

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, March 22, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Brian Holt called the meeting to order at 5:00 p.m.

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

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; and Director-Special Education Matthew Huettl.

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

On motion by Supervisor Monroe, second by Secretary Ingersoll, the February 22, 2023 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Res. No. **-04/23 Authorizing a One-Time Lakeland School Educator Retention Bonus

Director-Special Education Matthew Huettl explained, the Memorandum on Pages 3-4 of the packet has been updated to reflect the current staffing model in order to be more encompassing of all staff members. The Memorandum and resolution (Pages 5-7) have been presented to the Human Resources (HR) and Finance Committees for approval as well. **Secretary Ingersoll offered a motion, second by Supervisor Monroe, to approve the resolution Authorizing a One-Time Lakeland School Educator Retention Bonus. Motion carried 5-0.**

7b. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Luberda explained he has provided an introduction on the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis during the Lakeland Health Care Center (LHCC) Board of Trustees and the Health and Human Services (HHS) Board meetings on Wednesday, March 22, 2023. Since the Children with Disabilities Education Board (CDEB) members have already covered this topic in previous meetings, Luberda directed anyone from the public who wishes to hear the introduction to the recording(s) of either of the aforementioned meetings. A Memorandum from Luberda and the current SWOT analysis may be found on Pages 8-22 of the packet.

The Children with Disabilities Education Board (CDEB) discussed the following:

- Agreement to keep the department specific call outs under strengths for Lakeland School and LHCC.
- Economic instability as a threat relative to access to quality workforce and how that may impact Lakeland School.
- Access to child care and housing as it pertains to retaining and recruiting quality staff members.
- Investigation of state CDEB funding appropriation listed under threats.

New Business

8a. Establishing the 2023-2024, School Year Calendar

Huettl reported, three school year calendar draft options were presented to staff, and the option that received the most votes was school calendar draft option 1. **Supervisor Schaefer offered a motion, second by Supervisor Monroe, to approve calendar Draft 1 to be the 2023-2024 Lakeland School Calendar. Motion carried 5-0.**

8b. Updates to the 2022-2023, School Year Calendar

Huettl provided an overview of his Memorandum and the proposed revised 2022-2023 school calendar (Pages 25-26). This revision is necessary because of the number of school cancellations due to inclement weather. **Supervisor Monroe offered a motion, second by Supervisor Schaefer, to approve Lakeland School to update the 2022-2023 School Year**

Calendar in order to make up instructional minutes and meet staff member contract days due to inclement weather. Motion carried 5-0.

8c. LS001-ESSER III Grant Budget Allocations

Huettl elaborated on the approval process relative to the Elementary and Secondary School Emergency Relief (ESSER) III grant funding thus far. He also highlighted his Memorandum and the amendment to the 2023 preliminary budget (Pages 29-33) relative to how these ESSER III funds will be utilized within the seven previously approved categories. **Supervisor Schaefer offered a motion, second by Supervisor Stanek, to recommend approval of LS001-ESSER III Grant Budget Allocations. Motion carried 5-0.**

8d. Approval to Create New CDEB Capital Improvement Projects for C2318, C2319, C2320, C2321, C2322, C2323, C2324, and I2319

Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the creation of New CDEB Capital Improvement Projects for C2318, C2319, C2320, C2321, C2322, C2323, C2324, and I2319. Motion carried 5-0.

Reports and Correspondence

9a. CDEB Chair – There was none.

9b. CDEB Director

i. Health Update: Lakeland School Conditional Health Practices

Huettl reported on students and staff that have tested positive for Covid-19, among other typical illnesses. He also noted that consideration will need to be made for how things are handled for the next school year relative to quarantine practices.

ii. Summer School

Summer school will take place from July 10, 2023 to July 28, 2023. Huettl explained summer school is not mandatory and is meant to serve as voluntary instruction that will compliment regular school year material. Lakeland School Principal Trish McCullough is working on recruitment for summer school staff.

iii. Staff Contracts and Letters of Intent

Staff Contracts and Letters of Intent have been distributed to staff. Staff has been asked to sign and return documents by April 10, 2023.

iv. Front Office Reconfiguration and Safety

Huettl explained, construction is planned to begin in the summer, with anticipated completion in a few weeks. This will involve a reconfiguration with upgrades, and the installation of additional safety measures. He noted an audio and video system is to be installed in the vestibule. This will allow staff to verify visitors prior to allowing them entrance into the building.

10. Upcoming Dates

- a) March 27-March 31, 2023, Spring Break, No School
- b) April 3, 2023, School Resumes
- c) April 6, 2023, Student of the Month Assembly, 9:00 AM
- d) April 7, 2023, Good Friday, No School
- e) April 19, 2023, Early Dismissal 1:00 PM
- f) April 21, 2023, Spring Concert, 1:00 PM
- g) April 27, 2023, Family Engagement Night, 4:00 PM – 8:00 PM
- h) May 5, 2023, Prom, 6:00 PM – 10:00 PM
- i) May 10-12, 2023, Camp at Lutherdale in Elkhorn
- j) June 5, 2023, Graduation, 7:00 PM

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, April 26, 2023 at 4:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Supervisor Schaefer, Chair Holt adjourned the meeting at 5:35 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting Minutes were approved by the Children with Disabilities Education Board at the March 22, 2023 meeting.