

1. June 14 2022 Children With Disabilities Education Board, Agenda

Documents:

[JUNE 14 2022 CHILDREN WITH DISABILITIES EDUCATION BOARD
AGENDA.PDF](#)

2. June 14 2022 Children With Disabilities Education Board, Packet

Documents:

[JUNE 14 2022 CHILDREN WITH DISABILITIES EDUCATION BOARD
PACKET.PDF](#)



Rick Stacey,
County Board Chair

Ryan Simons,
County Board Vice-Chair

**Walworth County Children with Disabilities Education Board
SPECIAL MEETING NOTICE
Tuesday, June 14, 2022
3:00 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin**

Brian Holt, Chair *Kathy Ingersoll, Secretary*
Al Stanek, Supervisor *Joseph Schaefer, Supervisor* *Ken Monroe, Supervisor*

NOTICE: 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 may be limited. **ALL THE PUBLIC CAN WATCH THE MEETING STREAMING LIVE AT**
<https://mediasite.co.walworth.wi.us/Mediasite/Play/36158a4fc97041e9bcdfcfb4e80feb321d>

Individuals wanting to provide a Public Comment can do so in person or remotely by telephone. Those wishing to comment by telephone must contact the County Administrator's Office 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.

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

A quorum of the Walworth County Children with Disabilities Education Board will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator's Office or on the County's web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

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
 - a) May 18, 2022 Children with Disabilities Education Board Meeting (encl. pp. 1-2)
6. Public Comment Period

7. New Business

- a) Res. No. 36-06/22 Confirming the County Administrator's Appointment of Matthew P. Huettl as Director of Special Education (encl. pp. 3-10)

8. Set/confirm next meeting date and time

- a) Children with Disabilities Education Board - June 22, 2022 at 4:30 pm

9. Adjournment

Submitted By: Brian Holt, Chairperson of Children with Disabilities Education Board
Tracy Moate, Director of WCCDEB

Posted: June 6, 2022

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, May 18, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Brian Holt called the meeting to order at 4:30 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, Joseph H. Schaefer, and Al Stanek. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Special Education Tracy Moate; and Assistant Director-Special Education Sarah Singleton.

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

On motion by Secretary Ingersoll, second by Supervisor Monroe, the April 27, 2022 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Tuition Request Update

Director-Special Education Tracy Moate shared that tomorrow she has a scheduled conference call with the school district where the student is currently enrolled and will indicate that Lakeland School does have space available for the tuition request. She reiterated that although space is available there is a second step outlined through ordinance, which addresses the appropriateness of the placement. Moate stated that after the conference call if there is continued interest in pursuing the tuition request she will move forward with the next steps and report back to the Board in June.

New Business

8a. Resolution No. **-06/22 Authorizing the Creation of a Nutrition Site Work Position and a Food and Nutrition Services Lead Position at Lakeland School

Moate stated that these two positions are being added as part of a cooperative effort with Lakeland Health Care Center (LHCC.) She explained that Lakeland School will essentially piggy back off the purchasing contracts LHCC has in place for food, materials, and equipment; and the two individuals will work solely out of Lakeland School to cook and prepare meals along with cleanup and Department of Public Instruction (DPI) data reporting. Discussion ensued relative to the total number of Full-time Equivalent (FTEs) positions being added and eliminated at Lakeland School. **Supervisor Stanek offered a motion, second by Secretary Ingersoll, to approve and authorize the Creation of a Nutrition Site Work Position and a Food and Nutrition Services Lead Position at Lakeland School. Motion carried 5-0.**

County Administrator Mark W. Luberda clarified the motion approves the resolution as presented.

Reports and Correspondence

9a. CDEB Chair – There was none.

9b. CDEB Director

- New Staff Introduction: Sarah Singleton, Assistant Director of Special Education

Moate introduced Assistant Director-Special Education Sarah Singleton and briefly described her background, education, and contributions to Lakeland School. Singleton announced she is honored to be part of the leadership at Lakeland School.

- Kara Foundation Donation: Technology Update

Singleton shared that the school received approximately \$12,000 which was used to purchase 13 iPads, cases for the iPads, and 10 Chromebooks.

- Lakeland School Spring Show:

<https://drive.google.com/file/d/1d3fViMfj68j11CT4iBL7Im4uDiyBnfN/view?usp=sharing>

➤ Lakeland School Graduation June 6 at 7:00 pm

Moate encouraged Board members to let her know if advance if they are planning to attend the graduation ceremony.

➤ Emergency Drill: Lockdown/Intruder Summary Results

Moate shared that a lockdown drill was held at Lakeland School on May 6 assimilating an intruder in the building. Undersheriff Gerber and Officer Lawson from the Walworth County Sheriff's Office participated in the drill and were amazed at the efficiency with which staff and students responded to the drill.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, June 22, 2022 at 4:30 p.m.

Luberda announced a special meeting may be required as an offer has been made for a new Director of Special Education, and if accepted the Board will need to review and approve the contract.

Adjournment

On motion and second by Supervisor Monroe and Supervisor Stanek, Chair Holt adjourned the meeting at 5:11 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes are not considered final until approved by the Children with Disabilities Education Board at the next regularly scheduled meeting.



Memorandum

To: Children with Disabilities Education Board
County Board of Supervisors

From: Mark W. Lubberda, County Administrator

Date: June 6, 2022

RE: Resolution 36-06/22 Confirming the County Administrator's
Appointment of Matthew P. Huettl as Director of Special Education

Administration

Mark W. Lubberda
County Administrator

Jenny Quill
Office Supervisor-
Administration &
Communications Coordinator

Emily Krabbenhoft
Administrative Assistant

Stephanie Rodgers
Administrative Assistant

It is my pleasure to announce that I have appointed Matthew P. Huettl (Matt) as the Director of Special Education overseeing all operations of Lakeland School operating under the Children with Disabilities Education Board (CDEB). I hereby respectfully submit his name for confirmation of the appointment to that position. The CDEB will meet prior to the June 14, 2022, County Board meeting in order to consider the resolution on confirmation and to provide a recommendation to the County Board.

Matt has extensive experience in special education. Since 2016 he has been the Director of Special Education and Pupil Services for the Clinton Community School District. Prior to that and since 2009, he held this same position title for the Norris School District in Mukwonago, a learning facility serving residential and adjudicated day students in Southeastern Wisconsin. Prior to that he spent 5 years as a Special Education teacher at Norris School District.

The Wisconsin Department of Public Instruction has issued Matt the following administration certificates and licenses: District Administrator, Director of Special Education and Pupil Services, Director of Instruction, and Principal. He also holds a license as a Teacher – Intellectual Disabilities. These certifications stem from his educational background which includes a BS from the UW–Eau Claire in Special Education, a Masters from the UW–Whitewater in Special Education, a Masters from the UW–Madison in Educational Leadership and Policy Analysis. He also received an honorable retirement from the Wisconsin Army National Guard in 2018 after serving since 1995, including tours to Iraq and Afghanistan.

Although his experience and education clearly qualifies him to serve Walworth County as the Director of Special Education, it was his passion for special education and his thoughtful, planned approach to organizational leadership that secured him the appointment. He performed well in a first round interview with me, Tracy Moate, Michael Cotter, and Tammy Werblow (Human Resources). A second round interview had three parts: a more intensive, scenario interview with the same first group, an interview with representatives of school staff and leadership, the CDEB representative (Chair Supervisor Holt), and parents, and submission of a writing sample.

I have attached a copy of his resume for your convenience. If confirmed, he is scheduled to start July 1 and overlap with Tracy for that day. The starting salary is \$118,560 annually. His employment contract is a standard form contract consistent with ordinances. As indicated above, a resolution has been prepared to supply the confirmation of appointment, and the resolution will be considered by the Children with Disabilities Education Board prior to the County Board meeting.

If you have any questions, please do not hesitate to contact me.

MWL/sr
Enclosure

Matthew P. Huettl

OBJECTIVE

I am truly excited for the opportunity to lead the Lakeland School as its next Director of Special Education. I feel my post-secondary education, know-how in the field, systems/data-based mindset, and non-school-related experiences have prepared me to take on this tremendous leadership opportunity to serve the students with Disabilities of Walworth County. Concurrently, I have only six courses and dissertation left before earning my Ph.D. from the University of Wisconsin-Madison. As the reader will see, my resume demonstrates my readiness to lead the Lakeland School.

EDUCATION

University of Wisconsin-Madison

Ph.D., Anticipated graduation August 2024 Major: Educational Leadership & Policy Analysis.

University of Wisconsin-Superior

Ed.S, August 2020 Major: Educational Specialist in Educational Administration, Licensure-Superintendent/District Administrator (5003)

University of Wisconsin-Madison

MA, August 2015 Major: Educational Leadership & Policy Analysis, Licensure-Director of Special Education/Pupil Services (5080), Principal (5051), and Director of Instruction (5010)

University of Wisconsin-Whitewater

MA, May 2009 Major: Special Education, Focus-Professional Development

University of Wisconsin-Eau Claire

BS, August 2004 Major: Special Education, Licensure-Cognitive Disabilities (810) PK-12

PROFESSIONAL EXPERIENCE

University of Wisconsin-Whitewater, Whitewater, WI (2021-Present).

- Adjunct Professor, College of Education and Professional Studies-Special Education
 - SPECED 205, Introduction to Special Education:
A survey course designed to familiarize students with the psychological, physiological, and educational problems that confront persons with intellectual disabilities, gifts and talents, emotional or behavioral disorders, speech impairments, auditory impairments, visual impairments, and orthopedic and neurological impairments.

Wisconsin Council of Administrators of Special Services (WCASS), Appointment (2018-Present)

- WCASS: Board of Directors, Research and Development Chair

Clinton Community School District (CCSD), Clinton, WI (2016-Present) - CESA 2

- Director of Special Education and Pupil Services.
 - Direct all special education and pupil services office functions for 60 staff members. Secondary responsibilities are as follows: District Assessment Coordinator (DAC), English Language Coordinator, Advanced Learner Coordinator, Coordinator of Homeless, Homebound, Migrant, and At-Risk programming; Coordinator of online learning Clinton Connect, Coordinator of Section 504, Coordinator of PBIS, Coordinator of Birth to 3 services, and Mental Health Coordinator.

Matthew P. Huettl

Collaborative Accomplishments:

1. Initiated a Mental Health Framework team. From the needs assessment, developed a vision for student mental health. Developed a framework for school-based mental health counseling that is being replicated in six districts including CCSD.
2. Developed and Implemented a three-year-old play-based educational program within the district for students with special needs.
3. Revamped the district's strategic assessment system in order to close the achievement gap for all students.
4. Engaged 12 Rock County Mental Health clinics in an RFP for a multi-million dollar contract.
5. Developed a system of support for homeless students for online enrollment screening, gas card program, dispute resolution, professional development for staff, and developing resources for parents.
6. Partnered with a Consortium of school districts to have our own Charter School and saved the district \$475,000.00.
7. Led the district towards meeting the mandates of Academic and Career Planning (ACP) by developing a long-range vision, training staff members, and implementing and following through on year-to-year plans.
8. In collaboration with special education staff, developed the paraeducator evaluation rubric to reflect the CCSD paraeducator standards, onboarding procedures, and a paraeducator handbook.
9. Wrote multiple grant applications to be awarded over \$150,000.00 and the highest in the state of Wisconsin-sponsored grants.
10. Collaboratively developed the educational specialist compensation model and evaluation rubric.
11. Initiated BOE policy for Service Animals in Schools, developed the CCSD Service Animal application, and procedural steps to accompany the application.
12. Initiated and developed the Cougar Commitments Application for At-Risk Programming by starting the GED Option 2 and Competency-Based program.
13. In collaboration with building leadership, two of the three schools at CCSD were able for the first time to gain state recognition as schools of distinction for Positive Behavior and Supports (PBIS) and have maintained the recognition.
14. In collaboration with building-level leadership and special education staff, we implemented Standards-Based Grading (SBG) for students with exceptional needs.
15. Wrote the district's Youth Suicide and Violence Risk Protocol.
16. Established various parent support groups such as Autism, WSPEI family liaison, and mental health.
17. Successfully led the district through multiple health epidemics in coordination with the Rock County Department of Health Services, for example, Psychogenic Nonepileptic Seizures (PNES).
18. Bridged the gap between the University of Wisconsin-Whitewater and the University of Wisconsin-Milwaukee to increase opportunities for hiring highly qualified staff by having 3 to 5 student teachers per building.
19. Restructured online programming through the application and intake process which has resulted in an 89% increase in student success.
20. In collaboration with building-level leadership, developed gender support plans that supported transgender students.

Norris School District (NSD), Mukwonago, WI (2009-2015) - CESA 1

- **Director of Special Education and Pupil Services.** Direct all special education and pupil services office functions including District Assessment Coordinator (DAC) for adjudicated males in a public school setting, liaison between Norris School District and CESA 1 districts day students. English Learner Coordinator, liaison between UW-Whitewater and CCSD, and At-Risk Coordinator.

Matthew P. Huettl



Norris School District (NSD), Mukwonago, WI (2004-2009) - CESA 1

- **Special Education Teacher**, Public School District that serves as a Residential and adjudicated day student males from Milwaukee, Waukesha, Kenosha, Dane, and Racine County.

NON-ACADEMIC EXPERIENCE

Leadership Development Academy (LDA), Rock County (2021),

- The LDA is an academy created for Rock County leaders to learn, serve, and give back to the communities of Rock County.

Wisconsin Army National Guard, Honorable Retirement (1995-2018).

- HIMARS Launcher Chief, *Kandahar, Afghanistan* (2011-2013)
- Detainee Operations Sergeant of the Guard, *Taji, Iraq* (2007-2009)
- Border Patrol-Squad Leader, *Bisbee, Arizona* (2005)
- Combat Engineer-Squad Leader *Talil, Iraq* (2002-2004)
- Heavy Equipment Operator-Team Leader, *Managua, Nicaragua* (2001)
- Heavy Equipment Operator-Team Leader *Marshall Islands, Micronesia* (2000)

PROFESSIONAL PRESENTATIONS

Cooperative Educational Services Agency 2 (CESA 2), Whitewater, Wisconsin (November 2020)

- 2019 Wisconsin Act 86: Development of a Guidebook Related to Dyslexia and Related Conditions

Wisconsin Association of School Boards (WASB), Milwaukee, Wisconsin (January 2020)

- Panel Discussion: Mental Health Collaborations - Increasing Access to Outpatient Counseling.

Wisconsin Council of Administrators of Special Services (WCASS), Wisconsin Dells, Wisconsin (May 2019)

- A Systems Wide Approach for School-Based Mental Health Counseling Framework Implementation.

Wisconsin Rural School Alliance (WIRSA), Wisconsin Dells, Wisconsin (October 2018)

- Year 1 Reflection: School-Based Mental Health Counseling Framework Implementation Continuum of Refinement.

Marquette University, Milwaukee, Wisconsin (September 2018)

- Rural School Service Delivery Gaps: Childhood Mental Health, AODA, Childhood Trauma, and Family Circles of Care.

PROFESSIONAL PUBLICATIONS

Wisconsin Council of Administrators of Special Services (WCASS), (March 2021)

- National Publication, Served as the Co-Chair: *Teachers' Guide on Providing Students with IEPs Accessibility to the Printed Page.*

Professional References

Dr. James D. Brewer, Superintendent Clinton Community School District:


Ken Leuty, BOE President, Clinton Community School District:

Sarah Trampf, (past) Superintendent Norris School District:

Daniel McCrea, CFO of Business Services, Janesville School District:

Janae Gile, Director of Instruction, Clinton Community School District:


Chris Fountain, Middle School Principal, Whitewater School District:



Matthew P. Huettl



Sarah Duncan, Director of Business Services, Clinton School District:
Erika Stewart, Jr/Sr High School Principal, Clinton School District:
Gary Myrah, Executive Director of WCASS:
Eric Larson, CESA 6, Director of Learning and Assessment:
Dr. Stephen Baule, Winona State University, Professor:
Stephanie Knueppel, LPC, Founder of Stateline Mental Health:
Jessie Stevenson, School Psychologist (Retired):
Kelly Kaminski, Assistant Principal, Beloit School District:
Maggie Peterson, Director of Pupil Services, Rhinelander School District:



* Others are available upon request