

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
Hemlock Creek Elementary School
1900 Williams Grant Drive
January 13, 2025
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 December 11, 2024 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:
 - 4219.2 Custodial Staff (New Policy)
 - 4219.3 Electrician (New Policy)
- X. New Business
 - A. Finance Committee Report
 - B. Curriculum and Policy Report
 - C. Auditor's Report
 - D. Consider Determination of Regular and Special Education Open Enrollment Spaces
 - E. Consider High School Unified Physical Education Course
 - F. Consider West De Pere Intermediate School Teacher's Pay for Covering Another Teacher's Classroom
 - G. Consider WASB Resolutions
 - H. 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/99782959826?pwd=jEsgF4OZ2NcweGR8sCbgS4EROOnmA7.1>

By Phone: 312-626-6799

Meeting Id: 99782959826

Passcode: 075617

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
WEST DE PERE INTERMEDIATE SCHOOL
December 11, 2024
5:30 PM

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

The board recognized and congratulated High School student, Alexis Hankel, who competed at State for Tennis and her Coach Murray Gelffe. They also recognized the High School cast and crew of the One Act Play and Director Maggie White for competing in the state competition. They took home 11 awards. The Intermediate School cast performed a song from their musical, "The Grunch". The Board thanked everyone for making WDP 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 presented.

It was moved by Ryan Van Den Heuvel and seconded by Scott Borley that the November 13, 2024 regular and annual meeting minutes be approved as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Ryan Van Den Heuvel that the Treasurer's Report be approved. Voting Yes: 5 Voting No: 0 Motion carried.

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

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

- 1251.1 Vandalism
- 5119 Bullying
- 6131 (E1) Internet Use Letter to Parent or Guardian (Delete Policy)
- 6131 (R) Guidelines for Using West De Pere's Computer Network and Internet
- 6131 (R2) District Employee Guidelines for Use of Social Media and Electronic Communications
- 6150 Code of Classroom Conduct
- 6151 Artificial Intelligence (New Policy)

Voting Yes: 5 Voting No: 0 Motion carried.

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

Committee Chair, Barbara Van Deurzen reviewed the December 5, 2024 Curriculum and Policy Committee report.

The Administration reviewed the 2023-2024 State Report Cards with the Board. The Board thanked them for the update.

The Board was given an update on the 4K Program. Starting the 2025-2026 school year, all 4K students will attend Westwood Elementary School/4K Center. Off-site locations will no longer be utilized.

It was moved by Barbara Van Deurzen and seconded by Ryan Van Den Heuvel to approve the Neola Policy Platform memo as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Ryan Van Den Heuvel and seconded by Scott Borely to approve the Summer School dates 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 Parent Transportation Contracts 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 hiring of an additional Special Education Aide 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 Jason Melotte as the Deputy Clerk for the School Board Elections 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 all 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 Scott Borley at 7:02 PM that the Board adjourn into closed session as previously stated. Voting Yes: 5 Voting No: 0 Motion carried.

The Board reconvened at 7:21 PM.

It was moved by Ryan Van Den Heuvel and seconded by Barbara Van Deurzen at 7:22 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried

Barbara Van Deurzen
Clerk

SCHOOL DISTRICT OF WEST DE PERE
CUSTODIAL STAFF

4219.2

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
3. Ideal candidates must be a self-starter that can work efficiently, independently and pay strong attention to detail.
4. Must have the ability to lift up to 50 pounds
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Custodial personnel are immediately responsible to the Principal of the building to which they are assigned and are under the general supervision of the Maintenance Manager/Director of Grounds.

JOB GOAL: To provide services necessary to maintain buildings and grounds and help the school function smoothly for the administration, teachers, support staff, students and parents 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. Identify and initiate any non-major repair and preventative maintenance of buildings, furniture, and custodial equipment. Perform those jobs necessary to keep the school buildings and grounds safe, clean, sanitary, and presentable in appearance.
4. Perform other such jobs as are generally expected of custodial staff and such other tasks assigned by the Building Principal and/or Maintenance Manager/Director of Grounds.
5. Complete all tasks in a timely manner and with a high level of quality.
6. Assist other building maintenance and custodial staff as necessary.
7. Carry on such activities as required or ordered to create the best possible conditions for the education of the children.
8. Maintain professional competence through staff development provided by the District and in compliance with Wisconsin law.
9. Some hours may be flexible based on district and personal needs.
10. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: 12 months.

Compensation and other working conditions will be delineated in the employee handbook.

EVALUATION: Performance to be evaluated at least once every three years by the Building Principal and/or Maintenance Manager/Director of Grounds.

ADOPTED:

SCHOOL DISTRICT OF WEST DE PERE
ELECTRICIAN

4219.3

QUALIFICATIONS:

1. Journeyman or master license preferred, but not required.
2. 24-hour continued education as required for license.
3. 5-10 years minimum experience required.
4. Continually possess a valid Wisconsin driver's license and a good driving record.
5. OSHA 10 preferred, but not required.
6. Scissors and boom lift certification preferred.
7. Testing for qualifications may be given.
8. Possess and demonstrate strong interpersonal communication skills and project a positive and courteous attitude and image to the staff, students and community.
9. Ideal candidates must be a self-starter that can work efficiently, independently and pay strong attention to detail.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Electrician personnel are immediately responsible to and are under the general supervision of the Maintenance Manager/Director of Grounds.

JOB GOAL: Under the direction of the Director of Facilities the Electrician is responsible for performing all functions associated with maintaining and repairing electrical systems and equipment and the installation of new systems and equipment. To provide services necessary to maintain buildings and grounds and help the school function smoothly for the administration, teachers, support staff, students and parents 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. Performs rewiring and makes repairs to existing wiring.
4. Maintains and repairs electrical controls for boilers and furnaces.
5. Troubleshoot and maintain all types of electrical equipment including, but not limited to, fluorescent, multi-vapor, and incandescent light fixtures, ballasts, outlets, switches, interior-exterior scoreboards, electrical motors, controlling pumps, air handling units, boilers, power tools, emergency lighting and generators, lighting control panels, circuit breaker panels, fuse boxes, elevator control panels, limit switches including boiler low water cut-off switches.
6. Requisitions, orders and procures materials, parts and equipment needed to accomplish necessary action to provide prompt repair service.

SCHOOL DISTRICT OF WEST DE PERE
ELECTRICIAN

4219.3 cont'd

7. Maintains and repairs voltage 120, 208, 240, 277 and 480-volt lines, single and three phase systems.
8. Assist and maintain fire alarm control panels, fire and smoke alarm systems and detectors.
9. Works with and assists in maintaining district fiber systems as needed.
10. Assist and maintain scoreboard systems and electronic sound systems.
11. Responds to emergency calls during and after normal working hours.
12. Maintains control over assigned tools and equipment to insure proper safety, inventory, maintenance and replacement.
13. Makes efficient use of time and assigned resources.
14. Understands the principles, equipment, materials and work methods that are directly or indirectly involved in the work.
15. Perform jobs necessary to keep the school buildings and grounds safe, clean, sanitary and presentable in appearance.
16. Assist other maintenance staff when appropriate.
17. Maintain "flex" hours which will be coordinated by the Maintenance Manager/Director of Grounds and dependent on the projects scheduled within the district as needed.
18. Perform other duties as assigned or as judgment or necessity dictates.

EXPERIENCE:

1. Experience in maintenance and repair of electrical equipment and devices.
2. Experience in maintenance and repair of electrical components of heating and ventilating equipment.
3. Experience in maintenance and repair of various low voltage alarm and control systems.
4. Experience in general electrical installation and repairs.
5. Experience in new construction of electrical systems and equipment.

SKILLS, KNOWLEDGE, ABILITIES:

1. Determines by regular inspections the repair and maintenance work necessary to prevent breakdowns and major overhauls of all District electrical equipment.
2. Must have working knowledge of and be able to install and repair electrical systems and component systems.
3. Checks and calibrates control systems after installation and makes necessary changes, adjustments, and modifications to obtain desired results, using blueprints, sketches and manufacturer's specifications and manuals to obtain locations and details.
4. Must be able to effectively follow oral and written instructions.
5. Must be able to handle materials and hand tools as well as electrically operated equipment including electrical test equipment.

SCHOOL DISTRICT OF WEST DE PERE
ELECTRICIAN

4219.3 cont'd

6. Must be in good physical condition and capable of working from ladders, scaffolding and high-lift equipment.
7. Must be able to wear respirator and protective clothing of standard sizes.
8. Must be able to perform heaving lifting.
9. Must be able to develop and maintain harmonious working relationships and follow supervisory direct.

WORK ENVIRONMENT:

The work is performed directly on the grounds of the School District of West De Pere.

PHYSICAL AND SENSORY REQUIREMENTS:

The position requires incumbents to:

1. Stand/walk/sit: Constantly
2. Lift/carry: Constantly
3. Push/pull: up to 82 pounds
4. Climb stairs/ladders: Occasionally
5. Stoop/kneel/bend: Occasionally
6. Reach high/low: Occasionally
7. Crawl on occasion
8. Repetitive finger movement, twisting or pressure involving wrists or hands: Occasionally
9. Both hands/both legs required, ability to speak, hear and see. Must not be color blind.

TERMS OF EMPLOYMENT: 12 months.

EVALUATION: Performance to be evaluated at least once every three years by the Maintenance Manager/Director of Grounds.

ADOPTED:

SCHOOL DISTRICT OF WEST DE PERE
CURRICULUM and POLICY MEETING
West De Pere District Office-400 Reid St, Suite W
January 9, 2025
7:30 a.m.

I. Call meeting to order - 7:30 a.m.

II. Curriculum items

- Oneida Reads/Reading Corps at Hemlock Creek
- High School Physical Education Course

Amy LaPierre, Director of Curriculum, gave an update on the above curriculum items

III. Review the following for Board adoption:

- 4219.2 Custodial Staff (New Policy)
- 4219.3 Electrician (New Policy)

Reviewed for Adoption on 1/13/2025

IV. Review the following:

First Reads: None

V. Next meeting date: February 6, 2025

VI. Adjourn meeting -7:36 a.m.



MEMO

TO: Board of Education

FROM: Jason Lau, Superintendent

SUBJECT: Determination of regular and special education open enrollment
available spaces for the 2025-2026 school year.

DATE: January 3, 2025

It has been determined per sections PI 36.06(5)(a) and PI 36.04(2)(c) of the Wisconsin Administrative Code, administration recommends that the Board act in their “nonresident district” capacity and designate that there are no regular education spaces in grades 4K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 for open enrollment applicants and no special education spaces available per program or services for open enrollment applicants using class size limits, student-teacher ratios, and enrollment projections for the purpose of open enrollment space determination as criteria specified in the district’s open enrollment policy.

Thank you,

Jason Lau PhD
Superintendent

MEMO

TO: Jason Lau, Superintendent
West De Pere School Board

FROM: Amy LaPierre, Director of Curriculum
Amy Schuh, Director of Student Services
Russ Gerke, West De Pere High School Principal

DATE: December 19, 2024

RE: Physical Education Course

We ask the Board to approve the Unified Physical Education as a new course within the Physical Education Department at West De Pere High School, effective beginning with the 2025-26 school year. Below are pertinent details.

- Definition of Unified Physical Education: A Unified Physical Education class has a similar number of students with and without disabilities where instruction is intentional to provide opportunities for all students to engage their physical skills in motor, cognitive, and emotional learning domains. Students will be paired together (Peer to Athlete; 2:1 or 1:1) for the entirety of the course.
- Unified Physical Education is a fully inclusive program. Approximately half the students in this course would be a student with a disability; the other half of the students without a disability. The vision:
 - 17-20 general education students (Peers)
 - 15 Adapted PE students (Athletes)
 - Class length = 1 semester
 - Participating in community outings when possible
- Course Description: This combined General Education and Adapted Physical Education class will allow students to improve performance of self and others in recreational and fitness activities. Students will have the opportunity to participate in and make modifications for themselves and/or others in units of adventure education (ropes course, climbing wall, orienteering), outdoor recreation activities (cross country skiing, snowshoeing, bocce, biking, inline/roller skating, golf), indoor recreational activities (archery, badminton, table tennis, basketball, bowling, floor hockey, pickleball), movement activities (dance, yoga, drumming), fitness activities (muscular strength/endurance, aerobic capacity, flexibility), along with the

opportunity to participate in the adapted athletics sports of soccer, floor hockey, and softball/wiffleball in the roles of coordinator, coach, official, scorekeeper, and athlete. Students will leave this class with a greater knowledge of how to analyze barriers and modify physical activity patterns appropriately, as needed.

- Once West De Pere has an established Unified PE class, students will then have the opportunity to participate in a Unified Sports League, also known as an Adapted Sports League. This league offers a unique opportunity for 9-12th grade students with disabilities to participate in high school varsity athletics. With a focus on indoor soccer, indoor floor hockey, and indoor wiffleball, athletes in the league have the chance to develop their leadership, sportsmanship, teamwork, and character-building skills. The league provides a safe and competitive environment for athletes to showcase their talents while fostering school pride, extra-curricular activities, and recreation. The West De Pere Sports League would facilitate competitions among schools in the area, and students who participate in all three sports have the chance to earn a Varsity Letter. Current local districts that have Adapted Sports Leagues are Appleton, Hortonville, and Oshkosh.



School District of West De Pere

Board Update

A Vision of Pride and Excellence

January 2025

HC Students Give Back

Hemlock Creek 3rd graders had the opportunity before break to make tie blankets in their classrooms. Each blanket was donated to Sleep in Heavenly Peace, a local non-profit that makes and gives beds to kids who need one. Blanket materials were purchased with a Thrivent Action Team grant. Families also generously donated 22 pillows and 46 sheet sets to go with our blanket donations!



WW Grinch Day

Prior to break, Westwood 1st graders were treated to Grinch Day!



HS Holiday Concert

The HS Choir put on an amazing concert. Great job Mrs. Rollin and students.



MS A Cappella

Prior to break, the A Cappella group performed for about 60 residents of the Bellevue Senior Living Center. Great job spreading some holiday cheer!



IS Minute to Win it Games

River House students are having a blast with Minute to Win It games to celebrate the day before winter break. Teamwork, laughter, and friendly competition made this day unforgettable!



HS Deca

High School DECA traveled to Bay Port High School to compete in the District 4 competition. There were many first time competitors this year and the students exceeded all expectations as we were able to advance 13 students to the State Career Development Conference in Lake Geneva next month.



Upcoming Events

- Jan. 28 -Band Concert 5th Grade at 6 PM/
6th Grade at 7:30 PM at the Intermediate School

