

**RICHMOND SCHOOL DISTRICT**  
**Policy Committee Meeting**  
N56W26530 Richmond Road, Sussex, WI 53089  
Administrative Office - August 14, 2018, 10:00 a.m.

**Minutes**

The meeting was called to order at 10:04 a.m. by Laurie Wohlfiel. Jeff Weiss indicated the meeting had been properly posted. Present at the meeting were Jeff Weiss, Gena Santharam, Cindy Bubolz, Rae Ellen Eberle, Cindy Milgram, Laurie Wohlfiel, Tammie Brasfield and Alyssa Babe.

Tammie Brasfield, Alyssa Babe, and Rae Ellen Eberle left the meeting at 11:10 a.m. after the discussion of the Student Code of Conduct was completed.

Gena Santharam left the meeting at 11:25 a.m. and returned at 11:36 a.m. Gena Santharam left the meeting at 11:50 a.m.

Jeff Weiss left the meeting at 12:12 p.m. and rejoined the meeting at 12:16 p.m.

**Student Handbook Review**

Jeff Weiss explained the reason for inviting additional staff, parents, and students to this meeting, as doing so met the requirement stated in section 120.13 (1) (a) for community participation. He further explained the four pieces of information required to be included in the code. After reviewing the background information, a sample code of classroom conduct, and the current student handbook followed by discussing what was viewed, suggested changes/adjustments were shared. It was decided Jeff Weiss would create a draft that would be shared with attendees, allowing comments. After comments, Jeff Weiss would adjust the code and then present it at the August 20 school board meeting with the goal of it being ready to be included in the student handbook the first week of school.

**District Goals**

Jeff Weiss presented his suggested District Goals for the 2018-2019 school year based on a previous request of writing the goals in SMART (Specific, Measurable, Achievable, Relevant, Time Bound) format. The committee discussed the goals, the implementation strategies, and the desired outcomes. After the discussion and a brief look at goals from another school, it was determined the goals were on the right track, although should be rewritten to have academics in the forefront. It was also discussed how the implementation strategies reflected the management of the building, thus not needing to be included with the goals for this purpose. The desired outcomes were determined to be essential to the evaluation process, thus needing to be included with the goals. Based on the belief of the importance of District Goals being ready for the beginning of the school year, the committee recommended the goals to be brought forth to the August board meeting. The desired outcomes will be presented at the September board meeting after the addition of measurable data tools and supporting documentation possibilities.

Laurie Wohlfiel motioned to adjourn the meeting. Cindy Milgram seconded.

The meeting was adjourned at 12:49 p.m.

Respectfully submitted, Laurie A. Wohlfiel, Chairman, School Board Clerk