

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
West De Pere High School Auditorium-665 Grant Street
October 19, 2022
5:50 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 September 21, 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:
 - 3260 Sale and Disposal of Obsolete Books, Equipment, and Supplies
 - 3260 (E) Disposal of Surplus, Unserviceable, or Obsolete Books, Equipment and Supplies
 - 4114 Medical Examination, T.B. Test, and Pre-Employment Drug Testing (Reviewed-no changes)
 - 4236 Clerical Aide-Phantom Knight Charter School
- X. New Business
 - A. Finance Committee Report
 - B. Curriculum and Policy Committee Report and First Readings
 - 1311 Political Activities
 - 4219 Maintenance Staff
 - 5113 (R) Student Attendance and Truancy Administrative Procedures
 - C. Summer School Update
 - D. School Nutrition Information
 - E. Consider Out of Country Field Trip
 - F. Consider Tax Levy Certification
 - G. Consider Replacement of Chillers at the Middle School
 - H. Consider 2022-2023 School Resource Officer Program Agreement with the De Pere Police Department
 - I. Consider Request for Hiring of an Additional Speech and Language Pathologist for the 22-23 school year
 - J. Consider Memo Regarding School Nutrition Position Change
 - K. Consider Staffing Items
 - L. Considering Changing April Board Meeting Date
- XI. Reports and Communication
- XII. Adjourn meeting

NOTICE-

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

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

Join Zoom Meeting: <https://zoom.us/j/91628977093?pwd=K3NsUlg4RWhlZG1YM2NKcW5RQkwxQT09>

By Phone: 312-626-6799

Meeting Id: 91628977093

Passcode:048612

SCHOOL DISTRICT OF WEST DE PERE
REGULAR BOARD MEETING
WEST DE PERE DISTRICT OFFICE
September 21, 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 Joe Bergner and seconded by Barb Van Deurzen 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.

Tara Czachor[1584 Park Haven De Pere] Stated that she wants the board meeting packet of information prior to the meeting she so can review it.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel that the August 17, 2022 regular meeting minutes be approved as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barb Van Deurzen and seconded by Scott Borley 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 Scott Borley that previously paid bills to Vos Electric, VDH Electric, and Best Built be approved. Motion carried. 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 Ryan Van Den Heuvel and seconded by Joe Bergner to adopt the following policies as previously presented:

- 5009 Foreign Exchange Students (Reviewed-no changes)
 - 5009 (E) Foreign Exchange Students Enrollment Form (Reviewed-no changes)
 - 5009 (R) Foreign Exchange Students Procedures
 - 5110 Fulltime Students
- 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 September 15, 2022 Curriculum and Policy Committee report.

It was moved by Joe Bergner and seconded by Ryan Van Den Heuvel to approve the Health Insurance/Pharmacy Benefit recommendation as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barb Van Deurzen and seconded by Ryan Van Den Heuvel to approve the Cleaning Contract and Memo as presented. Voting Yes: 5 Voting No: 0 Motion carried.

School Nutrition Coordinator, Jennifer Tilot, shared with the Board an overview of the state requirements for school lunches. Discussion ensued. The Board asked for an update and further information at their next regular meeting in October.

It was moved by Joe Bergner and seconded by Barb Van Deurzen to approve the graduation/promotion dates for the High School, Middle School, and Phantom Knight Charter School as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barb Van Deurzen and seconded by Joe Bergner to approve the agenda for the October 19, 2022 Annual Meeting as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Ryan Van Den Heuvel and seconded by Scott Borley to approve the hiring of an additional EL (English Learner) Aide as presented. Voting Yes: 5 Voting No: 0 Motion carried.

It was moved by Barb Van Deurzen and seconded by Ryan Van Den Heuvel to approve the hiring of an additional Educational Interpreter 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 Joe Bergner and seconded by Ryan Van Den Heuvel at 6:45 PM that the meeting be adjourned. Voting Yes: 5 Voting No: 0 Motion carried.

Barbara Van Deurzen
Clerk

**SALE AND DISPOSAL OF OBSOLETE BOOKS, FURNITURE AND EQUIPMENT
AND SUPPLIES**

The Superintendent or designee shall be authorized to set procedures for disposal of obsolete books, furniture and equipment and supplies. All sales of obsolete equipment and supplies shall be reported to the Board. A reasonable price will be sought. Any items that are sold for over \$1,000 will be reported to the Board annually. The Business Manager will have authority to approve all other transactions.

CROSS REFERENCE: Governmental Accounting Standards Board (GASB) Statement 34

ADOPTED: 11/20/72

REVISED: 10/20/03, 11/15/04, 12/20/04

SCHOOL DISTRICT OF WEST DE PERE 3260 (E)
DISPOSAL OF SURPLUS, UNSERVICEABLE, OR OBSOLETE BOOKS,

FURNITURE AND EQUIPMENT AND SUPPLIES

INSTRUCTIONAL MATERIAL (Textbooks, workbooks, library books, manuals, support materials, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses:
[attach page(s) if needed]

Reason(s) for disposal:	CHECK
Concepts or content that do not support the current goals of the curriculum	_____
Non-current materials	_____
Worn out unsalvageable	_____

Method of disposal:

If sold, the proposed method of sale is:

Direct sale _____ Sealed bid _____ Advertised sale _____ Other _____

FURNITURE OR EQUIPMENT (Non-instructional property to include equipment and supplies from the functions of co-curriculum, custodial, food service, clerical, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses: [attach page(s) if needed]

Reason(s) for disposal:	CHECK
Repair parts no longer available	_____
Work or unsalvageable	_____
Obsolete and/or no longer in service	_____
Creates a safety or environmental hazard	_____

Method of disposal: _____

If sold, the proposed method of sale is:

Direct sale _____ Sealed bid _____ Advertised sale _____ Other _____

In no case shall property be disposed of without the explicit approval of the Superintendent or designee.

Requestor: _____
Signature Date

Supervising Administrator: _____
Signature Date

Business Manager: _____
Signature Date

ADOPTED: 12/04

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

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

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

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

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

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

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

ADOPTED: 4/8/68

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

REVIEWED 7/13/99

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

CLERICAL AIDE SECRETARY - PHANTOM KNIGHT SCHOOL OF OPPORTUNITY

QUALIFICATIONS:

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

REPORTS TO: Principal or Designee

JOB GOAL: To provide support necessary to help the school 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. Assist in taking action authorized in the absence of the Advisors or school administration and use initiative judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize effect or employer's absence.
4. Assist in the operation of the Phantom Knight School in a professional efficient manner.
5. Assist in relieving the building administration or advisors of various routine administrative details.
6. Assist the Administration or Advisors in maintaining a safe and secure building atmosphere for all staff and students.
7. Assist in the responsibility for all Phantom Knight School reports to be sent to the District Office.
8. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and superior to discuss situation or problems.
9. Perform secretarial tasks as assigned by building administration, including the processing of correspondence, memos, forms, reports, evaluations, etc.

CLERICAL-AIDE SECRETARY - PHANTOM KNIGHT SCHOOL OF OPPORTUNITY

10. Assist in community communications including the processing of the monthly newsletter to parents: compile information from staff, process, duplicate and distribute to students. (Monthly calendar with lunch menu, athletic events, trips, concerts, in-services, etc.), assisting the Board of Directors with meeting minutes and mailings.
11. Maintain all student records and data, including the processing of computer/file, student schedules, attendance and discipline records, maintain changes of demographic information and student schedule files during the year.
12. Assist in maintaining school/staff/student data with district approved software programs.
13. Assist in the processing of Academic Student Progress (three times per year), including the attendance and credit accumulation reports.
14. Process confidential letters, schedules, reports and forms, etc. For the Advisors, and/or administration.
15. Assist in maintaining the Phantom Knight school year calendar for all activities.
16. Responsible for the dispensing of medication as prescribed by physicians to students and being able to deal with general first aid needs of students, in lieu of a school nurse.
17. Answer phone and relay messages to students or staff. (voicemail when possible).
18. Receive and assist visitors in the school.
19. Assist in the organization of the Phantom Knight School "Welcome Back Picnic", Community Presentations, Senior Presentation Night and Special Dinner events.
20. Assist in the Graduation process.
21. Assist with all outgoing mail- postage and deliver to post office daily and the processing of all incoming mail, intra-district mail, etc., and assist in maintaining the postage meter and bulk mailings.
22. Assist in procuring substitute teachers as assigned.
23. Ability to navigate and publish social media platforms.
24. Assist in transporting students.
25. Maintain professional competence through staff development activities provided by the District and in compliance with Wisconsin law.
26. Perform other duties as assigned or as judgment or necessity dictates.

TERMS OF EMPLOYMENT: Part-time (11 months). Hours established as per administrative guidelines. Salary established as per schedule.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Administrator.

CROSS REFERENCE: Support Staff Personnel Handbook

ADOPTED: 3/20/12

REVISED: 8/21/18

SCHOOL DISTRICT OF WEST DE PERE
CURRICULUM and POLICY MEETING
West De Pere District Office-400 Reid St, Suite W
October 13, 2022
7:30 a.m.

- I. Call meeting to order - 7:30 a.m.
- II. Curriculum items -None were presented
- III. Review the following for Board adoption:
- 3260 Sale and Disposal of Obsolete Books, Equipment, and Supplies
 - 3260 (E) Disposal of Surplus, Unserviceable, or Obsolete Books
 - 4114 Medical Examination, T. B. Test, and Pre-Employment Drug Testing (Reviewed-no changes)
 - 4236 Clerical Aide- Phantom Knight Charter School

Reviewed for **Adoption** on 10/19/2022

- IV. Review the following:

First Reads:

- 1311 Political Activities
- 4219 Maintenance Staff
- 5113 (R) Student Attendance and Truancy Administrative Procedures

Committee discussed recommended revisions Present for **First Reading** on 10/19/2022

- V. Next meeting date: November 10, 2022

- VI. Adjourn meeting - 7:54 a.m.

SCHOOL DISTRICT OF WEST DE PERE
POLITICAL ACTIVITIES

1311

Partisan political activities of employees within the school day are sanctioned so long as they satisfy at least the following criteria:

1. — There is no conflict of interest on the part of the employee or employees involved.
2. — The professional relationship of the teacher with the learner is not damaged.
3. — The code of ethics of the employee group is not violated.
4. — No clear and present danger to the school system itself is evidenced.

The Board of Education acknowledges the right of its employees and Board of Education members to engage in political activity not in violation of local, state, or federal law. The Board also recognizes that school time and school property shall not be used for partisan political purposes. The following is a non-exhaustive list of activities prohibited by this policy. Any employee or member of the Board of Education may not:

- Participate in political activities during the hours of employment;
- Use his or her position within the school(s) to further a political cause;
- Engage in any activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school/district;
- Suggest in any manner that the school supports or opposes a candidate for election to any office;
- Use district resources to support or oppose a political issue or a candidate for public office or political party; or
- Distribute campaign material to any student during school hours, unless such distribution is in furtherance of the objectives of curriculum.

These restrictions are not intended to limit the rights of employees and Board of Education members to support or oppose any political candidate, party, or issue on their own time. Instead they are intended to minimize distractions from instruction; assure that no public funds are used to support any candidate for public office; and assure that the public is not given the false impression that our school supports or opposes any political candidate or party. Employees and Board of Education members who engage in political activities on their own time must make clear that their views and actions represent their individual positions and do not represent the views of the District. The Board encourages employees to exercise full rights of citizenship in the community during off-duty hours.

This Policy is not intended to restrict when space is available, a candidates' or a political group's use of school facilities as permitted by School Board Policy and Guidelines regarding the use of school facilities.

ADOPTED: 4/21/88

REVIEWED: 4/98, 4/11

SCHOOL DISTRICT OF WEST DE PERE
MAINTENANCE STAFF

4219

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. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal and ~~Maintenance Manager/Director of Buildings and~~ Grounds Maintenance Coordinator. Maintenance 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 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. Identify and initiate the repair, maintenance and/or remodeling of buildings, furniture, and 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 maintenance 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 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.

TERMS OF EMPLOYMENT: 12 months. Compensation and other working conditions will be delineated in the employee handbook.

EVALUATION: Performance to be evaluated a minimum of once every three years by the Principal and/or ~~School Business Manager~~ Building Grounds Maintenance Coordinator

ADOPTED:12/9/69

REVISED: 6/15/83, 2/17/94, 10/18/01, 6/17/02, 7/15/02, 1/11/21

SCHOOL DISTRICT OF WEST DE PERE
STUDENT ATTENDANCE AND TRUANCY
ADMINISTRATIVE PROCEDURES

5113 (R)

ATTENDANCE AND EXCUSES

A. Procedures:

1. Attendance will be taken each period in grades 6-12. Beginning in the 2021-2022 school year attendance will be taken each period in grades 7-12. The absence will be recorded in the attendance office for each period. At the elementary level, attendance will be taken daily, a.m. and p.m., with absences being recorded in the office and reported to the principal.
2. Each secondary school and teacher will prepare and keep a listing of all absences for each class period.
3. Upon returning to school following an absence, students are required to present a written explanation of their absence from their parent or guardian. Phone calls from parents/guardians will also be accepted within a reasonable amount of time, as defined by each building site.
4. A letter regarding a student's absence is to be sent to the parents or guardians after ten (10) days of accumulated absence (discretion should be used by the principal in cases where they are aware that the student has been under a doctor's treatment, in quarantine restrictions or other relevant medical circumstances).
5. Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in as they were absent.
6. State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Students who are truant will be required to make up all work missed, including examinations.
7. After three consecutive weeks of being absent without showing intent of returning, the student will be exited as of the date of the first day of the consecutive absences.

SCHOOL DISTRICT OF WEST DE PERE 5113 (R) cont'd
STUDENT ATTENDANCE AND TRUANCY
ADMINISTRATIVE PROCEDURES

B. Consequences: Truancy

1. For All Incidents of Truancy

- a) Parents or guardians are notified by phone as soon as truancy is determined, and directed to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be delegated to office staff. A written record will be maintained for phone contacts related to truancy.
- b) At grades 6-12, the student may be assigned detention in an amount as determined at each building site. Beginning in the 2021-2022 school year attendance will be taken each period in grades 7-12.

2. Third Incident of Truancy

- a) A referral will be made to the child's school counselor to:
 - i) Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.
 - ii) Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social/emotional problems may be a cause of the child's truancy, and, if so, make appropriate referrals and/or recommendations.
- b) The attendance officer will send a letter to the parent or guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law and the district's open enrollment policy regarding open enrollment. The parent or guardian will be encouraged to come in for a meeting to discuss the student's welfare.

3. Fifth Incident of Truancy

- a) The attendance officer will send a letter by first class mail to the parent or guardian. The notice shall say:
 - i) A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
 - ii) A statement of the parent's or guardian's responsibility, under s. 118.15 (1.) (a), to cause the child to attend school regularly.
 - iii) A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s. 118.15 (3)(c).

SCHOOL DISTRICT OF WEST DE PERE 5113 (R) cont'd
STUDENT ATTENDANCE AND TRUANCY
ADMINISTRATIVE PROCEDURES

- iv) A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include:
 - The name of the school personnel with whom the parent or guardian should meet;
 - The date and time of the meeting;
 - The name, address and telephone number of a person to contact to arrange a different date, time, or place.
- v) S.118.16(2)(cg)4. A statement of the penalties, under s.118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s.118.15(1)(a) and (am).
- vi) A statement detailing how and where the parent or guardian may view the pupil's attendance record.
- vii) A statement notifying the parent or guardian that habitual truancy may affect the status of an open enrolled student.
- viii) The attendance officer will send a letter by first class mail to the parent or guardian. The notice shall say:
 - i) A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
 - ii) A statement of the parent's or guardian's responsibility, under s. 118.15 (1.)(a), to cause the child to attend school regularly.
 - iii) A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s.1118.15 (3)(c).
- b) A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
 - i) Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
 - ii) Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
 - iii) Referred the child to the building's Student Assistance Team (SAT) to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The SAT shall maintain documentation regarding its findings/recommendations and review them with the building principal/designee.

SCHOOL DISTRICT OF WEST DE PERE 5113 (R) cont'd
STUDENT ATTENDANCE AND TRUANCY
ADMINISTRATIVE PROCEDURES

4. Following receipt of evidence that the above activities have been met, the school attendance officer may file information on any child who continues to be truant with the court assigned to exercise jurisdiction under Chap.48 in accordance with s.48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent or guardian under S.118.15(5) and S.938.342.
5. Every Tenth Incident of Truancy
 - a.) One every tenth incident of truancy (e.g., 10,20,30, etc.) a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent or guardian of the student.

ADOPTED: 11/16/89

REVISED: 5/20/99, 3/16/11, 9/23/15, 9/17/2020

School District of West DePere Summer School 2022



The School District of West De Pere's Summer School program offered students in grades K-12 the opportunity to participate in 65 different classes between all schools this past summer. 938 students participated in at least one class (most attending two classes) each day during the 15 days of classes, June 8-28. Numerous other programs were offered in July and August as well throughout the district that brought that total number of students up to just over 1800 in some capacity of offerings K-12. Along with the assistance of our food service staff, all students were able to have breakfast in their first session.

Many of the June session classes were offered at 8:00 AM and 10:00 AM to give students more access to some of our favorite classes that allowed students to learn in a creative environment. Students built with legos, designed pottery, learned spanish, read numerous books, created many art projects, developed strategy and communication skills over games and even spent time in space! We learned how to play guitar, were physically active, designed jewelry, made lots of delicious treats, explored science and increased our reading and math skills! We were BUSY! As summer progressed we also prepped for Kindergarten and continued to soar through summer with our reading and math!



West De Pere High School students had the opportunity to participate in AP or College prep classes with our high school staff. These classes included AP US & World History, physical education for credit as well as driver's education, acellus for credit recovery and conditioning and weight training.

Overall, the WDP Summer School was very successful. For the first time ever, we eliminate MANY course fees making courses accessible to more students. We were able to navigate through and collect 96 FTE's. This is up from the previous year (79 FTE's). Our goal for next year is to expand our opportunities and increase our FTE's (100+)!

Timeline of Important Dates For Summer School 2023

(Dates and offerings subject to change)

- March 1 - Draft of Summer School Booklet to District Office
- March 15 - Board Meeting (Summer School Booklet pending Board approval)
- March 29 - Summer School Booklet released online (two weeks prior to registration)
- April 5 - 19 - Online registration window
- April 25 - 29 - Interviews of High School Student applicants
- April 26 - May 3 - **Potential** limited course offerings registration window
- May 17 - 31 - Kindergarten Camp online registration window
- June 7 - Wednesday, Summer School begins
- June 27 - Tuesday, Summer School ends for most of the offerings
- August 15 - 17 - Kindergarten Camp
- October 1 - The last day that Summer School Report needs to be filed to DPI

All dates and offerings are subject to change pending Board approval and need of students.



WEST DE PERE

SCHOOL NUTRITION

OCTOBER 2022-High School Lunch

West De Pere Grill & Phantastic Favorites

This Institution is an Equal Opportunity Provider

Monday

West De Pere Grill Entrée: 3
Italian Flatbread w/ Dipping Sauce
Phantastic Favorites Entrée:
Sloppy Joe Stackers
Sides:
Salad Bar
Steamed Carrots
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 10
Walking Taco w/ Toppings
Phantastic Favorites Entrée:
Toasted Cheese w/ Tomato Soup
Sides:
Hashbrown Cubes w/ Ketchup
Steamed Green Beans
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 7
Nacho Supreme w/ Sour Cream
Phantastic Favorites Entrée:
Hot Ham & Cheese on a Bun
Sides:
Salad Bar
Steamed Carrots
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 24
Mozzarella Sticks w/ Marinara Dip
Phantastic Favorites Entrée:
Chicken Alfredo w/ Roll
Sides:
Tri Tater w/ Ketchup
Salad Bar
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 31
French Bread Pizza w/ Dipping Sauce
Phantastic Favorites Entrée:
Sloppy Joe on a Bun
Sides:
Potato Smiles w/ Ketchup
Steamed Green Beans
Assorted Fruit & Vegetable Stations

Tuesday

West De Pere Grill Entrée: 4
Cheeseburger on a Bun
Phantastic Favorites Entrée:
Lasagna Roll Up w/ Garlic Toast
Sides:
Baked Fry Choice w/ Ketchup
Steamed Broccoli
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 11
Orange Chicken w/ Breadstick
Phantastic Favorites Entrée:
Buffalo Chicken Pizza Slice
Sides:
Steamed Broccoli & Salad Bar
Fortune Cookie
Assorted Fruit & Vegetables

West De Pere Grill Entrée: 18
Chicken Sandwich
Phantastic Favorites Entrée:
Cooks Choice Entree
Sides:
Crispy Fries w/ Ketchup
Steamed Broccoli
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 25
West De Pere Wild Wings
(4 Flavors to Choose From)
Sides:
Potato Wedges w/ Ketchup
Steamed Broccoli
Graham Choice
Assorted Fruit & Vegetable Stations

Wednesday

West De Pere Grill Entrée: 5
Papa John's
Phantastic Favorites Entrée:
Papa John's
Sides:
Steamed Corn & Salad Bar
Assorted Fruit & Vegetables
WG Cookie

West De Pere Grill Entrée: 12
Papa John's
Phantastic Favorites Entrée:
Papa John's
Sides:
Steamed Corn & Salad Bar
Assorted Fruit & Vegetables
Ice Cream Cup

West De Pere Grill Entrée: 19
Papa John's
Phantastic Favorites Entrée:
Papa John's
Sides:
Steamed Corn & Salad Bar
Assorted Fruit & Vegetables
WG Cookie

West De Pere Grill Entrée: 26
Papa John's
Phantastic Favorites Entrée:
Papa John's
Sides:
Steamed Corn & Salad Bar
Assorted Fruit & Vegetables
Ice Cream Cup

Thursday

West De Pere Grill Entrée: 6
Crispy Chicken Tenders w/ Dip
Phantastic Favorites Entrée:
BBQ Rib Sandwich
Sides:
Mashed Potatos and Gravy
Steamed Green Beans
Dinner Roll
Assorted Fruit & Vegetable Stations

West De Pere Grill Entrée: 13
Crispitos w/ Sour Cream
Phantastic Favorites Entrée:
Breakfast Bagel Sandwich
Sides:
Potato Wedges w/ Ketchup
Baked Beans
Assorted Fruit & Vegetables

No Lunch Today 20

West De Pere Grill Entrée: 27
Mini Corn Dogs
Phantastic Favorites Entrée:
French Toast Sandwich
Sides:
Twisted Fries w/ Ketchup
Steamed Carrots
Assorted Fruit & Vegetable Stations

Friday

No Lunch Today 7

FOOD TRUCK FRIDAY: 14
Phantom or Salisbury Steak Bowl
Popcorn Chicken OR Salisbury Steak
over Mashed Potatos & Corn w/ Gravy
and Homemade Bread Slice
Sides:
Assorted Fruit & Salad Bar

No School Today 21

FOOD TRUCK FRIDAY: 28
Loaded Burrito Bowl
Or
Sweet & Spicy Meatballs w/ Noodles
Sides:
Cinnamon Bun
Salad Bar
Assorted Fruit & Vegetables



1% and Skim Milk Offered with all Meals
Lunch Items are Whole Grain Rich
Menu Subject to Change Based on Product Availability
Questions about the menu please contact Jennifer at 920-337-1393 EXT: 8045
Questions about free and reduced meals please contact Diane at 920-337-1393 EXT: 8023

**OCTOBER 2022-High School Lunch
Café West-Phantom Perks-Fresh Favorites**

This Institution is an Equal Opportunity Provider

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Café West: Sub Sandwich Meal 3 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 4 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 5 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 6 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>No Lunch Today</p>
<p>Café West: Sub Sandwich Meal 10 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 11 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 12 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 13 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>	<p>Café West: Sub Sandwich Meal 14 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Salad Meal</p>
<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 17 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 18 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West: PBJ Meal 19</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Favorites: Build Your Own Salad or Sub Meal</p>	<p>No Lunch Today</p>	<p>No School Today</p>
<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 24 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 25 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 26 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West/ Fresh Favorites: Build Your Own Salad or Sub Meal 27 PBJ Meal</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal</p>	<p>Café West: PBJ Meal 28</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Favorites: Build Your Own Salad or Sub Meal</p>
<p>Café West: PBJ Meal 31</p> <p>Phantom Perks: Yogurt Bowl Meal Tortilla Wrap Meal Fresh Favorites: Build Your Own Salad or Sub Meal</p>				

**Fresh Favorites Line Will Begin on October 17th Pending Delivery of Equipment
This Lunch Option is a Build Your Own Salad or Sub Meal**

1% and Skim Milk Offered with all Meals
Lunch Items are Whole Grain Rich
Menu Subject to Change Based on Product Availability
Questions about the menu please contact Jennifer at 920-337-1393 EXT: 8045
Questions about free and reduced meals please contact Diane at 920-337-1393 EXT: 8023

***Link to other menus**

Elementary School Meals



Intermediate School Meals



Middle School Meals



High School Meals





HS Salad Bar

WEST DE PERE

SCHOOL NUTRITION

Middle School Improvements

WEST DE PERE
SCHOOL NUTRITION



Bulk Purchase Pricing with 5 other Districts/Vendors



Audit Information

SCHOOL NUTRITION

Lunch Meal Pattern 2022-23

Meal Pattern Component	Grades K-5	Grades 6-8	Grades K-8	Grades 9-12
Fruits (cups) ^{a c}	Weekly: 2 ½ cups Daily: ½ cup			Weekly: 5 cups Daily: 1 cup
Vegetables (cups) ^{a c d}	Weekly: 3 ¾ cups Daily: ¾ cup			Weekly: 5 cups Daily: 1 cup
Dark green ^e	½ cup			½ cup
Red/Orange ^e	¾ cup			1 ¾ cup
Beans and peas ^e (legumes)	½ cup			½ cup
Starchy	½ cup			½ cup
Other ^e	½ cup			¾ cup
Additional Vegetables to Reach Total ^f	1 cup			1 ½ cups
Grains (oz eq) ^{b g}	Weekly: ≥8oz eq Daily: 1 oz eq			Weekly: ≥10oz eq Daily: 2 oz eq
Meats/Meat Alternates (oz eq) ^b	Weekly: ≥8oz eq Daily: 1 oz eq	Weekly: ≥9oz eq Daily: 1 oz eq		Weekly: ≥10oz eq Daily: 2 oz eq
Fluid milk (cups) ^h	1 cup daily for all age-grade groups			
Other Specifications: Daily Amount Based on the Average for a 5-Day Week				
Min-max calories (kcal) ^{i j}	550-650	600-700	600-650	750-850
Saturated fat (% of total calories) ⁱ	<10			
Sodium Target 1 (mg) ^k	≤1,230	≤1,360	<1,230	≤1,420
Trans fat ^l	0 grams/serving			

- a. Minimum creditable serving for fruits and vegetables is 1/8 cup.
- b. Minimum creditable serving for grains and meat/meat alternates is 0.25 ounce equivalents (oz eq).
- c. Dried fruit credit double their volume (e.g. ½ cup of dried fruit credits as 1/2 cup of fruit); No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength juice.
- d. Leafy green vegetables credit half their volume (e.g. 1.0 cup of leafy greens credits as 1/2 cup of vegetables).
- e. The "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups.
- f. Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- g. 80% of grains offered over the week must be whole grain-rich.
- h. All fluid milk must be low-fat (1 percent fat or less, unflavored or flavored) or fat-free (unflavored or flavored).
- i. The average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
- j. Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium.
- k. Sodium Target 1 (shown) is effective through SY 2022-2023.
- l. Food products and ingredients must contain zero grams of trans fat (less than 0.5 grams) per serving.



This institution is an equal opportunity provider.

June 2022

West De Pere School Nutrition Contact Information and Website

Jennifer Tilot, School Nutrition Coordinator Email: jtilot@wdpsd.com or
visit <https://www.wdpsd.com/district/school-nutrition.cfm>

Department of Public Instruction Contact Information

DPI Contact- Brittany Zerbe, Public Health Nutritionist Wisconsin DPI
Phone: (608) 266-5185 Email: Brittany.Zerbe@dpi.wi.gov

Federal Representative Contact Information

Senator Andre Jacque

Congressman Mike Gallagher

Senator Robert Cowles

Phone: (608) 266-3512

Phone: (920) 301-4500

Phone: (608) 266-0484

Email: Sen.Jacque@legis.wisconsin.gov

Email: Gallagher.house.gov

Email: Sen.Cowles@legis.wisconsin.gov

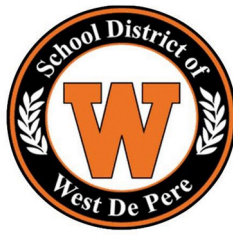
Memorandum

To: Mr. Krueger, Superintendent & Board of Education
CC: Dr. Gerke, High School Principal
From: Scott Eggart, High School Associate Principal & Activities Director
Date: 9/29/2022
Re: Notification of 2024 French Trip

Ms. Gutschow has proposed a 10 day trip to France during Spring Break 2024 (March 21-3, 2024). This would be in their regular rotation for the trip (they canceled in 2021 due to Covid).

The trip will be planned by Language and Friendship and would include the students staying with a French family, attending a French high for a portion of the stay and touring Paris as a group.

The cost of the trip will be approximately \$4200 per student.



MEMO

TO: West De Pere Board of Education

FROM: Dawn Laboy, Business Manager

SUBJECT: Motion for certifying the tax levy

DATE: 10/14/2022

Consider Tax Levy Certification

Administration recommends certifying a tax levy of \$22,642,588 for the 2022-2023 fiscal year. Such levy brings the mill rate to \$7.95 per \$1,000 of equalized home value.

The projected rate at the Annual Meeting was \$7.95 and the 2021-2022 rate was \$9.11.

Upon certifying the tax levy, the 2022-2023 budget will be \$45,576,752.61.

Thank you for your consideration.

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: Dennis Krueger, Superintendent

FROM: Amy Schuh, Director of Student Services

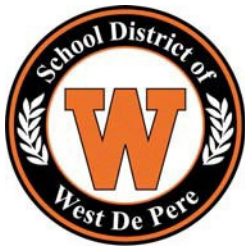
DATE: October 12, 2022

RE: Request for additional Speech and Language Pathologist

The purpose of this memo is to seek approval to add a 0.6 FTE Speech and Language Pathologist (SLP) for the remainder of the 2022-2023 school year. I am concerned about the extremely high caseloads for our SLPs. Our SLPs currently have caseloads between 30 and 50 students per therapist. Normally they begin the school year with caseloads closer to 30 and 35. During any given school year, several students will initially qualify for services or move into the district with existing IEPs requiring speech therapy, adding numbers to already high caseloads.

I have gathered information from Brown County school districts regarding staffing in the area of SLPs. The average staffing ratio in Brown County Schools is one SLP to every 40 students identified as having a disability. The School District of West De Pere has the highest staffing ratio in the area at one SLP to every 103 students identified as having a disability. With high student to SLP ratios, it is difficult to maintain high quality services while meeting the services listed in the students IEPs.

Thank you for considering.



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: October 10, 2022
Subject: MS School Nutrition Supervisor 2 position

The School Nutrition area currently has a School Nutrition Supervisor 1 open at the Middle School. Administration would like to move this position to a School Nutrition Supervisor 2 position. This will allow us to have a production kitchen at the Middle School which will enhance the school nutrition program at the Middle School.

Thank you for your consideration.

A VISION OF PRIDE AND EXCELLENCE

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



MEMO

TO: West De Pere Board of Education

FROM: Dennis Krueger, Superintendent

SUBJECT: April Board Meeting Date

DATE: 10/10/2022

Please consider changing the April Board meeting date from Wednesday, April 19th to Monday, April 17th. The Golden Apple Banquet has recently been scheduled for April 19th.

Thank you,

Dennis Krueger
Superintendent



School District of West De Pere

A Vision of Pride and Excellence

Board Update

October 2022

Niche Rankings for WDP

The High School ranked 23rd in the state; The District is ranked #19 in the state. Both the High School and the District are ranked highest in Brown County.



Dig Pink - Volleyball Fundraiser

At their matches on October 4th the High School Volleyball teams donned pink to help raise funds to support breast cancer research. They raised \$1,359, and US Bank of America graciously tripled it! Making the total amount raised \$4,078.



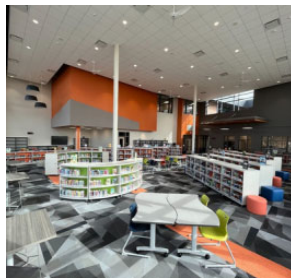
Hemlock Creek Safety Cadets

Fourth grade safety cadets assist the kindergarten and first grade students as they enter the building to begin their day.



Intermediate School Library Assistants

The Intermediate School is bringing back its Student Library Assistant Program again this year. Student library assistants help with a variety of library tasks. 80 students applied for the job this year. There were so many fantastic applications that the IS was able to choose 64 students for the job. They will each work one day a week during their recess for two months.



Battle of the Bridge

An exciting win for the Phantoms! We beat East De Pere and won the Battle of the Bridge 21-13!



Westwood Family Crayon Run/Literacy Night

Students and their families ran a course in the field passing by six color stations along the way which doused them in a rainbow of powdered color from head to toe! After the run, all students received a book and danced to music provided by a DJ.



Hemlock Creek Fun Run

The event was held Saturday, October 8th by the Hemlock Creek PTO. Families and staff participated in a 2 mile run/walk. There were also games/activities, the Town of Lawrence fire truck, and door prizes



YES Specialist at the Middle School

The Oneida Tribe recently hired Kim Nishimoto to serve as the YES Specialist at West De Pere Middle School. Kim started in the district Oct. 1. We are excited to have Kim on board to provide academic and social support for Native American students at the middle school.



Homecoming

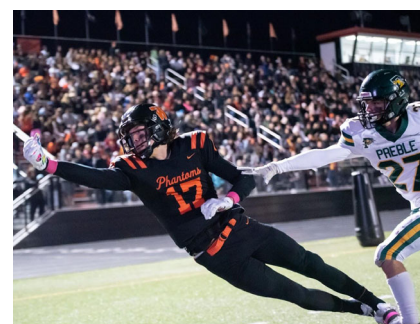
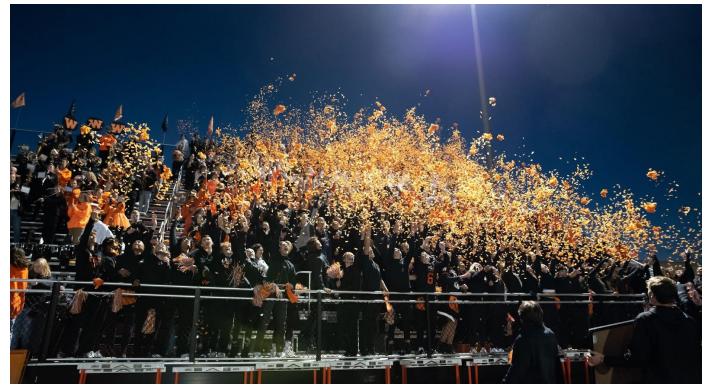
Powder Puff Game



Noise parade/Great Phantom Tailgate



Football game West De Pere vs. Preble (WDP Wins 45-7)



HS Volleyball-1,000 Digs!

Last night senior libero Kayla DeBruin hit her 1,000th career dig!! A dig is only awarded when a defensive player successfully passes a ball that has been determined to be an attack attempt by the opponent.



HS Mathematicians visit Westwood

Westwood welcomed several West De Pere High School mathematicians. 1st and 3rd graders got to play games with students to strengthen their math skills. Thank you to Mr. Budek for organizing this event!



Peer Review and Mentoring Grant

The School District of West De Pere, in a consortium with the Denmark School District, was awarded a Peer Review and Mentoring Grant in the amount of \$25,000. (Half of those funds will be allocated to each district.) West De Pere's funds will be used to pay for costs incurred with our Year 1, Year 2, and Year 3 Mentoring Program for our new teachers.



South Bridge Connector Project- Update

State announces that the DOT has placed 50 million dollars in the budget for the construction of the South Bridge in De Pere.



WASB Convention

The 2023 WASB Convention will be held on January 18-20th at the Wisconsin Center in Milwaukee. Please advise at the November Board meeting if you are interested in attending.



Communication - Board Agenda Packets

In addition to posting the Board agenda on our website several days in advance of a Board meeting, we will post the packet on the website one business day prior to our meeting.

Davis and Kuelthau merge

The law firm of Davis and Kuelthau will combine with Chicago-based firm of SmithAmundsen and will be called Amundsen Davis. This is effective November 1 of 2022 and will not impact our District in any way.



Upcoming Events

- Oct.24 at 7:30pm Middle School Halloween Concert in the Middle School Gymnasium
- Oct. 26 at 6:30pm Digital Safety Night in the High School Auditorium for families and students of all ages
- Oct. 27 3rd Annual Pumpkin Palooza at the High School
- Oct. 27 at 2nd Annual Soup for your Soul from 5-6:30 pm at the High School