

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, April 27, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Director-Special Education Tracy Moate called the meeting to order at 4:55 p.m.

Roll call was conducted and the following Supervisors were present, either in person or by remote attendance: Brian Holt, Kathy Ingersoll, Kenneth H. Monroe, Joseph H. Schaefer, and Al Stanek. A quorum was declared.

Others in Attendance

County Board Supervisor: Joanne Laufenberg.

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

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

On motion by Supervisor Ingersoll, second by Supervisor Monroe, the March 16, 2022 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a. Nomination and election of CDEB Committee Chair

Moate announced that nominations for the Children with Disabilities Education Board (CDEB) Chairperson were open.

On motion by Supervisor Monroe, second by Supervisor Ingersoll, Brian Holt was nominated for CDEB Chairperson. Moate asked if there were any other nominations. Hearing none, **Supervisor Monroe offered a motion, second by Supervisor Stanek, to close nominations. Motion carried 5-0. Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to elect Brian Holt as Chair. Motion carried 5-0.**

7b. Nomination and election of CDEB Committee Secretary

Chair Holt announced that nominations for the CDEB Secretary were open. **On motion by Supervisor Monroe, second by Supervisor Stanek, Kathy Ingersoll was nominated for CDEB Secretary.** Chair Holt asked if there were any other nominations. Hearing none, **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to close nominations. Motion carried 5-0. Supervisor Monroe offered a motion, second by Supervisor Schaefer, to elect Kathy Ingersoll as Secretary. Motion carried 5-0.**

7c. Role of the CDEB Committee

Moate provided an overview of the information included in the meeting packet (Pages 3-4); noting that County Ordinance contains an incorrect statute reference: Sec. 2-134(4) Exercise those duties and responsibilities set forth in Wis. Stats § ~~115.86~~ 115.817.

New Business

8a. Smigo (Food Service Vendor) Services with Lakeland School

Moate referenced the letter received from Smigo Management Group Inc. (Page 5); stating they will not exercise the option to renew their food service contract with Lakeland School for the 2022-2023 school year. Moate shared that Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi and Nursing Home Administrator Denise Johnson toured the school assessing whether Lakeland Health Care Center (LHCC) could provide food service. Moate stated that two on-site staff would be required for serving and dish washing. Discussion then focused on the logistics of a collaboration with LHCC.

8b. Tuition Request

Moate referenced the Lakeland School Enrollment Summary – Space Availability – Departments included in the packet (Page 6); explaining the specifics of considering a tuition request. Moate shared that this specific request is for a middle school aged student; and pointed out there are six available spaces per the Space Availability Summary. Moate stated if the Board determines it is appropriate to consider this tuition request the next step would be an exploratory phase

assessing the student's Individual Education Plan (IEP); observing the student in the school setting; and then deciding whether placement is appropriate based on curriculum, student need, and the services Lakeland School has available. Moate stated if it is determined Lakeland School is an appropriate placement for the student, she would then request a tuition agreement on behalf of the school district. She stated that if the Board is agreeable to pursuing this tuition request her recommendation would be for the student to begin at the start of the next school year. Moate reiterated she is seeking the Board's recommendation whether to continue pursuing this tuition request, based on space availability, and instruct that she continue with the assessment step of the tuition pursuit. **Supervisor Monroe offered a motion, second by Supervisor Schaefer, to accept the tuition request as outlined and following the process necessary as discussed by Moate. Motion carried 5-0.**

Reports and Correspondence

CDEB Chair

- Chair Holt recognized the previous Chair of CDEB David Weber for his dedication and contribution to Lakeland School.

CDEB Director

- Emergency Tornado and Fire Drills Update

Moate referenced the Drill Training spreadsheet included in the packet (Page 7); summarizing drills performed in the month of April.

- 3rd Annual Golf outing Benefiting Lakeland School, June 25, 2022

Moate announced Hunter's Auto Service will once again host the golf outing being held at DelBrook Golf Course.

- Special Olympics Update

Moate detailed recent competitions and future events; including basketball, swimming, and track and field.

- Lakeland School Prom, April 28, 2022

Moate stated Prom will be held during the school day allowing more students to participate. Volunteers will help with hair, makeup, nails, and dressing up. There will be a catered lunch, prom march through the school, and a dance. Moate stated there will be YouTube link she will share with Board members interested in viewing.

- Family Enrichment Night, April 28, 2022

Moate gave a brief summation of Family Engagement Night schedule and activities which were included on Pages 8-18 of the packet.

Moate invited Board members to Lakeland School Graduation being held Monday, June 6, 2022 at 7:00 p.m. in the Lakeland School cafeteria/gymnasium.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, May 18, 2022 at 4:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Ingersoll, Chair Holt adjourned the meeting at 5:55 p.m.

Memorandum

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

Cc: Mark Lubberda, Walworth County Administrator

From: Tracy L. Moate, Director WCCDEB 

Date: May 12, 2022

Re: CDEB May Agenda Items

Outlined below are the agenda items for the May CDEB meeting.

- I would like to provide an update on the recent tuition request. I will be participating in the student's IEP meeting on May 19, 2022 and will give you more details in the next step of this process.
- Last month I shared the memo from our food service vendor that announced they would not renew their contract with Lakeland School for the upcoming 2022-23 school year. Because of the short window to plan and transition, I will be presenting the recommendation to create a Nutrition Site Work Position and a Food and Nutrition Services Lead Position that will be funded through the Lakeland School budget. We have done position costings and have included them for your reference.
- During the Correspondence and Reports, I would like to share recent or upcoming events that are related to the Lakeland School. Events to be discussed include the introduction of Lakeland School's new Assistant Director of Special Education – Compliance, Sarah Singleton. She will be attending the meeting. Additionally, members of the administrative team will share how dollars were used from the Kara Foundation Grant. We will also provide an update on a crisis drill/event that occurred this month.

I hope you have a nice weekend and enjoy the warm weather!

Memorandum

To: Finance and Human Resources Committee Members

Cc: Mark Lubberda, County Administrator

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



Date: May 12, 2022

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

In April, 2022, Lakeland School received notice from SMIGO (our food services vendor), that they would not renew their contract for the upcoming 2022-23 school year. With this short notice, and the difficulty in attracting interested vendors, I am respectfully requesting your consideration to move to a self-operating lunch program. This will require the addition of two staff to manage the lunch program at the school with the support and assistance from of School Business Office Supervisor. We have been in contact with the Department of Public Instruction and have requested an extension in submitting our food service plan upon your consideration. Conversations have also included dialogue with the Lakeland Health Care Center and Purchasing to join the vendor contract for food and supplies.

Enclosed with your agenda is the resolution and fiscal note to outline the intentions of this request. I will be available at both of your meetings to answer any additional questions you may have on this topic.

Thank you for your consideration.

Form 1-217-A: Position Costing Comparison - 2022 Fringe Rates

Prepared by: P. Gladden
 Date: 5/5/22
 FN Review: _____
 Date: _____

Position #: 230202
 Org/Allocation code: 2310A01

	Budget (Annual)	Projected Nutrition Site Worker	Projected Food & Nutrition	Difference	Object
Hours (2022 = 2,080 FT hours)	2,080	512	585		51105
Rate per hour	\$49.67	\$14.97	\$20.05		51107
Wages:					
Base wages	\$ 103,314	\$ 7,659	\$ 11,722	\$ 83,933	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	103,314	7,659	11,722	83,933	
Fringes:					
Health Insurance	11,071	2,768	2,768	5,535	51505
Dental Insurance	444	111	111	222	51510
Life Insurance	69	12	12	45	51515
Wis Retirement	6,716	498	762	5,456	51520
Social security 1.45%	7,905	587	897	6,421	51530
Worker's comp 0.84%	868	576	882	(590)	51540
STD Insurance	334	25	38	271	51543
LTD Insurance	321	24	37	260	51545
Miscellaneous or rounding adjustments					51105
Total Fringes	27,728	4,601	5,507	17,620	
Total Wages & Fringes	\$ 131,042	\$ 12,260	\$ 17,229	\$ 101,553	

Savings/(Cost) **\$ 101,553** **OK**

The purpose of this position costing is to show the cost of implementing a new nutrition site worker (07H) and food & nutrition service lead (11H) to run a newly proposed food service program at CDEB. Assuming a start date of 8/22/22 for the nutrition site worker and 8/15/22 for the food & nutrition service lead, both at step 3 of their respected pay scales, and single benefits. This costing shows the utilization of the budget implemented for the Deputy Director position that is not anticipated to be filled.

Form 1-217-A: Position Costing Comparison - 2022 Fringe Rates

Prepared by: P. Gladden
Date: 5/5/22

FN Review:
Date:

Position #: 230202
Org/Allocation code: 2310A01

	Budget (Annual)		Proposed Annual	
Hours (2022 = 2,080 FT hours)	2,080		1,400	
Rate per hour	\$49.67		\$14.97	
	18M			
Wages:				
Base wages	\$ 103,314		\$ 20,958	
Longevity pay	-		-	
Education pay	-		-	
Uniform (excluded WRS, WC, STD, LTD)	-		-	
Safety shoes (excluded WC, STD, LTD)	-		-	
Other Pay	-		-	
Total Wages	103,314		20,958	
Fringes:				
	Months		Months	
Health Insurance	922.51 / 12	11,071	922.51 / 12	11,071
Dental Insurance	37.00 / 12	444	37.00 / 12	444
Life Insurance	5.75 / 12	69	2.88 / 12	35
Wis Retirement	6.50%	6,716	6.50%	1,363
Social security	1.45% 6.20% 153,600	7,905	147,000	1,604
Worker's comp	8,868.00 / 0.0084	868	9101 / 7.52%	1,577
STD Insurance		334		68
LTD Insurance	0.1292	321	0.1292	65
Miscellaneous or rounding adjustments		-		-
Total Fringes		27,728		16,227
Total Wages & Fringes		\$ 131,042		\$ 37,185
		Savings/(Cost)	\$ 43,069	OK

Purpose for costing and the assumptions used for calculations:

This costing shows the annual impact/cost of implementing two new food service positions and eliminating the deputy director position.

Resolution No. xx-06/22

Authorizing the Creation of a Nutrition Site Worker Position and a Food and Nutrition Services Lead Position at Lakeland School

1 Moved/Sponsored by: Human Resources Committee and Finance Committee
2

3 **WHEREAS**, the management staff of Lakeland School seeks to create a 1.00 FTE Nutrition Site
4 Worker position and a 1.00 FTE Nutrition Services Lead position to support the school's food
5 service program in the absence of a contracted vendor; and,
6

7 **WHEREAS**, the Human Resources Committee and the Finance Committee have considered the
8 creation of a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE Nutrition Services Lead
9 position and hereby recommend the creations; and,
10

11 **WHEREAS**, available budget has been identified from position vacancies within the department
12 to cover the cost of these new positions in 2022.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that
15 the creation of a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE Nutrition Services Lead
16 position be and the same are hereby approved effective as of June 14, 2022.
17

18 **BE IT FURTHER RESOLVED** that the County Administrator shall update the appropriate
19 Administrative Procedure to create a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE
20 Nutrition Services Lead position and reflect 105.25 Total Children with Disabilities Education
21 Board FTEs, with the grand total being adjusted accordingly for the 2.00 FTE increase.
22
23

24 _____
25 Rick Stacey
26 County Board Chair
27

Susi Pike
County Clerk
28

29 County Board Meeting Date: June 14, 2022
30

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. Luberda Date
County Administrator

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

