

1. July 22, 2020 Children With Disabilities Education Board Agenda

Documents:

[JULY 22, 2020 CDEB MONTHLY MEETING AGENDA.PDF](#)

2. July 22, 2020 Children With Disabilities Education Board Monthly Meeting

Documents:

[JULY 22, 2020 CDEB MONTHLY MEETING PACKET.PDF](#)

2.I. July 22, 2020 Children With Disabilities Education Board Monthly Meeting

Documents:

[JULY 22, 2020 CDEB MONTHLY MEETING HANDOUTS.PDF](#)



Walworth County Children with Disabilities Education Board
Wednesday July 22, 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/4357e8ee66814aeda09f59c5924a87281d>

Individuals wanting to provide a Public Comment can do so remotely by telephone, but 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.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes CDEB Meeting June 12, 2020 pp 1 & 2
6. Public Comment Period
7. New Business
 - a) Resolution **-07/20 Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Aide Position at Lakeland School (CDEB) pp 3-5
 - b) Lakeland School COVID Back To School Plan pp 6-16
8. Reports and Correspondence
 - a) CDEB Chair
 - b) CDEB Director
 - Dale Folkers, School Fest Auctioneer Retires
9. Set time and date of next meeting –September 16, 2020
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 July 16, 2020



Children with Disabilities
Education Board

Memorandum

To: WCCDEB Supervisors

Cc: Mark Lubberda, County Administrator

From: Tracy L. Moate, Director WCCDEB

Date: July 15, 2020

Re: WCCDEB Meeting Agenda Items

The July WCCDEB agenda is made up of three items:

Our first order of business is to discuss a change between aides/teacher FTE assignments to accommodate the virtual learning environment and our Lakeland School Pandemic Plan for returning this fall. We are anticipating that we will be operating in a blended model where we will be reaching our students and families in multiple environments. Knowing this, I am requesting to take two Special Education Aide positions that will become vacant due to current recruiting events to fill positions that will be refilled due to retirements/resignations in June. We would like to use the cost savings from those two positions and create a new teacher position that will assist with homebound instruction. I am including the Summary of Projected (Cost) Savings that shows the impact for the 2020 Budget Year and the Annual Cost Impact. This request will also be on the HR agenda and if approved will move to the emergency County Board meeting that has been tentatively scheduled for Thursday, July 23rd (immediately following the conclusion of the Finance Committee).

Our large order of business involves our administrative team's recommendation for the continuity of operations at Lakeland School for the 2020-21 school year. We are daily in meetings putting details to that plan and are receiving input from



Children with Disabilities
Education Board

the fifteen school districts here in Walworth County. This plan is very fluid and is subject to change as new guidelines come out from the CDC and our Walworth County Public Health Department. To help you in preparation of this discussion and presentation, I have included the Lakeland School Pandemic Plan that was generating when COVID-19 kicked into action last March. We are using this plan and it's framework to guide our planning for the "Education Forward" intent that DPI has issued for school districts to follow.

Finally, we were informed that Dale Folkers, who volunteered at our School Fest Auctions annually, has decided to retire. I would like to send a letter of appreciation to him on behalf of the CDEB and School for his enthusiasm and support of our event.

Have an enjoyable weekend!

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, June 17, 2020 at 4:30 p.m.
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

Chair David Weber called the meeting to order at 4:30 p.m.

Roll call was conducted and the following members were present either in person or remotely: Chair David Weber, Secretary Brian Holt, Supervisors Kenneth Monroe, Kathy Ingersoll, and Joseph Schaefer. A quorum was declared.

County Board Supervisors: Nancy Russell

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

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

On motion by Secretary Holt, second by Supervisor Schaefer, the May 20, 2020 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

New Business

- Summary of Seclusion/Restraint Report per Senate Bill #353

Director of Special Education Tracy Moate referred to Pages 3-5 of the packet and gave a brief overview of the Lakeland School Seclusion and Restraint Data 2019-2020 School Year and Addendum to 2019-2020 Seclusion/Restraint Data. Moate stated schools are required by law to report these numbers to their school district; the school districts are required to report the data to their School Board; and the numbers are then reported to the State of Wisconsin. Moate provided definitions for both “seclusion” and “restraint” and explained how Lakeland School staff are trained in utilizing the Handle with Care system. Discussion ensued.

- Ordinance **-07/20 Amending Section 30-286 of the Walworth County Code of Ordinances Relating to Children with Disabilities Education Board Credit/Debit Card and Non-duty Staff Lunch Fees
Moate gave a brief overview and explained the need for the proposed ordinance. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to accept the proposed amendments to Section 30-286 of the Walworth County Code of Ordinances. Motion carried 5-0.**
- Looking back/Planning forward with the COVID-19 Pandemic
Moate spoke briefly regarding the “Never Waste a Good Crisis” handout found on Pages 8-11. She provided a brief overview of the Looking back/Planning forward with the COVID-19 Pandemic concept and highlighted the following:
 - Guidance from the Department of Public Instruction (DPI) regarding the return of students in the fall should be received on or around Monday of next week.

- Robert Krueger, Vice President of Dousman Transport Co., Inc., reported they did not qualify for CARES funding due to IRS requirements. Moate stated there has been no discussion as to an increase in fees and spoke briefly regarding the contract and potential changes in bussing.
- Summer school will be conducted virtually.
- Jodi Bronson of Lakeland School helped organize and manage the following activities to help assist Lakeland School families during the COVID-19 pandemic: a) Lakeland School staff and families donated approximately \$4,675 in gift cards and cash that assisted 56 families; b) the Walworth County Food Pantry provided 35 deliveries to Lakeland School families (each delivery consisted of one weeks' worth of food); and Lakeland School staff made countless food snack drop offs.
- Moate will begin creating Base 4 of the Pandemic Crisis Response Plan with intentions of presenting three to four options to re-enter school at the next Children with Disabilities Education Board meeting for input by the Board.

Reports and Correspondence

- CDEB Chair – Chair Weber expressed praise and admiration to the administration, staff, and faculty of Lakeland School for all of their efforts ensuring the graduation ceremony was a success.
- CDEB Director
 - Dojo Summary Presentation

Moate gave a brief overview of Lakeland School utilizing Dojo Class and stated during a three month period of time staff sent 3,906 messages to homes of the students; there were 4,800 stories posted and shared; 2,257 posts from families that were placed into student’s portfolios; and Lakeland School received 1,170 feedback points, which in essence were a “thumbs up” in appreciation. Moate shared a short YouTube video created by Lakeland School highlighting the virtual classroom. Moate concluded by sharing photos of the 2020 Lakeland School graduation ceremony that were taken by a volunteer photographer. Discussion ensued.

➤ End of School Year Awards

Moate gave a brief overview of the End of School Year Awards program and stated Lakeland School was able to celebrate and continue with traditions from years past by utilizing Dojo Class.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, July 22, 2020 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Secretary Holt, Chair Weber adjourned the meeting at 5:20 p.m.

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

Summary of projected (Cost)/Savings outlined in position costings

2020 Budget Year				
	230612	230839	230744	
	Moving Aide to Vacant Teacher position	Reclassing aide position to Teacher position	Eliminating Aid position and moving to teacher	
	2350A01	23501A01 & 2350A01	23501A01	
51105	28,820.00	(3,918.00)	11,069.00	
51505	16,784.00	-	8,392.00	
51510	824.00	-	412.00	
51515	29.00	(1.00)	14.00	
51520	1,946.00	(265.00)	748.00	
51530	2,205.00	(301.00)	846.00	
51540	84.00	239.00	293.00	
51543	93.00	(14.00)	36.00	
51545	89.00	25.00	74.00	
2020 Budget (Cost)/Savings	50,874.00	(4,235.00)	21,884.00	68,523.00

Annual Cost Impact				
	230612	230839	230744	
	Moving Aide to Vacant Teacher position	Reclassing aide position to Teacher position	Eliminating Aid position and moving to teacher	
	2350A01	23501A01 & 2350A01	23501A01	
51105	2,681.00	(12,292.00)	29,512.00	
51505	-	-	25,177.00	
51510	-	-	1,236.00	
51515	-	-	44.00	
51520	182.00	(829.00)	1,993.00	
51530	206.00	(940.00)	2,258.00	
51540	8.00	632.00	780.00	
51543	9.00	(40.00)	96.00	
51545	8.00	64.00	198.00	
2020 Budget (Cost)/Savings	3,094.00	(13,405.00)	61,294.00	50,983.00

4 Form 1-217-A: Position Costing Comparison - 2020 Fringe Rates

Prepared by: Paula Gladden
Date: 7/14/20

FN Review: S. Johnson
Date: 7/14/20

Position #: 230839
Org/Allocation code: 23501A01

	Budget (Annual)		Actual		Projected		Difference	Object			
Hours (2020 = 2,096 FT hours)	1,400		826		544						
Rate per hour	\$20.30		\$21.51		\$26.78						
11H1 to 15C step 1											
Wages:											
Base wages	\$ 28,417		\$ 17,765		\$ 14,570		\$ (3,918)	51105			
Longevity pay							-	51107			
Education pay							-	51610			
Uniform (excluded WRS, WC, STD, LTD)							-	51615			
Safety shoes (excluded WC, STD, LTD)							-	51105			
Other Pay							-	51105			
Total Wages	28,417		17,765		14,570		(3,918)				
Fringes:											
Health Insurance	849.10	12	10,190	849.10	8	6,793	849.10	4	3,397	-	51505
Dental Insurance	39.00	12	468	39.00	8	312	39.00	4	156	-	51510
Life Insurance	3.63	12	44	3.63	8	30	3.63	4	15	(1)	51515
Wis Retirement		6.75%	1,919		6.75%	1,200		6.75%	984	(265)	51520
Social security	1.45%	6.20%	137,000	2,175	137,700	1,360		137,700	1,116	(301)	51530
Worker's comp	9101	2.64%	751	9101	2.64%	469	8868	0.29%	43	239	51540
STD Insurance			92			58			48	(14)	51543
LTD Insurance		0.2792	191		0.2792	120		0.1292	46	25	51545
Miscellaneous or rounding adjustments										-	51105
Total Fringes	15,830		10,342		5,805		(317)				
Total Wages & Fringes	\$ 44,247		\$ 28,107		\$ 20,375		\$ (4,235)				
			Savings/(Cost)		\$ (4,235)		OK				

Purpose for costing and the assumptions used for calculations:

To analyze the cost of reclassing position 230839 from an aide to a teacher position starting in the 2020-21 school year on 8/25/2020. Employee would start new position at step one of teacher pay scale.

LAKELAND SCHOOL Pandemic Plan

1. BACKGROUND..... 2

A. PURPOSE..... 2

B. GOALS 2

C. AUTHORITY..... 2

D. ASSUMPTIONS 2

2. PLAN MANAGEMENT 3

A. STEERING COMMITTEE 3

B. OPERATIONS 3

C. PLANNING 3

D. LOGISTICS 4

E. ADMINISTRATION..... 4

Sample Committee Structure..... Error! Bookmark not defined.

3. STRATEGIES..... 6

A. SURVEILLANCE..... 6

B. COMMUNICATION..... 6

C. INFECTION CONTROL..... 6

D. CONTINUITY OF LEARNING 6

E. CONTINUITY OF OPERATIONS..... 6

4. SCENARIOS..... 6

5. PLANS 7

1. BACKGROUND

A. Purpose

This plan provides guidance to the LAKELAND SCHOOL to prepare and respond to pandemic outbreaks. The plan includes guidance for outbreaks ranging from endemics, to outbreaks of greater severity including a pandemic. Information in this plan supplements the school's existing emergency plans.

B. Goals

- Minimize the spread of the pandemic organism.
- Maintain essential school services.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.
- Coordinate efforts with partners.

C. Authority

Lakeland School will implement this plan under authority of the Children with Disabilities Education Board/Walworth County Board of Supervisors and is subject to state laws.

D. Assumptions

- Susceptibility to the pandemic organism will be universal.
- Most likely a pandemic will be caused by a novel (new) virus.
- In an affected community, a pandemic outbreak may last several weeks. Depending on the organism multiple pandemic disease waves may occur. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to disease.
- The clinical disease attack rate may be 30% or higher in the overall population during a pandemic. Depending on the organism illness rates may be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- During an outbreak of increased severity, absenteeism attributable to illness, the need to care for ill family members and fear of infection may increase during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- Rates of absenteeism will depend on the severity of the pandemic.
- There may likely be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications, food supply, health care and fuel supplies.
- Risk Communication will be critical during all phases of planning and implementation of a pandemic response. The general public, health care system, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps being taken to address the incident, and steps the public can take to protect themselves.

2. PLAN MANAGEMENT

Existing emergency plans and lines of authority should be applied during a pandemic outbreak. This plan outlines operational priorities and responsibilities for making decisions necessary to manage an outbreak. This includes responsibility for preparing and maintaining the plan, making policy decisions, coordinating tasks, and mobilizing additional resources.

A. **Steering Committee**

The steering committee has primary responsibility for developing and managing the plan. Coordinate with external partners and manage public information. Serve as liaison with local health departments and key response partners. Coordinate the distribution of public information with the local health departments. Recommended committee members:

- Lakeland School Administrator/Director of Special Education (chair)
- Principal
- CDEB Chairperson
- Teacher
- School Nurse
- Public Health Department
- DPW Facilities Rep.
- Human Resources Rep.
- IT Rep.
- Police Liaison
- Pupil Services Director

B. **Operations**

Responsible for the core operations necessary to support the Lakeland School's management of a pandemic outbreak. Coordinate surveillance activity with local health department. Implement infection control practices to prevent spread of disease.

Recommended committee members:

- School Nurse (chair)
- Principal
- Teacher
- Office Support Staff
- Public Health Rep.
- Transportation Reps

C. **Planning**

Develop and maintain Lakeland School's plan. Update plan during outbreak as guidance changes and as situation requires. Coordinate training and exercise of staff on plan.

Prepare alternative plans for providing instruction during periods of increased severity.

Prepare staffing and curriculum options based on conditions. And plan for the special needs of all students throughout Lakeland School. Special needs are considered those that will prevent a student or family from being able to respond to the outbreak without additional assistance. Recommended committee members:

- Curriculum and Instruction Director (chair)
- 2 Teachers (including 1 related services staff member)
- Human Resources

- Principal
- Pupil Services staff

D. Logistics

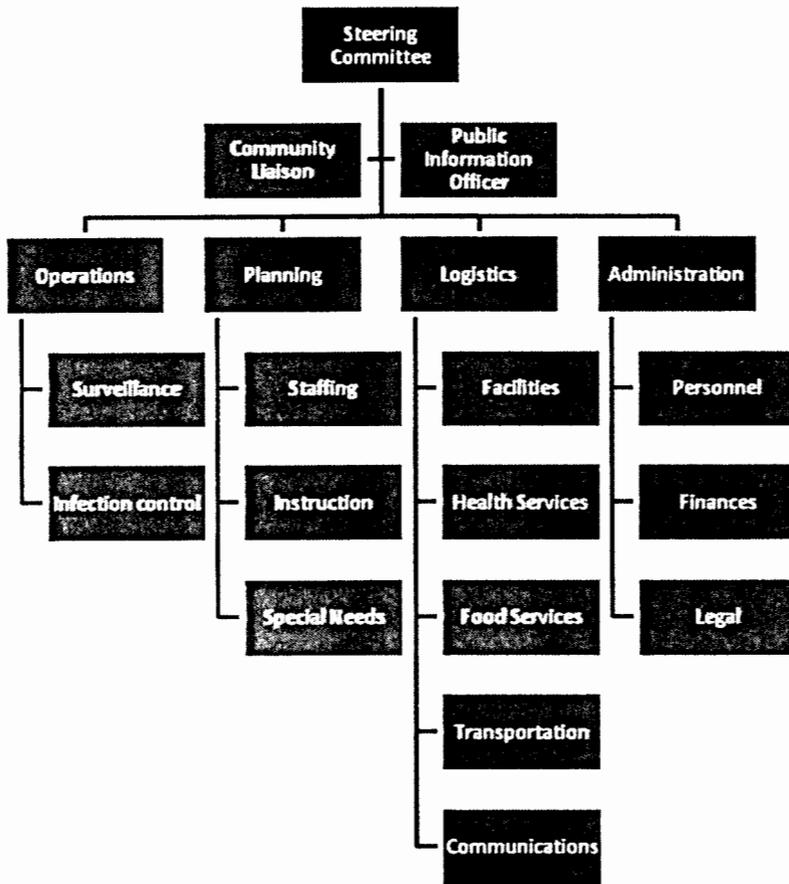
Manage delivery of services to support operations and goals during an outbreak. Includes services necessary to maintain school facilities, food services, transportation and communication. Recommended committee members:

- Lakeland School Administrator/Director of Special Education (chair)
- DPW/Facilities manager
- Lakeland School Business Manager
- Transportation services
- Nutrition services
- Information Technology
- Director of Student Services.

E. Administration

Assure continuity of operations continue by managing personnel related issues, and review and manage school policies that directly support response to outbreaks. Also manage school finances. Recommended committee members:

- Lakeland School Administrator/Director of Special Education (chair)
- Senior Accountant
- Human Resources
- Principal



3. STRATEGIES

Lakeland School's efforts to manage a pandemic outbreak requires the close coordination of a variety of strategies. Each strategy is described below. The level and degree to which these strategies are implemented will vary by the unique circumstances and conditions of each outbreak.

A. **Surveillance**

Surveillance systems should be enhanced prior to the start of a pandemic to assure that demand for timely information can be met. Key surveillance priorities during a pandemic will fall in two main categories: 1) detection of the novel strain, and 2) disease monitoring.

B. **Communication**

Key activities include the preparation of materials and distribution of information. Information will be available from several sources including the CDC, DPH and DPI. This will likely include basic communication materials (such as question and answer sheets and fact sheets) on pandemic and general preventive measures. This material should be used whenever available. Specific needs and questions should be anticipated and addressed.

C. **Infection Control**

Vaccine has served as the primary preventive strategy during traditional influenza seasons. This strategy will be limited during a pandemic due to the number of people affected, time required to develop a vaccine and the limited supply capabilities. Vaccine will need to be manufactured and distributed throughout the country.

D. **Continuity of Learning**

Lakeland School will determine whether and to what extent they will provide continuing education for all students during a prolonged closure.

E. **Continuity of Operations**

Unlike a typical natural disaster during which critical components of the physical infrastructure may be threatened or destroyed, a pandemic may also pose significant threats to the human infrastructure responsible for critical community services due to widespread absenteeism. This may impact distribution of supplies and resources, food, home meal deliveries, day care, garbage collection and other critical services. Planners will develop strategies to maintain essential Lakeland School operations during an outbreak.

4. SCENARIOS

The severity of a pandemic outbreak may vary depending on a number of factors. As an outbreak develops, planners may update their response based on the local severity. The level and degree to which a strategy is implemented will vary as the severity of an outbreak varies.

5. PLANS

Committee	Function	Tasks
Steering Committee	Management	<ul style="list-style-type: none"> • Provide training on plan. • Exercise plan. • Communicate with neighboring school districts to plan how to work together and share information. • Participate in updates and coordinate information with Department of Public Instruction. • Review and recommend implementation of new guidelines as released. <p>Recovery</p> <ul style="list-style-type: none"> • Evaluate the effectiveness of the Lakeland School’s pandemic plan and modify as needed based upon lessons learned.
	Community Relations	<ul style="list-style-type: none"> • Identify lead person for two-way communication with community stakeholders. • Implement plan to suspend co-curricular and other building use activities in the event of a school closure. <p>Recovery</p> <ul style="list-style-type: none"> • Refer students and families as well as staff to community resources to support long term physical and mental health support.
	Public Information	<ul style="list-style-type: none"> • Contact Health Department to set up public communication procedures during a pandemic. • Provide education to families about pandemic and the school’s pandemic plan. • Develop media releases and family communications. • Coordinate media updates with local health departments. <p>Recovery</p> <ul style="list-style-type: none"> • Provide education to families about pandemic recovery and return to school.
Operations	Surveillance	<ul style="list-style-type: none"> • Monitor student and staff absences in conjunction with the Health Department. <p>Recovery</p> <ul style="list-style-type: none"> • Continue surveillance of student and staff illnesses.
	Infection	<ul style="list-style-type: none"> • Educate students on prevention strategies – including

Committee	Function	Tasks
	Control	<p>hand washing, cough etiquette, staying home when sick.</p> <ul style="list-style-type: none"> • Educate families, students, and staff on when to go home ill. • Develop a plan for isolation of identified ill students prior to release of the student to the parents. • Send ill students and staff home as necessary.
Planning	Staffing	<ul style="list-style-type: none"> • Provide cross training to staff in preparation for a potential change in roles. • Assure staffing levels are available to provide instruction in a safe learning environment. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Evaluate staffing needs.
	Instruction	<ul style="list-style-type: none"> • Develop a plan for continuity of learning during a prolonged school closure. • Create a plan to assess student learning following a prolonged closure. • Update plans for continuity of learning during a prolonged school closure. • Implement continuity of learning plan in the event of a prolonged school closure. • Update plan to assess student learning following a prolonged closure. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Assess current learning level of students. • Assess need to adjust length of school day/year. • Dialogue with post secondary education representatives to determine any changes in transition standards, etc. • Accept students and staff back in accordance with Health Department recommendations.
	Special Needs	<ul style="list-style-type: none"> • Review and update existing Lakeland School’s plans to assure they can be implemented during a more severe outbreak. • Identify staff member to assist with translating information and serving as an interpreter for non-English speaking students/families. • Implement plans to address the special needs of students in Lakeland School.

Committee	Function	Tasks
Logistics	Facilities	<ul style="list-style-type: none"> • Supply rooms with soap and water for hand washing or alcohol-based hand washing products. • Develop and implement facility disinfection procedures. • Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks. • Utilize building to assist with community pandemic efforts such as a vaccination site. <p>Recovery</p> <ul style="list-style-type: none"> • Develop and implement facility disinfection procedures. • Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks.
	Health Services	<ul style="list-style-type: none"> • Encourage students and staff to receive their pandemic vaccination. • Review and update existing school district plans to provide mental health services using school and community resources. • Consider offering school based pandemic vaccination clinics. • Implement plans to provide mental health services as necessary. Utilize school and community resources. • Utilize school and community resources to provide mental health counseling services for students, families and staff. <p>Recovery</p> <ul style="list-style-type: none"> • Establish “safe room” for counseling services to be provided as needed. • Provide counseling support services to students and staff.
	Food Services	<ul style="list-style-type: none"> • Encourage food services staff to get their vaccination. • Maintain food and nutrition services. Consider unique circumstances and commitments in community beyond school operations. • Connect with community agencies to assist families through community resources if school food services are not available.
	Transportation	<ul style="list-style-type: none"> • Encourage transportation services staff to get their vaccination.

Committee	Function	Tasks
		<ul style="list-style-type: none"> • Meet with transportation providers to assure continued operations during outbreak. • Assure transportation services are following appropriate infection control practices.
	Communications	<ul style="list-style-type: none"> • Develop a plan for communicating with families, staff, and community stakeholders in the event of a pandemic including a possible school closure. • Share pandemic information on Lakeland School’s web site. • Prepare scripted messages for front line staff to share with families and others. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Communicate with students, families, and staff regarding the return to regular school routine, actions taken to make the environment safe, and any changes akeland School procedures. • Provide students, families, and staff with health and grief service provider information. • Provide educational materials to students and families, including recovery from pandemic and common symptoms of loss and grief and constructive ways to cope with stress. • Provide information to students, families, and staff on possible reoccurring waves of illness.
Administration	Personnel	<ul style="list-style-type: none"> • Review student and staff absence policies and guidelines. • Meet with staff union representatives to discuss issues that might be involve in a school closure such as sick leave options, alternative work schedules, alternative assignments. • Review policies on sick leave options, alternative work schedules, and alternative assignments. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Provide training for school staff regarding grief and possible mental health problems.
	Finances	<ul style="list-style-type: none"> • Evaluate whether or not additional financial resources may be necessary to support response to the outbreak.
	Legal	<ul style="list-style-type: none"> • Address requirements for days and hours of instruction.

Planning Notes

Lakeland School Return DRAFT

Practices for Fall 2020

Presented to the
Walworth County Children With Disabilities Education Board
on July 22, 2020

Lakeland School Return - Practices for Fall 2020

Presented to the Walworth County Children With Disabilities Education Board on July 22, 2020.

Lakeland School of Walworth County is committed to being as safely and widely open as possible while preserving the integrity and quality of our academic mission. Lakeland School is committed to supporting our families and staff, providing a safe instructional environment, and delivering the best possible student experience given the current circumstances. Every reasonable attempt will be made to uphold our long-standing commitment to meeting the individual needs of our students. However, Lakeland School recognizes there may be necessary changes to activities and settings in the fall that may impact our traditions. What is absolutely clear is that the 2020-2021 school year will be disruptive for everyone. **To return to school in person, school will be different.**

The health and safety of students, employees, and community members is the utmost priority as we prepare to return for the fall 2020 trimester. Lakeland School continues to develop practices and to work on phases of reopening, mirroring guidelines in the Education Forward *Safely and Successfully Reopening Wisconsin Schools*. Extensions or modifications of these guidelines should be anticipated. Lakeland School will utilize data provided by the Centers for Disease Control, the State of Wisconsin, Walworth County Board of Supervisors, Walworth County Health Department, and the Department of Public Education to guide the decision-making processes related to the school.

We ask all members of the school's community to embrace the guidelines contained in this document and to contribute to a school environment that is safe for all. **The guidelines mentioned in this document are meant to serve as universal practices to apply in various situations throughout our school. Contact information is provided throughout for additional clarification or questions.**

As you read this, it is understandable to have mixed feelings and lots of questions. Though the plans presented are far from "normal," most would agree that a face-to-face environment is far more effective for student learning and will better meet the social-emotional needs of our students.

Your patience and flexibility in the weeks and months ahead will be paramount. This once-in-a-lifetime experience is far from over; however, we are optimistic that this fall we can start a new phase that allows us to start the return to Face-to-Face Instruction.

We are extremely grateful for all of your efforts since early March. We can't say thank you enough for your commitment to support Lakeland students and staff.

Lakeland Administrative Team

This document is subject to updates, changes, and additions as further information, clarifications, and requirements are received.

Table of Contents

Preventive Safety Measures _____	4
Social/Physical Distancing	4
Personal Protective Equipment	4
Face Coverings	4
Underlying Health Conditions / Extenuating Circumstances	4
Personal Hygiene	5
Coughing and Sneezing	5
Healthy Hand Hygiene	5
Hand Sanitizing	5
Cleaning and Disinfecting	5
Classrooms	5
Staff Offices and Individually Assigned Workspaces	5
Public Spaces	5
Playground Areas	6
Other Areas	6
Meetings, Programs, and Events	6
Travel	7
Screening and Reporting _____	8
Daily Temperature Checks	8
Isolation Room Establishment, Requirements, and Staffing	8
Testing	8
Protocols for Student Illness and Contact Tracing	9
Configuration of Spaces _____	10
Barriers	10
Traffic-flow Patterns	10
Learning Environment _____	11
School Resumes --	11
Instructional Options --	11
Face-to-Face Format	11
Distant Learning Format	11
Contingency Plans	12
Work Environment _____	13
Shared Workstations	13
Breaks and Meals	13
Employee Assistance	13
Communication _____	13
Signage	14
Transportation _____	14
QUESTIONS?	14

Preventive Safety Measures

Education and training will be provided regarding the preventive safety measures.

Social/Physical Distancing

The definition of social/physical distancing regarding COVID-19 is a minimum distance of six feet in all directions. Social/physical distancing will be taught, practiced, and reinforced in all environments (both indoors and outdoors). However, our students' individual abilities and needs, such as feeding, self cares, therapy, and safety, may not allow for social/physical distancing at all times.

Personal Protective Equipment

Face Coverings

Wearing face coverings will reduce the spread of infection by protecting you as well as those around you. Appropriate face coverings must cover both the nose and mouth.

Staff will be required to wear school provided face coverings (masks and/or face shields). Staff face coverings will be required in all public areas, shared spaces in hallways, classrooms, and in school-related vehicles. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals.

Employees who are unable to wear face coverings due to medical reasons may request accommodations through the Walworth County Human Resources Department at 262-741-7950 or walcohr@co.walworth.wi.us.

School staff will need to make considerations for the necessary PPE on a case-by-case basis, depending on the activity, physical proximity, and level of potential exposure throughout the day.

Families are encouraged to send appropriate face coverings to school. Students will be encouraged to wear face coverings. We understand that this may not be practical for all.

Refer to the CDC for the most recent information regarding exceptions.
[CDC - cloth face covering guidance](#)

Underlying Health Conditions / Extenuating Circumstances

Related to COVID-19

Employees who may be particularly vulnerable to the effects of COVID-19 should contact their supervisor or administrator and Human Resources Department (262-741-7950) to address any safety or health concerns, including arrangements to work remotely. Specific guidance for staff will be available from Human Resources/Public Health.

Personal Hygiene

Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Hand Sanitizing

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer will be provided and used in all classrooms, department offices, and other key areas in building.

Cleaning and Disinfecting

Classrooms

Classrooms will be equipped with basic cleaning stations, including sanitizing wipes, disposable face coverings, hand sanitizer, and other PPE as needed. Individuals are encouraged to clean their personal space before and after use. Because of the highly transitional aspect of classrooms, individual precautions and responsibility will be paramount. Classrooms will also be cleaned daily (or more often as needed) by custodial staff.

Staff Offices and Individually Assigned Workspaces

Cleaning and disinfecting offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the front office at 741-4118 or send email to mconrardy@co.walworth.wi.us. Our current custodial service is not allowed to move any personal items (pictures, keys, clothing, etc.) in office spaces.

Public Spaces

Commonly touched surfaces in all public spaces will be cleaned and disinfected by custodial staff on an ongoing basis. This includes common areas such as primary entrances, hallways, and restrooms.

Playground Areas

Playground areas will abide by the same school standards regarding the cleaning and disinfection of individual and common areas. Communal equipment, such as balls, ropes, etc., will not be used. School staff should consider teaching students games or recess activities that minimize close physical contact and allow for social distancing. Our courtyard will allow additional outdoor space for students.

Outdoor Cleaning and Disinfecting Plan:

- Outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning, but do not require disinfection.
- Do not spray disinfectant on outdoor playgrounds. It is not an efficient use of supplies and is not proven to reduce risk of COVID-19.
- High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Matt Conrardy, at 741-4115 or email mconrardy@co.walworth.wi.us.

Meetings, Programs, and Events

All those planning Lakeland School meetings, programs, and events will use judgment when determining whether these activities can be held successfully while abiding by the social/physical distancing and personal protection guidelines. All school-led activities conducted on and off campus require reasonable efforts be made to ensure compliance with a six-foot separation between individuals. This may require limiting the number of attendees by offering multiple event times or multiple event locations.

At this time:

- No visitors will be allowed in the building.
- Pick up or drop off of all supplies/materials will require a scheduled time. Please contact the office at 741-4118.
- All meetings that include families, districts, and other outside agencies will be held virtually.
- District tours will not be held. A virtual tour opportunity is being developed.

Travel

All employees are encouraged to limit nonessential personal travel. Visit the [Wisconsin Department of Health Services and the Centers for Disease Control and Prevention](#) prior to travel for the latest travel guidance. Until further notice, employees must report any nonessential travel to their supervisors, as travel outside of Wisconsin or their state of residence may require a self-quarantine period upon return.

******(are families encouraged to share any travel plans? What if students/families are traveling to hot spot areas?)******

Screening and Reporting

Daily Temperature Checks

- Procedure and Staffing Requirements:

Temperatures for all staff and students will be taken each morning upon arrival.

Designated staff must be available throughout the day to take temperatures of students upon arrival and during the instructional day, as necessary.

Staff will be provided with a temporal thermometer, training in the use of a temporal thermometer, and appropriate PPE. Specific guidance for staff will be provided in a future communication.

Temperatures will be taken throughout the day for any student or staff who:

- Arrives late to school.
- Leaves and returns to the building.
- Takes off their face covering during the day. This requirement does not apply when students are eating and drinking, under the supervision of school staff.

If the temperature of the student is greater than or equal to 100.0° Fahrenheit, the student will be taken to the predetermined room for isolation, apart from other children and staff. Escorts will maintain 6 feet of social distancing. School Health Room staff will then follow the established protocols.

Isolation Room Establishment, Requirements, and Staffing

The predetermined isolation room is a designated location and will be separate from the health room.

A designated staff member will be assigned to supervise students while in the predetermined isolation room while awaiting pick up by the parent or guardian, should the need arise. The staff member will be provided with a gown, gloves, and a face shield as appropriate. The staff member assigned will complete the training on COVID-19 and the use of Personal Protective Equipment (PPE).

Testing

Walworth County may have limited capabilities to do testing for symptomatic students and employees. Free tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the [Wisconsin Department of Health Services](#).

Employees and families of students who test positive or who have been notified of contact are required to notify Walworth County Public Health Department at 262-741-3362 in order to begin contact tracing to potentially exposed individuals.

Individuals who have had a confirmation of COVID-19 infection must remain out of the building until:

- They have had no fever for at least 72 hours (three full days), without the use of fever-reducing medication.
- At least 10 days have passed since the symptoms first appeared and they are symptom-free. Symptoms may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Protocols for Student Illness and Contact Tracing

Contact tracing is currently being facilitated through local health officials. The staff at Walworth County Public Health Department have undergone contact tracing training and are prepared to assist in this area if needed.

Configuration of Spaces _____

All areas within the school will make reasonable efforts to ensure compliance with a six-foot separation between individuals to correspond to current state guidelines. Reconfiguration of classroom spaces will be done to ensure social distancing is maintained inside the building and outdoor spaces throughout the Lakeland School campus, in transportation provided, and in classrooms, related service areas, and other learning spaces.

Barriers

Barriers or physical controls will be installed in areas where face-to-face interactions are required, such as the front office/reception. A physical barrier can be a means of reducing exposure to droplet exchange.

Traffic-flow Patterns

Physical barriers, closures, or one-way traffic patterns will be in place within the building and classrooms to limit potential exposures. Contact the administration to share suggested locations for traffic-flow changes.

Learning Environment

Lakeland School intends to maximize face-to-face instruction while preserving the health and safety of everyone in our classrooms and school building. In order to achieve that, we will follow social/physical distancing guidelines and require all employees and essential duty staff to wear face coverings in all classrooms and other areas of the building. Students will be encouraged to wear face coverings in all classrooms and other areas of the building.

School Resumes --

Classes will begin as planned on Tuesday, Sept. 1, 2020.

Instructional Options --

Below are descriptions of the two delivery formats that will be offered for the 2020-2021 school year.

Face-to-Face Format

Students will attend school in-person, five days a week, with new risk mitigation procedures in place. We are rethinking how we use classrooms and space within the buildings to maximize space. Students will remain in small, classroom groups with limited group interaction throughout the day (including lunch). Students are encouraged to bring water bottles from home for use with sensor-activated refill stations. Traditional bubblers will be turned off.

Modified classroom seating layouts and class sizes for face-to-face teaching have been developed to fulfill social distancing and room capacity requirements following current public health guidelines. To maintain these distances, seating and other furniture should not be removed or rearranged at any point during the school year. Refer to the Cleaning and Disinfecting section of this plan for additional information.

If at any time students are unable to attend, as in a typical school year, employees will work with the family to determine options for completing the work.

Distant Learning Format

Lakeland School recognizes that we may need to use virtual learning for a period of time as it may be necessary to provide educational opportunities to meet the individual needs of our students and families.

In this format, the class is taught fully remotely using Class DOJO/Google Classroom as our Distant Learning Platform. As an example, the instructor might post an assignment or a video, pose a question to the class page for the students to complete, and/or the employee might arrange for smaller group lessons in 30 minute blocks at staggered times throughout the day for virtual face to face instruction.

Specific guidance is being developed for the Face-to-Face and Distance Learning formats, and will be shared here.

We anticipate that throughout the year, for a variety of reasons, we may have to temporarily shift to all-school virtual learning. We are committed to better preparing students and families for virtual learning.

Contingency Plans

All employees are expected to develop contingency plans for the following scenarios:

- An outbreak resulting in a temporary break (short-term or extended).
- Any circumstances that result in the need for 100% remote learning.
- Further reduction of class sizes due to federal or state guidelines.
- An employee's transition to distant learning due to a positive exposure or other related concern.

Work Environment ---

Staffing Options

Administration reserves the right to make staffing assignments, as needed. All employees should communicate health and safety concerns with administration and the Human Resources Department to make arrangements to teach remotely if needed. Please see the Human Resources / Public Health document detailing this information.

Shared Workstations

All employees are asked to share the responsibilities of maintaining safe working conditions by frequently cleaning and disinfecting equipment and surfaces in shared working areas. See the Cleaning and Disinfecting section of this plan for more information.

Breaks and Meals

Break rooms and other shared spaces must maintain a safe social distance of six feet between individuals. Creating a break schedule for these areas should be considered to maintain safe social distance.

Employee Assistance

For information on the Employee Assistance Program, through EAP and the Walworth County Human Resources Department, [email Human Resources](#) or call 262-741-7950. These services are available to employees, their spouses or significant others, and their dependents.

Communication ---

Communication is a critical component of the Lakeland School Return plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our school's ability to bring students and employees back to school in a safe way.

These communications will be developed by Lakeland School Administration in partnership with stakeholders across the fifteen Walworth County School Districts and in line with Walworth County communications and local, state, and national health guidelines, with an emphasis on health and safety information, best practices, and the idea of the social covenant to keep our community safe.

The Lakeland School Return website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails and Skylerts to families and employees, social media updates, Webex Event or Micolab meetings, targeted audience communications, and collaboration with traditional media.

Signage

All signage pertaining to operational changes and social covenant and health practices will be consistent and follow the established procedure for design, approval, production, and posting. Signage may include, but is not limited to: directional arrows indicating which way people should be moving in the building to eliminate cross traffic and reminders to wash hands, wear face coverings, and practice physical distance, among other reminders.

Transportation ---

Bus Transportation

Seating on the bus will likely be assigned. Bus drivers will be encouraged to wear face masks when interacting with students. Sanitizing of buses will occur before and after each route.

It is our goal that temperature checks will be conducted prior to boarding the bus. Further guidance will follow.

- [Durham School Services - COVID Update](#)
- Nelson Bus
- Dousman Transport
- [School Bus Association's Website](#).

Parent or Alternative Transportation

School-staff will meet the vehicle to check the student's temperature prior to exiting the vehicle.

QUESTIONS?

For questions or comments related to the Lakeland School Return, contact the Lakeland School Administration at 262-741-4118 or visit the [Lakeland School COVID-19 page](#).

More details will be forthcoming. Please watch your email and our website for further updates.

Resolution No. 27 - 07/20

Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School

1 Moved/Sponsored by: Human Resources Committee

2

3 **WHEREAS**, as of August 22, 2020, there will be 36.00 FTE Teacher positions and 40.00 FTE
4 Special Education Aide positions in the Children with Disabilities Education Board (“CDEB”);
5 and,

6

7 **WHEREAS**, CDEB management seeks to reclassify a 1.00 FTE Special Education Aide position
8 to a 1.00 FTE Teacher position and eliminate a vacant 1.00 FTE Special Education Aide position
9 to better meet the current staffing needs at the Lakeland School when continuing to operate under
10 the constraints of a pandemic, which need for such position adjustments is expected to eventually
11 expire; and,

12

13 **WHEREAS**, the Human Resources Committee (“Committee”) has considered the reclassification
14 of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and the elimination of a
15 1.00 FTE Special Education Aide position, has considered the temporary nature of this need, and
16 hereby recommends the reclassification and elimination with consideration for the flexible need
17 as identified.

18

19 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that
20 the reclassification of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and
21 the elimination of a 1.00 FTE Special Education Aide position be and the same are hereby
22 approved effective as of August 23, 2020.

23

24 **BE IT FURTHER RESOLVED** that as of August 23, 2020 the County Administrator shall
25 update the appropriate Administrative Procedure to reflect a new FTE count of 37.00 FTE Teacher
26 positions with 38.00 FTE Special Education Aide positions (102.25 Total Children with
27 Disabilities Education Board FTEs and 829.895 Grand Total – County FTEs) and to reflect the
28 authorized alternative FTE count of 36.00 FTE Teacher positions with 40.00 FTE Special
29 Education Aide positions (103.25 Total Children with Disabilities Education Board FTEs and
30 830.895 Grand Total – County FTEs).

31

32

33

34

35

36 _____
37 Nancy Russell
38 County Board Chair

Kimberly S. Bushey
County Clerk

39

County Board Meeting Date: July 23, 2020

40

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

Michael P. Cotter Date
Corporation Counsel

Jessica Conley Date
Finance Director

Mark W. Luberda Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.

