

1. Agenda

Documents:

[5-22-2019 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[AMENDED AGENDA 5-22-2019.PDF](#)
[PACKET 5-22-2019 MEETING.PDF](#)



Walworth County Children with Disabilities Education Board
Wednesday May 22, 2019
4:30 PM.

Walworth County Government Center, County Board Room 114
100 West Walworth St, Elkhorn, WI

Children with Disabilities
Education Board

Dave Weber – Chair, Charlene Staples – Secretary,
Kathy-Ingersoll, Supervisor – William Norem, Supervisor – Ken Monroe, Supervisor
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.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes April 24, 2019 CDEB Meeting pp 1-3
6. Public Comment Period
7. Unfinished Business
 - a) Approval of LSYou W.A.V.E. Program Guideline pp 4-10
8. New Business
 - a) Staff retirement resolutions
 - b) Tuition Request from the New Berlin School District
 - c) Tuition Request from the Edgerton School District
9. Reports and Correspondence
 - a) CDEB Chair
 - b) CDEB Director
 - Update on School Fest
 - Graduation, June 3, 2019 @ 7:00 pm
 - Senior Banquet, May 22, 2019, slideshow @ 7:00 pm
 - Last day of school for students is June 13, 2019 and staff will check out June 14, 2019
 - Summer School July 9, 2019 - July 26, 2019
 - Special Olympics, will be in Stevens Point June 6th – 8th
 - Lakeland School Golf Outing September 28th at Evergreen Country Club
 - Crisis Drill Update
10. Set time and date of next meeting June 19, 2019 @ 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 16, 2019



Children with Disabilities
Education Board

Walworth County Children with Disabilities Education Board
Wednesday May 22, 2019
4:30 PM.

Walworth County Government Center, County Board Room 114
100 West Walworth St, Elkhorn, WI

AGENDA –AMENDED May 21, 2019

Dave Weber – Chair, Charlene Staples – Secretary,
Kathy Ingersoll, Supervisor – William Norem, Supervisor – Ken Monroe, Supervisor
Sign language interpreters for the deaf are available if requested in advance

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

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Submitted By: Tracy Moate, Director WCCDEB
Dave Weber, CDEB Chair
Posted May 16, 2019
Added Agenda item underlined



Children with Disabilities
Education Board

Memorandum

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

Cc: Dave Bretl, County Administrator/Corporate Counsel

From: Tracy L. Moate, Director WCCDEB

Date: May 16, 2019

Re: WCCDEB May Agenda Items

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

- Last month I presented the W.A.V.E. concept that is a part of Lakeland School's adult program, LSYou. There has been a long standing history of providing work experiences to Lakeland School's adult students that needed to be updated. I have worked with staff to draft a document that organizes and aligns this program with DPI's expectation (WIOA) for adult programming that transitions students into community-based opportunities. I have included a copy of the proposed guidelines that will now be used to guide decisions made for work activities and experiences of our students in this phase of their school experience.
- It's that time of the year to recognize staff who have announce their retirements from Lakeland School and Walworth County. We have four individuals who fall into this category. Linda Gilliland/Elementary Teacher - 30 years, Anita Finley/Speech and Language Therapist - 34 years, Irene Straz/Middle School Teacher - 25 years, and John Loomer/ Teacher Assistant - 15 years. These individuals all have been very dedicated to this



Children with Disabilities
Education Board

school and our students. Their daily presence in our hallways will be missed in the years to come!

- There are two additional requests for tuition consideration to Lakeland School. These requests come from New Berlin and Edgerton School Districts. They are in the early stages of their request but I would like to share the updated Space Availability numbers to guide your discussion and be able to inform the districts of your decision to consider.

- 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 School Fest, Senior Banquet, Graduation, Last Day of School, Special Olympics, a golf outing in the fall and Summer School. I would also like to provide an update on a crisis drill/event that occurred this month.

Have a nice weekend!

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, April 24, 2019
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 4:30 p.m. by Chair David Weber.

Roll call was conducted. All members were present: Chair David Weber, Secretary Charlene Staples, and Supervisors Kathy Ingersoll, Ken Monroe and William Norem. A quorum was declared.

Others in Attendance:

County Board members: County Board Chair Nancy Russell

County Staff: County Administrator David Bretl and Director of Special Education Tracy Moate

On motion by Supervisor Ingersoll, seconded by Secretary Staples, the agenda was approved by voice vote.

On motion by Supervisor Monroe, seconded by Secretary Staples, the February 20, 2019 Children with Disabilities Education Board (CDEB) meeting minutes were approved by voice vote.

Public Comment – There was none.

Special Order of Business

- Nominations and Election of Chair of CDEB Committee

County Administrator David Bretl said annual elections are required for Chair and Secretary of the Children with Disabilities Education Board (CDEB). He asked for nominations for Chair. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to nominate David Weber for Chair.** Bretl asked three more times for other nominations. **Supervisor Monroe made a motion, seconded by Supervisor Norem, to close nominations and cast a unanimous ballot for David Weber. Motion carried 5-0.**

- Nominations and Election of Secretary of CDEB Committee

Chair Weber asked for nominations for CDEB Secretary. **Supervisor Monroe made a motion, seconded by Supervisor Ingersoll, to nominate Charlene Staples for Secretary.** The Chair asked three more times for other nominations. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to close the nominations and cast a unanimous vote for Charlene Staples. Motion carried 5-0.**

New Business

- Space Availability Update
- Union Grove Tuition Request

Director of Special Education Tracy Moate said the space update is integral to the Union Grove tuition request. The updated information was included in the agenda packet. The tuition request concerns a student who would be placed in the High School 1 Department. Current numbers show that the enrollment in that grade level is at maximum; therefore, according to the statistics, there is no current room for the tuition student. Currently there are four classrooms in that area, and with eight students per

class, the enrollment cap is 32. There are now 35 students enrolled, and as those students are from the district, they cannot be denied. However, a proposed transfer of a middle school teacher to the high school level will allow for five classrooms in the fall, with an increased enrollment cap of 40. Union Grove is aware of the current space constraints and was encouraged to change their request for placement to occur beginning the next school year. Moate said the 2018-2019 school year is coming to a close. The administrative team would have to observe the student in district, review the IEP and ensure it would be a suitable transition. She believes waiting until the fall to accept the student would help make the transition to high school and a new environment less stressful. Moate added the space availability calculation has been an equitable tool to use in determining whether the School can accommodate a tuition student request. **Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to deny admission of the tuition student in the spring 2018 term based on space availability, and to accept the student for the upcoming 2019-2020 school year. Motion carried 5-0.**

- LSYou W.A.V.E. (Work Activities and Vocational Experiences) Program Guideline
 The LSYou Program has a long history of providing work experience for the School's adult students and helping them develop vocational skills. Past "established practices" were reviewed, and Moate said she wants to move away from the expectation that students' primary goal in the program is to earn money and that the School is responsible for providing jobs to the students. The primary purpose of the program is to give the students the opportunity to explore job options, develop work and social skills and help them prepare a plan for their lives when they age out of the School. Moate said creating jobs for students and paying those most qualified does not promote equal opportunity for all of them to explore multiple work options. Moate proposed aligning more closely with the federal Workforce Innovation and Opportunity Act (WIOA) to not only prepare students with academic skills, but also prepare them for future work and community living. There are five components of WIOA: job exploration counseling; work-based learning experiences; post-secondary educational or higher education programs counseling; social and independent living skills training; and instruction in self-advocacy. Moate is revising the LSYou W.A.V.E. Program guideline and will bring the document to a future meeting for Board approval. Parents will be given links to connect with agencies who can help their children obtain employment. The guideline must be clear in stating Lakeland School is not responsible for securing employment for its students. She also wants to eliminate pay for jobs performed inside the School; those currently being paid could be grandfathered and the pay would stop when they leave the School.

- Resolution **-05/19 Committing Children with Disabilities Education Board Available Fund Balance
 Moate said funds in excess of the County recommended minimum available CDEB fund balance will be added to the building/equipment committed fund balance account. The building/equipment will be adjusted to a total of \$3,551,515. **Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to recommend approval of the resolution, contingent upon Finance Committee approval. Motion carried 5-0.**

Reports and Correspondence

- CDEB Chair – There was none.

- CDEB Director

- Music Solo Ensemble Results

Six students participated with all of the school districts. They entered as "comment only" from the judges and did not receive scores. It was a positive experience for them and allows them to receive public acknowledgment of their achievements.

➤ Emergency Drill

Drills were held in March and this month, one of which was a “Stop and Think” lockdown drill. The drill is announced on the intercom, and students are asked to think about what they would do if it were a real situation. Students are also encouraged to plan where to go if traditional shelter places are inaccessible. The School’s Sheriff’s Deputy liaison participates in the drills.

➤ Brady Corp. Product Research Proposal

Moate reported Brady Corp. has moved on to pursue other avenues for their research.

➤ Update on CA Counseling Branch Office

CA Counseling is waiting for the State Department of Health Services to approve their request. Moate anticipates they will open their office to coordinate with the beginning of the fall term.

➤ Lakeland School Prom, April 26th

Prom will be held on April 26, at the Monte Carlo Room in Elkhorn. The grand march is at 7:00 p.m.

➤ Lakeland School Fest, May 11th – 9:00 a.m.

The live auction begins at 1:00 p.m.

➤ Alumni Dance, May 3rd

Adult students ages 18-21 will hold their own dance with alumni on May 3, 2019.

➤ Lakeland School Graduation, June 3rd at 7:00

By popular request, former Principal Greg Kostechka will be the speaker for the ceremony.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, May 22, 2019 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe and Secretary Staples, Chair Weber adjourned the meeting at 5:13 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Board at a regularly scheduled meeting.

Work
Activities &
Vocational
Experiences

W.A.V.E.
Program Guidelines



Work Activities and Vocational Experiences (WAVE)

Mission Statement:

To provide adult students the opportunity to broaden their work/vocational understandings and skills as they transition to their life after high school.

Who is eligible for the WAVE program?

Students in the LSYou Program

What is the difference between the LSYou Program and the WAVE program?

The WAVE is one opportunity available within the LSYou Program. The WAVE's focus is to explore work activities and/or jobs that are of interest to the student and compliment their strengths. Additionally, the experiences are intended to develop the soft and work hardening skills needed to be successful in various vocational pathways that may lead to competitive integrated employment.

What is the process for being a part of the WAVE program?

The WAVE program is intended to help students better understand their disability, think positively about themselves, make choices related to their interests, gain self-advocacy, and self-determination skills. Students will practice the formal competitive employment process that includes filling out an application (understanding that our students may need assistance), pursue letters of reference, and participate in an interview process aligned with the work experiences they are interested in. Students will be provided support and coaching strategies throughout the process.

What are some examples of the work activities and/or experiences available through the WAVE program?

- Garbage and Recycle Collections
- Custodial Supports
- Messenger/Paperwork Delivery/Routes
- Mail Assembly/Delivery
- Food & Ice Delivery
- Laundry Services
- Auto Detailing
- Store Inventory (Community Based)
- Lakeland School Market & Brew
- Lakeland School Coffee Cart in the Community
- Event Set-up & Take Down
- Grounds Keeping/Landscaping
- Kitchen & Cafeteria Detail
- Library/Media Center Supports
- Miscellaneous Office Duties
- Surplus Disposal
- Small Equipment Assembly
- Community Volunteer

Will every student be eligible for every job available?

Each student that applies for a job will be evaluated for skill level and interest to ensure the best fit. Students will have the opportunity to move to different positions or job tasks, once a level of independence has been demonstrated. If barriers are present that prevent a student from completing a specific task, modifications and accommodations will be used to foster independence and success. Once a student has been evaluated and demonstrates mastery of a job by demonstrating independence, they will be expected to move to a more challenging position, to continue learning and building their skill set. Letters of recommendation will be provided to the student by their supervisor upon successful evaluation.

What is the dress code for students during their work experience?

As a student worker in the WAVE program, personal appearance, clothing and hygiene is an extension of the school and reflects how others view the department. Modest, clean and appropriate dress is the general expectation. It is also a general expectation of all student workers to have good personal hygiene, nails clean and trimmed, and hair washed/clean. Workers should refrain from wearing strong colognes, perfumes or fragrances as it may be offensive to those they are working with. Being appropriately dressed indicates the student is serious about the job and conveys respect for the employer, policies and procedures. Wearing a student ID badge will be mandatory for work hours, regardless of where the worker is working. Student workers are also expected to wear long pants (khakis, jeans) free from rips, tears or stains. Skirts are also acceptable as long as the length is at least to the mid-thigh.

Generally INAPPROPRIATE Attire:

- Exercise Clothes (including spandex leggings, shorts, tank tops and swim suits)
- Pajamas
- Flip flops or slippers
- Short crop tops or midriff shirts
- Short shorts, skirts or sundresses
- Undergarments showing
- Profane or offensive emblems, lettering or pictures
- Tight fitting clothing

Student workers placed in jobs working in the kitchen or setting tables will also adhere to the following guidelines:

- In addition to being appropriately dressed, students must wear a provided hat
- Students with hair that is longer than collar length, must wear hair in a ponytail under their hat
- Students must remove all dangling earrings, rings and bracelets
- Students with facial hair will be required to wear beard or moustache nets (provided)

If you are unclear if something would be work appropriate, please speak with your school/work supervisor.

Will students be paid?

No. These will be unpaid work experiences, geared at the development, strengthening and increase of independence with job skills. Students will be invited to a monthly celebration where they will be entered into LSYou drawings for non-monetary compensation.

Students desiring paid community integrated employment should contact the Division of Vocational Rehabilitation (DVR) at (262) 741-5185, 1040 N Wisconsin St, Elkhorn, WI 53121. You can access more information about DVR at their website:

<https://dwd.wisconsin.gov/dvr>

Is Lakeland School responsible for finding and securing employment opportunities for students?

Lakeland School is a team of support to help a student get ready for integrated community employment. Lakeland School staff is not responsible for the securement of said employment. The student, their home supports and/or DVR will be the team working to secure community integrated employment.

The link below will provide an overview of questions and answers regarding schools and their responsibilities related to employment:

<http://www.letsgettoworkwi.org>



How will students be evaluated?

Students will be evaluated using the following rubric.

Student worker rubric for Evaluation of skills

Student

Name: _____

| CATEGORY | 4 | 3 | 2 | 1 |
|---------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Quality of Work | Able to complete any task assigned to expectation, without supervision. | Meets expectations for assigned task without assistance | Provides work that occasionally needs to be checked/redone by other group members to ensure quality. | Provides work that usually needs to be checked/redone by others to ensure quality. |
| Problem-solving | Able to problem-solve any situation independently. | Is able to problem-solve in many situations. | Unable to problem-solve, but is willing to try out solutions suggested by others. | Does not try to solve problems or help others solve problems. Allows others do the work. |
| Time-management | Completes every assigned task in timely manner. | Completes most tasks in a timely manner. | Needs reminders to complete work in a timely manner. Sometimes needs reminders to go to work. | Needs prompting to complete all tasks in a timely manner. Always needs reminders to get to work. |
| Working with Others | Always respectful to peers and staff. Always a team-player. | Always respectful to peers and staff. Sometimes needs reminders to work with others as a team. | Usually respectful, but sometimes is not a good team member. | Rarely respectful, often is not a good team player. |
| Dress code | Always adheres to WAVE dress code policies. | Always wears WAVE shirt, badge, and hat if needed. Sometimes needs reminders to wear appropriate work attire. | Wears WAVE shirt, badge and hat if needed. Needs regular reminders to adhere to dress code policy. | Does not wear WAVE shirt, badge. Always wears inappropriate or non-work approved clothing. Does not adhere to WAVE dress code policy. |

WAVE APPLICATION

PERSONAL INFORMATION:

First Name _____ Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (_____) _____

E-mail _____

Are you eligible to work in the United States? Yes _____ No _____

Are you 18 or older? Yes _____ No _____

Have you been convicted of or pleaded no contest to a crime? Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY: Position Applied For: _____

Education:

| School | Location | Degree | Did you graduate? |
|--------|----------|--------|-------------------|
| | | | |
| | | | |

Activities or clubs:

Work Experience:

| Employer Name | Address | Supervisor Name | Can we contact? Y or N |
|---------------|---------|-----------------|---------------------------|
| | | | |
| | | | |

LAKELAND SCHOOL ENROLLMENT SUMMARY - SPACE AVAILABILITY-DEPARTMENTS

FEBRUARY, 2019

| | EARLY CHILDHOOD | KINDERGARTEN | PRIMARY | ELEMENTARY | MIDDLE SCHOOL | HIGH SCHOOL 1 | HIGH SCHOOL 2 | LSYOU | TOTAL |
|-------------------------------------------|-----------------|--------------|---------|------------|---------------|-------------------|---------------|-------|-------|
| CAP | 14 | 10 | 21 | 44 | 43 | *32 40-2019-20 | 32 | 40 | 204 |
| CURRENT ENROLLMENT | 8 | 1 | 9 | 21 | 33 | 35 | 27 | 39 | 173 |
| ANNUAL DISTRICT TRANSFERS (AVERAGE) | 4 | 1.5 | 1.5 | 4 | 1.5 | 2 | 1 | 0 | 15.5 |
| (PENDING) TRANSFERS TO DATE | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 3 |
| EMPTY RESERVED SEATS FOR DISTRICTS | 2 | 7 | 10 | 17 | 7 | 0 | 2 | 0 | 45 |
| CURRENT ENROLLMENT + RESERVED SEATS | 12 | 5 | 10 | 34 | 33 | 34 | 28 | 40 | 196 |
| SPACE AVAILABLE FOR NON-RESIDENT REQUESTS | 2 | 5 | 11 | 10 | 10 | *0 6-2019-20 | 4 | 0 | 42 |

SEATS NOT AVAILABLE IN LSYOU DUE TO "NO TRANSFER" PRACTICE INTO ADULT PROGRAM WITHOUT PRIOR ATTENDANCE IN HIGH SCHOOL 2 DEPARTMENT

*MOVING 1 TEACHER DUE TO ENROLLMENT IN HS1 IN 2019-20