in 2010. This boiler and other Aerco boilers that have been installed in the schools have had operational issues. Jeff Zdroik, Supervisor of Plant Operations, was present at the Committee meeting and recommended that this boiler be replaced with a Patterson-Kelly stainless steel condensing boiler. Patterson-Kelly boilers are in other buildings and have proven to be very reliable.

Administration also requested approval for the purchase of a new Patterson-Kelly non-condensing hot water boiler for the high school, which would replace a Patterson-Kelly boiler that was installed in 1989 and removed from service last year due to its age and failure to meet state requirements.

Heat & Power Products, Inc. of Little Chute, WI is the only company able to sell Patterson-Kelly boilers in our area, so no other proposals were available for cost comparisons. Heat & Power Products quoted a purchase price of \$56,475.00 for both boilers. Quotes for installation of the boilers were received from Johnson Controls of Wausau, Tweet Garot Mechanical of Green Bay, and Rappley Plumbing & Heating, Inc. of Rhinelander. The quotes for installation were:

Johnson Controls	\$32,993.00
Tweet Garot	\$9,820.00
Rappley	\$14,160.00

With the information received, the Committee recommended Board approval for the purchase of the boilers from Heat & Power Products, with installation to be completed by Tweet Garot for a total project cost of \$66,295.00. Funding will come from the 2018-19 maintenance budget.

Crescent Elementary School Kitchen Remodel Project

With the acceptance of the proposal from Greenfire to construct classrooms onto the Central, Crescent, and Pelican school buildings, Board members were also made aware that the Crescent kitchen area is in need of a remodel. Since Greenfire would be on site over the summer months to complete the classroom additions, Administration was directed to request a proposal from the company for the remodel project. The District was given a quote of \$155,903.00 to complete the project (labor, materials, and equipment). The project will include

- Changing existing doorways
- Opening a wall to the gymnasium
- Installing structural beams and masonry walls where needed

- Installing new plumbing and electrical
- Installing new flooring
- Painting walls
- Installing two sinks, tables, and a new serving counter
- Installing heat in a storage area

Miron Construction was also contacted to submit a quote, but no proposal was submitted.

The Committee was informed that the current kitchen design at Crescent is outdated and not conducive to the needs of the food service program. The remodel will allow for a much more organized kitchen area and a much better designed area for serving the staff and students. Greenfire would act as the construction management firm and would request proposals from contractors for completion of various parts of the remodel project. Administration has been assured that the project would not exceed the quoted cost of \$155,903.00. There is currently \$411,000.00 in the Fund 50-Food Service Account; enough to cover the remodel costs.

Although Committee Member Holperin shared reservations regarding the project, the Committee voted to recommend Board acceptance of the proposal from Greenfire, with the project to be completed prior to August 1st; the date that the school's classroom addition project is to also be completed.

New Five-Year Printer and Copier Agreement

A 'Request for Proposal' (RFP) had been sent out in January to the following vendors for the purpose of receiving proposals to enter into a new five (5) year contract for managed print and copying services:

- EO Johnson - Wausau, WI (current vendor)
- Gordon Flesch Company - Kimberly WI
- Rhyme - Wausau, WI
- Bauernfeind Business Technologies - Marshfield, WI
- Office Enterprises Inc. - Weston, WI
- Hadley Office Products - Wausau, WI
- Marco Technologies LLC - Wausau, WI

All vendors interested in submitting a proposal were given an opportunity to do a walk-through of school buildings so they would know what printers/copiers needed to be included in the proposal and to ask questions in an effort to provide the District with a complete proposal as requested. Proposals were received from four vendors; however, the proposals did not follow the directives that were written in the RFP. For that reason, the vendors were asked to resubmit a proposal following specific directives so Administration would be able to compare the proposals equally. The following final proposals with a monthly cost were received:

- | | |
|--|----------------------|
| <input type="checkbox"/> E. O. Johnson | \$9,359.32 Per Month |
| <input type="checkbox"/> Rhyme | \$9,097.09 Per Month |
| <input type="checkbox"/> Bauernfeind Business Technologies | \$9,015.00 Per Month |
| <input type="checkbox"/> Marco Technologies | \$8,816.68 Per Month |

The District is currently contracted with E.O. Johnson and costs are approximately \$11,000.00 per month.

After review and comparison of the four proposals received, Administration proposed that the proposal from Marco Technologies be accepted. Other area school districts have entered into a contract with Marco Technologies and have reported that they are very satisfied with the products and services that this company has provided.

The Operations and Strategic Planning Committee recommended Board acceptance of the proposal from Marco Technologies, and recommended that Ms. Kwiatkowski be allowed to work with Marco on changes to the equipment if the changes will reduce costs for the District (i.e. reduced number of small office printers).

2019-2020 CESA 9 Shared Services Contract

(Note: The Committee agreed to make a change in the order of the agenda topics and to consider the CESA 9 Shared Services Contract proposal prior to consideration of the request of a building lease for a learning center site.)

The proposed CESA #9 Shared Services Contract for the 2019-2020 school year was recommended for Board approval. If Board-approved, the total cost for shared services during the 2019-2020 school year would be \$93,286.00 plus any costs incurred due to submitting purchase orders for some services that may be needed. The services that CESA will provide are listed below.

<u>Services</u>	<u>Budgeted Cost</u>
School Improvement Services	\$22,975.00
Instructional/Educational Materials Service (via CESA 12)	\$2,848.00
Library Media Specialist Network Meetings	\$200.00
LVEC/Career & Technical Education Consortium	\$4,662.00
Technology Coordinator Network Meetings	\$200.00
Parent Liaison Services	\$6,930.00
Virtually Impaired Services	\$12,650.00
Administration	\$21,538.00
Carl Perkins Grant Consortium	\$1,284.00
CESA Facility Maintenance and Operations Services	\$1,150.00
E-Rate Application Service	\$9,737.00
Environmental Services (MACNEIL)	\$8,652.00
TEACH Grant Consortium Membership	\$500.00
Academic & Career Planning	No Charge
Early Childhood Services - IDEA Preschool Discretionary Grant	No Charge
Educator Effectiveness	No Charge
PBIS (Positive Behavior Intervention Support) Grant	No Charge
Regional Service Network Grant	No Charge
Regional Support Systems Project	Per Purchase Order
SALT Transcription (\$50 per tape)	Per Purchase Order
Star Lab Services	Per Purchase Order
Title I Network Services	No Charge
Title III Grant Consortium	No Charge
Transition Planning Technical Assistance	No Charge
Universal Design for Learning Grant	No Charge
WISE Support	No Charge
WI Digital Learning Collaborative-Blended Learning Live	Per Purchase Order
WI Resource Center for Charter Schools	No Charge
WI Virtual School	Per Purchase Order
WSPEI (WI Statewide Parent Educator Initiative) Grant	No Charge
Cooperative Purchasing Service - CESA 2 Program	No Charge
Excellence in Teaching Program (Alternative Licensure)	Per Purchase Order
School Based Services (Medicaid Billing @ \$3.50 Per Claim)	Per Purchase Order

Hodag Connections Learning Center Site

In an effort to provide students who are enrolled in the District's alternative education programs with the option of being closer to area services that they may need to turn to for assistance or support, and to be closer to businesses interested in providing students with workplace experiences, Administration has been investigating the possibility of leasing a downtown space in which to house these programs. Maggie Peterson, Director of Special Education-Pupil Services, presented a proposal to the Committee to lease approximately 6,000 sq. ft. of space located at 51 Brown Street. This space was previously the location for Anytime Fitness, which has now moved to its new Lincoln Street address. The cost of the space would be \$3,000 a month. The space is ADA (Americans with Disabilities Act) compliant and would allow for an excellent learning environment.

The alternative education programs offer individual learning opportunities for students in four-year-old kindergarten (4K) through grade 12 with flexible schedules along with various curriculum choices. The program consists of the following learning options:

- Hodag Tracks (4K-Grade 12 home-based learning)
- Learning Lab (Grades 6-12 online curriculum for initial credit or credit recovery)
- GEDO #2 (Alternative education program for high school students who are at risk of not graduating)
- Adult Learner (Adult students who need to meet graduation requirements for a high school diploma)

The off-site program will provide an alternative educational environment for students who may suffer from anxiety and health issues, who have a negative reaction to the traditional school setting, or who have other issues that prevent them from being able to learn and be successful at school. Some students involved in these programs also have disabilities that prohibit them from being independent citizens or from having the opportunity to learn skills necessary for success in the workplace.

If the lease is Board-approved, the space would be available on April 1st and would be named “Hodag Connections Learning Center”. The Center would be staffed with two professional employees and two teaching assistants. The lease would run from April 1, 2019 through March 31, 2021. An open house would be planned for August 2019 to introduce the Center to the community. Board members would be encouraged to visit during the site development process. Some repairs and updates, including security measures, would be completed prior to moving into the site.

A vote by the Committee to recommend Board approval of the lease request failed (1/1 vote). Ron Counter, School Board President, directed the Administration to present the lease proposal to the Board at its March 18th regular monthly meeting for further consideration.

Adjournment

The meeting adjourned at 5:55 p.m.