

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, June 21, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Secretary Kathy Ingersoll called the meeting to order at 4:30 p.m.

Roll call was conducted and the following members were present: Chair Brian Holt (Remote); 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; and Director-Special Education Matthew Huettl.

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

On motion by Supervisor Monroe, second by Supervisor Schaefer, the May 17, 2023 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Adjust School Reception Office Reconfiguration for Increased Costs and Security Changes

Director-Special Education Matthew Huettl discussed the reconfiguration of the Lakeland School front office area. The area is being updated for space utilization and traffic flow reasons. It was determined in 2022 CDEB meetings, previous administration of Lakeland School proposed to make safety and security a priority for Lakeland School. The increased costs of labor and materials for the project resulted in a shortfall of approximately \$40,000.00 to fund the systems and equipment need to ensure the safety and security of the students, faculty, and all visitors to Lakeland School. All visitors to the school now enter the front vestibule lobby of the school and are only allowed past that point on an as-needed basis. Other security measures such as cameras and a video intercom system have been added for safety of the students, staff, and all visitors (including families of students). In addition, non-employees of the school are ran through a quick screening system for a quick background check. If there is nothing detrimental to the security and safety of the children in the visitor's background, i.e. sexual offender status, they are given a visitor badge and allowed in the building.

Supervisor Monroe offered a motion, second by Supervisor Stanek, to Adjust School Reception Office Reconfiguration for Increased Costs and Security Changes. Motion carried 5-0.

7b. Resolution Authorizing the Increase of a Vacant 0.50 FTE Occupational Therapist Position to a 1.00 FTE Occupational Therapist Position and the Elimination of a 0.10 FTE Occupational Therapist Position at Lakeland School

Huettl referred to the study and discussion at the May 17, 2023 CDEB meeting regarding changing the .5 Occupational Therapist position to a 1.0 position. 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 position. Huettl indicated to the CDEB board that Lakeland School is now asking for approval of this change in accordance with the Resolution Authorizing the Increase of a Vacant 0.50 FTE Occupational Therapist Position to a 1.00 FTE Occupational Therapist Position and the Elimination of a 0.10 FTE Occupational Therapist Position at Lakeland School.

Supervisor Stanek, offered a motion, second by Chair Holt, to approve the Resolution Authorizing the Increase of a Vacant 0.50 FTE Occupational Therapist Position to a 1.00 FTE Occupational Therapist Position and the Elimination of a 0.10 FTE Occupational Therapist Position at Lakeland School. Motion carried 5-0.

7c. Positive Behavior Intervention Supports (PBIS): Lakeland School Recognition from the Wisconsin Response to Intervention (RTI) Center as a school of distinction.

Huettl referenced and gave an overview of the Memorandum entitled Positive Behavior Intervention Supports (PBIS): Lakeland School Recognition from the Wisconsin Response to Intervention (RTI) Center as a school of distinction. PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Huettl explained how proper implementation of this framework benefits both students and teachers. In addition, Huettl discussed how the PBIS impacts Lakeland School being recognized as a bronze-level school of distinction for the first time.

7d. Summary of 2019 Wisconsin Act 118 – Pupil Restraint and Seclusion at Lakeland School for the 2022 -2023 school year

Huettl referred to the Memorandum on Pages 13-15 regarding the Summary of 2019 Wisconsin Act 118 – Pupil Restraint and Seclusion at Lakeland School for the 2022 -2023 school year. He stated the 2019 Wisconsin Act 118 changed reporting requirements, and other measures for good reasons. He explained public school districts are required to report data to the school board or governing body annually by October 1. He said Lakeland School is submitting information to the CDEB committee now, so data can be sent to school districts and their school boards. Huettl went over the Seclusion and Restraint Data by School District Report. He expressed the numbers on the report vary based on the needs of the students, and are hard to pinpoint.

Supervisor Monroe offered a motion, second by Chair Holt to approve the Summary of 2019 Wisconsin Act 118 – Pupil Restraint and Seclusion at Lakeland School for the 2022 -2023 school year Report. Motion carried 5-0.

7e. Budget Adjustment: School Psychologist Contracted Services

Huettl discussed the Memorandum and attachments on Pages 16-22 of the packet regarding Budget Adjustment and School Psychologist Contracted Services. He discussed the resignation of Lakeland School's School Psychologist. Huettl stressed the difficulty in finding qualified candidates for school site positions. He informed the CDEB Committee after diligently attempting to find a qualified candidate as a direct-hire, Lakeland School is now working with the contracted service provider, Steven Zorich, SZ School Consulting, LLC. Huettl stated IDEA (Individuals with Disabilities Education Act) funding is being allocated to support the need to fill the School Psychologist 1.0 FT vacancy as a contracted service for the 2023-2024 school year. Discussion ensued regarding future hiring for this position as a direct hire or contracted service, explanation of how IDEA funds are allocated, and the need to have the candidate be experienced in the field. Huettl asked the CDEB committee to make the requested motion on the bottom of the Memorandum.

Chair Holt offered a motion, second by Supervisor Monroe, to support the use of contracted School Psychologist Services for the 2023-2024 school year and recommends that the Finance Committee approves the budget adjustment. Motion carried 5-0.

Reports and Correspondence

8a. CDEB Chair – There was none.

8b. CDEB Director

- i) Health Update: Lakeland School Conditional Health Practices
- ii) 2023 Staffing Report
- iii) Open Arms Free Clinic Seal a Smile Program
- iv) Wisconsin State Special Olympics
- v) 2023 Graduation
- vi) July CDEB Meeting

Huettl went over the CDEB Director report highlighting the following:

- 1) Health Update: The Lakeland School team met its obligation to meet bi-weekly to review data, build awareness, and an action plan when necessary regarding illnesses.

- 2) There are nine positions to fill at Lakeland School including resignations and retirements. The school principal resigned. Huettl is working with Luberdá to take action steps to move forward and have a smooth transition in the 2023-2024 school year.
- 3) Open Arms Free Clinic Seal-a-Smile Program served 46 students with preventative oral hygiene services.
- 4) The Special Olympics took place at UW Whitewater. Lakeland School had 12 athletes competing and winning awards in several events. Special thanks was given to all coaches and volunteers who assisted the students in this wonderful event.
- 5) The High School Graduation was on June 6, 2023 for the 10 High School graduates of Lakeland School. It was a wonderful experience for students, families, staff, and community members.

9. Upcoming Dates

- a) July 10-28, 2023, Summer School Session
- b) August 25-28, 2023, New Staff Orientation
- c) August 29-31, 2023, All Staff In-service
- d) August 30, 2023, Meet the Teacher Night
- e) September 1, 2023, First Day of School

Huettl went over the upcoming dates. Discussion ensued about CDEB board members being present at the August 30, 2023 Meet the Teacher Night. Luberdá indicated he was intending to participate. Luberdá stated he thinks the board attending is a fine idea. Luberdá did ask that if the entire board attends, to make sure to know ahead of time in order to get the meeting properly noticed.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, July 19, 2023 at 4:30 p.m.

Adjournment

On motion and second by Supervisor Monroe, and Supervisor Stanek, Secretary Kathy Ingersoll adjourned the meeting at 5:00 p.m.

Submitted by Kathleen Aukland, Administrative Assistant. Meeting minutes were approved by the Children with Disabilities Education Board at the July 19, 2023 scheduled meeting.