

**Walworth County Board of Supervisors  
Children with Disabilities Education Board Meeting Minutes  
Wednesday, January 22, 2020 at 4:30 p.m.  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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Chair David Weber called the meeting to order at 4:57 p.m.

Roll call confirmed the following members were present: Chair David Weber, Secretary Charlene Staples, and Supervisors Ken Monroe and William Norem. Supervisor Kathy Ingersoll was absent. A quorum was declared.

**Others in Attendance:**

County Board Supervisors: County Board Chair Nancy Russell

County Staff: Director of Special Education Tracy Moate; County Administrator Mark Luberd; Advisor to County Administrator David Bretl; and Senior Project Manager Joe Latocha

**Supervisor Monroe offered a motion, second by Supervisor Norem, to approve the agenda with one amendment: 1) Item 8b2, Update on Capital Projects, Pool, Phab Lab, LSYou Brew, to follow Public Comment. The agenda as amended was approved with no withdrawals.**

**On motion by Supervisor Norem, second by Secretary Staples, the December 11, 2019 Joint Human Resources Committee and Children with Disabilities Education Board meeting minutes were approved.**

**Public Comment** – There was none.

**8b2 – Update on Capital Projects, Pool, Phab Lab, LSYou Brew**

Senior Project Manager Joe Latocha gave a brief update on the following Capital Projects:

Pool:

- Two pool filters, independent of each pool, were replaced this year with liner free stainless steel filters. Staff has been trained on new use operations and maintenance. There are two valves with minor leakage in the mechanical room. In the best efforts to save money, Public Works (PW) has decided to wait a few months to work with the pool company.
- Resurfacing within the pool area and replacement of the grates along the pool are scheduled for this summer.
- Replacement of the railing pockets and floor grates that circulate the water are scheduled for August.

Gym Divider Wall – Has been postponed until the summer months, due to multiple delays in addition to a vendor mix-up when ordering.

Stem Lab/Sensory Lab – PW will be entering into the bidding process, which will consist of two phases. The construction portion of the project involving the moving of walls, infrastructure, electric, and plumbing will be bid out as a PW. The other aspect is to be covered under a cooperative purchase with Palmer Hamilton, who is known nationwide for their stem labs. This project is scheduled for completion during the summer vacation. Discussion ensued.

**Unfinished Business** – There was none.

**New Business**

- Space Availability for Open Enrollment Requests 2020/2021

Director of Special Education Tracy Moate briefly explained the open enrollment process and requirements. Moate distributed a packet of information and gave a brief presentation relative to space availability. The following was highlighted:

- Lakeland School Enrollment History - Space Availability - Determination/Departments
- Lakeland School Enrollment History - Space Availability - Determination/Related Services
- Students with Significant Health Concerns/Needs
- Maximum Projected Number of Students in Receiving Class for Placement Purposes and Maximum Projected Number of Students in Receiving Department

- Transfer Enrollment Projections Per Department
- Students With Significant Behavior Concerns/Needs
- Hearing and Visually Impaired Specialized Instruction and Support Services
- Students with Behavior Intervention Plan or Sensory Escalation Intervention Plan
- Students Who Have “Exited” Lakeland School at End of School Year
- Lakeland School Enrollment Summary - Space Availability-Departments - February, 2020

Moate concluded by stating space availability may not necessarily be available to a student, depending on their specific needs. If one of the departments were to be at capacity, the student would not be eligible. Moate requested approval of the Space Availability Study and numbers as presented for future use.

**Supervisor Monroe offered a motion, second by Secretary Staples, to approve the Space Availability Study and numbers. Motion carried 4-0.**

- Wisconsin Statutes 118.22 Renewal of Teacher Contracts: Timeline for sending out written notices of renewal  
Moate requested permission to begin sending out written notices of renewal prior to the May 15<sup>th</sup> deadline, potentially the end of February, due to the shortage of teachers and possible vacancies. **Supervisor Norem offered a motion, second by Secretary Staples, to approve the move of the Timeline for sending out written notices of renewal to the end of February. Motion carried 4-0.**

- Establishing School Year Calendars

Moate distributed the Lakeland School/WCCDEB 2020-21 Calendar and gave a brief overview of the calendar process. Teachers were given four calendar options to choose from. There were 29 votes cast with 16 votes approving Calendar C, as presented. Moate recommended adopting Calendar C for the 2021 school year.

**Secretary Staples offered a motion, second by Supervisor Norem, to adopt the 2021 calendar as presented. Motion carried 4-0.**

### **Reports and Correspondence**

- CDEB Chair – There was none.

- CDEB Director
  - Special Olympics Update

Moate gave a brief update on the winter competitions.

- Update on Capital Projects, Pool, Phab Lab, LSYou Brew

This item was acted upon previously in the meeting.

**Confirmation of next meeting** – The next meeting was confirmed for Wednesday, February 19, 2020 at 4:30 p.m.

### **Adjournment**

**On motion by Supervisor Monroe, second by Secretary Staples, Chair Weber adjourned the meeting at 5:43 p.m.**

**ACTION ITEMS:**

**Children with Disabilities Education Board Meeting  
Wednesday, February 19, 2020 at 4:30 p.m.**

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**Unfinished Business**

- CA Counseling Branch Office

**Supervisor Monroe offered a motion, second by Supervisor Norem, to move forward with imposing a deadline for the required paperwork. Motion carried 4-0.**

**New Business**

- Retirement of the Director of Curriculum & Instruction

**Supervisor Norem offered a motion, second by Secretary Staples, to accept the letter of intent to retire from Rosemary Gardner. Motion carried 4-0.**

- RevTrak Payment System Usages

**Supervisor Norem offered a motion, second by Secretary Staples, to approve the request to utilize the RevTrak Payment System with fundraising events. Motion carried 4-0.**

**Reports and Correspondence**

- CDEB Chair

**No action was taken.**

- CDEB Director

- Special Olympics Update

**No action was taken.**

- Lakeland School Talent Show February 21, 2020 @ 1:00 p.m.

**No action was taken.**

**Confirmation of next meeting** – The next meeting was confirmed for Wednesday, March 18, 2020 at 4:30 p.m.

February 11, 2020

Dear Tracy,

First of all, I would like to thank you and Walworth County for affording me the pleasure of spending the majority of my career as a Walworth County Educator. I truly value the diverse and rich learning opportunities the Walworth County Special Education Community has offered me as a teacher, Educational Programmer, and Director of Curriculum.

Tracy, it was you who initially encouraged me to venture into the administrative side of education. I appreciate your support that allowed me to broaden my scope beyond Lakeland to work with state, national, and international education groups. These opportunities afforded me the ability to share how Lakeland School of Walworth County was providing a state-of-the-art alternative for students who are often marginalized in the educational setting.

My fondest memories, since starting with Walworth County in 1992, will always include the students, their families, and the staff. Working with people who share the passion for raising the academic bar for students with different abilities has made my life's work worthwhile.

In the past, when asked when I planned to retire, I would simply respond, "I'll retire when I stop having fun." Rethinking that response, I have decided to retire while I am still having fun. Although I am extremely excited to start a new chapter of travel and volunteer work, I am also saddened to leave such a special place that has become a big part of my life. I respectfully submit this letter as my intent to retire from Lakeland School at the end of the 2019-2020 school year. Thank you for the fun!

With Gratitude,



Rosemary Gardner

Director of Curriculum and Instruction

Lakeland School of Walworth County

