

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, September 21, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Brian Holt called the meeting to order at 4:55 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 Joseph H. Schaefer. Supervisor Al Stanek was absent. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberd; Director-Special Education Matthew Huettl; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; Director-Instruction at Lakeland School Holly Smith; Director-Pupil Services/School Psychologist Jodi Bronson; 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 Monroe, the July 20, 2022 Children with Disabilities Education Board meeting minutes were approved.

Public Comment

Michael Cotter, President of the Elkhorn Kiwanis Club appeared in person and shared with the Board that in honor of the 100th anniversary of Kiwanis he plans to make a motion at the next meeting to fully fund up to 10 iPads for Lakeland School.

Unfinished Business

7a. Lakeland School Conditional Health Practices

Director-Special Education Matthew Huettl reported that the rate of positivity for staff and students at Lakeland School is less than one percent.

New Business

8a. Res. No. **-10/22 Committing Children with Disabilities Education Board Available Fund Balance

Huettl gave a brief summation of his Memorandum included on Page 3 of the packet. **Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the resolution Committing Children with Disabilities Education Board Available Fund Balance. Motion carried 4-0.**

8b. Res. No. **-10/22 Authorizing Acceptance of \$700,000 ESSER III Grant Awarded to Children with Disabilities Education Board

Huettl referred to and briefly detailed his Memorandum (Pages 7-8); sharing the allowable costs that the ESSER III Grant may fund. **Supervisor Monroe offered a motion, second by Supervisor Schaefer, to approve the resolution Authorizing Acceptance of \$700,000 ESSER III Grant Awarded to Children with Disabilities Education Board. Motion carried 4-0.**

8c. Ord. No. **-10/22 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Substitute Aide and Substitute Teacher Pay

Huettl stated that the idea behind raising the rate of pay for substitutes is to maintain individuals that currently fill in; and in the beginning of 2023 a study of local districts within and outside of Walworth County will be conducted in order to stay competitive in the market. **Supervisor Monroe offered a motion, second by Secretary Ingersoll, to approve the ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Substitute Aide and Substitute Teacher Pay. Motion carried 4-0.**

8d. Establish Maximum Number of Non-Resident Students that may Attend Lakeland School (Ordinance Chapter 8, Article III, Sec 9-54)

Huettl detailed his Memorandum and supporting documents (Pages 33-43); recommending the maximum enrollment capacity for Lakeland School be set at 58 students. **Secretary Ingersoll offered a motion, second by Supervisor Monroe, to approve the maximum enrollment capacity for Lakeland School be set at 58 students. Motion carried 4-0.**

8e. School District Tuition Student Request

Huettl shared that in August he received a request from a school district outside of Walworth County for a student to be placed at Lakeland School. Through conversations with that School Director and in looking at the students Individualized Education Program (IEP) it was decided that the student's education needs could not be met at Lakeland School. Huettl's recommendation is to reject the tuition request. **Supervisor Monroe offered a motion, second by Secretary Ingersoll, to reject the School District Tuition Student Request. Motion carried 4-0.**

8f. Food Service Budget Amendment

Huettl explained this budget amendment is due to the change from a vended meal service to a self-operated program.

8g. Food Safety Plan

Huettl commended Lakeland School Office Business Supervisor Summer Markham for her efforts to complete the Food Safety Plan for this school year. Huettl referred to his Memorandum and attached Food Safety Plan – Lakeland School-Walworth County CDEB 2022-2023 (Pages 46-114); stating the document is displayed in the kitchen for easy reference.

8h. Lakeland School Fee Schedule

Huettl detailed the changes made to the fee schedule for fiscal year 2023.

8i. Proposed Budget Presentation

Huettl referenced the Walworth County Children with Disabilities Education Board 2023 Budget that was included in the packet (Pages 117-124); highlighting

- WCCDEB Tax Levy
- 2023 Appropriation Summary
- Comparison to 2022
- Full-Time Equivalents 2013-2023
- 2023 Proposed Capital (CIPs) and Future Projects
- Tuition Agreements
- Committed Fund Balance for Future Use

Supervisor Monroe offered a motion, second by Supervisor Schaefer, to recommend the proposed budget to the Finance Committee. Motion carried 4-0.

Reports and Correspondence

9a. CDEB Chair – There was none.

9b. CDEB Director

a. Teacher In-service Review/Calendar

Director-Instruction at Lakeland School Holly Smith detailed the In-service calendar of events included in the packet (Pages 130); stating this was training provided to staff prior to students beginning school. **Supervisor Monroe offered a motion, second by Secretary Ingersoll, to accept the report. Motion carried 4-0.**

b. Essential Elements Presentation

Smith presented Road to a Unified Report Card, included on Pages 131-136 of the packet; highlighting Wisconsin Essential Elements.

c. Lakeland School Special Edition Sample

Lakeland School Principal Trish McCullough addressed the Lakeland School Special Edition sample included in the packet (Pages 137-139); stating it will move from a weekly newsletter to a monthly newsletter for this school year.

d. Food Service Update

Huettl stated the change in offered food service has been successful.

e. Walworth County Resource Fair

Director-Pupil Services/School Psychologist Jodi Bronson shared that the Walworth County Resource Fair at Lakeland School was very successful and plans are already in place for next year's fair.

Upcoming Dates

10a. September 21- Family Fun Night: Movie- Monster's Inc @ Lakeland School @ 6:00 pm

10b. September 23- Special Olympics Assembly @ Lakeland @ 9:00 am

10c. September 28- Early Release 1:00 pm

10d. October 10- Picture Day @ Lakeland School

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, October 19, 2022 at 4:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Secretary Ingersoll, Chair Holt adjourned the meeting at 5:52 p.m.