

**SCHOOL DISTRICT OF WEST DE PERE**  
**REGULAR BOARD MEETING**  
**West De Pere District Office-400 Reid St. Suite, W**  
**August 16, 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 July 19, 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:
    - 8121 District Priorities and Building Goals (2021-2026)
- X. New Business
  - A. Finance Committee Report
  - B. Curriculum and Policy Committee Report and First Readings
    - 1251 Loitering or Causing Disturbance (reviewed-no changes)
    - 1251.1 Vandalism
    - 4218.4 Food Service Secretary
  - C. 10 Year Capital Improvement Plan Review
  - D. Consider Resolution Authorizing a Hearing Officer to Conduct Expulsion Hearings
  - E. Consider Fund 80 Memo
  - F. Consider Staffing Items
- XI. Reports and Communication
- XII. Consider adjourning into closed session as provided under Section 19.85 (1)(c) Wisconsin Statutes for the purpose of personnel issues. 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 Schaez at 920-337-1393 x8025.

Join Zoom Meeting: <https://zoom.us/j/97006868915?pwd=MTRLyIBWVXhRdFRqN091R3poUDNUdz09>

By Phone: 312-626-6799

Meeting Id:97006868915

Passcode:494752

**SCHOOL DISTRICT OF WEST DE PERE**  
**REGULAR BOARD MEETING**  
**DISTRICT OFFICE**  
**July 19, 2023**  
**5:30 PM**

Board members present: Fuss, Borley, Van Den Heuvel, Dorn

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 Scott Borley and seconded by Ryan Van Den Heuvel to accept the agenda.

Voting Yes: 4 Voting No: 0 Motion carried.

There were no recognitions.

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 presented.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel that the June 21, 2023 regular meeting minutes be approved as presented. Voting Yes: 4 Voting No: 0 Motion carried.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel that the Treasurer's Report be approved. Voting Yes: 4 Voting No: 0 Motion carried.

It was moved by Scott Borley and seconded by Jason Dorn that previously paid bills to Vos Electric, VDH Electric, and Best Built be approved. Motion carried. Voting Yes: 3 Voting No: 0 Ryan Van Den Heuvel abstained. Motion carried.

It was moved by Ryan Van Den Heuvel and seconded by Scott Borley that previously paid bills be approved excluding bills from Vos Electric, VDH Electric, and Best Built. Voting Yes: 4 Voting No: 0 Motion carried.

Barbara Van Deurzen arrived at 5:32 PM

Old Business

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

- 5113 Student Attendance and Truancy
- 5113 (R) Student Attendance and Truancy Administrative Procedures
- 8130 (E) Board Committees

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 July 13, 2023 Curriculum and Policy Committee report.

Administration reviewed with the Board their 2022-2023 Building Goals. Discussion ensued. The Board thanked them for all their hard work.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel to approve the Academic Standards as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Ryan Van Den Heuvel and seconded by Scott Borley to approve the memo regarding Fund 46 as recommended by administration. 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 CESA 6 contract for the 2023-2024 school year 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 revision to the 2023-2024 school year calendar as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel to approve the addition of a part time Special Education Aide at the Middle School. 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 addition of a part time EL (English Learner) Aide for the District. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Scott Borley to approve the staffing items as presented. Voting Yes: 5 Voting No: 0 Motion carried. Jenni Fuss requested closed session be added to the August Board meeting agenda to discuss staffing.

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 Scott Borley and seconded by Ryan Van Den Heuvel at 6:14 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried.

Barbara Van Deurzen  
Clerk

**SCHOOL DISTRICT OF WEST DE PERE**  
**DISTRICT PRIORITIES AND BUILDING GOALS**  
**DISTRICT PRIORITIES (2021-2026)**

8121

- Practices and Pathways: We acknowledge the diverse needs of our students by emphasizing instructional practices that prioritize students needs, with a focus on diversified practices and pathways to student success and wellness.
- Recruit, Retain, and Develop Staff: We prioritize strategies to recruit and retain all exceptional staff, as well as empower them to lead their learning toward enhanced professional practices, organizational processes, and well-being.
- Growth: We continue to monitor growth and educational trends to plan and communicate future needs while maintaining and upgrading facilities and programming in a fiscally responsible manner.

**ACADEMIC GOALS**

**WESTWOOD ELEMENTARY SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*We will strive to create environments that prioritize the needs of all students so that they can realize their own success by increasing the percentage of students who are in the secure and developing range for running records by 5%, while decreasing the number of students in the beginning range by 5%.*

**HEMLOCK CREEK ELEMENTARY SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*At least 90% of students taking the Wisconsin Forward Exam at Hemlock Creek in 2023-2024 will score at the Basic level or above on both the ELA and Math portions of the test.*

**SCHOOL DISTRICT OF WEST DE PERE  
DISTRICT PRIORITIES AND BUILDING GOALS**

8121 cont'd

**INTERMEDIATE SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*According to Fast Assessments, there are currently 74% of students at or above grade level in math at the Intermediate School. By the end of the 2023-24 school year, that percentage will increase to 78% of students at or above grade level in math.*

**WEST DE PERE MIDDLE SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*We will leverage relationship building so that at least 70% of the total ECD student population of each grade level will score at basic or above on both the ELA and math portions of the WI Forward Exam by the end of the 23-24 school year.*

**WEST DE PERE HIGH SCHOOL**

Continue to implement strategies that address student achievement, including the continued implementation of elements of Response to Instruction.

*With the State of Wisconsin now in its second year of computerizing the ACT, the West De Pere High School staff will implement new strategies into our Curriculum, Instruction, and Assessment for computer test taking of the ACT. The new testing strategies will allow West De Pere High School to remain in the top 5 of all CESA 7 schools in 2023-2024.*

ADOPTED: 11/17/88

REVISED: 6/16/2021, 10/20/2021, 8/17/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**CURRICULUM and POLICY MEETING**  
**West De Pere District Office-400 Reid St, Suite W**  
**August 10, 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:

- 8121 District Priorities and Building Goals (2021-2026)

Reviewed for **Adoption** on 8/16/2023

IV. Review the following:

**First Reads:**

- 1251 Loitering or Causing Disturbance (reviewed-no changes)
- 1251.1 Vandalism
- 4218.4 Food Service Secretary

Committee discussed recommended revisions Present for **First Reading** on 8/16/2023

V. Next meeting date: September 18, 2023

VI. Adjourn meeting -7:34 a.m.

**SCHOOL DISTRICT OF WEST DE PERE**  
**LOITERING OR CAUSING DISTURBANCE**

**1251**

Any person who is not a member of the school staff or student body who loiters on or about any school building or grounds without written permission or who causes a disturbance is guilty of disorderly conduct and may be prosecuted according to law.

LEGAL REFERENCE: City of Rockford V. Grayned; 263 N.E. 2c Ill. 1970  
City of De Pere Ordinance

ADOPTED: 3/21/72

REVISED: 7/16/98, 8/20/98

REVIEWED: 4/11

**SCHOOL DISTRICT OF WEST DE PERE**  
**VANDALISM**

**1251.1**

Every citizen of the district, students, and members of the police department are urged by the Board of Education to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district will shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible. Persons reporting vandalism will remain anonymous at their request.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and to delegate, if necessary, authority to sign complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be suspended and restitution will be sought. A parent conference and/or legal referral will determine the final resolution.

Parents and students will be made aware of the legal implications involved. Wisconsin law provides that a parent is liable for the willful destruction of property by a minor and their custody or control.

LEGAL REFERENCE: Wis. Stat. S. 895.035 City of De Pere Ordinance

APPROVED: 10/15/80

REVISED: 1/18/90, 7/16/98, 8/20/98

REVIEWED: 4/11



**FOOD SERVICE SECRETARY- SCHOOL NUTRITION ASSISTANT**

QUALIFICATIONS:

1. High School diploma or equivalent experience including courses in business and English.
2. Proficiency in keyboarding and computer experience (spreadsheet, word processing, and data processing applications) and other general secretarial skills.
3. Demonstrate knowledge of basic procedures and the operation of common office equipment and machines.
4. High degree of organization, self-initiative and accuracy in work performed.
5. Possess and demonstrate office management abilities.
6. Ability to serve as receptionist.
7. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students, and community.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service School Nutrition Coordinator

JOB GOAL: To provide for the district the services necessary to help the district function smoothly for the administration, teachers, support staff, students and parents so as to facilitate the attainment of the school district goals.

PERFORMANCE RESPONSIBILITIES:

1. Project a positive and courteous attitude and image to the staff, students, and community.
2. Possess and demonstrate strong interpersonal communication skills; and help promote a positive work environment within the School Nutrition office and kitchens.
3. Maintain current School Nutrition sub list.
4. Perform kitchen duties as assigned.
5. Follow all DPI (Department of Public Instruction) and HACCP (Hazard Analysis Critical Control Point) regulations.
6. ~~3.~~ Responsible for the Food Service School Nutrition software program. Receipt and balance monies, prepare and process information for daily operation of the lunch, breakfast, and milk programs, run necessary reports, access the automated phone notification and email systems.
7. ~~4.~~ Setup and maintain student and staff accounts into the Food Service School Nutrition software program as they enter the District.
8. ~~5.~~ Complete and submit monthly and yearly reports to DPI.
9. ~~6.~~ Enter and maintain personal address and contact information for district families from all buildings.

**SCHOOL DISTRICT OF WEST DE PERE      4218.4 cont'd**  
**FOOD SERVICE SECRETARY**

- ~~7. Be available for questions for scanners at each building if problems occur during daily operations. Also be available for each building for back-up for scanning ID cards or serving if needed.~~
10. ~~8.~~ Perform extra collection procedures of negative balance, which includes extra notices through students, mailings, or personal phone calls.
11. ~~9.~~ Update and prepare annual food service information and forms for all district families. In early August mail current application forms to those families who were approved for free/reduced lunch the previous school term. Receive, review and approve or deny all free/reduced lunch applications that come into the district. Follow-up with parents to obtain necessary information and/or notify of lunch statuses. Use DPI and Federal set procedures to verify a required number of applications each year.
12. ~~10.~~ Maintain free/reduced status in PowerSchool for district wide free/reduced population.
13. ~~11.~~ Maintain email database for district wide **food service School Nutrition** accounts.
14. ~~12.~~ Update meal status and notify families of changes through the **District Direct Certification countylist Program**.
15. ~~13.~~ Facilitate customer service and maintenance of account balances.
16. ~~14.~~ Completes all tasks in a timely manner and at a high level of quality.
17. ~~15.~~ Anticipates the needs and expectations of the work of the office, initiates actions to address anticipated needs, and consistently exceeds expectations.
18. ~~16.~~ Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
19. ~~17.~~ Be able to assist district office personnel as necessary.
20. ~~18.~~ Maintain a la carte student permission database for the **Intermediate**, Middle School and High School.
21. ~~19.~~ Perform other duties as assigned or as judgment or necessity dictates.

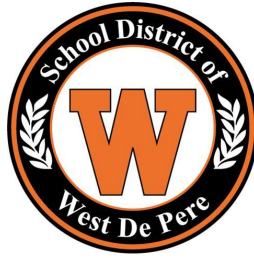
TERMS OF EMPLOYMENT: 12 months. **Salary established as per schedule.**

EVALUATION: Performance to be evaluated a minimum of once every three years by the **Food Service School** Nutrition Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 10/15/14

REVISED: 4/11/18



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## MEMO

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TO: Board of Education

FROM: Dawn Laboy, District Business Manager

SUBJECT: 10 Year Capital Improvement Plan Review

DATE: August 8, 2023

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As requested, I spoke with all the building principals, and reviewed the 10 Year Capital Improvement Plan rankings that were assigned to items in their buildings. After these meetings, the principals were in agreement with the rankings as they were originally assigned.

Attached is the original plan that was presented at the June board meeting.

Thank you,

Dawn Laboy  
District Business Manager



# 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: July 30, 2023  
Subject: Community Program and Service Fund (Fund 80)

The Community Program and Service Fund (Fund 80) is used to account for activities which are not elementary or secondary educational programs but have the primary function for serving the community. In our case, I would like to propose that we create the Community Program and Service Fund to accommodate the Care Solis program we are implementing along with the Community Resource Officers otherwise known as the School Resource Officers. This fund is funded outside of the revenue limit.

I would like to recommend that the school board establishes and utilizes the Community Program and Service Fund (Fund 80) in the 23-24 school year.

Thank you for your consideration.



# School District of West De Pere

## Board Update

A Vision of Pride and Excellence

August 2023

### Westwood Summer Reading Program

Westwood PTO provided a fun way for students to keep up on their reading over the summer with fun incentives. Ice cream, a free book, and even a Phantom t-shirt could be earned!



### Phantom eAcademy update

During the 2023-24 school year, we have five West De Pere students who are participating in Phantom eAcademy in conjunction with our partnership with Kiel.



### Education for Homeless Children and Youth (EHCY) Grant

Thanks to the efforts of Brooke Watzka, our district has been awarded an EHCY grant in the amount of \$30,000. The district will use those funds to provide transportation to our homeless youth.



### Wisconsin Reading Law

In mid-July, Gov. Evers signed a new reading bill into law for the state of Wisconsin. Districts are currently awaiting clarity on what exactly will be required of districts and the timelines for meeting those requirements. Developments are being closely monitored.



### Illustrative Math Professional Development

All K-6 teachers of math participated in a two-day training on August 8 and 9 focusing on best practices in implementing Illustrative Math, our newly adopted math curriculum materials.



### Volleyball Camp

Volleyball camps were held at the HS for grades 3-8th. Everyone worked hard and learned a lot!



### School Nutrition

The summer months have been busy in the school nutrition area. Along with serving breakfast and lunch to students, we had 2 training sessions for staff.

One on 7/11 which we had 20 staff members attend and on 8/1 which we had 14 staff members attend. They reviewed production records, reimbursable meal identification, and meal pattern requirements by grade. There will be additional training the week before school which will include a chef visit.



### Restorative Practices Training

Sixty staff members were trained over the course of two days (August 1 and 2) in Restorative Practices. Restorative Practices are strategies that help build community and relationships, and manage conflict and tensions in ways that center on dignity and respect.



### **Continual Learners**

Our K-6 teachers participated in a two-day training on our new math program, Illustrative Math!



### **Upcoming Events**

- August 27 Hands Across De Pere from 3-6 pm at the Swan Club
- August 29 Staff Inservice in the High School Auditorium
- September 15 WDP Dance Experience for grades 4K-8th at the High School

