

**Walworth County Board of Supervisors  
Children with Disabilities Education Board Meeting Minutes  
Wednesday, July 20, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair Brian Holt called the meeting to order at 4:40 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 and Al Stanek. Supervisor Joseph H. Schaefer was absent. A quorum was declared.

**Others in Attendance**

County Staff: Walworth County Administrator Mark W. Luberdia; Director-Special Education Matthew Huettl; Assistant Director-Special Education Sarah Singleton; and Lakeland School Principal Trish McCullough.

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

**On motion by Secretary Ingersoll, second by Supervisor Stanek, the June 22, 2022 Children with Disabilities Education Board meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business**

7a. School safety: Visitor Registration/Screening Process with Raptor and Intercom  
Director-Special Education Matthew Huettl stated he will meet with a Public Works Department Project Manager tomorrow to discuss the scope of the 2023 front office project.

**New Business**

8a. Resolution No. \*\*-08/22: Accepting the Donation of \$10,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunters Automotive Third Annual Golf Outing for Use at Lakeland School

**Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the resolution Accepting the Donation of \$10,000 from Delavan Friends 4 Community Giving (DF4CG) and Hunters Automotive Third Annual Golf Outing for Use at Lakeland School.** Ingersoll requested a thank you be sent from the Children with Disabilities Education Board (CDEB). **Motion carried 4-0.**

8b. Approval of 2022-2023 Lakeland School Conditional Health Practices, Phases, and Director's Authority  
Huettl gave a brief summation of his Memorandum and the Lakeland School Conditional Health Practices for 2022-2023 School Year included in the packet (Pages 8-30). **Supervisor Stanek offered a motion, second by Secretary Ingersoll, to approve the 2022-2023 Lakeland School Conditional Health Practices, Phases, and Director's Authority. Motion carried 4-0.**

8c. Approval of 2022-2023 Staff Handbook  
Huettl referenced the 2022 Lakeland Staff Handbook Changes document included on Pages 31-32 of the packet; stating the old practice and/or statement is listed with the correlating changes. Supervisor Stanek requested that in the future possibly adding an appendix housing definitions of specific terms and acronyms used throughout the document. **Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the 2022-2023 Staff Handbook. Motion carried 4-0.**

8d. Approval of 2022-2023 Student Handbook  
**Secretary Ingersoll offered a motion, second by Supervisor Stanek, to accept the 2022-2023 Student Handbook. Motion carried 4-0.**

**Reports and Correspondence**

9a. CDEB Chair – There was none.

9b. CDEB Director

a. Summer School July 12 – July 29, 2022

Lakeland School Principal Trish McCullough shared that summer school is half finished. She shared there are 40 students, 16 staff, and three volunteers participating.

b. Food Service Update

Huettl stated interviews have concluded and an offer has been made and accepted for the Food Service Lead Position.

c. Closing the Gap Conference

Assistant Director-Special Education Sarah Singleton announced herself and two other staff submitted presentation proposals and both were accepted and will be presented at the conference, held in Minneapolis, Minnesota, October 18-21.

d. Parking Lot Resurfacing

Huettl advised resurfacing of the parking lot will take place the first week in August.

e. State Special Olympics

McCullough shared this year marks the 50<sup>th</sup> anniversary for Special Olympics.

f. Upcoming Dates

- i. Staff In-service August 23-26, 2022
- ii. Meet the Teacher Night August 24, 2022
- iii. First Day of School September 1, 2022
- iv. Walworth County Resource Fair September 7, 2022

**Confirmation of next meeting date and time:** The next meeting was confirmed for Wednesday, September 21, 2022 at 4:30 p.m.

## Adjournment

**On motion and second by Supervisor Monroe and Secretary Ingersoll, Chair Holt adjourned the meeting at 5:16 p.m.**