



Memorandum

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

Cc: Mark Lubberda, County Administrator

From: Tracy L. Moate, Director WCCDEB

Date: April 21, 2021

Re: WCCDEB April Agenda Items

As we welcome in the Spring season, I would like to extend my appreciation to all members of the Children with Disabilities Education Board (CDEB) and the County Board. I enjoy working with all of you as we continue to make a difference in the lives of these children. Thank you for being a part of this! And, thank you for the support you provide to the operations at Lakeland School.

Outlined below are the agenda items in the April WCCDEB Notice.

- Your new business for the night is to review and, if necessary, ask questions regarding the inspection report. DPI School Nutrition Team visited Lakeland School in March and audited our hot lunch program. We have received their report and I would like to provide you a summary of their findings. I have included it in your packets to review.
- We continue to SLOWLY receive updates on the ESSER II and ESSER III grants. I am hoping by next week for our CDEB meeting, I will receive some additional guidance in the "application" process. Once we are able to make "official" application, I would like to then proceed with our County approval process. I will be working with Jessica Conley/Finance to get that ball in motion. I anticipate that we will revisit this at committee level during the month of May and then proceed to the County Board in June.
- To finish the meeting, I will provide updates on our "COVID" response at Lakeland School. Additionally, during Reports and Correspondence, I will present the resignation letter from Matt Conrardy, the emergency drill reports and any upcoming events that will occur as our school year is starting to come to a close. Finally, we have Prom April 30th and I would like to update you on Special Olympic events that have recently occurred.



- In closing, I would like to share a student project from our STEAM lab. This capital project that you supported last fall is allowing many students to showcase talents that we had yet to discover. We are so proud of our students!
- Have a nice weekend.

**Children with Disabilities
Education Board**

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, March 17, 2021
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 and the following members were present, either in person or by remote attendance: Chair David Weber; Secretary Brian Holt; Supervisors Kathy Ingersoll and Kenneth Monroe. Supervisor Joseph H. Schaefer was absent. A quorum was declared.

Others in Attendance:

County Board Supervisors: Nancy Russell.

County Staff: County Administrator Mark W. Luberda; Director of Special Education Tracy Moate; and Human Resources Director Kate Bishop.

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

On motion by Secretary Holt, second by Supervisor Monroe, the February 17, 2021 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Elementary and Secondary School Emergency Relief (ESSER) Fund II Update

Director of Special Education Tracy Moate stated Lakeland School has not received any formal confirmation from the state on allocation of emergency relief funds, but is eligible for the grant. Moate reiterated the focus of the grant is to mitigate learning loss; which can be difficult to determine in Lakeland School students who may not succeed with a paper and pencil test. Moate plans to use the funds to locate assessments that gauge: language acquisition, language loss, conversational activity, as well as academics. Moate stated the goal is to address where the gaps in learning have occurred. Another planned use of the funds is to provide summer school opportunities in the form of enrichment camps for students and mentoring camps for parents. The COVID-19 pandemic has put parents in a position of having to be a collaborative partner in the learning environment. These mentoring camps would teach simple techniques and educational practices, making parents a more active partner in the educational process. Moate believes this a great investment in the short term that will provide long term results; having parents collaborate with the school and within the classroom.

Moate also shared that the American Rescue Plan includes specific funding for the Individual with Disabilities Education Act (IDEA.) This may create potential additional revenue streams. The amounts for funding are still to be determined, but preliminary discussions have eluded to the fact that funds received for the ESSER II grant will likely be double for the American Rescue Plan in regards to IDEA funding. With these funds Moate would like to address Personal Protective Equipment (PPE) and converting to touchless water bottle fillers for school water fountains.

Discussion then focused on whether the summer programs would be in-person or virtual and if there would be a registration fee. Moate stated they will most likely offer virtual along with in-person options for summer camp. She cautioned not wanting to make summer opportunities only available to families that have the financial means to afford participating. Russell suggested a nominal registration fee to make patrons more inclined to attend after registering. Moate stated traditional summer school is run in that way.

7b. Chapter 15, Article 10, Review CDEB Professional Employees

Moate detailed each edited section of the ordinance noting areas of change. Human Resources Director Kate Bishop spoke specifically regarding the addition of subsection (4) to Section 15-1042 - Outside Experience; noting that the County Administrator has the ability to approve an individual being hired at a higher rate of pay in accordance with Section 15-333 of the County Ordinance. Bishop elaborated that recruiters fill out a form detailing an individual's years of experience and education; comparative to staff already within the organization with similar criteria. This flexibility keeps with a competitive atmosphere, as to not lose a great candidate to a step-one pay rate. Moate proceeded with the remainder of her presentation with some discussion and no rejections. **Secretary Holt offered a motion, second by Supervisor Ingersoll, to approve the revisions to Chapter 15, Article 10, CDEB Professional Employees and forward to the Human Resources Committee. Motion carried 4-0.**

New Business – There was none.

Reports and Correspondence

9a. CDEB Chair – There was none.

9b. CDEB Director

1. COVID Update & Vaccine Update

Moate shared there have been zero incidents at Lakeland School, requiring quarantine, since December. To date statistics regarding staff vaccination: 21 fully vaccinated; 21 received first dose; five scheduled to receive first dose; and five have decided to forgo vaccination at this time.

2. Emergency Drill

Moate stated Lakeland School will perform a hard lockdown drill the week of May 6. Planning has begun with the onsite deputy to simulate a live event; and practice the piece of a lockdown with an assailant being in the building and/or affecting the operations of the building.

3. Lakeland School Prom – April 30, 2021

Moate stated there will be a “prom-like” day for the students. There are volunteers coming to help the young ladies do their hair, makeup, and nails; and the young men with hair and dress. Prom will be an afternoon event with a social distancing dance in the gym.

4. School Fest – Cancelled

School Fest has been replaced with a golf outing.

5. Special Olympic Update

Lakeland School has athletes participating in track and field along with basketball skills this spring. Swimming continues to be on hold due to the fact that Lakeland School Pool is not open for general participation at this time.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, April 28, 2021 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Secretary Holt, Chair Weber adjourned the meeting at 5:03 p.m.

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be generated.

DPI School Inspection Report

Inspection Information			
School Name LAKELAND SCHOOL	W3905 COUNTY ROAD NN ELKHORN, WI 53121	KNAJ-9VMNXV	Sanitarian Jenifer Barker
Person In Charge Bonni Gromalak	Contact Person Jim Smigo	Telephone # (262) 741-4193	Inspection Date (Current Date) 03/25/2021
School District Elkhorn	Operator Certified <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Name Of Operator Jim Smigo	Inspection Type Second Inspection
Food Safety Plan Onsite <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Plan Last Reviewed By Food Service Authority 09/01/2020		

Food Safety Program	Employee Information	Types Of Equipment
Food Service Authority Description Facility Type <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Written Standard Operating Procedure (SOP) - (Review Three)	SOP Name	SOP Name	SOP Name
SOP Components	#6 Facility and Equipment Maintenance	*11 Storing and Using Chemicals	#15 Preventing Cross-Contamination During Storage and Preparation
(Policy and Procedure May Include Critical Limits)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Monitoring Instructions	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Recording Instructions	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Corrective Action Procedures	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Written Plan Using HACCP Process Principles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments
Menu Items Categorized by Process	Process 1 - No Cook <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
	Process 2 - Same Day Service <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
	Process 3- Complex Food Preparation <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Each Process Identifies	Critical Control Points (CCP's) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
	Critical Limits Established <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Record three random dates within the last inspection period, give an over all review for each of the categories. "Yes" if in compliance, "No" if not in compliance, note in comments.

Recor ds Review	Date	Date	Date
	12/07/2020	01/19/2021	02/12/2021
Temperatu res monitored and recorded.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Temperatu re record accurate and consistent.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Corrective actions document ed.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Employee food safety training program in place.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Comments			
Walk-in Cooler and milk temperatures are recorded at 42 or 43 from time to time. This is within the +/- 2 F however pushing the cold holding limits. Recommend to set the walk-in cooler to a lower temperature such as 38.			

Person in Charge

Sanitarian

Bonnie Gromalak 

Jenifer Barker
(608) 622-9068



Emergency Drill Reporting Form

School: Lakeland School	Date: 4/20/21
Individual Completing Form: Matt Conrardy	Title: Principal
Time Alarm Sounded: 9:03am	Time Drill Concluded: Varied by Classroom Discussion

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

Brief Summary of the Emergency/Drill:

The particular discussion point for our monthly fire drill was "Review with your class the procedures for exiting the building in the event of a fire in the NODA Room? Would this change your evacuation route? Discuss." Even though we aren't able to physically practice the actual drill as an entire school, the Stop & Think drill allows for students and staff to be able to think and discuss how they would safely evacuate the school.



Emergency Drill Reporting Form

School: Lakeland School	Date: 4/15/21
Individual Completing Form: Matt Conrardy	Title: Principal
Time Alarm Sounded: 1:45PM	Time Drill Concluded: Varied by Classroom Discussion

Type of Drill:	Notification/Alert Method:	Weather Conditions:	Participants:
<input type="radio"/> Fire/Evacuation <input type="radio"/> Lockdown <input type="radio"/> Soft Lockdown <input checked="" type="radio"/> Tornado <input type="radio"/> Other _____	<input type="radio"/> Bell/Alarm <input checked="" type="radio"/> Intercom <input 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 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 ___NA___	<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 _____NA_____	<input type="radio"/> Unable to lock doors <input type="radio"/> Doors left open <input type="radio"/> Lights left on <input type="radio"/> Staff and students visible <input type="radio"/> Blinds left open <input type="radio"/> Other _____NA_____

Brief Summary of the Emergency/Drill:

We participated in the annual statewide tornado drill this afternoon in the form of a Stop & Think Drill. We made the announcement at 1:45pm to all staff and students, that we were in a Tornado Warning and to discuss where they would go to seek shelter. Prior to the announcement, all departments were able to visit the actual areas of shelter so staff and students would be prepared in the event of a real time emergency.

SAVE THE DATE!

Hunter's
Auto Service

**2ND ANNUAL
GOLF OUTING**

BENEFITTING

LAKELAND SCHOOL

**SATURDAY
JUNE 26TH**

DELBROOK GOLF COURSE

DETAILS COMING SOON

Hope

