

**RICHMOND SCHOOL DISTRICT**  
**REGULAR BOARD OF EDUCATION MEETING**  
N56W26530 Richmond Road, Sussex, WI 53089  
Community Room  
October 8, 2018  
6:00 p.m  
**Minutes**

**I Call to Order/Statement of Public Notice**

Cindy Milgram called the meeting to order at 6:06 pm. Jeff Weiss noted that the meeting was properly posted.

**II Roll Call**

Sarah Grooms-here, Craig Vento-here, Victor Frangopoulos-here, Cindy Milgram-here, Laurie Wohlfiel-here; Administration present-Jeff Weiss and Gena Santharam

**III Consent Agenda**

- A. Approval of Minutes: Regular Board of Education Meeting Minutes – September 10, 2018-Victor Frangopoulos motioned to accept the regular Board of Education meeting minutes from September 10, 2018 as presented. Craig Vento seconded. All ayes, motion carried 5-0.
- B. Treasurer's Report-Craig Vento motioned to approve payroll direct deposit #'s 151727-151799 and accounts payable check #'s 42536-42582 and ACH #'s 1667-1686 with void check #'s 1681, 42525, 42557, 42568, 42574. Victor Frangopoulos seconded. All ayes, motion carried 5-0.

**IV Communications**

- A. Student Council Report-Kennedy Mann, Student Council President, presented the October report. Student Council activities this month include the ice cream social, the Socktober sock drive, and election of new officers: Lily Liu-Vice President, Ali Sinitz-Recording Secretary, Alyssa Babe-Corresponding Secretary, and Austin Mann-Treasurer. Congratulations to all students who ran for office this year.

**V Community Input on Current Agenda Items**

- A. Public Comments-None
- B. Board Comments
  1. Laurie Wohlfiel tendered her resignation from the Richmond Board of Education effective November 17, 2018 pending the purchase of a home outside of the Richmond district. Laurie thanked the Board and the Richmond community for allowing her to serve the students and families of the District during her time on the Board. Cindy Milgram presented the following:

**BOE Vacancy Policy and Procedures:**

On behalf of the Board of Education, I would like to thank Laurie for her service to the District.

The District will have a vacant Board seat effective November 17<sup>th</sup>, 2018 through April 15<sup>th</sup>, 2019; because Laurie will resign her seat after the second Tuesday in November, the successor to the appointee will be elected to serve a two-year term at the spring 2019 election. The District will make every effort to fill the vacant Board seat as soon as possible, following the procedures outlined in District Policy #133, Filling Board Vacancies. The timeline for appointing a new Board member will be as follows:

- Week of October 8<sup>th</sup> the open Board seat will be posted in the normal posting places and through the use of those print media usually used for meeting announcements; interested individuals will be required to complete an application for the vacancy and submit the application to the District office by 4pm Friday, October 26<sup>th</sup>
- October 29<sup>th</sup> Board meeting, the Board will determine questions to ask prospective candidates during the interviews for the open position
- October 30<sup>th</sup> the interview questions will be emailed to the prospective candidates by Jeff Weiss and interviews will be scheduled for before the regular Board meeting on November 12, 2018, starting at 5pm
- November 12<sup>th</sup> at 5pm the Board will begin interviewing applicants for the open position before the monthly Board meeting; during the regular November 12<sup>th</sup> Board meeting, the remaining (4) Board members will vote to appoint a new Board member to fill the pending vacancy (until April 15, 2019)
- Upon appointment, the new Board member will be seated at the December 10<sup>th</sup> Board meeting

- If no one should apply to fill the vacant seat, the deadline can be extended by a majority vote of the Board, but within 60 days of the seat becoming vacant.

Please direct any questions to Jeff Weiss or Cindy Milgram.

2. Sarah Grooms noted that she will be out of town for the October 29, 2018 Special Budget Adjustment Meeting.

## **VI Reports**

### **A. Administrative Reports**

1. Safety Grant-Jeff Weiss presented information about the Department of Justice (DOJ) grant awards for school safety projects. Jeff noted that the Waukesha County Sheriff's Dept. was consulted when determining the areas inside and outside of the school that are covered by the cameras. The Facilities committee will develop policies to govern appropriate use of camera footage. Gena Santharam noted that she would provide sample policies from WASB resources.

### **B. Committee Minutes and Reports**

1. Facilities Committee Meeting – October 4, 2018

### **C. Board Operations and Reports**

1. Oct 25 – Regional Meeting will be held at the Holiday Inn-Pewaukee/Milwaukee West. Please let Sue Williams know if you'd like to register.
2. Oct 26 – DOJ School Safety & Liability Conference will be held in Lake Geneva. Please let Cindy Milgram know if you plan to attend.
3. Oct 29 – Work Session - Strategic Plan & BOE Goals following the Special BOE Meeting-Cindy Milgram noted that the Policy Committee is looking for guidance from the entire Board as the committee works on updating the Strategic Plan and BOE goals.

## **VII Report of the Management Team**

### **A. Items of Information**

#### **1. Facilities**

- a. Policy Updates-Jeff Weiss presented the following policies for a first read. The public is invited to read these policies on the Richmond website. Suggestions and questions can be sent to Jeff Weiss at [jweiss@richmond.k12.wi.us](mailto:jweiss@richmond.k12.wi.us).
  - 1.) #720 – Health and Safety in District Facilities and Programs
  - 2.) #723 – School Safety Plan
  - 3.) #723.2 – Threats of School Violence

#### **2. Finance**

- a. Third Friday Pupil Count-Jeff Weiss presented the Third Friday Pupil Count report in accordance with DPI's annual requirement of all public school districts. This report is used to calculate revenue caps and state aid. This year, we experienced a reduction in the number of resident students from 416 to 399. This reduction in the number of resident students mirrors the decrease in number of total students from 431 to 412. This is the last year we are projecting declining enrollment. The fiscal impact of declining enrollment is offset by reductions to the budget.

### **B. Items for Consideration**

#### **1. Personnel**

- a. District Administrator Contract-Cindy Milgram noted that it is the Board of Education's desire to have the administrators' contracts expire on opposite years. The proposed District Administrator's two-year contract runs from July 1, 2018 to June 30, 2020. The only change for the 2019-2020 school year is the addition of a fourth week of paid vacation. Craig Vento motioned to approve the District Administrator contract from July 1, 2018 through June 30, 2020. Laurie Wohlfiel seconded. All ayes, motion carried.

## **VIII Adjourn**

Victor Frangopoulos motioned to adjourn the meeting at 6:27 pm. Sarah Grooms seconded. All ayes, motion carried 5-0.

Respectfully submitted by  
Jane Vetter  
Recording Secretary