

1. Agenda

Documents:

[6-19-2019 CDEB AGENDA.PDF](#)

2. Meeting Materials

Documents:

[PACKET 6-19-2019 MEETING.PDF](#)

[HANDOUTS FOR 6-19-2019 MEETING.PDF](#)



Walworth County Children with Disabilities Education Board
Wednesday June 19, 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 May 22, 2019 pp 1-3
6. Public Comment Period
7. New Business
 - a) Summary of Seclusion/Restraint Report per Senate Bill #353 pp 4-5
 - b) Resolution Authorizing the Creation of a Special Education Teacher Position for the 2019-2020 School Year for the Children with Disabilities Education Board
8. Reports and Correspondence
 - a) CDEB Chair

 - b) CDEB Director
 - Special Olympics Summary
 - Emergency Drill Report 5/30/2019 pg 6
9. Set time and date of next meeting July 17, 2019 @ 4:30 PM
10. 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 June 13, 2019



Memorandum

Children with Disabilities
Education Board

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

Cc: Dave Bretl, County Administrator

From: Tracy L. Moate, Director WCCDEB

Date: June 12, 2019

Re: WCCDEB June Agenda Items

The agenda items are few on the June WCCDEB Notice. Perhaps this will make for an early evening.

- Senate Bill 353 (Seclusion and Restraint) requires that “annually by September 1, the administrator shall submit to the governing body, a report containing the number of incidents of seclusion and restraint and the number of students involved in seclusion and restraint during the previous school year.” I would like to present those numbers to you and answer any questions you may have regarding this subject. I have enclosed a copy of the form Lakeland School uses to document such incidents.
- One of Lakeland School’s teachers is being deployed to serve in Afghanistan for the following school year (from June 20, 2019- June 30, 2020). His military leave request has been processed and approved by the HR department. This particular position must be available for him to assume upon his return from duty. This Administration respectfully requests to create an “additional” 1.0FTE/position for the 2019-20 School Year to fill this teacher vacancy. It would be a one-year term that goes away at the close of the 2019-20 school year. The dollars in this “military leave” position would be used to cover the costs of the one year Special Education Teacher position.
- I would like to finish the meeting with some updates and reminders on a variety of school events.

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, May 22, 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.

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

On motion by Supervisor Monroe, seconded by Secretary Staples, the April 24, 2019 Children with Disabilities Education Board (CDEB) meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- Approval of LSYou W.A.V.E. Program Guidelines

Director of Special Education Tracy Moate presented the final draft of the W.A.V.E. (Work, Activities and Vocational Experiences) Program Guidelines that were discussed at the last CDEB meeting. The Guidelines outline the mission statement and focus of the Program, which is to explore work activities and/or jobs that are of interest to the student and complement their individual strengths. The Guidelines make it clear that the School's responsibility is not to provide paid employment at the School for students. The Program follows Department of Public Instruction (DPI) guidelines. Moate said the Wisconsin Division of Vocational Resources (DVR) representative comes to the School occasionally and helps students with job applications and establishing contacts. She emphasized that the School will continue to encourage assistance from DVR, other agencies and vendors to provide students and parents with employment options. **Supervisor Ingersoll made a motion, seconded by Secretary Staples, to approve the W.A.V.E. Program Guidelines. Motion carried 5-0.**

New Business

- Staff retirement resolutions

Moate said four long-term staff members are retiring at the end of the school year: 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). Moate requested that these individuals be honored for their accomplishments and dedication by presenting them with a resolution at the graduation ceremony. **Secretary Staples made a motion, seconded by Supervisor Ingersoll, to approve the presentations of resolutions recognizing the service of this year's retirees at graduation on June 3rd. Motion carried unanimously.**

- Tuition request from the New Berlin School District

Moate said New Berlin has requested acceptance of a student who will be in the Elementary department next year, which has adequate space to accept the request. A tour scheduled for today was postponed, but after staff reviews the student's IEP and determines if it would be a good fit, staff will recommend accepting the request.

- Tuition request from the Edgerton School District

The Edgerton School district made a preliminary request, but has not returned a follow-up call. Moate asked to table request and present it at the next CDEB meeting.

Secretary Staples made a motion, seconded by Supervisor Ingersoll, to approve the tuition request from the New Berlin School district if staff determines the School can adequately serve the needs of that student; and to hold a decision on the Edgerton School District request until more information is available. Motion carried 5-0.

Reports and Correspondence

- CDEB Chair – There was none.

- CDEB Director

- Update on School Fest

Moate said there was good attendance at the event, and calculations on net revenue are being finalized. She noted there has been a shift in staff interest and participation. Preparing for School Fest and working all day on that Saturday requires a lot of work. Staff proposed the golf outing in September to see if they can successfully raise funds without having to expend so much time and effort. School Fest has been their primary fundraiser for events such as prom, summer school, Special Olympics and other extracurricular activities. Supervisor Monroe suggested holding the plant sale at another time to help relieve the burden on staff.

- Graduation, June 3, 2019 @7:00 p.m.

Moate encouraged Supervisors attending graduation to arrive 15 minutes early and meet in the conference room before going to the gym for the ceremony.

- Senior Banquet, May 22, 2019, slideshow at 7:00 p.m.

- Last day of school for students is June 13, 2019; 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

Moate proudly announced that 22 student athletes qualified for the State meet.

- Lakeland School Golf Outing September 28th at Evergreen Country Club

- Crisis Drill Update

A student was eating lunch and got some food lodged in his throat. Members of the School Crisis Team performed the Heimlich maneuver on the student and managed to dislodge the obstruction before emergency response crews arrived. The student did not suffer much discomfort and decided to remain in School for the rest of the day!

➤ **Koerner Bus Company Update**

Koerner Bus is selling their business to Dousman Transport. Koerners have been the School's transportation provider since the 1950s. Dousman Transport currently brings students from other districts to the School, and the transition in service should go smoothly and high quality service will continue. The last Student of the Month celebration is on June 10 at 2:00 p.m., and the School will invite Koerners and their drivers to attend so they can be recognized for their years of service. The students will hand out cards and cookies, which will mean a lot to the owners and drivers who have developed relationships with the kids over the years.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, June 19, 2019 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe and Secretary Staples, Chair Weber adjourned the meeting at 5:01 p.m.

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

Lakeland School Incident Report

Student's Name:	Date:
Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	Location of Incident:
Homeroom Teacher:	Homeroom Teacher Notified: <input type="checkbox"/> yes <input type="checkbox"/> no

<input type="checkbox"/> Aggression	<input type="checkbox"/> Seclusion Location: Duration:
<input type="checkbox"/> Property Damage (hitting walls, tipping desks, slamming doors)	<input type="checkbox"/> Restraint <input type="checkbox"/> PRT <input type="checkbox"/> Mod. PRT (small children): <input type="checkbox"/> Settle Position (floor) Location: Duration: <input type="checkbox"/> Transfer/Escort <input type="checkbox"/> 2 person <input type="checkbox"/> 1 person
<input type="checkbox"/> Community Incident	<input type="checkbox"/> Sexual Behavior
<input type="checkbox"/> Injury	<input type="checkbox"/> Other:

Before:

What was the condition of the environment prior to the incident? [Click here to enter text.](#)

Describe the circumstances leading up to the incident? (e.g. peer teased, staff issued a direction and include any de-escalation techniques used prior to the incident) [Click here to enter text.](#)

Incident:

1a.) In what ways did the student show or demonstrate tension?

Choose an item. Choose an item.

[Click here to enter text.](#)

1b.) How did staff members respond to student's tension?

Choose an item. Choose an item.

[Click here to enter text.](#)

2a.) In what ways did the student's behavior escalate?

Choose an item. Choose an item.

[Click here to enter text.](#)

2b.) How did staff respond to student's escalating behaviors?

Choose an item. Choose an item.

[Click here to enter text.](#)

3a.) If the student continued, what maladaptive and unsafe behaviors were demonstrated?

Choose an item. Choose an item.

[Click here to enter text.](#)

Summarize the incident: [Click here to enter text.](#)

After the incident:

4a.) How did the student show a reduction in tension?

Choose an item. Choose an item.

[Click here to enter text.](#)

4b.) How did staff provide support to the student?

Choose an item. Choose an item.

[Click here to enter text.](#)

Staff:

Title:

Parents were made aware of the incident Yes No

If Yes, how so: Choose an item.

Click here to enter text.

Name of person completing report: Click here to enter text.

Date: Click here to enter a date.

Additional:

Administrator contacted

Nurse contacted

Click here to enter text.

Accident Report completed

Head Bump injury form completed

Injury to student

Injury to staff

For Administration Only:

Date parents were notified of the incident:	<input type="checkbox"/> Email <input type="checkbox"/> Skylert <input type="checkbox"/> Letter
Date written report will be available for parents:	REF #:



Lakeland School of Walworth County



6

Emergency Drill Reporting Form

School: Lakeland School	Date: 5/30/19
Individual Completing Form: Matthew Conrardy	Title: Principal
Time Alarm Sounded: 10:15am	Time Drill Concluded: 10:23am

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

Brief Summary of the Emergency/Drill:

At the last Crisis Team Meeting, it was suggested that we administer a Lockdown Drill using the vocera instead of announcing it over the intercom as we typically do. We had one of our PE teachers "broadcast to everyone," which opens the line to all staff members via the vocera. Tracy Moate, Deputy Dodge and Matt Conrardy proceeded to do a sweep of the building, checking for any staff and students, locked doors and lights turned off. During the sweep of the building we found all classroom doors were locked and lights turned off. We did observe one staff member who was in his classroom at the time and was not concealed in the classroom's primary hiding spot. Our front office staff sent a text message to the two staff members who had students out in the community that we were in a Lockdown and to stay away from the school. Once the drill concluded, she then sent a text back to them informing them it was safe to return. It was also reported to me that the Pool Locker Room doors will only lock from the outside, therefore the PE teachers hid with the students in the Pool Office. Deputy Dodge reported to me that the Walworth County Sheriff Department's Dispatch was flooded with 9-1-1 calls from the school, that the remaining calls were routed to the Delavan Police Department. Overall, the staff and students responded quickly and appropriately to the drill even though it was administered via the vocera and not the intercom.

Memorandum

To: Walworth County Human Resources Committee

Cc: Dave Bretl, County Administrator

From: Tracy L. Moate, Director WCCDEB

Date: June 12, 2019

Re: HR/CDEB June Agenda Item

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- One of Lakeland School's teachers is being deployed to serve in Afghanistan for the following school year (from June 20, 2019- June 30, 2020). His military leave request has been processed and approved by the HR department. This particular position must be available for him to assume upon his return from duty. This Administration respectfully requests to create an "additional" 1.0FTE/position for the 2019-20 School Year to fill this teacher vacancy. It would be a one-year term that goes away at the close of the 2019-20 school year. The dollars in this "military leave" position would be used to cover the costs of the one year Special Education Teacher position.
 - I will be attending the HR meeting if you have any additional questions. Thank you for your consideration and support

LakeLand School
Seclusion/Restraint Incident Summary Report
 2018-19 School Year

Total by Student

	Dept	District	Seclusion	Restraint	Seclusion & Restraint	TOTAL
1	High School	Delavan Darien	2	1	0	3
2	Elementary	East Troy	3	5	5	13
3	Elementary	East Troy	30	4	22	56
4	High School	East Troy	0	2	1	3
5	Elementary	Elkhorn	1	0	0	1
6	Elementary	Elkhorn	0	1	0	1
7	Middle	Elkhorn	4	1	9	14
8	Middle	Elkhorn	1	5	0	6
9	Middle	Elkhorn	1	1	1	3
10	High School	Elkhorn	5	5	6	16
11	High School	Elkhorn	15	0	0	15
12	High School	Elkhorn	0	3	1	4
13	High School	Elkhorn	2	1	1	4
14	High School	Elkhorn	4	5	0	9
15	Middle	Genoa City	2	0	0	2
16	Elementary	Lake Geneva Jt. #1	0	1	1	2
17	Middle	Lake Geneva Jt. #1	1	0	1	2
18	Middle	Lake Geneva Jt. #1	2	0	0	2
19	High School	LG Badger	0	3	0	3
20	High School	LG Badger	1	1	0	2
21	High School	LG Badger	0	1	0	1
22	Elementary	Traver	2	5	5	12
23	Elementary	Walworth	0	1	0	1
24	Elementary	Whitewater	0	4	0	4
25	Elementary	Whitewater	0	3	2	5
26	Middle	Whitewater	1	0	0	1
27	High School	Whitewater	1	0	0	1
28	High School	Whitewater	0	1	0	1
29	High School	Whitewater	0	2	0	2
30	High School	Whitewater	1	0	0	1
31	High School	Williams Bay	0	8	8	16
32	High School	Ft. Atkinson	3	0	0	3
33	Elementary	Beloit Turner	3	0	0	3
	TOTALS		85	64	63	212

Total by School District

School District	Seclusion	Restraint	Seclusion & Restraint	TOTAL BY DISTRICT
Big Foot	0	0	0	0
Delavan-Darien	2	1	0	3
East Troy	33	11	28	72
Elkhorn	33	22	18	73
Fontana	0	0	0	0
Genoa City	2	0	0	2
Lake Geneva Jt1	3	1	2	6
LG Badger	1	5	0	6
Reek	0	0	0	0
Sharon	0	0	0	0
Traver	2	5	5	12
Walworth	0	1	0	1
Whitewater	3	10	2	15
Williams Bay	0	8	8	16
Woods	0	0	0	0
<i>Ft. Atkinson</i>	3	0	0	3
<i>Beloit Turner</i>	3	0	0	3
TOTALS	85	64	63	212