

1. Children With Disabilities Education Board February 17, 2021 Agenda

Documents:

[MARCH 17, 2021 CDEB AGENDA.PDF](#)

1.I. Children With Disabilities Education Board March 17, 2021

Documents:

[MARCH 17, 2021 CDEB PACKET.PDF](#)



Walworth County Children with Disabilities Education Board
Wednesday March 17, 2021 4:30 p.m.
Walworth County Government Center, County Board Room 114
100 West Walworth St, Elkhorn, WI
Committee Members

Dave Weber – Chair, – Brian Holt Secretary,
Kathy Ingersoll, Supervisor – Joseph Schaefer, Supervisor – Ken Monroe, Supervisor

Children with Disabilities
Education Board

Sign language interpreters for the deaf are available if requested in advance

(Posted in compliance with Sec. 19.84, Wis Stats.)

Note: All agenda items are subject to action.

**NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE
ATTENDANCE BY COMMITTEE MEMBERS.**

The Walworth County Government Center remains open, but in-person attendance will be severely limited due to State imposed restrictions on group meeting sizes. **ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT <https://mediasite.co.walworth.wi.us/Mediasite/Play/4357e8ee66814aeda09f59c5924a87281d>** Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the County Administrator's Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes CDEB Meeting February 17, 2021 pp 1-2
6. Public Comment Period
7. Unfinished Business
 - a) Elementary and Secondary School Emergency Relief (ESSER) Fund II Update
 - b) Chapter 15, Article 10, Review CDEB Professional Employees pp 3-8
8. New Business - None
9. Reports and Correspondence
 - a) CDEB Chair
 - b) CDEB Director
 - COVID Update & Vaccine Update
 - Emergency Drill
 - Lakeland School Prom – April 30, 2021
 - School Fest – Cancelled
 - Special Olympic Update
10. Set time and date of next meeting –April 28, 2021
11. Adjournment

It is possible that a quorum of the County Board or a committee of the County Board could be in attendance.

Submitted By: Tracy Moate, Director WCCDEB
Dave Weber, CDEB Chair
Posted March 11, 2021



Memorandum

Children with Disabilities
Education Board

To: WCCDEB Supervisors

Cc: Mark Lubberda, County Administrator

From: Tracy L. Moate, Director WCCDEB

Date: March 11, 2021

Re: WCCDEB Meeting Agenda Items

Our meeting this month includes two items that are carried over from last month's CDEB meeting.

The first item I would like to update you on is the ESSER Fund II. Last month we discussed the verbiage included in the grant citing "school districts". The Board voted 5-0 to pursue the receipt of funds. I am following up with DPI in regards to when we can expect the grant distribution. I will share with you any updates that I have.

The second item that is carried over from last month's meeting is the recommendations for changes to the Walworth County Code of Ordinances. Chapter 15, Article 10 CDEB Professional Employees. Mr. Lubberda, HR staff and I have reviewed and made changes. I have included the amended version of this Ordinance for you to examine. My hope is to move this on to Human Resources next month for further action.

Finally, in Reports and Correspondence, I would like to share updates and upcoming events.

Thank you and don't forget to "spring ahead" this weekend.



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Submitted By: Tracy Moate, Director WCCDEB
Dave Weber, CDEB Chair
Posted March 11, 2021

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**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, February 17, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 4:30 p.m. by Chair David Weber.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair David Weber; Secretary Brian Holt; Supervisors Kenneth Monroe, Kathy Ingersoll, and Joseph H. Schaefer. A quorum was declared.

County Staff: County Administrator Mark W. Luberda; Director of Special Education Tracy Moate; and Human Resources Director Kate Bishop

On motion by Secretary Holt, second by Supervisor Schaefer, the agenda was approved with no withdrawals.

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the January 20, 2021 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Elementary and Secondary School Emergency Relief (ESSER) Fund II\Grant Acceptance\Pre-authorization
Director of Special Education Tracy Moate stated the Joint Finance Committee has returned a recommendation to the Department of Public Instruction (DPI) concerning Elementary and Secondary School Emergency Relief (ESSER) funds. Moate is concerned with verbiage included in the grant specifically citing “school districts” operating in face-to-face instruction would qualify for funds; Lakeland School has yet to be recognized as a school district. Moate’s contact at DPI remains confident Lakeland School will be part of the grant distribution. Moate requested a motion be put forth to allow the County Administrator and Director of Finance the authority to accept grant funds if and when they become available. **Secretary Holt offered a motion, second by Supervisor Schaefer, to allow the County Administrator to pursue the receipt of funds. Motion carried 5-0.**

7b. Chapter 15, Article 10, review CDEB Professional Employees
Moate referred to and briefly explained recommendations for changes to the Walworth County Code of Ordinances, Chapter 15, Article 10-Children with Disabilities Education Board (CDEB) Professional Employees found on Pages 5-14. Discussion then focused on CDEB reviewing any proposed changes and then presenting a more final version to the Human Resources Committee and full County Board. Moate proceeded with her presentation with some discussion and no rejections.

7c. Tuition request for non-resident student
Given the COVID-19 environment and Lakeland School being a closed campus (not allowing visitors/tours), Moate recommended rejecting the tuition request at this time; and to revisit prior to the 2021-2022 school year. **Supervisor Monroe offered a motion, second by Secretary Holt, to reject the tuition request for non-resident student for the current school year, as recommended by Moate. Motion carried 5-0.**

Reports and Correspondence

8a. CDEB Chair – There was none.

8b. CDEB Director

1. Special Olympics Update

Moate stated the winter games are going forward, as mentioned in January; the outdoor competition is Saturday February 20, 2021. Moate shared there will be a state basketball skills tournament taking place the last two weekends in April and that a track and field state meet will be held the end of June. Special Olympics is holding district swim meets, but the pool at Lakeland School is not open for that particular opportunity due to COVID-19 restrictions.

2. COVID-19 Updates as it relates to Lakeland School

Moate shared that the state has moved into Phase 1B for COVID-19 vaccinations; which includes educators. Public Health asked for a survey of Lakeland School staff, to establish how many staff would be interested in being vaccinated. 110 staff were surveyed with 72 replying they would like to be vaccinated; and 18 having already started and/or finished the series. Health and Human Services will hold six vaccination clinics, throughout March and April, to complete the two dose series for those interested.

3. Emergency Drill Report

Moate referred to and briefly detailed the Emergency Drill Reporting Form (Page 15.)

Confirmation of next meeting – The next meeting was confirmed for Wednesday, March 17, 2021 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Secretary Holt, Chair Weber adjourned the meeting at 5:19 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes are not considered final until approved by the Children with Disabilities Education Board at the next regularly scheduled meeting.

ORDINANCE NO. xxxx – xx/21

AMENDING SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO CDEB PROFESSIONAL EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-1002 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1002. Teacher evaluation.

(a) The evaluation process is as follows:

(1) All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio systems and similar surveillance devices will be strictly prohibited.

- a. Staff members will be given a Performance Development Plan (PDP) ~~or an Educator Effectiveness Evaluation (E3) form~~ with a professional growth summary to complete prior to the formal evaluation at the start of each school year.
- b. Formal or informal observation to include, but not limited to, any aspect of a teacher's day.
- c. Informal meeting after observation for information sharing.
- d. Formal meeting after the evaluation to discuss the PDP ~~or E3~~.

(2) Teachers on probation will have two evaluations a year during each year of their probationary period. The evaluations will provide feedback on the employee's performance.

(3) No evaluations will be placed in the teacher's file unless the teacher has had the opportunity to read the evaluation. The teacher will acknowledge that he/she has read the evaluation by affixing his/her signature on the copy to be filed. The Administrator or designee may write up any class visits and if a copy of the evaluation is to be placed in the teacher's file, the teacher will receive a copy of the evaluation and sign the evaluation. If such evaluations indicate deficiencies, the teacher will be given supervisory help.

(4) The formal evaluation process shall be conducted annually at the end of each school year. This does not preclude administration from conducting ongoing evaluations during the school year as identified in (1), (2), and (3) above. The formal evaluation process conducted at the end of each school year shall be used for the change in salary identified in 15-1041.

(b) Teachers are encouraged to discuss any class visit with the Administrator or designee, and shall have the opportunity to respond in writing to the evaluation report.”

PART II: That Section 15-1011 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1011. Vacancies.

All vacancies will be adequately publicized by the Administrator in accordance with the following procedure:

(1) When school is in session, a notice will be posted as far in advance as practicable. Employees who desire to apply for such vacancies will submit their electronic application within the time limit specified in the notice.

(2) All qualified employees will be given adequate opportunity to make application for such positions, and the WCCDEB agrees to give due weight to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, full consideration will be given to qualified employees already employed by the WCCDEB, however, management retains the right to hire the most qualified candidate. Applicants will receive ~~written~~ notification of the WCCDEB's decision.

(3) Personnel shall be informed of new or vacant teaching positions by posting the vacancy, at the minimum, on the County web site and the ~~DPI~~ WECAN web site. ~~The notice of vacancies and new positions shall contain the type of program, location, starting date and closing date for applications.~~

(4) Management retains the right to transfer and reassign staff. Notice of the transfer or reassignment will be given to the employee as soon as possible. Such transfers or reassignment shall be within the teacher's area of certification/licensure.”

PART III: That Section 15-1021 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1021. Notice of retirement/resignation.

An employee deciding to retire/resign from employment shall submit their notice of retirement/resignation to the WCCDEB in writing ~~by~~ on or before April 15. The April 15 date may be waived by agreement of management.”

PART IV: That Section 15-1022 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

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“Sec. 15-1022. Layoffs.

(a) If necessary to decrease the number of full or part time positions within programs or levels (early childhood, primary, etc.) of instruction of the WCCDEB, the WCCDEB may fully or partially layoff the necessary number of employees (part-time employees will not be covered under this section unless their present contract is reduced by more than 50 percent). Layoffs shall be in accordance with the county policies and procedures identified in 15-90 and 15-91. Seniority ~~shall~~ may be taken into consideration when layoffs are identified.

(b) In the event the WCCDEB anticipates that layoffs will be necessary, the employee(s) so affected will be notified in person or ~~by registered mail~~ in writing on or before May 1 for the following school year.”

PART V: That Section 15-1030 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1030. School calendar.

(a) The yearly school calendar will be developed by the WCCDEB with input from the CDEB professional employees. The school term shall commence on or after September 1, or as otherwise permitted by law, and shall include the minimum number of ~~school days~~ instructional minutes meeting State standards.

(b) When school is closed by order of the ~~School District Administrator~~ or the Director of Special Education because of inclement weather or other emergencies as defined by the Director of Special Education and teachers are not required to report, teachers shall be required to make up days necessary to meet the current 190-day teacher contract requirement.”

PART VI: That Section 15-1042 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1042. Outside experience.

Initial placement on the salary schedule for experience outside of the school system shall be granted as follows:

- (1) Experience in special education including speech therapy outside the employment of the WCCDEB will be evaluated by the Administrator as an agent of the WCCDEB and full credit not to exceed five years will be granted to teachers having had experience in a special education program certified by the Department of Public Instruction.
- (2) All experience in special education, as noted in item (1) above, beyond five years will be evaluated as indicated in item (1) and credit granted at the rate of ½ year for each year taught,

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the total of which is not to exceed ten years.

- (3) Teaching experience outside of special education, i.e. conventional classroom, will be granted at the rate of ½ year for each year taught, not to exceed six years.
- (4) Notwithstanding the above, initial placement within the pay plan may occur in accordance with 15-333.

PART VII: That Section 15-1044 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1044. Course approval.

(a) Courses taken for the purposes of license renewal, ~~PL-34~~ licensure, or courses used as a part of the employee's Performance Development Plan (PDP) ~~or Educator Effectiveness Evaluation (E3)~~ must be approved by the Administrator prior to beginning of each course.

(b) The WCCDEB will reimburse teachers for a maximum of six approved credits at the actual cost of tuition, not to exceed \$450.00 per credit every five years, beginning with the date of their most recent license renewal. Reimbursement for credits is based on the school year, including summer school of the year just completed.

(c) Approval for credits will only be granted for courses taken ~~at~~ through an accredited college or university or as otherwise approved by the administration.

(d) Upon completion of the course, an official grade report or official transcript as well as documentation of payment for the course must be received prior to the following September 1 to obtain reimbursement for the cost of the course(s) pursuant to 15-1044(b).

(e) In certain circumstances, a course may be extended beyond the original completion date or a grade report may not be available prior to September 1. In order for appropriate reimbursement, the employee must submit another course approval form to administration. Approval of the extension will only be considered if the college or university provides formal, written documentation indicating the reason(s) for the course extension or late grade report. With administration approval, the course(s) will be reimbursed at the beginning of the following school year provided that all required documentation is submitted prior to the following September 1 and that the individual has not exceeded the maximum six approved credits in that five year cycle.

PART VIII: That Section 15-1045 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-1045. Miscellaneous compensation.

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(a) In addition to base salary, the WCCDEB shall pay compensation for additional job assignments if made and approved by the Director - Special Education as prescribed herein. WCCDEB policies regarding these items will remain in effect.

- (1) Special Olympics - \$600.00 per coaching assignment per contract year and \$150.00 to the identified Special Olympics agency head per contract year;
- (2) Summer school and or homebound instruction - hourly rate shall be set at the rate assigned to step 1 of the employee's regularly assigned salary table;
- (3) ~~PI-34 m~~ Mentor - \$300.00 per contract year.
- (4) Team Leader - \$300.00 per contract year."

PART IX: That this ordinance shall be effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this ____th day of _____ 2021.

Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date:

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

Michael P. Cotter Date
Corporation Counsel

Jessica Conley Date
Finance Director

Mark W. Lubarda Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. xxxx - xx/21
Fiscal Note and Policy Impact Statement

I. **Title:** Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to CDEB Professional Employees

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to update Sections of Chapter 15 related to CDEB Professional Employees.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the county budget.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Human Resources Date:

Vote:

Committee: CDEB Date:

Vote:

County Board Meeting Date:

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.	
_____ Michael P. Cotter Date Corporation Counsel	_____ Jessica Conley Date Finance Director
_____ Mark W. Lubarda Date County Administrator	