

**SCHOOL DISTRICT OF WEST DE PERE**  
**REGULAR BOARD MEETING**  
**West De Pere District Office- 400 Reid St, Suite W**  
**April 12, 2023**  
**5:30 p.m.**

- I. Call meeting to order
- II. Pledge of Allegiance
- III. Consider approval of the agenda
- IV. Recognition of District Students and Staff
- V. Open meeting to floor for fifteen minutes to enable district residents to bring items of general concern to the attention of the Board
- VI. Consider approval of the minutes of the March 15, 2023 regular meeting
- VII. Consider approval of the Treasurer's Report
- VIII. Consider previously paid bills as presented for payment approval
- IX. Old Business
  - A. Consider adoption of the following as previously presented:
    - 4114 Medical Examination, T.B. Test, and Pre-Employment Drug Testing
    - 4300 Support Staff
    - 8220 Board Members
    - 8360.1 Public Records Notice to Employees
- X. New Business
  - A. Finance Committee Report
  - B. Curriculum and Policy Committee Report and First Readings
    - 3155 Fund Balance
    - 5400.01 Equal Educational Opportunities (reviewed-no changes)
    - 5400.9 Enrollment and Placement of Homeless Children and Youth
  - C. Consider High School Foreign Exchange Student for the 2023-2024 School Year
  - D. Consider 2023-2024 Transportation Contract
  - E. Consider 2023-2024 4K Site Agreements
  - F. Consider Memo Regarding Care Solace
  - G. Consider Memo Regarding Additional Special Education Teacher at Westwood Elementary
  - H. Consider Memo Regarding Additional Special Education Teacher at Intermediate/Middle School
  - I. Board Meeting Dates
  - J. Consider Staffing Items
- XI. Reports and Communication

XII. Consider adjourning into closed session as provided under Section 19.85 (1)(c)(e) Wisconsin Statutes for the purpose of personnel issues and deliberating/negotiations with regard to potential acquisition of properties for school purposes. Further take notice that pursuant to Section 19.85(2) the Board may reconvene in regular session to consider matters discussed in closed session and other matters on the agenda.

XIII. Reconvene into open session

XIV. Consider matters discussed in closed session

XV. Adjourn meeting

NOTICE

The School District of West De Pere Board meeting will be available in person and via Zoom.

If you have any need for special accommodations related to accessing the meeting, please contact Stacy Schaetz at 920-337-1393 x8025.

Join Zoom Meeting: <https://zoom.us/j/99769043242?pwd=L110VFpXcXZFy0ZlVXV1R3U0eTNDZz09>

By Phone: 312-626-6799

Meeting Id:99769043242

Passcode:568928

**SCHOOL DISTRICT OF WEST DE PERE  
REGULAR BOARD MEETING  
DISTRICT OFFICE  
MARCH 15, 2023  
5:30 PM**

Board members present: Fuss, Van Deurzen, Borley, Van Den Heuvel, Bergner  
Board members excused: None

The meeting was called to order at 5:30 PM by Board President Fuss followed by the Pledge of Allegiance. President Fuss stated that the area news media had been notified of the meeting as required by open meeting law and state statutes.

It was moved by Joe Bergner and seconded by Barbara Van Deurzen to accept the agenda.  
Voting Yes: 5 Voting No: 0 Motion carried.

The Board recognized the following students and staff; High School wrestler, Bella Bolek, who competed in the state completion. The Board congratulated her and Coach Gallegos on their success. Also, recognized were the High School DECA students that competed at state and qualified to attend the International Development Conference in Orlando Florida. Those students were; Avi Gupta, Grace Fuss, Elise Holtebeck, Molly Piepkorn, and Alex Rottier. Their advisor, Damian Uchendu, was also named "Outstanding New Chapter Advisor". The Board thanked everyone for making West De Pere proud.

The meeting was opened to the floor to enable district residents to bring items of general concern to the attention of the Board. No concerns were brought forward.

It was moved by Barbara Van Deurzen and seconded by Joe Bergner that the February 13, 2023 regular meeting minutes and the March 9, 2023 special meeting minutes be approved as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Joe Bergner and seconded by Scott Borley that the Treasurer's Report be approved. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Joe Bergner and seconded by Barbara Van Deurzen that previously paid bills to Vos Electric, VDH Electric, and Best Built be approved. Ryan Van Den Heuvel abstained. Voting Yes: 4 Voting No: 0 Motion carried.

It was moved by Scott Borley and seconded by Joe Bergner that previously paid bills be approved excluding bills from Vos Electric, VDH Electric, and Best Built. Voting Yes: 5 Voting No: 0 Motion carried.

Old Business

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel to adopt the following policies as previously presented:

- 6125 Interscholastic Activities (reviewed-no changes)
- 6126 Coordinating Community/School Activities

Voting Yes:5 Voting No: 0 Motion carried.

New Business

Committee Chair, Scott Borley gave a verbal update regarding the Finance Committee Meeting.

Committee Chair, Barbara Van Deurzen reviewed the March 9, 2023 Curriculum and Policy Committee report.

Dennis Krueger, Superintendent and Dawn Laboy, Business Manager, reviewed a summary of the results from the survey conducted regarding the Business Office. Discussion ensued.

It was moved by Barbara Van Deurzen and seconded by Ryan Van Den Heuvel to approve the memo regarding a Speech and Language Pathologist as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Ryan Van Den Heuvel and seconded by Barbara Van Deurzen to approve the memo regarding DHH (Deaf and Hard of Hearing) teacher as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Joe Bergner and seconded by Scott Borley to approve the memo regarding special education staffing at the High School as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Ryan Van Den Heuvel to approve the 2023 Summer School Courses as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel to approve the memo regarding lacrosse as presented. Voting Yes: 5 Voting No: 0 Motion carried.

The Board established May 17, 2023 as the reorganization /May regular meeting date.

It was moved by Scott Borley and seconded by Barbara Van Deurzen to approve staffing items as presented. Voting Yes: 5 Voting No: 0 Motion carried.

The Board was presented with various reports and communications: such as updates, various thank you's, invitations, and calendar items. Discussion Followed.

It was moved by Barbara Van Deurzen and seconded by Joe Bergner at 6:29 PM that the Board adjourn into closed session as previously stated. Voting Yes: Van Den Heuvel, Bergner, Borley, Fuss, Van Deurzen Voting No: None Motion carried.

The Board reconvened at 7:45 PM.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel at 7:45 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried.

Barbara Van Deurzen  
Clerk

MEDICAL EXAMINATION, T.B. TEST, AND PRE-EMPLOYMENT DRUG TESTING

The School Board shall require a physical examination including a chest x-ray or tuberculin test, and may require pre-employment drug test of every regular full time, regular part time, and contracted school employee as a condition of employment. Freedom of tuberculosis in a communicable form is a condition of employment. ~~or shall condition offers of employment on such testing.~~ Offers of employment are contingent on test results. Prospective employees who present non-negative test results and are reviewed/ ~~and~~ certified by an approved physician as non-negative will may not be offered employment or will may have any current offer of employment ~~already~~ rescinded. Additional physical examinations ~~shall~~ may be required thereafter as determined by the Board.

Such examination shall not be required of any employee who files an affidavit stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with a bonafide religious sect unless there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of students.

In the case of a new employee, submitted proof of such examination taken within the past 90 days may be permitted.

School employee, as stated in this policy, means a person who comes in contact with children or who handles or prepares food for children while they are under the supervision of school authorities.

The examination and pre-employment drug test will be made by a physician or agency designated by the School Board and the cost will be paid out of school district funds, ~~with the exception of~~ including substitute employees.

LEGAL REFERENCE: Wisconsin Statute 118.25 (1)(2)

ADOPTED: 4/8/68

REVISED: 4/1/69, 10/16/73, 12/15/82

REVIEWED 7/13/99

REVISED: 9/20/04, 8/16/05, 1/9/06, 7/17/06

REVIEWED: 10/19/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**SUPPORT STAFF**

**4300**

**PROBATIONARY PERIOD**

All newly hired support staff employees shall serve a probationary period of one hundred eighty (180) consecutive calendar days from the first day of employment.

During the probationary period, staff shall be provided with the appropriate training and supervisory opportunities to enhance their performance and understanding of position expectations.

New employees shall be evaluated in writing by the appropriate supervisor prior to consultation with the Superintendent. Such evaluation shall be based on the job description and observation of performance.

Prior to the end of the probationary period, the Superintendent, in consultation with the appropriate supervisor, shall either grant continued employment or discharge the employee. Should circumstances warrant it, any probationary employee will be discharged at any time considered appropriate by the Superintendent within the probationary period. In all cases employment or discharge, the Board shall be informed.

~~As probationary periods afford the District the opportunity to adequately appraise new employees, the Board feels employees shall be compensated for the satisfactory completion of a probationary period. As such, salary schedules will reflect such for support staff who satisfactorily complete the probationary period.~~

**SALARY SCHEDULES**

It shall be the policy of the Board of Education to compensate employees fairly through a salary schedule based on experience and responsibility.

Each year, in consultation with the Administration, the Board shall establish compensation for the support staff. Such compensation shall be distributed fairly to all employees, reflecting responsibility, performance and worth to the district.

**EVALUATION**

It is the belief of the Board of Education that staff productivity and morale is enhanced through fair and open evaluation. Evaluation affords staff and administration greater communication, clarifies job responsibilities and expectations, and increases opportunities for improvement through goal setting.

As such, the Board of Education directs the administration to evaluate support staff in writing at least once every three years. Such evaluation shall be based on the job description, observations, and progress towards any appropriate and established goals. Written evaluations will be discussed with the staff involved, and a copy placed in their district personnel file.

**CROSS REFERENCE:** Support Staff Personnel Policies Handbook

**ADOPTED:** 6/14/89

**REVISED:** 6/21/01, 7/15/02, 10/15/14

**SCHOOL DISTRICT OF WEST DE PERE**  
**BOARD MEMBERS**

**8220**

Members of the school board as individuals do not possess the corporate powers of the board. If actions are to be legally binding, they must be taken by the board as a whole while meeting in a legal session.

The collective judgment of board members should be based on a singleness of concern for the welfare of the schools. Board members should aim at obtaining the best possible educational program for the schools of their School District of West De Pere, with the resources at their command.

ADOPTED: 11/17/88

**SCHOOL DISTRICT OF WEST DE PERE**  
**PUBLIC RECORDS NOTICE TO EMPLOYEES**

**8360.1**

Section 19.33(1) of the Statutes requires each “authority” under the public records law to provide the name of the legal custodian and a description of the nature of his or her duties under the public records and property law to all employees of the authority entrusted with records subject to the legal custodian’s supervision.

The Superintendent has been designated as the legal custodian of records for the West De Pere School Board or any school district authority.

The legal custodian is vested by the West De Pere School Board with full legal power to render decisions and carry out the duties of the West De Pere School Board under the Public Records and Property Law. Requests for access to records shall be referred to the legal custodian in writing or on forms provided by the West De Pere School District of West De Pere.

The legal custodian will determine whether a record of the West De Pere School Board must be made available for inspection and/or copying by a requester, or whether the request may be denied.

LEGAL REFERENCE: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13(28)

CROSS REFERENCE: 8360 Public Records Policy

ADOPTED: 12/15/82

REVISED: 11/21/96



**SCHOOL DISTRICT OF WEST DE PERE**  
**CURRICULUM and POLICY MEETING**  
**West De Pere District Office-400 Reid St, Suite W**  
**April 6, 2023**  
**7:30 a.m.**

- I. Call meeting to order - 7:30 a.m.
- II. Curriculum items – None were discussed
- III. Review the following for Board adoption:
- 4114 Medical Examination, T.B. Test, and Pre-Employment Drug Testing
  - 4300 Support Staff
  - 8220 Board Members
  - 8360.1 Public Records Notice to Employees

Reviewed for **Adoption** on 4/12/2023

- IV. Review the following:

**First Reads:**

- 3155 Fund Balance
- 5400.01 Equal Educational Opportunities (reviewed-no changes)
- 5400.9 Enrollment and Placement of Homeless Children and Youth

Committee discussed recommended revisions Present for **First Reading** on 4/12/2023

- V. Next meeting date: May 10, 2023

- VI. Adjourn meeting-7:46 a.m.

**SCHOOL DISTRICT OF WEST DE PERE**  
**FUND BALANCES**

**3155**

The Board recognizes that sound fiscal budgeting requires the existence of an appropriate cash reserve and fund balance.

To ensure an appropriate level of dependence on short-term borrowing, the Board will develop budgets calling for a general fund balance/budget ratio of ~~10-20~~ to ~~20-25~~ percent. Such balances shall be properly identified and maintained in new budgets annually.

In expectation of long range facility's needs, the Board shall maintain a designated fund. Funding for such needs will be determined annually by the Board and approved at the Annual Meeting.

ADOPTED: 2/27/90

REVISED: 3/18/99, 8/23/11, 9/20/11

**SCHOOL DISTRICT OF WEST DE PERE 5400.01**  
**EQUAL EDUCATIONAL OPPORTUNITIES**

The School District of West De Pere is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the School District of West De Pere shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The School District of West De Pere shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The School District of West De Pere shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the School District of West De Pere's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

**SCHOOL DISTRICT OF WEST DE PERE      5400.01 cont'd**  
**EQUAL EDUCATIONAL OPPORTUNITIES**

LEGAL REFERENCE:      118.13 Wisconsin Statutes  
                                 PI 9, 41, Wisconsin Administrative Code  
                                 Title IX, Education Amendments of 1972  
                                 Title VI, Civil Rights Act of 1964  
                                 Section 504 of the Rehabilitation Act of 1973 Americans with  
                                 Disabilities Act of 1990 Individuals with Disabilities Education  
                                 Act Civil Rights Act of 1991  
                                 McKinney-Vento Homeless Education Assistance Act

CROSS REFERENCE:      5117 - Student Nondiscrimination  
                                 5005 - Student Admission

ADOPTED: 3/15/04  
REVIEWED: 3/20/13

**ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH**

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the School District of West De Pere shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending West De Pere Schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g. special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

**A. District Liaison for Homeless Children and Youths**

The Director of Student Services has been designated as the District's liaison for homeless children and youths and The District will designate a McKinney-Vento liaison. The designated liaison will ensure that:

- a) Homeless children and youths residing in the School District of West De Pere are identified by school personnel and through coordination activities with other entities and agencies.
- b) Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the District.
- c) Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
- d) The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- e) Public notice of the educational rights of homeless children and youth is disseminated where such children and youths receive services such as the schools, and family shelters, meal sites, and other locations frequented by low-income families.
- f) Enrollment disputes are mediated in accordance with legal requirements. There is compliance with all policies and procedures and mediates enrollment disputes.
- g) The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.
- h) Ensures the coordination of services between the District and other homeless family service providers.
- i) Students are not segregated on the basis of their status as homeless.
- j) Programs for homeless students are coordinated with other federal and local programs.
- k) There is support for academic success, including credit accrual and transition to higher education.

**SCHOOL DISTRICT OF WEST DE PERE 5400.9 cont'd**  
**ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH**

**B. Admission and Placement of Homeless Child or Youth**

When a homeless child or youth seeks enrollment in the School District of West De Pere, these procedures shall be followed:

The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue their education in the school of origin for the duration of the homelessness or be placed in the school that non-homeless children/youth who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth.

1. If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the Director shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of their right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section C below.
2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the Director of Student Services, who is expected to assist in obtaining the necessary immunization or medical records.
3. The homeless child/youth shall be placed in an appropriate grade level by the school principal or designee, using the same procedures that are used for placing non-homeless children and youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Once enrolled, homeless children/youth shall have the rights and privileges of non-homeless children attending the school in the District and shall be subject to the same school rules and regulations.

**SCHOOL DISTRICT OF WEST DE PERE 5400.9 cont'd**  
**ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH**

**C. School Selection or Enrollment Disputes**

If a dispute arises over school selection or enrollment in a school:

- a. The homeless child, youth, parent/guardian shall be referred to the Director of Student Services who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.
- b. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

Placement in a school shall be in the student's best interest.

- a. The student's education may continue in the school or origin for the duration of the homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year.
- b. The student may enroll in a school other than non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

The school of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool and including the designated receiving school at the next grade level for feeder schools.

In determining the best interests of the student to the extent feasible, the student will be kept in the school of origin, except when doing so is contrary to the wishes of the student's parent/guardian. For example, for the duration of the homelessness. Student-centered factors will be considered, including the impact of mobility on achievement, education, health, and safety.

In the case of unaccompanied youth, the local education agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

If the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the District shall provide a written explanation of the reason(s) for its determination, in a manner and form understandable to such parent/guardian or unaccompanied youth, including information regarding the right to appeal.

**D. Enrollment**

The School shall immediately enroll the student/youth experiencing homelessness, even if the student lacks required documents, has missed application or enrollment deadlines, has outstanding fees, fines, or absences, or applies without a parent/guardian.

**SCHOOL DISTRICT OF WEST DE PERE 5400.9 cont'd**  
**ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH**

The term “enroll” and “enrollment” are defined to mean attending school and participating fully in school activities.

**E. Residency**

A student experiencing homelessness is a resident if the student is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently. The student shall be considered a resident when living with a parent/guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities. Students experiencing homelessness who do not live with their parent/guardian may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency. If residency is questioned by the District, immediate enrollment will occur with follow up to confirm residency.

**F. Comparable Services**

Each student experiencing homelessness shall be provided services comparable to services offered to stably housed students in the school selected, such as:

Preschool program

Transportation services

Educational services for which the student meets eligibility criteria such as ELL or special education programs

Vocational and technical education programs

Programs for at-risk students

Programs and courses for gifted and talented students

School nutrition programs

Tutoring programs

Title I services

Before and after-school programs

Summer school programs

Online learning

Extracurricular activities

**G. Transportation and School Meals**

At the request of the parent/guardian or the unaccompanied youth, transportation will be provided by the District for the homeless student(s) to and from school of origin until the end of the school year when the student obtains permanent housing. Permanent housing is defined as any signed lease or long-term approved living situation.

Once permanent housing is found, the family has a choice to stay in the school of origin or attend the school in the attendance area where housing has been established. If a family



**SCHOOL DISTRICT OF WEST DE PERE 5400.9 cont'd**  
**ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH**

chooses to stay in the school of origin, transportation will be provided until the end of that given school year.

In the case where the school of origin and current residence are located in different Local Educational Agencies, the two school districts will agree on a method for transportation and share costs.

Students experiencing homelessness are automatically eligible for free school meals for the remainder of that given school year.

**H. Enrollment Disputes**

If the parent/guardian or unaccompanied youth disputes the school assignment determined by the District, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute (including all available appeals). Disputes shall be resolved as expeditiously as possible.

When a dispute arises over school placement, the parent/caregiver or unaccompanied youth has the opportunity to take the following course of action:

- a. With the assistance of the Homeless Liaison, complete a Student Placement Dispute form and submit it to the Director of Student Services for determination. After a determination is made, a copy of the completed Notification of Dispute Resolution form will be provided to the parent/caregiver or unaccompanied youth.
- b. Further appeals shall be made in the form of a written request for a conference with the Superintendent. The Superintendent will then provide a written explanation of the appealed decision to the parent/guardian or unaccompanied youth.
- c. The parent/guardian or unaccompanied youth then has the right to appeal the decision in the form of a written request to the Board of Education to address the matter.
- d. After being granted a hearing, the parent/caregiver or unaccompanied youth will be advised, in writing, of the Board of Education decision within five business days following the next regular Board meeting.
- e. The parent(s) or guardians or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction. Parents/Guardians or unaccompanied youths are able to seek support from the State Coordinator for Homeless Education at the Wisconsin Department of Public Instruction.

LEGAL REFERENCE: McKinney-Vento Homeless Education Assistance Act

ADOPTED: 3/15/04



# School District of West De Pere

Administrative Offices  
400 Reid St, Suite W  
De Pere, WI 54115

**Dawn Laboy, Business Manager**

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Fax (920) 337-1398

[www.wdpsd.com](http://www.wdpsd.com)

Phone (920) 337-1393

## Memorandum

To: Mr. Dennis Krueger & Board of Education

From: Dawn Laboy, Business Manager

Date: April 3, 2023

Subject: Transportation Contract

We currently have a transportation contract with Lamers which goes through the 23-24 school year. Due to the unprecedented increase in costs, Lamers has requested to increase the 23-24 contract by 8% instead of the original 3% which equals approximately \$120,000. I am recommending that the attached contract is approved for the 23-24 school year.

Thank you for your consideration.

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A VISION OF PRIDE AND EXCELLENCE

*The School District of West De Pere does not discriminate on the basis of any characteristic protected under State or Federal Law*



# WEST DE PERE 4 YEAR OLD KINDERGARTEN

1900 Williams-Grant • De Pere, WI 54115

Mr. Mike Kowalczyk – 4K Director • (920) 425-1900 x3327 • FAX (920) 425-1914  
www.wdpsd.com

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To: Dennis Krueger and the Board of Education  
From: Mike Kowalczyk, Associate Principal/4K Director  
Date: April 12 , 2023  
Re: 4K Off-Site Contracts

Annually we review our contracts with the off-site 4K locations. As we prepare for the 2023-2024 school year we would like to continue our partnerships with Encompass Childcare Center and Kiddie College Childcare Center. Please find the following contracts for your review.

Thank you,

Mike Kowalczyk



**School District of West De Pere**  
**Student Services Office**  
400 Reid St, Suite W  
De Pere WI 54115  
Phone: (920)337-1393  
Fax: (920)337-1398



**Dennis Krueger**  
Superintendent

**Amy Schuh**  
Director of Student Services

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**TO:** Dennis Krueger, Superintendent

**FROM:** Amy Schuh, Director of Student Services

**DATE:** April 6, 2023

**RE:** Care Solace

The purpose of this memo is to seek approval to access a third party provider to support mental health needs in our school community. Care Solace partners with school districts to connect students, staff and families with mental health care resources and substance abuse treatment providers in a timely manner.

Addressing the mental health needs of our students is becoming one of the most challenging aspects of education today. Student Services staff spend a majority of their day addressing these needs and connecting students and families with outside resources. By working with Care Solace, we can reduce the leg-work that often falls on school staff to connect families with service providers. The annual cost is approximately \$18,000 and we may utilize Fund 80.

Thank you for considering.

# care solace.

Calming the Chaos of Mental Health Care

## OUR PURPOSE

We work alongside school districts to quickly connect students, school staff, and their families to quality mental health and substance use treatment providers matched to their needs.

## KEY BENEFITS

- Ensures equitable access to care regardless of coverage, including private insurance, Medicaid, and sliding scale options for those without insurance.
- Helps all members of your school community to get connected to the right help at the right time.
- Expands on existing school support structures and bridges the gap to community providers for needs that exceed the scope of school-based services.
- Provides full case management and live data on the mental health needs of school communities.

## OUR IMPACT

When an individual navigates the mental health care system on their own, only 18% actually book an appointment due to barriers within the system. With the help of Care Solace, 50% book an appointment within days — not weeks or months.




**178%**

increase in booked appointments



**60+**

communications saved per referral

 Your service has been a game changer for our district, our families, and my role!

**Fresno Unified School District  
Psychologist**

## CONTACT US

For more information & demo requests:

[www.caresolace.org](http://www.caresolace.org)

[k12partnerships@caresolace.org](mailto:k12partnerships@caresolace.org)

## SERVICES



### Warm Handoff® Referral Process

Use our proprietary software to easily submit referrals. We'll navigate the mental health care system and provide school staff with real-time updates on the progress of each referral.



### 24/7/365 Multilingual Support

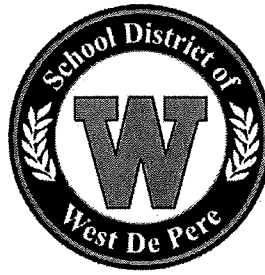
Our Care Companion™ team is available at all times — including nights, weekends, and holidays — in any language to explain options and coordinate care.



### Care Match™ Self-Serve Tool

For an anonymous pathway to care, your school community can utilize Care Match, our self-serve tool, to find verified providers on their own.

**School District of West De Pere**  
**Student Services Office**  
400 Reid St, Suite W  
De Pere WI 54115  
Phone: (920)337-1393  
Fax: (920)337-1398



**Dennis Krueger**  
Superintendent

**Amy Schuh**  
Director of Student Services

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**TO:** Dennis Krueger, Superintendent

**FROM:** Amy Schuh, Director of Student Services  
Jason Lau, Westwood Elementary School Principal

**DATE:** April 5, 2023

**RE:** Request for additional Special Education Teacher at Westwood Elementary

The purpose of this memo is to seek approval to add a full-time Special Education teacher at Westwood Elementary School starting with the 2023-2024 school year.

Over the last few years we have seen an increase in the special education incident rate at Westwood Elementary School. At the end of the 2021 -2022 school year the incident rate was at 16% and we are currently at 18.8% with 16 initial evaluations in process.

Adding an additional special education teacher would allow us to better meet the needs of students both as we support them in regular education as well as provide specialized instruction per student's IEPs. We also are able to keep caseloads to a manageable size so special education and regular education teachers have the ability to consult regarding shared students.

Thank you for considering.

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**Dennis Krueger**  
Superintendent

**Amy Schuh**  
Director of Student Services

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**TO:** Dennis Krueger, Superintendent

**FROM:** Amy Schuh, Director of Student Services

**DATE:** April 6, 2023

**RE:** Request for additional Special Education Teacher to be shared between the Intermediate and Middle Schools

The purpose of this memo is to seek approval to add a full-time Special Education Teacher that will be shared between the Intermediate and Middle Schools beginning with the 2023-2024 school year.

This position will provide special education services to those students who require intensive specialized instruction focusing on functional academic and pre-vocational skills. By having another special education teacher working with this specific population, we will be able to provide these students with experiences in the community that reinforce skills being taught and opportunities to develop and practice pre-vocational and life skills.

Thank you for considering.

| <b>Administrative Team<br/>Tuesdays</b> | <b>Curriculum and<br/>Policy Committee</b> | <b>Board of Education Regular<br/>5:30 p.m.</b>                        |
|---|--|--|
| May 9, 2023                             | May 10, 2023                               | May 17, 2023 *Westwood   |
| June 13, 2023                           | June 15, 2023                              | June 21, 2023  |
| July 11, 2023                           | July 13, 2023                              | July 19, 2023  |
| August 8, 2023                          | August 10, 2023                            | August 16, 2023  |
| September 12, 2023                      | September 18, 2023                         | September 25, 2023   |
| October 10, 2023                        | October 12, 2023                           | October 18, 2023 Annual/Regular (5:30 p.m.)<br>*High School Auditorium |
| November 7, 2023                        | November 9, 2023                           | November 15, 2023 *Hemlock Creek                                       |
| December 5, 2023                        | December 7, 2023                           | December 13, 2023 *Intermediate School                                 |
| January 9, 2024                         | January 11, 2024                           | January 15, 2024   |
| February 6, 2024                        | February 8, 2024                           | February 14, 2024 *Middle School                                       |
| March 5, 2024                           | March 7, 2024                              | March 13, 2024   |
| April 9, 2024                           | April 11, 2024                             | 4/17/2024 *Phantom Knight  |
| May 7, 2024                             | May 9, 2024                                | 5/15/2024 *Westwood  |





# School District of West De Pere

## Board Update

A Vision of Pride and Excellence

April 2023

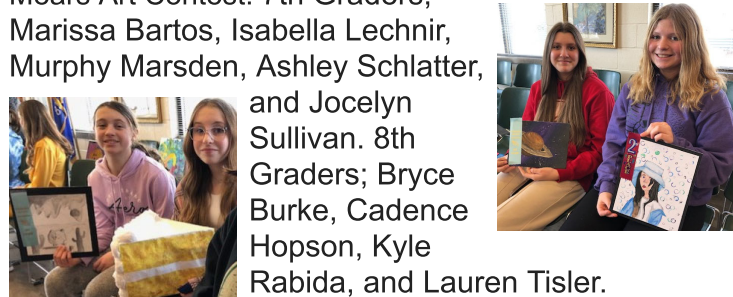
### HC & WW Special Guest

March was reading month and our K-2 students got to hang out with Bruce the Bear from the Ryan Higgins stories!



### Helen Mears Art Contest

Nine Middle School students were chosen as winners for the Women's Club of De Pere, Helen Mears Art Contest. 7th Graders; Marissa Bartos, Isabella Lechnir, Murphy Marsden, Ashley Schlatter, and Jocelyn Sullivan. 8th Graders; Bryce Burke, Cadence Hopson, Kyle Rabida, and Lauren Tisler.



### Kohl Fellowship

Laura Karlen, Middle School Counselor, and Melaine Clarke, High School Math Teacher, have both been chosen as 2023 Herb Kohl Educational Foundation Teacher Fellows. They will be honored at our District Dinner.



### Early Education Strategic Plan

Amy LaPierre, Director of Curriculum, represented the district at a 2 day early education strategic planning event with the Oneida Tribe. The focus was to identify and plan to implement strategies in their early childhood programming to close the learning gaps that exist for their students.



### Hemlock Creek Special Guests

The Vital Dance Crew from NYC performed for the students. The high-energy performance was accompanied by a positive message of respect, responsibility, setting life goals, and overcoming obstacles.



### WDP Youth Wrestling

Twelve wrestlers in the youth wrestling program, grades 3rd-8th, competed at the Youth State Wrestling Tournament. Brody Kartheiser, Braylon Stegall, Aidyn Gauthier, Thomas Heraly, Kaeden VanCamp, Mercedes Kruse, Rayanah Yates, Connor Woosencraft, Owen Stegall, Tiesen Lechnir, Cooper Abts, and Norman Heraly. Congratulations to Connor Woosencraft and Mercedes Kruse who both took first place!



### Westwood Leadership Team

Westwood's 4th Grade Leadership Team led a *High Dreams for Hygiene* drive and collected 2,208 items which will be used to serve the needs of our local community. The Team would like to thank the community for their generosity.



### Author Visit

Westwood Students received a special visit from Stephen and Trisha Shaskan, authors of several children's books. The students have spent the last several weeks listening to their books during library time.



### Read-a-Thon

On March 24th, the Intermediate School held a schoolwide read-a-thon and the theme was *Reading Takes You Places*. The students were invited to dress like tourists for the day.



### YMCA Before/After School Programs

These programs will continue at both Westwood Elementary and Hemlock Creek Elementary for the 2023-2024 school year as an option for before and after school care for our families.



### Green Bay Blizzard

Hemlock Creek Elementary had special guest players from the Green Bay Blizzard. They joined the students for lunch and recess!



### Therapy Dogs

The Middle School had a few furry friends visit them. Arlo and Boone are therapy dogs that make regular visits. They sure do bring a smile to everyone around!



### Math Carnival

On National Pi Day (March 14th), Westwood did a little math celebration of their own with their very first Math Carnival. Families were able to have dinner and explore fun math games with their families! Students celebrated with exciting prizes to take home to continue the math. There was fun for everyone!



### Green Schools Day

De Pere Mayor, James Boyd, has proclaimed April 13th as *Green Schools Day*, in support of the green and healthy learning environments. This further emphasizes our work to ensure sustainable practices on this day and throughout the year.



### Upcoming Events

- April 15 Prom at *Gather on Broadway*
- April 19 Golden Apple Awards at *Lambeau Field*
- April 20-22 - MS Theatre will present Disney's *Moana Jr* in the HS auditorium.
- April 22 Senior Ball at *Swan Club*
- May 3 District Dinner at *The Marq*
- May 20 Run Your Heart Across De Pere 5K Run -benefiting Hands Across De Pere
- May 21- High School Graduation at 2pm.
- May 22- Phantom Knight Graduation at *St. Norbert College* at 6pm
- May 22- MS Band Concert at the MS at 7 pm.
- May 24- MS Choir Concert in the HS auditorium at 6:30 pm.
- May 31- 8th Grade Promotion in the HS Fieldhouse at 3pm.
- June 9th Westwood PTO Golf Outing at *Mid Vallee Golf Course*

