

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
West De Pere Middle School- 1177 S. Ninth Street
February 13, 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 January 16, 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:
 - 4218.01 School Nutrition Specialist (new policy)
 - 4218.8 School Nutrition Delivery Driver
 - 5400.3 Student Health and Emergency Nursing Services
 - 5400.12 Administration of Medication
 - 6163.15 Interlibrary Loan Policy (reviewed-no changes)
 - 6180 Evaluation of the Instructional Program (reviewed-no changes)
- X. New Business
 - A. Finance Committee Report
 - B. Curriculum and Policy Committee Report and First Readings
 - 6125 Interscholastic Activities (reviewed-no changes)
 - 6126 Coordinating Community/School Activities
 - C. Auditor's Report
 - D. Consider Resolution authoring the transfer of funds, the establishment of an escrow account with respect to and the defeasance of certain of the general obligation corporate purpose bonds, series 2019, dated April 11, 2019
 - E. Consider 2025 High School Spanish Trip to Costa Rica
 - F. Consider School Nutrition Remodel Plan for the Middle School Kitchen
 - G. Consider Memo Regarding Part Time Dean of Students Position at the High School
 - H. Consider Memo Regarding Assistant Student Services Position
 - I. 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 Schaetz at 920-337-1393 x8025.

Join Zoom Meeting: <https://zoom.us/j/99933425218?pwd=ejFlczJrSFpEcUJLRGZ0bDRvek5Ddz09>

By Phone: 312-626-6799

Meeting Id:99933425218

Passcode:436534

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
DISTRICT OFFICE
JANUARY 16, 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 Barbara Van Deurzen and seconded by Scott Borley to accept the agenda.
Voting Yes: 5 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.

Jamie Kinjerski [3570 Crocus Dr] Requested that the District publish in the next newsletter a questionnaire and answers from the candidates running for School Board in the upcoming election.

It was moved by Joe Bergner and seconded by Barbara Van Deurzen that the December 14, 2022 regular meeting minutes be approved as presented. Voting Yes: 5 Voting No: 0 Motion carried.

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

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

- 5135 Weapons
- 5400.1 Early College Credit/Youth Options Program
- 5400.1 (R) Early College Credit Program Eligibility Guidelines
- 6174 Summer School Instruction

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 January 10, 2023 Curriculum and Policy Committee report.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel to approve the Student Success Course at the High School as presented. Voting Yes: 5 Voting No: 0 Motion carried.

Superintendent Krueger, Director of Curriculum, Amy LaPierre, Student Services Director, Amy Schuh, and Business Manager, Dawn LaBoy presented the Strategic Plan Monitoring Report to the Board. Discussion ensued. The Board thanked administration for the update.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel that by considering class size limits, student-teacher ratios, and enrollment projections for the purpose of open enrollment space determination as criteria, there are no spaces available, per grade, for the 2023-2024 open enrollment applications in grades 4K-12 unless guaranteed according to board policy. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Ryan Van Den Heuvel to give Joe Bergner discretionary latitude to our delegate to vote on amendments and resolutions at the upcoming WASB State Education Convention. Motion carried. Voting Yes: 5 Voting No: 0 Motion carried.

Superintendent Krueger reviewed the Board of Education/Superintendent Evaluation Process with the Board. The Board was given both digital and hard copies of the Board evaluation forms.

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

It was moved by Scott Borley and seconded by Joe Bergner 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 6:20 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 6:30 PM.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel to accept the probationary teacher reports and recommendations as presented by Administration in closed session. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Joe Bergner at 6:31 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried.

Barbara Van Deurzen
Clerk

SCHOOL DISTRICT OF WEST DE PERE
SCHOOL NUTRITION SPECIALIST

4218.01

QUALIFICATIONS:

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to lift 50 lbs.
4. Possess and demonstrate strong interpersonal communication skills, displays a positive and courteous attitude and image to staff, students, and community.
5. Prior management experience in procurement, staff and program development.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Nutrition Coordinator

JOB GOAL: To support the educational program by providing recommended nutrition necessary for students to stay healthy and remain alert in the classroom and 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 district and building goals.

PERFORMANCE RESPONSIBILITIES:

1. Assist with meal preparation, service and clean-up in all schools when staff challenges arise.
2. Professional work in the implementation of the Child Nutrition Programs and initiatives related to these programs. Programs include, but are not limited to: School Breakfast Program, National School Lunch Program, Summer Feeding, Fresh Fruit and Vegetable Program, Direct Diversion, USDA Foods.
3. Provide assistance to SN Coordinator to assure kitchens are in compliance with federal and state rules and regulations. Interpret federal and state rules, regulations, instructions, and guidance.
4. Help ensure planned menus and portion sizes are correctly being served in each location according to grade groupings.
5. Help assure that high levels of sanitation are maintained in all kitchen areas and cafeteria.
6. Conducts on-site observations of district sites and satellite meal sites to determine compliance in all areas of nutrition standards, meal pattern requirements, nutrient analysis, food safety and HACCP, students' unique meal time needs, the healthy school environment, local wellness policy implementation and analysis and other areas as prescribed in federal regulations.
7. Assists in menu planning and standardized recipe development and procurement to ensure that all meals served meet USDA standards and are nutritional and appetizing for students.

SCHOOL DISTRICT OF WEST DE PERE 4218.01 cont'd
SCHOOL NUTRITION SPECIALIST

8. Provide assistance to the School Nutrition supervisors. Provides information and training in equipment use and care, food production, nutrition, sanitation, storage, recordkeeping, nutrition education, procurement, and human relations.
9. Assist in entry of all nutritional labels into the nutrient analysis of all food items and Smart Snacks to ensure continual compliance with federal regulations.
10. Participates in the department procurement process by helping to prepare, review, and analyze bid proposals.
11. Ability to operate the POS (Point of Sale).
12. Plan and carry out periodic taste testing in each school to gather student input on items to include on the menu, work with brokers to schedule delivery of samples for each event.
13. Assist in all catering/ school events requiring food from the school nutrition department.
14. Place weekly food/supply orders and help coordinate USDA deliveries; calculate yield of USDA processed foods, monitor Direct Diversion drawdowns and that proper products are forecasted and used in the appropriate time period.
15. Monitor Diversion usage in K-12 Food Service and Processor Link.
16. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to school nutrition programs.
17. Communicate effectively both orally and in writing.
18. Ability to work independently.
19. Meet schedules and time lines as expected.
20. Assess student preferences, industry trends, and current research to help plan menus that encourage participation in the school meals program.
21. Track usage data of menu items; ensure USDA Foods are being used properly.
22. Supervise and enforce the receiving, storage, inventorying, delivery and recordkeeping for all foods and supplies in each location.
23. Meet the annual continuing education/ training education requirements for USDA Professional Standards for School Nutrition employees.
24. Assist with the set up and implementation of the Farm to School program and monitoring practices, assure items are purchased from a reputable farm and that standard operating procedures are followed in processing items.
25. Maintain confidentiality on issues concerning program and staff.
26. Cooperate and collaborate with others.
27. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 211 days a year. Salary as per schedule.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED:

SCHOOL DISTRICT OF WEST DE PERE
SCHOOL NUTRITION DELIVERY DRIVER

4218.8

QUALIFICATIONS:

1. High School diploma or equivalent.
2. High degree of organization, self-initiative and accuracy in work performed.
3. Ability to operate a utility van, bus, and food truck.
4. Possess a valid Driver's License.
5. Possess and demonstrate strong interpersonal communication skills and projects a positive and courteous attitude and image to the staff, students, and community.
6. Ability and skills needed to work as part of an educational team.
7. Ability to lift 50 lbs.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. ServSafe Certification (Can obtain after hired)
10. Considerable knowledge of large quantity cooking and food handling.
11. Considerable knowledge of kitchens and food service department procedures.

REPORTS TO: School Nutrition Coordinator

JOB GOAL: To support the educational program by providing recommended nutrition necessary for students to stay healthy and remain alert in the classroom and 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 district and building 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.
3. Perform duties in the pick-up, loading, and distributing of meals from production kitchens to satellite schools.
4. Assist schools in the planning of transportation of food.
5. Perform duties in the pick-up/drop-off of Middle School students taking High School courses.
- ~~6.~~ 5. Schedule maintenance on utility vehicles.
- ~~7.~~ 6. Follow traffic regulations when delivering food.
- ~~8.~~ 7. Work with the School Nutrition Coordinator as needed.
- ~~9.~~ 8. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
9. Serve hot and cold food and properly stock the hot and cold food lines.
10. Additional Responsibilities include cleaning and dishwashing.
11. Prepping fruit and other menu items for lunch.
12. May assist in delivery of mail as needed.
- ~~10.~~ 13. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 180 days a year. Salary as per schedule.

EVALUATION: Performance of this job will be evaluated a minimum of once every three years by the School Nutrition Coordinator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 10/15/14

REVISED: 3/12/18, 4/11/18, 7/24/18, 3/22/2021, 7/14/2021

SCHOOL DISTRICT OF WEST DE PERE
STUDENT HEALTH AND EMERGENCY NURSING SERVICES

5400.3

In response to student, community, and legislative needs, the School District of West De Pere will strive to maintain a healthy environment within the schools. A component of maintaining such an environment includes the provision of nursing services of an emergency and non-emergency nature.

The objective of nursing services is the maintenance of the physical, mental, and emotional health of students while they are at school or are participating in school-sponsored activities. Written policies and procedures for nursing services shall be established, and reviewed annually. They shall include dealing with accidental injury, illness, and administration of medications.

Emergencies are those conditions that require prompt intervening action to maintain physical, mental, and emotional health of students. Emergency nursing service means nursing assessment and may include interviewing actions by the registered nurse, or designated others, of conditions that require prompt or immediate action. **Emergency nursing services may include administration of stock epinephrine and stock naloxone.** Emergency nursing services shall be provided under the direction of a nurse currently registered in Wisconsin, and in cooperation with the physician who serves as medical advisor to the district.

The school board may employ a nurse(s) and medical advisor for intervention or delegation to other qualified personnel.

1. The school nurse will:
 1. Assist with the development of plans for meeting emergencies and handling medications.
 2. Assist and participate in the review and evaluation of policies for nursing services.
 3. Assist in the formulation of exclusion and readmission policies for students related to health.
 4. Annually review the building health areas and first aid kits to ensure they are properly supplied and stocked.
 5. Assist with the planning and implementation of staff training regarding student health/medical-related topics.
2. The medical advisor will review the procedures for all nursing services and advise the nurse and district regarding health services.

LEGAL REFERENCE: Wisconsin Statutes 121.02

CROSS REFERENCE: Student Health and Nursing Services Procedures Handbook
School District of West De Pere First Aid Guide

ADOPTED: 9/19/91

REVISED: 9/21/00, 3/21/02, 10/15/08, 8/20/13

SCHOOL DISTRICT OF WEST DE PERE
ADMINISTRATION OF MEDICATIONS

5400.12

The School District of West De Pere is committed to providing for the health and safety for all students in attendance. Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease and relieves symptoms of illness or aids in diagnosis. As evidence of this commitment, school personnel are to be properly trained to provide for the administration of medications to students as may be needed during the school day. Authorization for the person to administer the medication to the student must be in writing from the administrator or principal.

Whenever possible, a student's medication and treatment should be scheduled outside of the school day. When medication is needed during the school day, school personnel must closely follow the established procedures.

Emergency medication for students or staff may be needed during school hours, most commonly for severe allergic reactions, complications of diabetes or prolonged seizures. These medications can be lifesaving. If the medication is ordered by the healthcare provider for the student's safety and is provided by the family, school administration and staff should be prepared to implement the plan for the student. Students receiving emergency medication at school must have a physician and parent/guardian consent form on file at the school. An individual Health Plan and/or Emergency Action Plan shall be completed for any student with an order for such medications, which includes:

- Appropriate information about the medication, name, dose, route and when it is needed
- Specific indications for use
- The procedure and necessary aftercare
- Plans for when the student leaves the school during the school day such as field trips

The School District of West De Pere stocks non-student specific emergency epinephrine and naloxone. In the event of a suspected life-threatening allergic reaction or opioid overdose, and the person does not have their own prescribed epinephrine or naloxone, a stock dose may be administered by a district employee who has been adequately trained.

LEGAL REFERENCE: WI State Statutes 118.29, 118.291, 121.02(1)(g), 441.11(4)
WI Administrative Code: N.6.3 (3), 441.11(4)

ADOPTED: 8/20/13

SCHOOL DISTRICT OF WEST DE PERE
INTERLIBRARY LOAN POLICY

6163.15

- I. Definition:
An interlibrary loan is a transaction in which library materials or copies of a material, or resources are made available by one library to another library.
- II. Purpose:
The purpose of interlibrary loan is to provide access to library resources not available in the user's library.
- III. Scope:
 - A. The following types of materials will ordinarily not be loaned:
 - a. Rare, unique or valuable materials which would be difficult or impossible to replace.
 - b. Bulky or fragile items which would create shipping problems.
 - c. Resources in demand at the lending library.
 - d. Any materials or resources that ordinarily do not circulate.
 - e. Computer software.
 - B. It is the discretion of the individual library media specialist as to whether or not an item will be loaned.
- IV. Copyright Compliance:
The copyright law shall be adhered to at all times.
- V. Responsibility of the lending library:
The borrowing library and its users must comply with the conditions established by the lending library.
- VI. Responsibility of the lending library:
 1. To respond to all requests as soon as possible.
 2. To have its distributed materials clearly marked as to ownership.
 3. To assess replacement or damage charges.
- VII. Duration of the loan:
The length of the loan will be for one month. The lending library reserves the right to recall or renew any loaned materials at any time.

ADOPTED:3/15/04
REVISED: 4/13/11

SCHOOL DISTRICT OF WEST DE PERE
EVALUATION OF THE INSTRUCTIONAL PROGRAM

6180

The Board expects the faculty and administration to evaluate regularly the education program. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content and new courses. After planning by the faculty and administration, recommendations for new courses will be presented to the Board for their consideration.

ADOPTED: 12/8/70

REVISED: 1/18/90, 2/27/90

SCHOOL DISTRICT OF WEST DE PERE
CURRICULUM and POLICY MEETING
West De Pere District Office-400 Reid St, Suite W
February 2, 2023
7:30 a.m.

I. Call meeting to order - **7:32 a.m.**

II. Curriculum items

- High School Pre-Calculus

Dennis Krueger, Superintendent, reviewed the curriculum item

III. Review the following for Board adoption:

- 4218.01 School Nutrition Specialist
- 4218.8 School Nutrition Delivery Driver
- 5400.3 Student Health and Emergency Nursing Services
- 5400.12 Administration of Medications
- 6163.15 Interlibrary Loan Policy (reviewed-no changes)
- 6180 Evaluation of the Instructional Program (reviewed-no changes)

Reviewed for Adoption on 2/16/2023

IV. Review the following:

First Reads:

- 6125 Interscholastic Activities
- 6126 Coordinating Community/School Activities

Committee discussed recommended revisions Present for First Reading on 2/16/2023

V. Next meeting date: March 9, 2023

VI. Adjourn meeting- **-8:00 a.m.**

SCHOOL DISTRICT OF WEST DE PERE
INTERSCHOLASTIC ACTIVITIES

6125

The Board believes individual students will benefit through opportunities to grow physically and intellectually through their experiences in self-discipline and their contribution to team effort made possible through competitive interscholastic and intramural team and individual activities.

It is the Board's policy to provide students interscholastic competition in a variety of areas. Such students shall also receive recognition for involvement without cost to the students.

Students shall be allowed to participate providing they meet and maintain the requirements of the school and state activity codes. In all cases, students shall consider participation a privilege and not an entitlement, and should accept the responsibility of representing the schools in a positive manner. Failure to do so will result in the loss of privilege as determined by school and state guidelines.

The purpose of school activities is both educational and recreational. The activity program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. The Board encourages the participation of all students in extracurricular activities. "Participation" means fair and equitable participation to the extent that the budget, facilities or type of activity allows. As such, the practice of cutting in elementary through 10th grade is to be discouraged and team rosters generally filled to WIAA maximum levels.

It is recognized that a well organized and well conducted activity program is a potent factor in the morale of a school student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

The activity program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum. Scheduling of extracurricular practices/events should be done without unreasonable interference with other school and community obligations. Staff members having direct responsibility for programs are required to follow established Board and administrative policy.

CROSS REFERENCE: Student Handbook
Activity Codes
Athletic Handbook

ADOPTED: 1/15/79

REVISED: 2/27/90, 3/15/93

REVIEWED:

SCHOOL DISTRICT OF WEST DE PERE
COORDINATING COMMUNITY/SCHOOL ACTIVITIES

6126

The Board of Education believes that it is in the best interest of all students that calendar parameters be established to guide various community groups in scheduling activities. To assist in developing a common understanding between community and school, these school activity guidelines shall be followed:

- A. This policy shall emphasize parameters for all school activities, not just sports.
- B. Wednesday school activities should end at ~~5:45~~ 6:00 p.m. ~~thus allowing students to depart the buildings by 6:00 p.m.~~ Scheduling of any evening activities on Wednesday will be avoided in deference to community related activities. Students participating in community related activities on Wednesdays will be allowed to leave school activities early if necessary.
- C. The schools may use Wednesday evenings from May 1 through the end of the school year for ~~banquets, events, etc.~~
- D. Activities scheduled on Sundays or holidays shall be limited in nature. Exceptions can be made on Sunday if not scheduled before 12:00 noon and approved by building administration.
- E. There shall be no school activities when the schools are closed because of adverse weather conditions.

Exceptions to the above guidelines may be made by a building administrator when a group has a schedule change requiring Wednesday competitions, a regularly scheduled competition on Monday, or has won the privilege of advancing to a higher level of competition. In this instance, a building Principal or Director of Student Activities may approve of a request from a coach for practice on the Sunday preceding the contest, ~~providing students' attendance at the session is not compulsory.~~ These practices may not begin before 12:00 noon.

CROSS REFERENCE: Coaches/Advisors' Handbooks
 Activities Handbooks

ADOPTED: 6/20/96
REVISED: 5/17/04



MEMO

TO: Board of Education

FROM: Dawn Laboy, District Business Manager

SUBJECT: Resolution- Defeasement of Debt

DATE: February 8, 2023

Please consider approving the following resolution for defeasement of debt:

Resolution authorizing the transfer of funds, the establishment of an escrow account with respect to and the defeasance of certain of the general obligation corporate purpose bonds, series 2019, dated April 11, 2019.

Thank you,

Dawn Laboy
District Business Manager

West De Pere High School
665 Grant Street
De Pere, WI 54115-1497



Phone: 920-338-5200
Fax: 920-338-5310
www.wdpsd.com

TO: Mr. Krueger, Superintendent & Board of Education
FROM: Dr. Russ Gerke, Principal
DATE: January 12, 2023
RE: West De Pere High School Spanish Field Trip Request

Ms. Deeg and Ms. Hert are proposing a spring 2025 trip to Costa Rica. The 10-12 day trip will include spending 3-5 days with host families. No travel agency has been contacted until we receive School Board authorization. After School Board authorization the teachers will be able to develop more specific details for travel.

Ms. Deeg and Ms. Hert have been advised about Board Policy #3546 dealing with Field Trip Transportation. Therefore, I recommend approval of the Costa Rica trip with proper communication to all students and parents.



Costa Rica Trip Spring Break 2025

Trip to Costa Rica preliminary information for Russ.

- We would like to offer a 10-12 day trip to Costa Rica that includes the opportunity for students to spend 3-5 days with host families and the rest of the days touring Costa Rica as a group. We would travel during spring break 2025 (exact dates to be determined when the 2024-2025 calendar is set) with the travel company Language and Friendship or Interact. This trip is open to WDP sophomores, juniors or seniors enrolled in Spanish 2 or higher during the year of travel.
- We may take a bus to Milwaukee or Chicago if flights from Green Bay or Appleton are not available. We will be flying into San Jose, Costa Rica.
- Pricing is unknown until we speak to both travel companies, but Bailey and Becky both studied in Costa Rica and have an itinerary idea/plan already. Costs in the past when WDP traveled to Costa Rica were \$3200-4,000 (depending on number of travelers). This included travel expenses, two-three meals a day, and the excursions.
- Each West De Pere student will be matched with a different Costa Rican family according to age, language ability, and compatibility of interests. After the homestay, the group will tour together around Costa Rica and visit major points of interest including Arenal volcano, La Fortuna waterfall, the cloud forest in Monteverde, Café Britt, and Manuel Antonio Beach.

We are really looking forward to offering this great opportunity to our Spanish students at West De Pere! Becky Deeg and Bailey Hert would be chaperones, depending on the number of students who sign up and pending administration approval.



School District of West De Pere

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

Dawn Laboy, Business Manager

Fax (920) 337-1398

www.wdpsd.com

Phone (920) 337-1393

Memorandum

To: Mr. Dennis Krueger & Board of Education
From: Dawn Laboy, Business Manager
Date: February 8, 2023
Subject: MS Kitchen expansion

Please accept my recommendation for consideration of the following project:

Renovate the middle school commons area to expand the school nutrition area. Increasing the area will allow us to turn the Middle School kitchen into a production kitchen. This will allow the school nutrition program to enhance its program at the Middle School. The cost will be approximately \$400,000.

Thank you for your consideration.

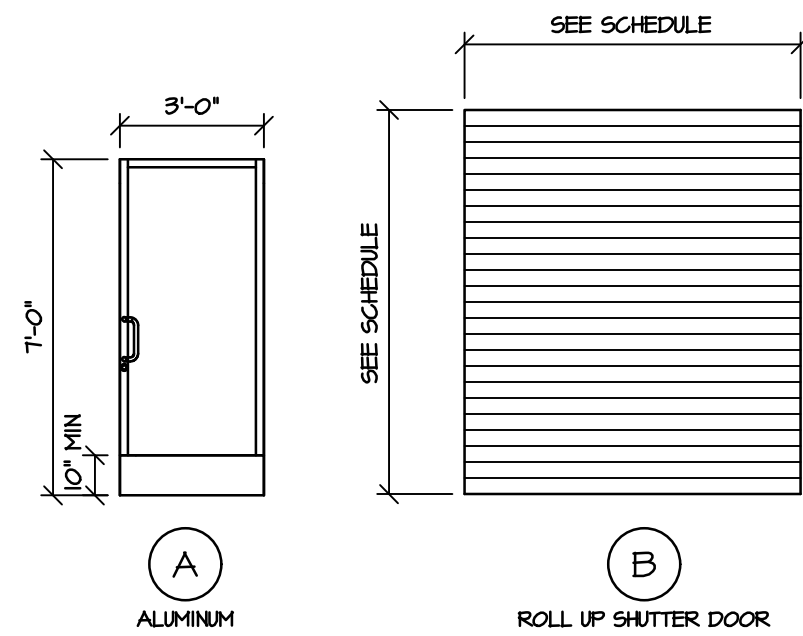
ROOM FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR	BASE	WALLS				CEILING	REMARKS
				NORTH	SOUTH	EAST	WEST		
				PAINTED GYPSUM BOARD PAINTED CMU CERAMIC TILE EXISTING	PAINTED GYPSUM BOARD PAINTED CMU CERAMIC TILE EXISTING	PAINTED GYPSUM BOARD PAINTED CMU CERAMIC TILE EXISTING	PAINTED GYPSUM BOARD PAINTED CMU CERAMIC TILE EXISTING		
100	DISHWASH							HEIGHT (ACTUAL) EXIST.	
101	KITCHEN							2 x 2 ACOUSTICAL TO MATCH EXIST. 2 x 2 VINYL COVERED GYPSUM BOARD PAINTED GYPSUM BOARD EXISTING	
102	STORAGE								
103	FOOD SERVICE								
104	OFFICE								

DOOR SCHEDULE

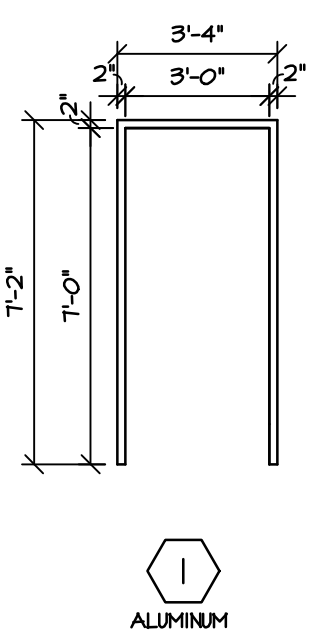
NO.	DOOR/OPENING			FRAME			REMARKS
	SIZE	TYPE	MATL.	TYPE	MATL.	HDYR.	
103A	7'-0" X 8'-0"	B	ALUM.	-	-	---	5
103B	7'-0" X 8'-0"	B	ALUM.	-	-	---	5
104A	9'-0" X 7'-0"	A	ALUM.	1	ALUM.	---	2
104B	9'-0" X 7'-0"	A	ALUM.	1	ALUM.	---	2

- REMARKS:
1. SIDELITE
 2. CLOSER
 3. PASSAGE LOCKSET
 4. OFFICE LOCKSET
 5. OPERER



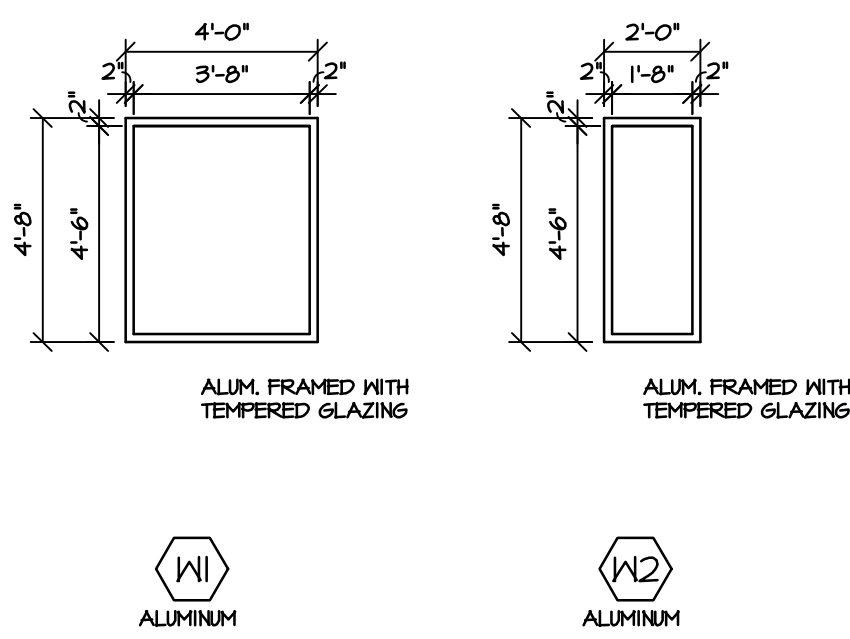
DOOR TYPES

SCALE: 1/4"=1'-0"



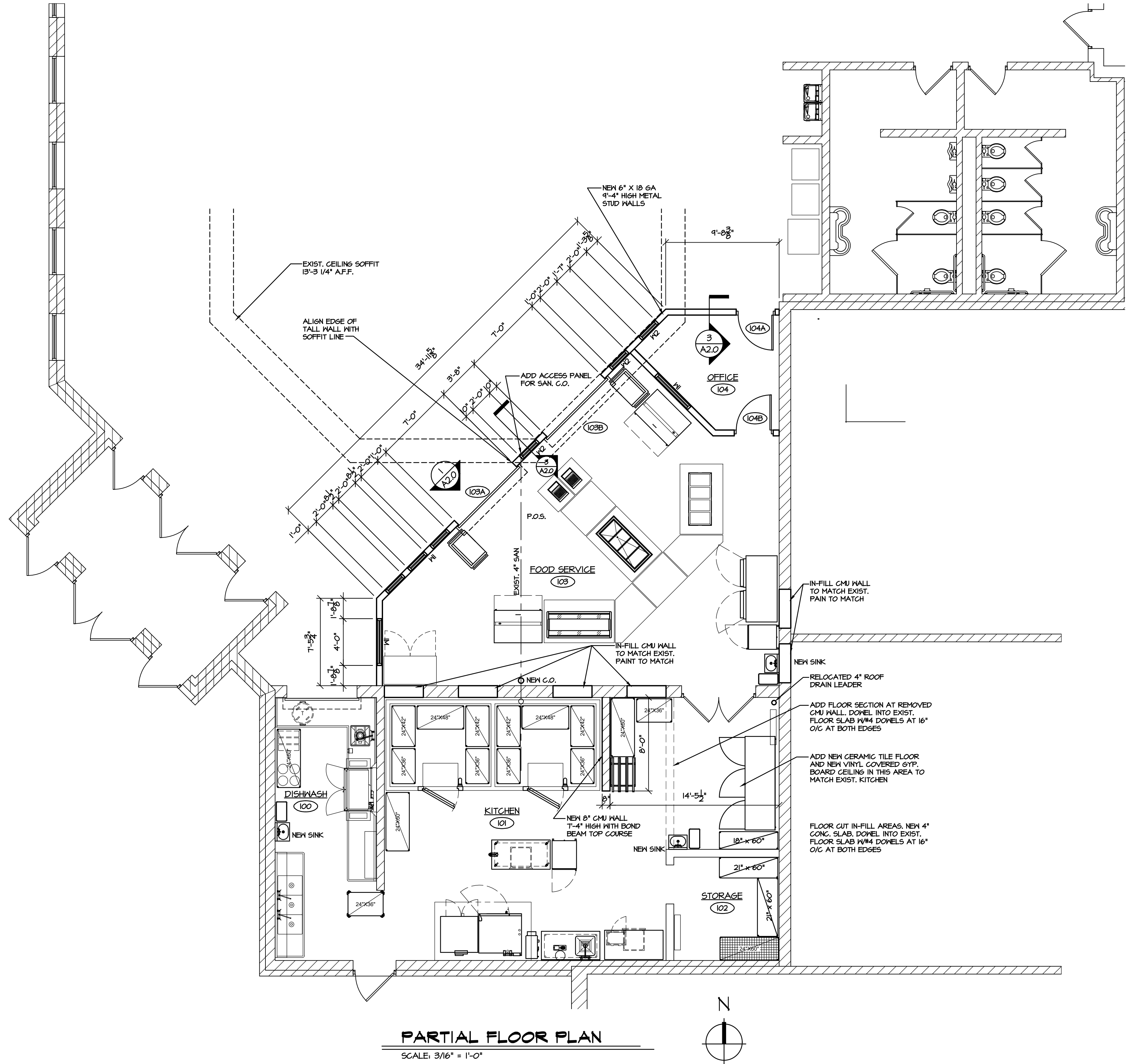
FRAME TYPES

SCALE: 1/4"=1'-0"



WINDOW TYPES

SCALE: 1/4"=1'-0"

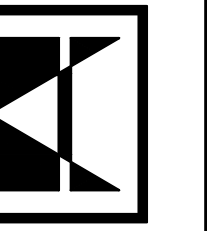


PARTIAL FLOOR PLAN

SCALE: 3/16"=1'-0"

2718 NORTH MEADE ST.
APPLETON, WI 54911
TEL: (920) 733-8377
FAX: (920) 733-4731

HARRIS & ASSOCIATES, INC.
CONSULTING ENGINEERS
AND LAND SURVEYORS



REV. NO.	DESCRIPTION	DATE	BY	DATE	DESCRIPTION

PROJECT: WEST DE PERE MIDDLE SCHOOL CAFETERIA/KITCHEN ALTERATIONS
LOCATION: 1171 S. 9TH STREET DE PERE, WISCONSIN
DESCRIPTION: PARTIAL FLOOR PLAN, DOOR & ROOM FINISH SCHEDULES

DRAWN BY: RDT
CHECKED BY:
DATE: 01-30-22
SHEET
A1.0
PROJECT-NUMBER
1826

West De Pere High School
665 Grant Street
De Pere, WI 54115-1497



Phone: 920-338-5200
Fax: 920-338-5310
www.wdpsd.com

To: Mr. Krueger, Superintendent & Board of Education

From: Dr. Russ Gerke, Principal

Date: February 2, 2023

Through the course of the last couple of years we have had conversations regarding the Administrative staffing at the High School. The timing of our conversations was good as we knew that Mr. Heinke would be retiring and we would take a moment to reflect on the contract for the Associate Principal position. We agreed to make adjustments to the salary and the number of contract days. The second part of the conversation was our need during the school year for additional Administrative support. We need support during the school day and also at our co-curricular events. The size, volume and frequency of co-curriculars is becoming a strain on our Administrative staff. Our co-curricular events are no longer just “home” events. We are traveling with teams during certain seasons or we are supervising at “away” facilities.

I am requesting the reinstatement of a Dean of Students position at the High School. We once had a .5 Dean and a .5 teaching position. The Dean would receive a yet to be determined stipend as the Dean would have required co-curricular events to supervise. This position would be filled internally and the School Board would need to support the cost of covering the .5 (6 classes) teaching position that are uncovered due to the addition of the Dean position.

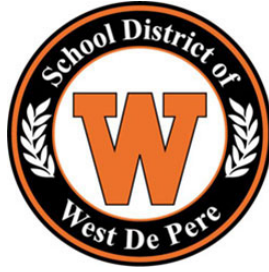
Thank you for your consideration and support.

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

TO: Board of Education
Dennis Krueger, Superintendent

FROM: Amy Schuh, Director of Student Services

DATE: February 8, 2023

RE: Request to add Student Services Coordinator position

The purpose of this memo is to seek approval to add a Student Services Coordinator position starting with the 2023-2024 school year. Our special education population has grown from 367 identified students in the 2016-2017 school year to 469 identified students as of today's date. Based on the number of current student evaluations, it is possible we will approach 500 identified students by the end of this school year. With the increase in the number of special education students over the past six and half years, it is becoming more challenging to support staff as they address student needs.

A Student Services Coordinator will also be valuable in addressing student needs in the area of mental health. According to the strategic plan, the district is committed to "developing and implementing physical, emotional, social, and mental wellness practices that allow students to develop into well adjusted individuals". By having a Coordinator, I feel we can better address mental health supports for students on a systemic level to ensure continuity of services grades 4K to 12.

I have gathered information from Brown County school districts regarding their staffing in the Student Services area. Currently, our district is the only district in Brown County, besides Denmark, that does not have additional support in this area. Additional information as to the staffing in each district can be found on the reverse side of this memo.

A Student Services Coordinator will allow our department to more adequately support Student Services Staff in programming, coaching and seeking out the resources they need to meet the needs of students.

Thank you for considering.



School District of West De Pere

Board Update

A Vision of Pride and Excellence

February 2023

All-State Choir

Four 8th graders were part of the All-State Middle Level Honor Choir. Lilly Ellingson, Aidyn Gauthier, Lauren Metcalf, and Jaxson White-Tegge did a fantastic job.



Theatre

WDP High School Theatre will be performing *Mean Girls High School Edition* on Feb. 23-25 in the HS auditorium. Catch a show and support the arts!



WDP App

As of February 8th, we have 910 installs of the app. This was a great addition to the tools we already had to make communication easier between the District and the community.



STEAM Night

On February 9th, Hemlock Creek hosted a STEAM (science, technology, engineering, art and math) night. It was a fun night to explore some of the technologies that are used at the school.



Spelling Bee

The Middle School hosted the K-8 Spelling Bee. 24 students from Westwood, Hemlock Creek, Intermediate and Middle Schools. Congratulations to 7th grader David Uttam, our Spelling Bee champion! The top speller from each school will also have the chance to compete in the Regional Bee. These individuals are: Maryn Steenbock from the IS; Ella Winters from HC; and Aishwarya Palla from WW.



Family Literacy Night

Hemlock Creek hosted a "Let's Glow Read a Book!" literacy night for students and their families.



Girls Basketball



Girls High School Basketball Head Coach, Chris Abaray hit his 100th win on January 12th. Great job Coach.

Do You Want to Build a Snowman?

Westwood and Hemlock Creek students took advantage of the snowfall at recess and made snowmen!



Coach Rukamp



HS Varsity Baseball Head Coach, Joe Rukamp, has been awarded the 2022 Wisconsin Baseball Coaches Association's Ethics in Coaching Award. This award is presented to a coach who displays respect, character, integrity, and class as a baseball coach. Congratulations!

WW 3rd Graders Learn about Weather

Steve Beylon from WBAY Channel 2 visited with 3rd grade students at Westwood Elementary. He shared important information about severe weather in Wisconsin and provided tips for students about how to be safe during severe weather.



Girls Hockey

Congratulations to our Girls Hockey Team who skated their way to becoming the Eastern Shores Conference Champs!!! Four girls from our High School play for the Ice Bears; Stacey Cloute(12th), Lakken Arnstad(12th), Alanna Dunks(9th), and Riley Mitchell(9th).



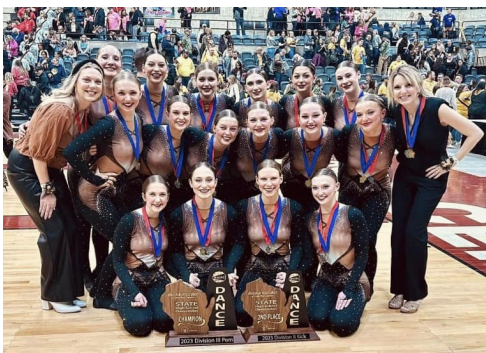
Market

Westwood 1st graders wrapped up their unit on goods and services by hosting their own market. Students had to earn Westwood Bucks over a course of several weeks by doing classroom jobs. Each classroom made a product to sell, and students got to use their hard earned "cash" to make a purchase. The student cashiers counted the money and completed each transaction.



Dance Team

Congratulations to the West De Pere High School Dance Team. They brought home the state title in D3 Pom and second place in D2 Kick! Great job ladies!



Upcoming Events

- Feb. 23rd-25th-WDP Theatre presents *Mean Girls High School Edition* in the HS auditorium
- Feb. 27th from 6-8pm- WDP Softball Free Winter Camp (grades 5-8) in the HS indoor athletic facility
- March 17th at 7pm- Intermediate/Middle School Talent Show in the HS auditorium
- March 18th-WDP Softball Future Phantoms Camp (grades K-8) in the HS indoor athletic facility
- April 19, 2023 Golden Apple Awards at Lambeau Field

