

**RICHMOND SCHOOL DISTRICT  
PERSONNEL MEETING**

N56W26530 Richmond Road, Sussex, WI 53089

Room 203

August 2, 2018

**Minutes**

Cindy Milgram called the meeting to order at 7:42am. Present at the meeting were Board Members Cindy Milgram, Craig Vento, Laurie Wohlfiel and District Administrator Jeff Weiss. Statement of public notice was confirmed. Before moving into closed session, Cindy Milgram instructed Laurie Wohlfiel that she cannot attend the closed session, pursuant to District Policy #185 which states that "any Board member may attend and participate in the discussion that occurs at any open session committee meeting and not attend and participate in the discussion that occurs at any closed session meeting." Cindy Milgram made the motion to convene into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment of any public employee at 7:43am. Craig Vento seconded. Roll call vote to enter into closed session: Cindy Milgram-in, Craig Vento-in. At this time, Board member Laurie Wohlfiel was asked to leave the room. Jeff Weiss led the employment discussion in the closed session until asked to leave the closed session at 7:56am. Jeff Weiss re-entered the closed session at 8:28am at which time the Personnel Committee asked for more information regarding the proposed employment. The Personnel Committee made the recommendation to bring this proposal, with the additional information requested, to the entire Board for review in a closed session at the August Board meeting. Cindy Milgram made the motion to reconvene into open session at 8:38am. Craig Vento seconded. Roll call vote to enter into open session: Cindy Milgram-out, Craig Vento-out. The balance of the meeting was conducted in open session. Laurie Wohlfiel re-entered the meeting at 8:42am.

The second item on the agenda was discussion about in-house substitutes. Jeff Weiss explained that Richmond has had two (2) permanent part-time substitute positions in the past, when substitute teachers were readily available; the substitute pool has declined from 135 people to 21 people available. Jeff proposed the in-house substitute position be full-time/not year-round position, to include benefits, with a fiscal impact of \$43,000, to be able to attract and retain quality candidates. The Personnel Committee asked for more information surrounding the proposed position and tabled the discussion until the additional information can be reviewed and discussed.

Cindy Milgram adjourned the meeting at 8:58 pm.

Minutes respectfully submitted by Cindy Milgram, Chairperson.