



**Tuesday, April 27, 2021
Business Services Committee Meeting**

**Subcommittee of the Board of Education
Appleton Area School District**

All members will be participating from remote locations

Time: 7:30 AM

***A live stream of this meeting will be available on the Appleton Area School District YouTube Channel:**

<https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>

***For remote attendance via telephone, please dial:**

1-312-626-6799

Meeting ID: 964 0141 2542

1. VIRTUAL MEETING NOTICE

Subject	A. This meeting will be conducted as a virtual meeting due to the active COVID-19 public health emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing.
----------------	---

Meeting	Apr 27, 2021 - Business Services Committee Meeting
---------	--

Category	1. VIRTUAL MEETING NOTICE
----------	---------------------------

Type	Information, Procedural
------	-------------------------

Subject	B. Members of the media or general public may access the meeting via the live stream broadcast on the Appleton Area School District YouTube Channel: https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw. For remote attendance by telephone, please dial: 1-312-626-6799 Meeting ID: 964 0141 2542
----------------	--

Meeting	Apr 27, 2021 - Business Services Committee Meeting
---------	--

Category	1. VIRTUAL MEETING NOTICE
----------	---------------------------

Type	Information, Procedural
------	-------------------------

Subject	C. Any special needs or any requests for accommodations related to accessing this meeting should be sent to Kelly Vandenberg at vandenbergkell@aasd.k12.wi.us or (920) 997-1399 ext. 2032, at least 24-hours in advance of the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
----------------	--

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information, Procedural

Subject **D. With respect to the gravity of the current public health emergency, we have made every effort to streamline this meeting as much as possible while still focusing on items that are essential to the current and future operations of the District. As such, there will be no opportunity for public comments. If you have comments relating to any item on the agenda that you wish to share with the Committee, you are welcome to submit them in writing. Comments can be submitted to Kelly Vandenberg at vandenbergkell@aasd.k12.wi.us (preferred) or mailed to 131 E. Washington Street, Suite 1A, Appleton, WI, 54911. All written comments submitted will be distributed to all members of the Business Services Committee. We appreciate your understanding during this unprecedented time.**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 1. VIRTUAL MEETING NOTICE

Type Information, Procedural

2. APPROVAL OF MINUTES

Subject **A. Recommendation to Approve March 23, 2021 Business Services Committee Minutes**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 2. APPROVAL OF MINUTES

Type Action, Minutes

Minutes aren't official until they are approved at the Committee meeting.

3. DISCUSSION AGENDA ITEMS

Subject **A. Draft Letter to Legislators**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 3. DISCUSSION AGENDA ITEMS

Type Discussion, Information

File Attachments
[IOI - Draft Letter to Legislators.pdf \(106 KB\)](#)

Subject **B. Student Meal Debt**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 3. DISCUSSION AGENDA ITEMS

Type Discussion, Information

Discuss student meal account debt

File Attachments

[IOI - Student Meal Debt.pdf \(7 KB\)](#)

4. ACTION AGENDA ITEMS

Subject **A. Leasing Additional Space at our Welcome Center**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 4. ACTION AGENDA ITEMS

Type Action

File Attachments

[IFC - Leasing Additional Space at our Welcome Center.pdf \(109 KB\)](#)

Subject **B. Collaborative Response Graphics**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 4. ACTION AGENDA ITEMS

Type Action

Contract for services with the Critical Response Group for the creation and annual update of Collaborative Response Graphics for each of our schools.

File Attachments

[IFC - Collaborative Response Graphics.pdf \(294 KB\)](#)

5. ADJOURN

Subject **A. Adjourn Meeting**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 5. ADJOURN

Type Action

6. FUTURE BUSINESS SERVICES COMMITTEE MEETINGS

Subject **A. Tuesday, May 25, 2021 7:30 AM, Remote**

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 6. FUTURE BUSINESS SERVICES COMMITTEE MEETINGS

Type Information

Subject B. Tuesday, June 29, 2021 7:30 AM, Remote

Meeting Apr 27, 2021 - Business Services Committee Meeting

Category 6. FUTURE BUSINESS SERVICES COMMITTEE MEETINGS

Type Information

ITEM OF INFORMATION

Topic: Draft Letter to Local Legislators

Background Information: It is imperative that we share with our local legislators how the pending biennial State budget will affect our district over the next two fiscal years. There are four areas in particular that are critical to our success in continuing to meet the needs of our students:

1. A minimum increase to revenue limits by \$200 per pupil in the first year and \$204 in the second year of the biennium will allow us to maintain our current level of services and cover inflationary increases.
2. Raising the categorical aid reimbursement rate for special education to 45% in the first year of the biennium and 50% in the second year. The current rate is approximately 28%.
3. We need to be allowed to replace our 2020-2021 pupil count with our 2019-2020 pupil count for revenue limit calculations.
4. We strongly support the Governor's \$46.5 million proposed expansion of the School Mental Health Categorical Aid program.

Contact Person(s): Greg Hartjes, 997-1399 ext. 2029
Holly Burr 997-1399 ext. 2034

Submitted: April 27, 2021

ITEM OF INFORMATION

Topic: Student Meal Account Debt

Background Information: Board Policy #763 outlines procedures for how we manage student meal account debt. Meal debt accrues when a student is provided a meal but are unable to pay for the meal. When a student account balance is negative:

- Student may not charge ala carte items
- A payment would need to be made on the account to bring the balance to zero.
- An account balance of negative \$15.00 will result in the student being provided a limited choice in his or her entrée option. This option will still consist of meal components required per USDA guidelines. The appropriate meal price will be charged to the student account.

The District makes several attempts to obtain payment from a student/family when their balance is negative. However, there are instances when students/families do not pay their balance. The accumulation of these individual negative balances over several years has resulted in a negative balance of \$62,126.04 for the District.

Given our positive financial situation this year we would like to transfer the full negative balance from Fund 10 to Fund 50, which would eliminate the debt that individual students/families currently have on their accounts.

Contact Person(s): Greg Hartjes, 997-1399 ext. 2029
Holly Burr 997-1399 ext. 2034

Submitted: April 27, 2021

ITEM FOR CONSIDERATION

Topic:	Leasing Additional Space at our Welcome Center
Background Information:	Leasing of an additional suite (C-1) at the Northgate Center, located at 2710 North Oneida Street, to serve as our Diversity, Equity, and Inclusion department's office, and to provide space to host programs, services, and training opportunities for families. In addition, the large portion of the space will be available during the day for student and/or staff use, as well as in the evening for staff professional development. This third suite at our Welcome Center, which is located in the Northgate Center, will be available on June 1st, 2021, at which time we will enter into a 3-year lease. The cost is \$8.70 per square foot, for a total of \$28,000 Moving the Diversity, Equity, and Inclusion department to the Welcome Center will require building offices and a conference room in a portion of the space. This construction is estimated to cost \$85,000. An additional \$20,000 will be needed to furnish the new space.
Fiscal Note:	Approximate rent of \$28,000 per year. Construction costs of \$85,000. Furniture costs of \$20,000.
Administrative Recommendation:	Approval
Contact:	Greg Hartjes, 997-1399 ext. 2029 Pa Lee Moua, 997-1399 ext. 2055
Board Action:	May 10, 2021

ITEM FOR CONSIDERATION

Topic: Collaborative Response Graphics

Background Information: Working in collaboration with the Appleton Police Department, we would like contract with The Critical Response Group to create and annually update Collaborative Response Graphics (CRGs) for each of our schools. CRGs are site-specific common operating pictures that enable better communication during an emergency. Currently, our school-specific emergency management plans rely on a paper copy of blueprints created by our Engineering Services Department. In addition, when local law enforcement personnel or fire services respond to an emergency in one of our buildings they are also relying on these blueprints. The blueprints were created for use by our Facilities and Operations department, so were not intended for emergency management use.

CRGs combine accurate floor plans, high resolution imagery, and gridded-overlay into one map. Micro CRGs come standard with labeling for classrooms, hallways, doors/access points, key utilities, key boxes, AEDs, and trauma kits, and are used to coordinate emergency response inside a school. Macro CRGs come standard with labeling for buildings, parking lots, athletic fields, roadways, access points, and other key landmarks around the property. Macro CRGs are used to coordinate events exterior to the structure.

CRGs will be compatible with local public safety departments' computer systems. In addition, annual virtual and in-person training for both AASD staff and public safety staff is available at no cost.

Fiscal Note: Initial cost of \$86,043
Estimated annual cost of \$12,610

Administrative Recommendation: Approval

Instructional Impact: NA

Contact Person(s): Greg Hartjes, 997-1399 ext. 2029
Holly Burr 997-1399 ext. 2034

Board Action: May 10, 2021