

1. Children With Disabilities Education Board May 20, 2020 Agenda

Documents:

[CDEB MAY 20, 2020 AGENDA.PDF](#)

2. May 20, 2020 CDEB Meeting Packet

Documents:

[CDEB MAY 20, 2020 PACKET.PDF](#)



Walworth County Children with Disabilities Education Board
Wednesday May 20, 2020 4:30 p.m.
Walworth County Government Center, County Board Room 114
100 West Walworth St, Elkhorn, WI

Committee Members
Dave Weber – Chair, – Brian Holt Secretary,
Kathy Ingersoll, Supervisor – Joseph Schaefer, Supervisor – Ken Monroe, Supervisor

Children with Disabilities
Education Board

Sign language interpreters for the deaf are available if requested in advance

(Posted in compliance with Sec. 19.84, Wis Stats.)

Note: All agenda items are subject to action.

**NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE
ATTENDANCE BY COMMITTEE MEMBERS.**

The Walworth County Government Center remains open, but in-person attendance will be severely limited due to State imposed restrictions on group meeting sizes. **ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT**

<https://mediasite.co.walworth.wi.us/Mediasite/Play/4727e8ee66814aeda09f59c5924a87281d>

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes CDEB Meeting April 29, 2020 pp 1-3
6. Public Comment Period
7. Unfinished Business
 - a) Recommendation on Vendor Provision/CARES Act pp 4-5
8. New Business
 - a) Staff retirement resolutions
 - b) Modify course grades to Pass/Fail for the 2019-2020 third trimester as required for credit attainment. pp 6-8
9. Reports and Correspondence
 - a) CDEB Chair
 - b) CDEB Director
 - Lakeland School Graduation, June 1, 2020 @ 7:00pm
 - Summer School, Virtual Opportunity for Math/Reading enrichment, July 6th-24th 2020
 - Class Dojo
 - Emergency Drill p 9
10. Set time and date of next meeting – June 17, 2020 @ 4:30 pm



11. Adjourn

It is possible that a quorum of the County Board or a committee of the County Board could be in attendance.

Submitted By: Tracy Moate, Director WCCDEB
Dave Weber, CDEB Chair
Posted May 14, 2020

Children with Disabilities
Education Board



Memorandum

Children with Disabilities
Education Board

To: Walworth County Children with Disabilities Education Board (WCCDEB)

Cc: Mark Lubberda, County Administrator
Michael Cotter, Corporate Counsel

From: Tracy L. Moate, Director WCCDEB

Date: May 14, 2020

Re: WCCDEB May Agenda Items

Outlined below are the agenda items in the May CDEB meeting.

- Last month I presented information regarding the Vendor Provision of the Cares Act. As discussed, the contract of concern was with Dousman Transport. This item was pushed back for further discussion between myself, Mr. Lubberda and Mr. Cotter. I am now prepared to bring that discussion back to the CDEB to seek your approval in moving forward with an amended agreement to the contract. I have included a copy of the email exchange with Robert Krueger, VP of Dousman Transport.

- It's that time of the year to recognize staff who have announced their retirements from Lakeland School and Walworth County. We have two individuals who fall into this category. Sue Schmitz, Physical Therapist- 40 years and Rosemary Gardner/ Director of Curriculum and Instruction- 22 years. These individuals both have been very dedicated to this school and our students. Their daily presence in our hallways will be missed in the years to come!



Children with Disabilities
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- Due to the ongoing COVID-19 public health emergency and the school closure orders, this Administrative Team requests that moving forward to the end of the 2019-20 school year, that Pass/Fail grades be awarded for coursework completed and that this coursework can be applied for credit attainment as appropriate. I have included a summary from DPI that gives an overview of graduation requirements.

- During the Correspondence and Reports, I would like to share recent or upcoming events that are related to the Lakeland School. Events to be discussed include Graduation and Summer School. I would also like to provide an update on a crisis drill/event that occurred this month.

- Finally, I have put together a summary of the efforts from the Lakeland School staff, students and families as we have worked together to address the challenges presented to us by the COVID-19 pandemic. I will share this with you at our CDEB meeting.

Have a nice weekend!

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, April 29, 2020 at 4:30 p.m.
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

County Administrator Mark Luberda called the meeting to order at 4:30 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Supervisors David Weber, Ken Monroe, Kathy Ingersoll, Brian Holt, and Joseph Schaefer. A quorum was declared.

County Staff present, either in person or by remote attendance:

Director of Special Education Tracy Moate; County Administrator Mark Luberda; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter

Special Order of Business

a) Nominations/Election of Chair of Children with Disabilities Education Board

Luberda accepted nominations for chair. **Supervisor Ken Monroe made a motion, second by Supervisor Kathy Ingersoll, to nominate Supervisor David Weber for Chair.** Luberda asked three times for other nominations. **Supervisor Monroe made a motion, second by Supervisor Ingersoll, to close nominations and cast a unanimous ballot for Supervisor Weber as Chair. Motion carried 5-0.** Chair Weber presided over the remainder of the meeting.

b) Nominations/Election of Secretary of Children with Disabilities Education Board

Supervisor Monroe made a motion, second by Supervisor Ingersoll, to nominate Supervisor Brian Holt for Secretary. Chair Weber asked three times for other nominations. **Supervisor Monroe made a motion, second by Supervisor Ingersoll, to close the nominations and cast a unanimous ballot for Supervisor Holt as Secretary. Motion carried 5-0.**

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

On motion by Supervisor Monroe, second by Secretary Holt, the March 18, 2020 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

c) Role of the Children with Disabilities Education Board

Director of Special Education Tracy Moate provided an overview of the information included in the meeting packet.

New Business

- CARES Act – Contractor Provision
 - Smigo Management (Food Service)
 - Clean Power (Cleaning Service)
 - Dousman Bus Company

Moate noted the CARES Act has been put into place to assist with financial difficulties which may arise from the COVID-19 pandemic. She said she would like to share the information with the Board as it becomes available and information is provided in the meeting packet. The school has not been providing meals and has instead been advising students and families to go through their home district, meaning food service is essentially shut down at this time. Moate noted that Dousman Bus Company has laid off some

employees and costs may decrease. She said a major difficulty is that there are not many bus services in the area that can transport multiple students with disabilities and she emphasized the importance of maintaining a good relationship with this company. She asked the Board to give staff permission to work with Corporation Counsel to ensure the contracts are being handled correctly as more information becomes known. **Supervisor Monroe made a motion, second by Supervisor Schaefer, to follow Moate’s advice related to these items. Motion carried 5-0.**

- Approve a waiver of state mandated instructional minutes for this school year, as approved by the Department of Public Instruction (DPI) due to the cancellation of school days in the coronavirus public health crisis

Moate noted the information included in the meeting packet, which was received from the State of Wisconsin and allows school districts to waive instructional minutes. The administrative order requires that the school have a public meeting that gives staff direction to get Lakeland School’s minutes waived and she is seeking permission to do so. **Supervisor Ingersoll made a motion, second by Secretary Holt, to approve Moate’s request to seek the waiver of state mandated instructional minutes for this school year. Motion carried 5-0.**

- Resolution **-05/20 Committing Children with Disabilities Education Board Available Fund Balance
Moate explained the closure of the 2019 budget has now taken place, and this is a request that is made annually. The request details are included in the proposed resolution in the meeting packet. **Supervisor Monroe made a motion, second by Secretary Holt, to approve the resolution committing Children with Disabilities Education Board Available Fund Balance. Motion carried 5-0.**

- Lakeland School request to declare pool covers and racks as surplus
Moate said staff is preparing for one of their capital projects, which is to redo the pool deck area. She said there are two pool covers which are very heavy and cumbersome and are not being utilized, as the pool usually remains uncovered. She made a recommendation to remove the pool covers and racks once the tile is replaced. She noted the items are in great condition and she would like them to be declared surplus and auctioned. **Supervisor Monroe made a motion, second by Secretary Holt, to approve the request to declare pool covers and racks as surplus. Motion carried 5-0.**

Reports and Correspondence

- CDEB Chair – There were none.
- CDEB Director
 - Emergency Drills
 - Update on Class Dojo

Moate explained that due to State Statutes, these drills are required and they have continued to be held. The drills can be conducted in the family’s homes as well, through Class Dojo, which is the virtual classroom Lakeland School has been participating in. All 173 students are enrolled in Class Dojo and many parents are active, as well. Moate noted digital classrooms for students with additional needs can be very difficult, and staff are working very hard to work with students and families. More information was included in the meeting packet. She thanked staff and families who are working hard to continue providing education for students.

- Update on School Fest

Moate said School Fest has unfortunately been cancelled. She noted that the decision was made to cancel the raffle, as well. Staff spoke with the Gaming Commission from the State to ensure the correct protocols were followed; all who purchased tickets will receive a refund check due to State requirements.

➤ Lakeland School Senior Banquet

The Senior Banquet will be a recorded event that will be sent to students and their families. The DVD will include memories of the students' time at Lakeland School.

➤ Lakeland School Graduation

Moate said there are 17 graduates and they will continue to hold a graduation ceremony for them. It will take place in the parking lot of Lakeland School, and families and graduates will stay in their cars. Deputy Nelson will deliver caps and gowns to graduates at their homes prior to the event and then lead the processional of the graduates that evening. There will be a podium and there will be space for those attending in their cars. Students will receive their diplomas in the mail, and the event will be recorded. There will also be a reception care package provided. Graduation will take place on June 1st at 7 p.m.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, May 20, 2020 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Supervisor Schaefer, Chair Weber adjourned the meeting at 5:07 p.m.

Funding April & Beyond

Robert Krueger <robertk@dtcbus.com>

Mon 4/13/2020 12:14 PM

To: Moate, Tracy <tmoate@co.walworth.wi.us>

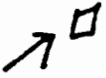
Hi Tracy,



It is hard to believe that we have been shut down for a month. I write this E-Mail asking for continued funding for April & beyond.

Thank you for taking the time to review and discuss our request for funding during the school shut down due to COVID-19. All of us at Dousman Transport have been working on our business contingency plans since schools were closed a month ago. This is unprecedented times for all of us. We have been talking with all our school administrators as well as assessing cost saving options that may exist for us to help bridge this gap for our employees and our company. The timeline of how long schools will be closed has become much more uncertain. Our primary focus remains our employees as they are the reason that we're able to provide transportation for our students. Being able to pay our employees, so they are available when we do go back to school is very important. This will also help us to continue to maintain our buses and other assets so that we can remain a viable business enterprise. This is only possible with support from our school district partners.

We have told our drivers and aides to apply for unemployment during this time until we have further clarity on the possibility of funding from our schools and any potential federal stimulus dollars. We know unemployment compensation will not provide enough money for our most of our employees to live on during the shutdown. Our fear is that many will need to go find other jobs to make ends meet and may not be around when we do go back to school. We may be forced to do the same for our mechanics and other full-time staff, the same will probably happen.



We don't know when we will be called upon to resume service for Lakeland, but we know that we will be called upon eventually. Dousman Transport wants to be ready and able to do so when that time comes. It is for that reason that we are presenting this proposal to you. Dousman Transport is requesting that Walworth County allows us to bill for missed days in April and beyond, for regularly scheduled routes minus driver wages. This will total \$ 447.75 per day missed.

- This will allow DTC to:
 - *Retain and pay our Management Team* this will allow us to remain responsive to the needs of our schools as this time of crisis persists. These team members are very specialized and retain the knowledge gained by decades within the school bus industry.
 - *We will retain and pay our school bus mechanics* – These individuals are in a highly skilled field and are sought after by many other companies. While they will not be eligible for regular overtime as they would during regularly scheduled school days, retaining them at a 40-hour work week better ensures our ability to retain their services. It is their skills that will be called upon to maintain our fleet's capability for when the buses are needed by Lakeland once again.
 - *Maintain our facilities* – Like our schools and their facilities, costs remain for utilities, property tax payments, maintenance and other expenses during this time.
 - *Maintain insurance coverage* – Even within this level of funding, we are pursuing any options that may exist to negotiate some reduction to our premiums. But in order to stay ready and preserve our ability to serve Lakeland, coverage will need to stay in-place.
 - *Maintain fleet mechanical readiness* – It is a logical assumption that maintenance costs for the fleet will be lower than if the buses were being used every day. But as experienced over regular summer downtime, these costs are

not eliminated. Some failures will occur as a result of their lack of movement as time and corrosion do its own damage. But just as in the summertime, we along with our Tech staff have to remain vigilant in our duties to preserve our capability to serve Lakeland. We would use these funds to continue to buy parts to continue to support our local businesses.

- *Maintain essential bus parts inventories* – Our plan is to work from our existing parts inventories and to reduce these to the maximum extent possible. However, there are some items that will need to be re-stocked to stay operational ready. This may become even more important as some parts/supplies become in short supply.
- Daily we are monitoring the different stimulus packages that are being discussed in Washington DC. Any funding that we would receive from the government that covers costs that Lakeland paid us for would be reported to Lakeland and paid back when those funds are received by Dousman Transport. We do not ever want to be double paid for services.

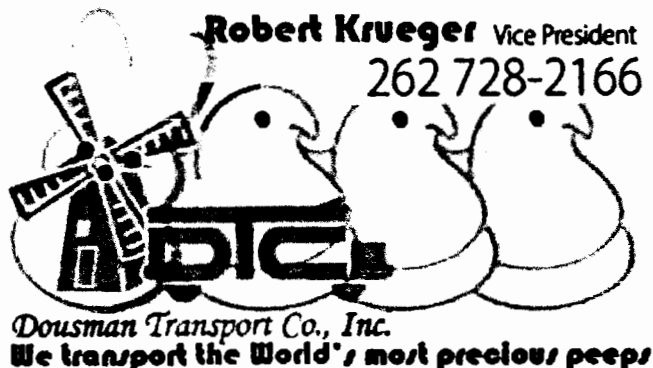
We have participated and been part of many calls this morning with the National School Transportation Association and they were reviewing the funding that is in the current Senate and House bills to help out of work employees and businesses effected by COVID-19. One item that was mentioned is low interest small business loans. One proposal is that if a company takes out such a loan and shows that they used it to pay employees during the shutdown that the loan would not need to be paid back. If something like that is a possibility, we will work to take advantage of it. The same is true for any funding tied to the Families First Coronavirus Response Act.

In order to provide continuity, school bus companies need to maintain their staff, school buses and operational readiness. This includes continuing to pay our staff through this health crisis. Allowing them to do so is in the best interest of the student transportation system in general, and school children in particular. Student transportation remains the backbone of the educational system in the United States, and this important industry must be protected until this health crisis dissipates.

Thank you for considering our proposal to continue funding school transportation. All of us at Dousman Transport stand ready to serve the families of Lakeland and welcome any questions or concerns.

Sincerely,

Robert W. Krueger





Carolyn Stanford Taylor, State Superintendent

Graduation Requirements, Grading, and Class Promotion
March 26, 2020

The purpose of this document is to provide an overview of state graduation requirements and to provide a brief summary of local authority around this issue, including grading and class promotion. In addition, it provides strategies to deal with the current situation of school closures related to a public health emergency.

Graduation Requirements

The state graduation requirements under Wis. Stats. 118.33 total 15 credits including:

- English - 4 credits,
- Math - 3 credits,
- Science - 3 credits,
- Social Studies - 3 credits,
- Physical Education – 1.5 credits, and
- Health – 0.5 credits (in grades 7-12).

There is also a civics exam required for graduation. ¹

Brief Summary of Local Authority and Actions

The state superintendent encourages school boards to require an additional 8.5 credits selected from any combination of vocational education (career and technical education), foreign languages, fine arts, and other courses. Most districts have graduation requirements that far exceed the state-required 15 credits. These additional credits are at the discretion of local school boards, and can be changed by action of a local school board. Each district determines what requirements are necessary to grant a high school diploma beyond the 15 credits required under state law.

Grading and Class Promotion

* Course grades and class promotions are determined by school board policies and not by state requirements. Districts have latitude in determining what grades to award, if any, for coursework, and what coursework is required for credit attainment.

Current School Closure, Changes in Instruction, and Graduation

It is likely in your current senior population you have students who are in the following categories regarding graduation credits:

¹ The Wisconsin Department of Public Instruction has developed resources to assist you in meeting the civics graduation requirement. Knowing that districts vary in their ability to meet this requirement, we have provided a form for you to request a waiver if it becomes necessary.

- Students who currently have attained the district graduation requirements, which would include the 15 state-required credits.
- Students who have completed the 15 state-required graduation credits but currently have not completed all the district requirements. Options:
 - a. School boards could decide to modify district policy to grant a high school diploma.
 - b. School boards could determine that coursework completed to-date is sufficient to award credit for the district-required graduation credits.
 - c. Districts could provide additional learning opportunities that students could complete at home to meet district requirements/credits for graduation.
- Students who have not met the minimum 15 state-required graduation credits but were on track to meet those requirements in current coursework had the school year not been suspended. Options:
 - a. School boards could determine that coursework completed to-date is sufficient to award credit for the state-required graduation credits.
 - b. Districts could provide additional learning opportunities that students could complete remotely to meet state requirements/credits for graduation.
 - c. School boards have an option to request a waiver from the state superintendent. School boards could request a waiver from the state-required high school graduation requirements for those students who were on track with current coursework for them to have completed all state-required high school graduation requirements had the school year not been suspended.
- Students who are further behind high school graduation attainment and who would not have been able to meet the state high school graduation requirements with the normal coursework currently taken prior to the end of the 2019-20 school year. Option:
 - a. School boards could provide targeted online resources for these students further behind in coursework attainment or consider summer school opportunities to complete coursework. Districts can get aid for virtual summer school for grades 7-12 if the class meets a graduation requirement. Waivers for this group of students would not be approved.

IDEA Considerations



Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in a termination of a student's eligibility for Individuals with Disabilities Education Act (IDEA) services. Procedurally, the student's Individualized Education Program (IEP) team must meet to review the student's status and issue the appropriate Notice of Graduation (P-3) or Notice of Ending Services Due to Age (P-4) a reasonable time before the student's eligibility is terminated. The local educational agency (LEA) must also provide the student a summary of performance prior to graduation or ending services due to age. As this is an issue of IDEA eligibility, the department recommends LEA's make extra effort to complete these steps in a timely manner.

Some IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. In these instances, LEAs should consider whether IEP teams should be convened to review the student's status in light of the extended school closure.

For more information, contact Tamara Mouw, Director of Teaching and Learning, at tamara.mouw@wi.dpi.gov or 608-266-2364.



Emergency Drill Reporting Form

School: Lakeland School	Date: 5/12/20
Individual Completing Form: Matt Conrardy	Title: Principal
Time Alarm Sounded: 5:30am video was posted on Class DOJO	Time Drill Concluded: Ongoing depending on when the family and staff decided to administer the drill

Type of Drill:	Notification/Alert Method:	Weather Conditions:	Participants:
<input checked="" type="checkbox"/> Fire/Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Soft Lockdown <input type="checkbox"/> Tornado <input type="checkbox"/> Other _____	<input type="checkbox"/> Bell/Alarm <input type="checkbox"/> Intercom <input type="checkbox"/> Vocera <input type="checkbox"/> Phone <input type="checkbox"/> Megaphone <input type="checkbox"/> Siren <input checked="" type="checkbox"/> Other (CLASS DOJO)	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Windy <input type="checkbox"/> Snow/Sleet <input type="checkbox"/> Hail	<input checked="" type="checkbox"/> School Admin. <input checked="" type="checkbox"/> Teachers/TAs <input checked="" type="checkbox"/> Custodial <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Police <input type="checkbox"/> Fire <input checked="" type="checkbox"/> Other (Families)
Timing of Drill:	Problems Found:	Check All That Apply:	Lockdown:
<input type="checkbox"/> Before School <input type="checkbox"/> During Classes <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input checked="" type="checkbox"/> Other (During Distant Learning)	<input type="checkbox"/> Alarm not heard <input type="checkbox"/> Students Confused <input type="checkbox"/> Congestion in Hallways <input type="checkbox"/> Prolonged Evacuation <input type="checkbox"/> Other _____	<input type="checkbox"/> Staff unsure of responsibilities <input type="checkbox"/> Weather Issues <input type="checkbox"/> Students Unaccounted <input type="checkbox"/> Noise Issues <input type="checkbox"/> Vocera Comm. <input type="checkbox"/> Other _____	<input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Staff and Students visible <input type="checkbox"/> Blinds left open <input type="checkbox"/> Other _____

Brief Summary of the Emergency/Drill:

We shared a video via Class DOJO informing staff, students and families that today we were participating in our monthly fire drill, also the last drill for the 2019-2020 school year. We administered it as a Stop & Think drill, but also gave the family the option to act it out as an actual drill. In addition to them reviewing and discussing their fire evacuation plan, we also shared reasons why they may need to evacuate their home other than a fire. Carbon Monoxide and Natural Gas were mentioned and families were encouraged to discuss how their evacuation plan would differ from their current fire evacuation plan. The virtual drills have given us the ability to stay connected with our families while encouraging them to be safe.