

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, February 19, 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 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: Nancy Russell

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

On motion by Secretary Staples, second by Supervisor Norem, the agenda was approved with no withdrawals.

On motion by Supervisor Monroe, second by Secretary Staples, the minutes of the January 22, 2020 Children with Disabilities Education Board Meeting were approved.

Public Comment – There was none.

Unfinished Business

- CA Counseling Branch Office

Director of Special Education Tracy Moate gave a brief update on the CA Counseling Branch Office and stated the current vendor claims the paperwork has been submitted to the state and they are waiting for it to be verified and approved. Moate requested approval to impose a deadline date for the required paperwork, allowing the process to move forward and/or potentially seek another vendor. Discussion ensued. **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

Moate distributed correspondence from Rosemary Gardner regarding her intent to retire from Lakeland School at the end of the 2019-2020 school year. Moate requested approval to accept Gardner's letter and stated a resolution recognizing Gardner will be presented at the graduation ceremony. **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

Moate briefly explained the implementation of the RevTrak Electronic Payment System being offered to families for payment of their student activity fee(s) and lunch payment(s). She stated a 3.62% service fee will be applied to the customer's debit/credit card. There are touch points indicating a service fee will be applied to the card. Moate requested the Committee's input in regards to using this same system with fundraising events. Discussion ensued. The committee requested a notice be posted at the cashier station identifying there is a service fee that will be applied to any debit/credit card transaction. **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 – There was none.

- CDEB Director

- Special Olympics Update

Moate stated both the junior varsity and varsity basketball teams went 1 on 1 at the Regional Tournament last week, which put them both in the lottery draw. The varsity team was chosen to go on to Sectionals.

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

Moate stated the talent show is a fun opportunity for students to demonstrate their talents and encouraged all to attend.

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

Adjournment

On motion by Supervisor Monroe, second by Secretary Staples, Chair Weber adjourned the meeting at 4:51 p.m.

Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes are not considered final until approved by the Board at a regularly scheduled meeting.