

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, May 17, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Brian Holt called the meeting to order at 4:41 p.m.

Roll call was conducted and the following members were present: Chair Brian Holt; Secretary Kathy Ingersoll; Supervisors Kenneth Monroe, Joseph H. Schaefer (Remote), and Al Stanek. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; Director-Special Education Matthew Huettl; Director-Curriculum Holly Smith; Assistant Director-Special Education Sarah Singleton; and Lakeland School Principal Trish McCullough.

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

On motion by Secretary Ingersoll, second by Supervisor Stanek, the April 26, 2023, Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Caseload Study for Therapies

Director-Special Education Matthew Huettl referred to his Memorandum on Pages 4-7, and introduced Assistant Director-Special Education Sarah Singleton. Huettl also thanked Singleton for her efforts. Singleton discussed the study which is underway to determine if current staffing levels are sufficient to support the Occupational Therapists (OT) caseload for the upcoming school year. The Memorandum shared the findings of the study including caseloads, trends, student numbers, and severity units, staffing implications, caseload allocation and space availability. There was extensive discussion changing the .5 Occupational Therapist position to a 1.0 position; resulting in 5 OT positions. Main points of the discussion included: enhanced severity level of the students; the .5 increase will allow for a balance of the caseloads; students benefiting from time allotted; and desirability for applicants of a 1.0 over a .75 position.

Walworth County Administrator Mark W. Luberda stated if the resolution goes into final form, and goes to the next round of committees (CDEB, Finance and Human Resources) and is approved, advertising can start in advance before the County Board meeting. He did clarify the position cannot be offered before the County Board approves the 4.5 position going to a 5.0 position. He reiterated that the resolution has to go to Human Resources and Finance at an earlier time, and that could be June. Once the Resolution is approved by Human Resources and Finance in June, it can be put on the County Board Agenda in July in final form.

Supervisor Stanek offered a motion, second by Secretary Ingersoll, to fill the Occupational Therapist position as full time in June, 2023, if it can be accommodated in the 2023 budget. Motion carried 5-0.

Huettl expressed the need to look at the unique caseload of Lakeland School. The caseload is the same size as other schools, but the severity units are much higher. This is the reason there needs to be a motion to consider severity units as well as caseload guidance outlined in Wisconsin state statute when determining caseload distribution and limits for therapist.

Supervisor Monroe offered a motion second by Secretary Ingersoll, to support Lakeland School's consideration of both severity units, as well as recommended caseload guidance outlined in Wisconsin state statute, when determining caseload distribution/limits and space availability for all therapists of Lakeland School. Motion carried 5-0.

New Business

8a. State Assessment, Dynamic Learning Maps (DLM).

Director-Curriculum Holly Smith referenced and gave an overview of the Memorandum on Page 8 in the packet regarding State Assessment, Dynamic Learning Maps (DLM). The Memorandum explained the purpose of the Maps and Lakeland School's usage, results, and success by Lakeland School using this state assessment tool.

8b. Ord. No****-06/23 Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating to Lakeland School Lunch Duty Pay and Lunch Fees

Huettl referred to the Memorandum and supporting Ordinance on Pages 9-14 of the packet outlining the amendments recommended and benefits in making the changes to the ordinance. Luberda stated this Ordinance is an equity issue. At present the extra pay is not going to the paraprofessionals. He stated that this issue was carefully looked into and involved having the Finance Department double-checking the Internal Revenue Service (IRS) side of things. These efforts have created some equity. The benefit in providing this incentive will be retention of the staff because Walworth County offers them this extra benefit.

Luberda clarified the paraprofessionals are getting paid their regular hourly rate, but the distinction is the teachers get the additional three percent during their lunch period because they do not have a break. By giving the paraprofessionals the three percent too, we are solving this inequitable issue.

Discussion then included how the public would look at teachers and paraprofessionals not only getting paid for lunch, but also getting an extra incentive; accountability of teachers and paraprofessionals; public awareness needed to ensure them the staff at Lakeland School are united and always working when they are with students; and inviting any public members who had concerns to observe the staff at Lakeland School during a lunch period.

Luberda gave his support of the staff indicating he attended the last two student of the month assemblies, which is very much like lunch periods. He observed the teachers in different places of the assembly, and when a student needed attention, the staff springing into action to assist. Teachers and paraprofessionals have to be present and ready to assist at all times. This issue is very defensible, and if any one questions it, Luberda suggested to invite them to join a lunch or a student assembly. There are no teachers off duty even if chatting, they are constantly on duty.

Supervisor Stanek offered a motion to approve the ordinance Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating to Lakeland School Lunch Duty Pay and Lunch Fees due to the fact that staff are required to work routinely with students during the lunch hours. Discussion ensued in favor and debating this motion, and due to no second of the motion, Supervisor Stanek withdrew his motion.

Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the ordinance Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating to Lakeland School Lunch Duty Pay and Lunch Fees. 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 typical illnesses and review of data, to build awareness, and have an action plan when necessary. This issue will be revisited in the summer in terms of how Lakeland School will be starting the following school year.

ii) Camp at Lutherdale

Huettl reported on the Camp held May 10 through May 12 wherein students enjoyed various outside activities while having fun and learning team building skills.

iii) Trial Chromebooks

Huettl discussed the arrival of the trial Chromebooks and how they are being utilized by all students. The goal is to decide whether or not to purchase the Chromebooks by the end of May, 2023 when the determination will be made if the Chromebooks are easily managed by the students, and are rugged in order to hold up to student usage.

10. Upcoming Dates

- a) May 24, 2023, Early Dismissal, 1:00 PM
- b) May 29, 2023, No School - Memorial Day
- c) June 2, 2023, Student of the Month Assembly and Practice Graduation, 1:00 PM
- d) June 5, 2023, High School Graduation, 7:00 PM
- e) June 6, 2023, Middle School Graduation, 10:00 AM
- f) June 8, 2023, Special Olympics send-off assembly, 1:30 PM
- g) June 12, 2023, Last day of school
- h) July 10-28, 2023, Summer School Session

Huettl went over the upcoming dates. He thanked Walworth County Administrator Mark W. Luberda for assisting with the Student of the Month assembly and Practice Graduation.

11. Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, June 21, 2023 at 4:30 p.m.

Adjournment

On motion and second by Supervisor Monroe, and Secretary Ingersoll, Chair Holt adjourned the meeting at 5:33 p.m.

Submitted by Kathleen Aukland, Administrative Assistant. Meeting minutes were approved by the Children with Disabilities Education Board at the June 21, 2023 meeting.