



Children with Disabilities
Education Board

Memorandum

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

Cc: Mark Lubberda, County Administrator

From: Tracy L. Moate, Director CDEB

Date: September 16, 2021

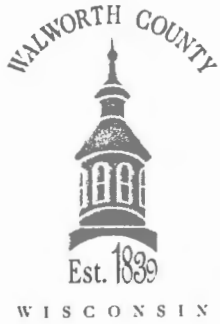
Re: WCCDEB September Meeting

With Labor Day now behind us, we, here at the school, are getting settled in for another year of learning. Every year at this time I take a stroll around the building before staff return to make sure we have our summer projects and cleaning done. The school continues to serve us well and it provides all of our students with a very strong learning environment. I continue to feel privileged and proud to come to work each day and be a part of this organization!

To start the evening, we have three resolutions on the agenda seeking your approval. Copies of those resolutions are included in your packet and a memo is provided to give further detail on the two which are requesting position changes or an additional FTE. These two requests are also included in the 2022 budget being proposed.

The KARA Foundation has contacted me and encouraged Lakeland School to seek grant dollars available to support activities related to our students. We have worked with this foundation in the past and they have been tremendous supporters of the work we do at Lakeland School. A memo is enclosed explain this request.

On Tuesday, Mr. Lubberda unveiled the 2022 proposed budget. I would like to take some of your time on Wednesday to further share the details of the CDEB/Lakeland School budget and answer any specific questions you may have



Children with Disabilities
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regarding this budget. Please call me if you have anything specific you would like additional detail on. I am in the process of completing that presentation and will have a handout available for you at our CDEB meeting.

Also on the agenda will be establishing the school's space availability numbers relating to enrollment. The County's ordinance requires that we establish it annually. I have included a copy of the ordinance for your reference and will update the space availability spreadsheets with our current numbers we have recorded for the start of this 2021-22 school year. I will present that packet of information at the CDEB meeting.

Finally, updates will be provided on the 2021-22 Lakeland School Return as it relates to the COVID protocols at our school. This document is visited daily here at the school and we realize that ongoing revisions may be necessary as we receive new directives from our local Public Health Department and the CDC (Center of Disease Controls).

Thank you, and have a nice weekend!

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, July 21, 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, Kenneth Monroe, and Joseph H. Schaefer. A quorum was declared.

Others in Attendance:

County Staff: Director of Special Education Tracy Moate; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; and Lakeland School Principal Trish McCullough.

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

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the June 16, 2021 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Resolution No. XX-08/21 Accepting a \$10,000 Donation from Hunters Auto Service to Support Education Programs for Students at Lakeland School

Director of Special Education Tracy Moate presented a check in the amount of \$10,000 that was received from Hunter's Auto Service. The donation reflects the proceeds from a golf outing supported by Hunter's Auto Service. Moate shared that the money will be utilized to support educational programs and activities. Supervisor Ingersoll requested a letter of thanks be sent to Hunter's Auto Service on behalf of the Children with Disabilities Education Board. **Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve the resolution Accepting a \$10,000 Donation from Hunters Auto Service to Support Education Programs for Students at Lakeland School and tasking Tracy Moate to send a letter of appreciation on behalf of the Children with Disabilities Education Board (CDEB.) Motion carried 5-0.**

7b. Wellness Policy and Report Card for Triennial Assessment

Moate explained that Lakeland School must present a Wellness Policy every three years to show the measures being put in place to support a nutritionally based wellness program for students. Moate referenced the report that was included in the packet (Pages 6-13); highlighting:

- Nutritional Standards for All Foods in School
- Nutrition Promotion
- Nutrition Education
- Physical Activity and Education
- Other School-Based Wellness Activities
- Policy Monitoring and Implementation

Moate stated that the assessment is very labor intensive and time consuming; commending Jodi Bronson and Deb Funderburk for their efforts to manage this assessment. **Secretary Holt offered a motion, second by Supervisor Monroe, to accept and approve the Wellness Policy and Report Card for Triennial Assessment. Motion carried 5-0.**

Reports and Correspondence

8a. CDEB Chair – There was none.

8b. CDEB Director

➤ Summer School Update

Moate shared that summer school is in the third and final week; with over 50 students having attended. Moate stated that Tanya Knutson who is a high school teacher, volunteered as acting principal in charge of summer school.

➤ Lakeland School Principal Update

Moate introduced new Lakeland School Principal Trish McCullough. McCullough’s first official day will be August 2. Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter welcomed McCullough and commended her on how well she interviewed and presented herself. McCullough proceeded to briefly detail her background and experience.

➤ Special Olympics State Games

Moate said there were 27 athletes selected to go to state for track and field. Unfortunately the games were canceled before students could participate, due to storms.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, September 22, 2021 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Supervisor Ingersoll, Chair Weber adjourned the meeting at 5:06 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.

Resolution No. **-10/21

Committing Children with Disabilities Education Board Available Fund Balance

Moved/Sponsored by: The Children with Disabilities Education Board and the Finance Committee

WHEREAS, the fiscal yearend for 2020 has been completed; and,

WHEREAS, Walworth County Ordinance Section 30-173 allows for specific Children with Disabilities Education Board (CDEB) commitments; and,

WHEREAS, committed fund balance for building/equipment in the CDEB fund was previously set with County Board Resolution No. 17-05.20 as \$4,097,428; and,

WHEREAS, the 2021 budget allocates the use of \$115,000 of building/equipment committed fund balance for the network infrastructure upgrade building and equipment capital project; and,

WHEREAS, Walworth County staff have determined funds of \$1,616,832 over the 20% County recommended minimum available fund balance for the CDEB fund; and,

WHEREAS, Walworth County staff recommend the available fund balance of \$1,616,832 be added to the building/equipment committed fund balance account for the CDEB fund during 2021 as follows:

Building/Equipment beginning balance	\$4,097,428
2021 Allocated Use of Funds (115,000)	
Addition of Funds	<u>1,616,832</u>
	\$5,599,260

WHEREAS, all amounts are based on audited figures.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the future building/equipment fund balance commitment for the Children with Disabilities Education Board fund shall be adjusted to \$5,599,260.

BE IT FURTHER RESOLVED by the Walworth County Board of Supervisors resolves to use these funds for their specified purposes.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: October 12, 2021

Action Required: Majority Vote _____ Two-thirds Vote X 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 Corporation Counsel	_____ Date	_____ Jessica Conley Finance Director	_____ Date
_____ Mark W. Lubarda County Administrator	_____ Date		
If unsigned, exceptions shall be so noted by the County Administrator.			

Policy and Fiscal Note
Resolution No. **-10/21

I. **Title:** Committing Children with Disabilities Education Board Available Fund Balance

II. **Purpose and Policy Impact Statement:** The County previously established certain commitments that may be used for future specified purposes. Lapsing funds for 2020 shall add to the Children with Disabilities Education Board fund balance allowing for a total of \$5,599,260 for building/equipment commitments.

II. **Budget and Fiscal Impact** There is no additional budget impact. Funds shall be committed for the purpose of future building/equipment projects.

IV. **Referred to the following standing committees for consideration and date of referral:**

Committee: Children with Disabilities Meeting Date: September 22, 2021
Education Board

Vote:

Committee: Finance Meeting Date: September 23, 2021

Vote:

County Board Meeting Date: October 12, 2021

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

_____ Michael P. Cotter Corporation Counsel	_____ Date	_____ Jessica Conley Finance Director	_____ Date
_____ Mark W. Luberda County Administrator	_____ Date		

Memorandum

Date: September 10, 2021

To: Children with Disabilities Education Board, Human Resources Committee

From: Tracy L. Moate, Director of Special Education/Administrator Lakeland School

Re: Occupational Therapy Position

After three months of recruiting for two part-time Occupational Therapy positions, it has become apparent that individuals pursuing this line of work are seeking a position that possesses a full time status/package. Respectfully, I come to you requesting your consideration and approval to create a full time position using these two existing vacancies to meet the occupational therapy needs at Lakeland School. The existing dollars from the current vacancies will support this full time request in the 2021 budget.

Historically, the two part-time positions were created and held by staff members who were seeking part-time employment. A full time position was “split in half” to complete the recruiting process. Moving forward, it is the belief of this administrative team, that student’s needs can be better met with one consistent staff member in the school full time, rather than bouncing back and forth between two part time individuals.

This position has also been proposed in the upcoming 2022 Walworth County/CDEB budget.

If approved, a projected start date would be immediately upon filling the position.

Thank you for your consideration and support.

Resolution No. xx - 10/21

Authorizing the Increase of a 0.50 FTE Occupational Therapist Position to a 1.00 FTE and the Reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE for the Children with Disabilities Education Board

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 4.60 FTE Occupational Therapist positions in the Children with Disabilities Education Board ("CDEB"); and,

WHEREAS, CDEB Management seeks to increase a 0.50 FTE Occupational Therapist position to a 1.00 FTE position and reduce a 0.60 FTE Occupational Therapist Position to a 0.10 FTE Occupational Therapist position to better serve the needs of the department and the county and to aid in recruitment efforts; and,

WHEREAS, the Human Resources Committee ("Committee") has considered the increase of a 0.50 FTE Occupational Therapist position to a 1.00 FTE position and the reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE Occupational Therapist position for the Children with Disabilities Education Board and hereby recommends the increase and reduction.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the increase of a 0.50 FTE Occupational Therapist position to a 1.00 FTE position and the reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE Occupational Therapist position for the Children with Disabilities Education Board be and the same is hereby approved effective as of October 12, 2021.

BE IT FURTHER RESOLVED that no updates to the Administrative Procedures shall be needed as a result of this increase and reduction because the overall FTE count of Occupational Therapist positions for the Children with Disabilities Education Board is not changing.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: October 12, 2021

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.

Memorandum

Date: September 10, 2021

To: Children with Disabilities Education Board, Human Resources Committee

From: Tracy L. Moate, Director of Special Education/Administrator Lakeland School

Re: Position Request

Respectfully, I come to you requesting your consideration and approval to create the position of a Deputy Director of Special Education. It is with the intent to build a succession/transition plan for the future leadership at Lakeland School. We have staff in key leadership positions who will be eligible to retire within the near future. Making this organizational adjustment now will help us streamline our reporting structure, meet some identified short-term support needs, and ensure that we have a plan in place to support a long-term transition of responsibilities as veteran administrators wrap up their career with Walworth County and Lakeland School.

The thought of departure, even amicable departure, is difficult. For the school, the staff, our students/families and the CDEB, continuity is critical. Adding this Deputy Director position will assist this organization to maintain its' course and speed, even as it welcomes the fresh energy and unique leadership style of new administration. In this circumstance, the board will have the opportunity to have one or more in-house candidates qualified to be among the board's list of finalists.

After years of labor to lead Lakeland School and Walworth County along a chosen reorganization path, it is my hope that the position requested can provide a successor from our own team with a stake in continuity at Lakeland School. This Deputy Director can be broadly exposed to school and county-wide issues, expectations and operational needs, the history and evolution of Lakeland School and Walworth County Special Education and the day-to-day work environment of this leadership team.

This request is for you to consider the early implementation of this position into the existing 2021 budget utilizing available funds from the recent Assistant Director of Special Education/Principal vacancy. This position has also been proposed in the upcoming 2022 Walworth County/CDEB budget.

If approved, a projected start date would be November 1, 2021.

Thank you for your consideration and support.

Resolution No. xx - 10/21

Authorizing the Creation of a Deputy Director-Special Education at Lakeland School

Moved/Sponsored by: Human Resources Committee

WHEREAS, the management staff of the Children with Disabilities Education Board (“CDEB”) seeks to build a succession/transition plan for the future leadership at the Lakeland School as retirements among key leadership staff members begin to occur; and,

WHEREAS, CDEB management staff seeks to create a 1.00 FTE Deputy Director-Special Education position to aid in the continuity of leadership at the Lakeland School; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the creation of the 1.00 FTE Deputy Director-Special Education position and hereby recommends the creation; and,

WHEREAS, available budget has been identified from other position vacancies within the department to cover the cost of this new position.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the creation of the 1.00 FTE Deputy Director-Special Education position be and the same is hereby approved effective as of November 1, 2021.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to create a 1.00 FTE Deputy Director-Special Education position and reflect 103.25 Total Children with Disabilities Education Board FTEs, with the grand total being adjusted accordingly for the 1.00 FTE increase.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: October 12, 2021

Action Required: Majority Vote _____ Two-thirds Vote X 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. Lubberda Date
County Administrator

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

III. Budget and Fiscal Impact: Passage of this resolution will result in a cost of \$21,204 in 2021, which additional cost can be covered utilizing cost savings from position vacancies, and a cost of \$128,492 annually, which has been included in the 2022 budget.

IV. Referred to the following standing committees for consideration and date of referral:

Committee: Human Resources Date: September 22, 2021

Vote:

Committee: CDEB Date: September 22, 2021

Vote:

County Board Meeting Date: October 12, 2021

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

Michael P. Cotter Date
Corporation Counsel

Jessica Conley Date
Finance Director

Mark W. Lubberda Date
County Administrator



Memorandum

Children with Disabilities
Education Board

Date: September 14, 2021

To: Children with Disabilities Education Board, Finance Committee

From: Tracy L. Moate, Director of Special Education/Administrator Lakeland School

Re: Kara Foundation Grant

It is with great honor and respect, that I bring forth a request to complete the documentation for The Kara Foundation Grant. Early in September, a notification was sent to my attention from Anthony J. DeMoon, Co-President of The Kara Foundation. This notice indicated that they were very familiar with Lakeland School and wanted to extend the option to once again complete the grant forms. This grant, if awarded, would be in the amount of \$ 5,000 and there would be no matching dollar expectations. Grant forms must be completed by September 30, 2021.

This grant was awarded to Lakeland School in 2020 and dollars were used for various assistive technology for students attending Lakeland School. If allowed to complete the grant and if awarded, we would once again be able to provide our students with technology that is "over and above" what our budget provides. Technology items purchased would provide meaningful tools for students to move forward in their educational experiences at school.

Thank you for your consideration and support.

Lakeland School Return



Practices for Fall 2021

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

Updated 9/12/2021

Lakeland School Return · Practices for Fall 2021

Presented to the Walworth County Children With Disabilities Education Board on July 22, 2020.
Updated 9/12/2021

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 over this year that may impact our traditions. Lakeland intends for the 2021-2022 school year to be full time, in person, 5 days a week to provide a high quality educational experience to our students.

The health and safety of students, employees, and community members is the utmost priority as we return for the 2021- 2022 school year. Lakeland School continues to 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 Instruction (DPI) 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. Although we are learning our new 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 not yet over; however, we are optimistic that this year we can move into a new phase that allows us to slowly return to some of our previous traditions.

We are extremely grateful for all of your efforts over the last year and a half. 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.

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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 3ft -6ft 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.

DHS recommends that schools require universal masking for all teachers, students, staff, and visitors, regardless of vaccination status. Lakeland staff will be required to wear school provided face coverings regardless of vaccination status (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.

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. 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 the 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 741-4115 or send email to tmccullough@lakelandschool-walco.org. Our 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. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals. 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 Core Board surfaces will require special cleaning protocols. Please speak with the administration before cleaning these.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Trish McCullough, at 741-4115 or email tmccullough@lakelandschool-walco.org

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 to 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 be in person by appointment only.

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.

Families are encouraged to share any travel plans out of the state and country. Guidance from local state and federal health agencies will be considered in each individual's return to school plan.

Screening and Reporting

Daily Temperature Checks Procedure and Staffing Requirements

Temperatures for all staff will be taken each morning upon arrival. Student temperature checks will take place in the classroom. This is subject to change based on guidance from Public Health.

Designated staff will be available throughout the day to take temperatures of students 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.

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

- Arrives late to school.
- Leaves and returns to the building.
- Take off their face covering during the day. This requirement does not apply when students are eating and drinking, under the supervision of school staff.
- Show COVID-19 related symptoms

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 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 Lakeland School (262-741-4118) and Walworth County Public Health Department (262-741-3362) in order to begin contact tracing to potentially exposed individuals.

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. If through contact tracing it is determined that a student or staff member has been in close contact with a confirmed positive individual, the follow protocols will be followed.

Quarantine

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19, unless they have symptoms. All people should get tested 3-5 days after their exposure, even if they don't have symptoms. Vaccinated people should wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Isolation

Isolation is used to separate people infected with COVID-19 from those who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Fully vaccinated and shows no symptoms of COVID-19.

However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Unvaccinated students or staff will need to stay home and can do one of the following if they have come in close contact with an individual who has COVID-19:

- Test within 3-5 days of exposure and return with a negative test result on day 7
- OR
- Forgo testing, and return after 10 days of quarantine, as long as no symptoms are present.

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.

Unvaccinated staff or students who are exposed within their family home

- Will need to quarantine for 10 days from the last day of close contact with the positive case in the home
- If unable to isolate within the home, the exposed individual will have to start their quarantine once their family members finishes their 10 days of isolation

Transmission rates are significantly higher amongst family members living under the same roof and extra precautions are needed.

Configuration of Spaces

All areas within the school will make reasonable efforts to ensure compliance with a 3ft- 6ft 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, as well as outdoor spaces throughout the Lakeland School campus, in transportation provided, and in 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, September 1, 2021.

Instructional Options --

Below are descriptions of the delivery formats that will be offered for the 2021-2022 school year.

Face-to-Face Format

Students will attend school in-person, five days a week, with risk mitigation procedures in place. We are rethinking how we use classrooms and spaces within the building to maximize space. Students will move between classes in small groups with limited additional interaction throughout the day. Individual and sealed lunches will be served in the classroom. Students will be provided with a water bottle for use with sensor-activated refill stations at school. 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

Distant Learning is not currently an option.

Lakeland School recognizes that throughout the year, for a variety of reasons, we may have to temporarily shift to all-school virtual learning. We are committed to supporting students and families through virtual learning.

In this format, the class will be taught fully remote 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.

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. 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 [School Information on Coronavirus](#) 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.

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](#).

Please watch your email and our website for further updates.