SCHOOL DISTRICT OF WEST DE PERE REGULAR BOARD MEETING West De Pere District Office- 400 Reid Street January 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 December 14, 2022 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:
 - 5135 Weapons
 - 5400.1 Early College Credit/Youth Options Programs
 - 5400.1 (R) Early College Credit Program Eligibility Guidelines
 - 6174 Summer School Instruction
- X. New Business
 - A. Finance Committee Report
 - B. Curriculum and Policy Committee Report and First Readings
 - 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)
 - C. Consider Student Success Course at the High School starting the 2023-2024 School Year
 - D. Strategic Plan Monitoring Report
 - E. Consider Determination of Regular and Special Education Open Enrollment Available Spaces as required.
 - F. Consider WASB Convention Resolutions
 - G. Board of Education/Superintendent Evaluation Preparation
 - H. Consider Memo Regarding EL (English Learner) 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/97361227264?pwd=MTA0UExUZXAydTF3dndsNVVIYys2Zz09_

 By Phone: 312-626-6799

 Meeting Id: 97361227264

 Passcode:499917

SCHOOL DISTRICT OF WEST DE PERE REGULAR BOARD MEETING INTERMEDIATE SCHOOL DECEMBER 14, 2022 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.

The Board recognized the following; The High School Football team for their amazing season and for making it to state. Head Coach Greisen, and Captains; Duke Shovald, Joseph Joiner, and Daekwon Smith came to represent the team. The Board recognized all their hard work, dedication, and positive sportsmanship they displayed this season. Also, several of the students that took part in the Intermediate School play, "Disney's Jungle Book Junior", performed several songs for the Board. The Board applauded the wonderful production and everyone's efforts to make the show a success.

The meeting was opened to the floor to enable district residents to bring items of general concern to the attention of the Board. None were presented.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel that the November 16, 2022 regular and annual 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 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 Joe Bergner and seconded by Barbara Van Deurzen to adopt the following policies as previously presented:

- 4005 Admission to School Activities
- 4261 Substitute Caller- Aide
- 5144 Discipline
- 6150 Code of Classroom Conduct
- 6150 (E) Code of Classroom Conduct Report Form (Delete)
- 6150 (R) Administrative Procedures Implementing Code of Classroom Conduct Policy (Delete)
- 8116 (E) School Board Evaluation Form
 - 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 December 8, 2022 Curriculum and Policy Committee report.

Joseph Feldhausen, Teaching and Learning Coordinator, reviewed with the Board a summary of the 2021-2022 State Report Card. Discussion ensued.

It was moved by Joe Bergner and seconded by Barbara Van Deuzern to approve the annual school safety reports as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barbara Van Deurzen and seconded by Scott Borley to approve the appointment of deputy clerk for school board elections 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 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 6:18 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 6:54 PM.

It was moved by Scott Borley and seconded by Ryan Van Den Heuvel to approve the addition of a School Nutrition Specialist position as presented by Administration in closed session. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel at 6:55 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried.

Barbara Van Deurzen Clerk

SCHOOL DISTRICT OF WEST DE PERE WEAPONS

It shall be the policy of the West De Pere Board of Education to vigorously maintain both federal and state laws regarding dangerous weapons and school programs and facilities.

No person shall unlawfully possess nor use a dangerous weapon or its facsimile on school premises, school buses or at any school-related activity. This policy applies to students, employees, volunteers, and the general public.

If any district personnel suspect or observe a person to be in possession of a dangerous weapon, they should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel. If in the judgment of school personnel cooperation in surrendering the weapon is not evident, the individual should be kept under surveillance until law enforcement personnel arrive and disarm the suspect. Safety should be a prime concern when observing or intervening in the situation.

Any person violating this board policy on weapons shall be referred to law enforcement officials for possible prosecution for violation of state and/or federal laws and municipality ordinances within the district. Any person violating the policy to include use of an object designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to suspension, notification of appropriate law enforcement agencies for possible prosecution for violation of state and/or federal laws and De Pere city ordinances, and possible recommendation for expulsion.

As per state and federal requirements, any student possessing a firearm on school premises or at school activities shall be subject to expulsion proceedings and will be expelled for not less than one year. Employees violating the policy will be subject to disciplinary sanctions up to and including termination of employment in accordance with the current employee agreement or other procedures established by the school board.

The administration is directed to serve notice of this policy via handbooks, newsletters, or other means deemed appropriate so as to establish strongly among the students, staff, and community that violence will not be tolerated.

LEGAL REFERENCE: Wisconsin Statute 120.13 Wisconsin Statute 939.22 Wisconsin Statute 941 Wisconsin Statute 948<u>.605</u> 20 USC 7151 (Gun Free School Zone Act) 18 USC 921(a)(3) Wisconsin Statute 948.61

CROSS REFERENCE: Student and Employee Handbooks

ADOPTED: 08/15/91 REVISED: 02/18/97, 3/15/04, 7/19/04, 8/16/05, 8/20/13

SCHOOL DISTRICT OF WEST DE PERE EARLY COLLEGE CREDIT/YOUTH OPTIONS PROGRAM

Recognizing the interest of recent legislation and encouraging students to pursue their fullest potential, it is policy of the West De Pere Board of Education to promote student involvement in post-secondary experiences during the high school years in accordance with Wisconsin Department of Public Instruction Administrative Rule PI40.

As such, the Board directs administration to establish administrative rules in compliance for, and enhancement of, post-secondary options. The High School Principal shall administer such rules, promote the programs and opportunities, and report annually to the Board of Education regarding student participation in, and improvement of, the program. The number of credits taken at off-campus post-secondary institutions for which the district will pay will not exceed 18 postsecondary semester credits per pupil.

For the purposes of clarifying student opportunities and involvement, students and/or parents shall first meet with the principal regarding program issues. Should further clarification be required, students/parents shall meet with the Superintendent. After such a meeting, students/parents may appeal to the Board of Education regarding post-secondary concerns.

LEGAL REFERENCE: Wisconsin Statutes, Section 118.55 DPI Administrative Rules PI40 CROSS REFERENCE: Student Handbooks

ADOPTED: 11/5/92 REVISED: 7/17/2000, 3/17/2002, 3/17/2003,6/14/2004, 12/18/2017, 8/18/2021

SCHOOL DISTRICT OF WEST DE PERE5400.1 (R)EARLY COLLEGE CREDIT PROGRAMELIGIBILITY GUIDELINES

- 1. The student must rank in the upper 50% of their class. In addition, the student needs to have achieved B or better grades in the selected area.
- 2. Attendance requirements of no unexcused absences.
- 3. The student must provide a career objective rationale for taking requested <u>off-campus</u> coursework at a college or technical college.
- 4. Students must provide their own transportation and maintain a minimum course load as outlined in the student handbook.
- 5. The student will be granted permission for continued participation in the program only if all previous semester/trimester coursework is successfully completed.
- 6. Final approval will be granted following DPI guidelines. Any student denied participation in the program will be given a copy of their appeal rights.

ADOPTED: 3/17/03 REVIEWED: 5/4/04 REVISED: 11/15/17, 12/18/17, 7/2020

SCHOOL DISTRICT OF WEST DE PERE SUMMER SCHOOL INSTRUCTION

The school district may conduct a summer school program each year. Its purpose is to provide additional opportunities for pupils to receive remedial instruction and participate in enrichment activities.

Summer school attendance does not in any way guarantee promotion for pupils. They may, however, earn credits toward high school graduation which may result in a revision of class placement in the high school.

As class attendance is vital to any learning experience, the Board has the following expectations relating to attendance:

- 1. Regular attendance is expected from students enrolled in summer school.
- Students who plan trips, vacations, etc. during summer school are encouraged NOT to enroll.
- 3.—<u>2.</u>When a child is absent, the parent or guardian should notify the <u>summer</u> school office. Upon returning, the child should bring a written excuse from the parent or guardian to the teacher.
- 4. 3. Students attending classes for credit are required to meet DPI attendance requirements. Teachers will clearly identify these requirements on or before the first day. If students do not meet the course requirements they may be denied credit. Students exceeding more than five absences will be denied credit.

ADOPTED: 11/20/72 REVISED: 4/17/89

SCHOOL DISTRICT OF WEST DE PERE CURRICULUM and POLICY MEETING West De Pere District Office-400 Reid St, Suite W January 10, 2023 7:30 a.m.

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

II. Curriculum items

• Student Success Course at the High School

Amy LaPierre, Director of Curriculum, reviewed the curriculum item

III. Review the following for Board adoption:

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

Reviewed for Adoption on 1/16/2023

IV. Review the following:

<u>First Reads:</u>

- 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)

Committee discussed recommended revisions Present for First Reading on 1/16/2023

- V. Next meeting date: February 2, 2023
- VI. Adjourn meeting 7:44 a.m.

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 PERE4218.01 cont'dSCHOOL 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

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. <u>ServSafe Certification (Can obtain after hired)</u>
- 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. <u>5.</u> Schedule maintenance on utility vehicles.
- 7.<u>6.</u> Follow traffic regulations when delivering food.
- 8...<u>7.</u>Work with the School Nutrition Coordinator as needed.
- 9. <u>8.</u>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.

<u>10.13.</u>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

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. <u>Emergency nursing services may include administration of stock epinephrine and stock naloxone.</u> 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 PERE5400.12ADMINISTRATION OF MEDICATIONS

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

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

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

MEMO

- TO: Dennis Krueger, Superintendent West De Pere School Board
- FROM: Amy LaPierre, Director of Curriculum Russ Gerke, West De Pere High School Principal

DATE: January 2, 2023

RE: Student Success Course - paired with Medical Terminology

In November, the Board approved the addition of a Medical Terminology as a course in the Health Career pathway as part of the Family and Consumer Science department, beginning in the 2023-24 school year. Medical Terminology will be transcribed with Bellin College for 2 credits. Based on our continued conversations with Bellin College, we request the addition of a paired course with Medical Terminology, Student Success, which would also be transcribed with Bellin College for 1 credit.

The Student Success course is designed to help students learn and improve skills and strategies that are essential to academic success. Topics may include professionalism, time management, study skills, note taking, test taking strategies, stress management, reading strategies, and paper writing, among others.

Pairing this course with the Medical Terminology course will allow our students interested in a career in health care to have the coursework and credits needed to accelerate their health career pathway while a student at West De Pere High School and beyond.

School District of West De Pere

Monitoring Report

Strategic Plan: 2021-26

Januar<mark>y 2023 - mid-year u</mark>pdate

Vision, Mission, a<mark>nd</mark> Core Elements

RECRUIT RETAIN DEVELOP STAFF

PRIORITIES

We prioritize strategies to recruit and retain all exceptional staff, as well as empower them to lead their learning oward enhanced professional

school Districe



CORE ELEMENTS

STUDENT ACHIEVEMENT

We strive to create environments that prioritize the needs of all students so that they can realize their own success. We understand that staff members are our most important conduit to assist students, our most valuable resource, to become successful.

STAFF CAPACITY

SUSTAINABLE PRACTICES

We focus on practices that promote long-term viability which influence success for all.



MISSION

The mission of the School District of West De Pere is to create a safe comprehensive educational and social environment for students and staff which will produce life-long learners with the capacity to succeed in the local and global community.

Priority 1

Practices and Pathways

We acknowledge the diverse needs of our students by emphasizing instructional practices that prioritize student needs, with a focus on diversified practices and pathways to student success and wellness.



Indicators

• 1.a Develop and implement equitable instructional practices that focus on the individual needs of our students **PRIORITIES**

	Actions	Additional Information	
•	All schools have "data review teams" that regularly look at student data trends and specific student needs based on the data.	First year using EduClimber as our data warehouse for student academic data	
•	Both of our elementary schools continue to work through the "Leading with Equity" process to help them examine and improve the equitable practices in their buildings.	Resource	
•	Our Academic and Career Planning curriculum allows students to investigate their interests and related academic options and includes meetings with parents.	83% of freshman parents attended freshmen conferences in fall of 2022. Junior conferences began in November and continue through the end of January with approximately 80% of conferences scheduled.	
•	Four interventionists (3 math and 1 reading) started working with students during the 2022-23 school year using ESSER funding to address student needs due to COVID learning gaps in these two areas. In addition, a Student Support Teacher began at the IS and MS to assist our most at-risk learners.	2022-23 and 2023-24 school years We continue to monitor growth and educational trends to plan and communicate	
•	Review, refine, and define better practices and processes related to classroom libraries and books used in curriculum.	In Fall of 2022, each grade level team at the MS did a deeper dive into their curriculum based book selections.	
•	Continue the curriculum work of reviewing and aligning to the new Wisconsin state standards for Math and English Language Arts, both of which have a tight focus on equity.	New ELA Standards New Math Standards	
•	MLSS (Multi-Level Systems of Support) Guidebook was created, vetted by administrative team, interventionists, and school psychologists.	MLSS Guidebook	
•	Elementary teachers meet in co-planning meetings regularly to create bi-weekly plans with specialists to re-evaluate best instructional practices	Example agenda from Westwood	
•	Each teacher creates an SLO (Student Learning Objective) as part of the Educator Effectiveness process that is focused on increasing the academic skills of specific students.	Our EE Coaches take approximately ² / ₃ of the staff for implementation and review, while the administrative team has the other 1/3	
•	A team of 13 individuals representing grades 4K-2 is participating in a 2 year Early Literacy Academy through CESA 6 to examine early literacy practices	Flier about Early Literacy Academy	

• 1.b Develop and implement physical, emotional, social, and mental wellness practices that allow students to develop into well adjusted individuals



Actions	Additional Information
• In partnership with Unity Hospice, we are continuing to provide grief support groups for MSI and HS students who have lost parents. This partnership is through a grant written by Unity Hospice, with no cost to our district.	Approximately 40 students have participated district-wide thus far in the 2022-23 school year
 Kindergarten Camp was offered during the summer of 2022 to allow kindergartners to more easily acclimate to a new school environment 	August 16 - 18, 2022. 111 students participated from HC and 65 students participated from WW, up 7 students total from the previous year.
 We are in year 2 of implementation of a consistent curriculum by our K-4 counseling team. 	K-4 Counseling
Clubs and activities are promoted for all students and new opportunities for students based on their interests are continually investigated.	All athletic opportunities and club/other activity opportunities for students are posted on each school's website. New this year at the MS: Science Club, Spanish Club, Drama Club and Tennis Club. New this year at the HS: DECA
• A variety of programs are in place that allow students to have an impact on other students through their mentorship and leadership, including Hope Squad and Senior Mentor Program	20 MS students were trained as members of Hope Squad. Hope Squad advisors were trained for the IS and HS. 108 HS students (54 freshmen and 54 seniors) participated in the Senior Mentor program.
• Our district is home to a therapy dog that is used to assist students and staff daily with mental wellness.	Fenton is located at the HS.
Use of Gaggle to help our counselors and administrators meet the more urgent mental health needs of our students.	More information about Gaggle uture needs while
Cultural awareness resources provided to teachers through our partnership with the Oneida Tribe via Title VI and YES programming.	Title VI program this year structured as two part-time positions rather than one full-time. YES position at MS filled after several years of being unfilled.
Partnership with Bellin Health to have Bellin therapists on site once per week to work with students.	A Bellin therapist is assigned to WW.
Partnership with Rawhide to provide mental health services to students	Services began in Sept.of 2022 at the MS
Advisory program at West De Pere Middle School is now a permanent part of the MS program.	Student:teacher ratio is approximately 14 students. All MS teachers are involved.
• Continuing a partnership with two other districts to offer Beacon, which is an opportunity for students with significant mental health needs to receive more intensive support	8 WDP students served this year
 Recess Rescuer Program at Hemlock Creek: fourth grade students act as peer mediators at recess. 	Students were trained over summer and are implementing their learning this school year for the first time.

• 1.c Create a learning culture that values the interests and passions of students in curricular and extracurricular settings



Actions	Additional Information
 A variety of events to involve the community and to reco encourage student interests have been offered, such as Fun Run, Soup for the Soul, Sting Cancer Walk, De Pere Day parade, band and choir concerts, National Honor Se drives, Numbers in November, Crayon Run 	Phantastic process
 Student choice in learning is promoted (process, produce environment) especially within our workshop focused classically within our workshop focus environment. 	
 Students are regularly recognized and celebrated throu district in a variety of ways, such as Phantastic Phantom the Month, Students of the Month, etc. 	
 Curriculum team meetings offer opportunities for teache additional course pathways to meet student needs and i 	
 Student leadership opportunities are available within ead 4th grade leadership development, Safety Cadets, Rece Rescuers, Student Council, Library Helpers, National Ho and Junior NHS, Senior Mentors, Hope Squad, etc. 	ss to phor Society
• A wide variety of courses are offered to high school stud are aligned to a variety of institutions of higher education technical colleges and 4-year colleges. Between AP and credit courses, there is an offering in every content area Physical Education for students to pursue higher educat and exposure.	n, both college except offered for credit from a technical college, 13 AP courses are offered, and 18 college credit courses are
 Investigating options for increasing the usage of the out at the Intermediate and Middle Schools, such as a fitnes surrounding the 5-8 campus and adding playground equ the Intermediate School 	s trail potential plans.
 Redesign of student playground and integration of new including a gaga pit, at Westwood Elementary 	equipment, What is a gaga pit?

success and wellness,

manner, 📂

Priority 2 *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.

Indicators

• 2.a Develop staff by providing meaningful, high-quality, and relevant professional learning



	Actions PRORITIES Additional Information	
•	Professional development for the administrative team this year encompassing a variety of topics.	Sept: Starving Negativity and Feeding Purpose Oct: Cross-Generational Communication Nov: PowerSchool Perform Dec: Unconscious Bias Jan: Data Feb: Emotionally Intelligent Leadership Mar: Inclusive Practices Apr: Mental Health
•	Supper and Strategies professional development offerings	22-23 Supper and Strategies
•	Early release professional development opportunities	 22-23 Early Release Schedule 22-23 Pupil Services Early Release Opportunities
•	Literacy and library media/instructional technology coaching is always available for teachers	This is incorporated into daily lesions plans. (see example)
•	The district supports the individual learning needs of various staff members and departments through conference attendance	Examples: Brainspring multi-sensory training, co-teaching training, project-based learning training
•	Increasing student inquiry in learning is a consistent professional development focus of the district across content areas and across all grades K-12	Additional PD for K-6 teachers on the Guided Inquiry Design framework took place in December.
•	A variety of professional development offerings were offered for staff during Summer 2022.	Menu of offerings 2022
•	Math training provided for all K-6 math teachers on new resource: Building Fact Fluency	Link to information about the BFF kits
•	A variety of book studies are taking place throughout the district, based on the needs and interests at that level	Example: <i>Shifting the Balance</i> at the elementary level
•	Training for support staff on how to best help students with special needs	Primarily facilitated by our special education staff
•	Professional development around ACT practice and performance at the High School with plans in place to assist staff over the next 3 months to increase student performance	Mini instructional sessions focusing on lexile level of the reading distributed in class and the quality/depth of the questions used on assessments

• 2.b Support a workplace culture that fosters engagement and promotes employee health, wellness, and relationships



Actions	Additional Information	
 Vendor experience for staff to engage in areas of interest related to health, wellness, and relationships 	2023 - List of Vendors	
Regular staff recognition (i.e. food, apparel, etc.) T E S	In addition to staff appreciation week, we regularly show appreciation for our staff both at the district and building level.	
• Fitness opportunities across the district with multiple options (pelotons, cross fit, weight rooms, etc.)	Staff Fitness Opportunities	
On site and near site clinics	Participation	
Annual health risk assessment We prioritize strategies to recruit and retain all exceptional staff, as well	503 Individuals Participated. This is consistent with previous participation rates.	
• Culture building activities held in each building. (For example, ice cream, mobile snack cart, trivia, miniature golf, exercise, or other contests/themes, and staff gatherings.)	Each building has in place a variet of practices that promote positive culture and relationships.	
Established a Wellness committee We acknowledge the diverse needs of our Students	understand our Health Insurance plan and aid in developing healthy	
Support staff evaluations were updated.	Updated evaluations provide for	
Supper and Strategies tices and pathways	One event this year will focus specifically on nutrition.	
to student responsition success and wellness, manner,	le	

• 2.c Attract and retain talented staff members through regionally competitive salary and benefits



Actions	Additional Information
Track: reasons staff come and/or leave	Summary Document
Maintain and establish committees to better understand salary and benefits	Establish a Health Insurance committee to generate understanding, be fiscally transparent, and help drive good healt care related decisions across the district. Continue to meet with both teacher and support staff groups.
Recognizing and supporting/promoting talent within We prioritize strategies to recruit and retain all	There are many examples of staff bein promoted and/or considered for promotion within the District.
 Posting of some jobs outside of WECAN to increase applicant pool 	This is ongoing and we utilize resource such as Indeed.
Health Insurance and Pharmacy change manced professional processes, organizational processes, and well-being.	Retain high quality healthcare and pharmacy while making a change in providers. In some cases, individuals will realize enhanced services.
of arterstice proc	Provide the following: -AWSA Aspiring Administrator membership & workshop attendance -Strengthsfinder exercise -shadowing opportunity -connections -professional resource development -project opportunities -mentoring
success and wellness, manner,	

Priority 3

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.

Indicators



• 3.a Monitor community and enrollment growth for future planning

	Actions	PRIORITIES	Additional Information
•	Continue to monitor current gro Roffers report.	wth and make comparisons to our	We are growing, however, not at the rate suggested in the 2022 Roffers report. As always, we also monitor individual grade level/classroom enrollment.
•	Continue participation on the Ci Planning Committee	ty of De Pere Comprehensive	2021-23 Link to current plan
•	and updates with regard to new	ties on vision for future development developments being constructed.	Ongoing conversations with Town of Lawrence representatives as well as individuals from De Pere take place in order to maintain awareness of subdivisions and planning.
•	Attend DOT (Department of Tra We acknowledge the diverse needs our Student by emphasizi	s and edu	commitment Fall DOT Hwy. 32 connector mtg.(the physical work should
	instructional pr tices that prior stude needs, with a on diversifie tices and p to stu success an	athways dent	and Ing Ing Iy

• 3.b Provide resources to meet the changing needs of students and the community



Actions	Additional Information
Upgrade facility furnishings/fixtures where needed.	Presently working on reconfiguring and updating: the WW office area and MS food service area. -Added a new serving salad bar and Phantom Perks at HS.
Provided Summer of 2022 bulk lunch program.	Through federal grant funding we were able to provide a comprehensive summer lunch program. We served approximately 93,847 lunches.
Provide resources for children in need. One example is the "Hanger". 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.	- The Hanger- is a room at the high school that has resources in it for students that may be coming from economically challenged families: backpacks, clothing, school supplies, toiletries, shoes, any product that we can find or need to support students can be found in The Hanger.
Providing events for families outside of the school day. the diverse needs of our Students by emphasizing instructional prac- tices that prioritize Student needs, with a focus on diversified prac- tices and pathways to students success and wellness	throughout the district for families to participate in. Examples include things like literacy nights, math nights, digital safety nights and other engaging opportunities for students and families.



Actions			Additional Information
 Reduce mil rate while maint \$7.95) 	taining long-term stat	pility (\$9.11 to	-This change not only forecasts long term stability, but also counters property valuation increases.
	PRIORI	TIES	Mill Rate History
Operate within budget	RECRU	UT. A	Budget
 Leverage dollars saved in the invest in facilities/maintenar 		strategically	We have or are planning on addressing the following: roofin MS chillers, WW office update, and MS kitchen remodel.
	JIA	rr v	Fall/winter 2021-22 Projects
Health Insurance change	to recruit and r exceptional staf as empower lead their le toward enhanced p practices, orga processes, and v	f, as well them to earning professional nizational	Moving to self-insured health care coverage, while maintainin previous benefits, should yield positive long-term effects on our costs in this area. *Due to WEA no longer offering such services we were forced to find an alternative provider.
Continued defeasement of a	debt planned	and ed	<u>Schedule</u>
 Utilize ESSER funds strateg 		trends	Examples of specific spending
to st	prac- oritize ent h a focus fied prac- pathways	future neel maintainin upgrad facilities programm in a fisca responsib manner.	g and li ng and ing lly le



Actions	Additional Information
Launched a WDP App	The app is intended to provide a convenient means for individuals to stay informed and/or connect with the district.
 Continue utilizing the District Newsletter, Facebook, School Messenger, building/program newsletters/updates, and shared drives for staff. 	This is ongoing and the content is constantly evolving. Examples include: Facebook Page District Newsletter
• Continue to nurture connections with organizations to provide experiences for students (i.e. Involvement in De Pere Chamber of Commerce, Greater Green Bay Area Chamber of Commerce, Optimists, Friends of Fallen Timbers, Rawhide, local businesses, etc.)	We deliberately nurture existing connections and continue to foster new connections as we seek opportunities for students.
Continued virtual Board Meeting option and posting Board meeting notices on the School District of West De Pere Facebook page	We monitor virtual participation and continue to offer it as an option to attend Board Meetings. Also, we not only post the agenda on the website, but also share the appropriate supporting documents the day prior to a Board Mtg.
We acknowledge the diverse needs of our Students by emphasizing instructional prac- tices that prioritize student needs, with a focus on diversified prac- tices and pathways to student success and wellness, manner,	



MEMO

TO: Board of Education

FROM: Dennis Krueger, Superintendent

SUBJECT: Determination of regular and special education open enrollment available spaces for the 2023-2024 school year.

DATE: January 4, 2023

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 <u>no regular</u> <u>education spaces in grades 4K, K, 1.2.3,4,5,6,7,8,9,10,11,12 for open enrollment</u> <u>applicants and no special education spaces available per program or services for</u> <u>open enrollment applicants</u> 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,

Dennis Krueger Superintendent



School District of West De Pere

A Vision of Pride and Excellence

Board Update

January 2023

HC 3rd Graders Making a Difference

Hemlock Creek 3rd graders and their teachers made 6 tie blankets and donated 30 sets of sheets and 10 pillows to Sleep in Heavenly Peace, which provides beds and bedding to children in need.



4K Students Hit the Lanes 4K students took a field trip to Ashwaubenon Lanes for a fun day of bowling and pizza!



IS 6th Grade French Students



The students put on a play called *Les Trois Ours* (Goldilocks and the Three Bears) for their families. The play was done completely in French.

MS Pep Assembly

In December the middle school had their annual Spirit Week. Students participated in themed days and concluded the week with an all school pep assembly.





HC Students do Cosmic Bowling

Students wrapped up a bowling unit in PE with cosmic bowling. The students had a great time!



IS S.T.E.M. Class

Students in S.T.E.M. classes got to use KEVA Planks, which are cuboid wooden blocks. Each block is sized approximately 1/4 inch x 3/4 inch x 4 1/2 inches.They are a



teaching tool that can be used as a manipulator. The students used them to design snowflakes.

HC Fun Student Learning Activities



Recently, Hemlock Creek second graders utilized green screen creations to showcase their writing, while kindergartners worked with BreakoutEDU challenges using BeeBots to learn to code.

Golden Apple Nominees

The nominees for the Golden Apple Award were recently released by the Greater Green Bay Chamber. Thirty three individual West De Pere teachers and one West De Pere team of teachers were nominated. The Golden Awards award banguet is scheduled for April 19, 2023.

<u>Herb Kohl Teacher Fellowship</u> State Finalists announced

We have been notified that two of our teachers have advanced to the next round of consideration for the Herb Kohl Teacher Fellowship. Our two state finalists are Melanie Clarke (math teacher at the high school) and Tara Kempen (literacy coach at Westwood). Congratulations Melanie and Tara! Herb Kohl Teacher Fellowship recipients will be announced in March.





HS Wrestling

The Boys High School Wrestling Team placed 4th as a team at the Green Bay United Scramble. Great job team!



HS Dance Team

The High School Dance Team placed first in both Pom and Kick at a competition at Freedom High. Congratulations ladies!



IS 6th Grade S.T.E.M. Class

6th grade STEM students began their Robotics unit. They will work to assemble and code their LEGO robots to be able to go through a maze.



Baseball Camp

The West De Pere baseball program is putting on throw, hit, and run camps for 3rd-8th graders.

Three camps will be run by several of the High School Boys Baseball Coaches in the months of January and February. The camps will be held in the High School indoor athletic facility.



Upcoming Events

 January 26- Hemlock Creek Literacy Night at 6-7:30 pm

