

**RICHMOND SCHOOL DISTRICT**  
REGULAR BOARD OF EDUCATION MEETING  
N56W26530 Richmond Road, Sussex, WI 53089  
Community Room  
Monday, December 10, 2018  
6:00 p.m.  
**Minutes**

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

Cindy Milgram called the meeting to order at 6:08 pm. Jeff Weiss noted that the meeting was properly posted.

**II Roll Call**

Craig Vento-here, Victor Frangopoulos-here, Cindy Milgram-here, Brian O'Donnell-here, Sarah Grooms-here; administration present: Jeff Weiss and Gena Santharam

**III Consent Agenda**

- A. Approval of Minutes: Regular Board of Education Meeting – November 12, 2018 – Victor Frangopoulos motioned to approve the regular Board of Education meeting minutes from November 12, 2018 as presented. Brian O'Donnell seconded. All ayes, motion carried 4-0-1 abstention.
- B. Treasurer's Report-Craig Vento motioned to approve payroll direct deposit #'s 151944-152172 and accounts payable check #'s 42708-42803 and ACH #'s 1701-1725 with void check #'s 42555, and checks 42735 through 42753. Victor Frangopoulos seconded. All ayes, motion carried 5-0.

**IV Communications**

- A. Student Council Report-Alison Sinitz, Student Council Recording Secretary, presented the Student Council report. Ali informed meeting attendees about the recent Community Lunch and the upcoming Pennies for Patients fundraiser drive.

**V Report of the Management Team**

- A. Items of Information
  - 1. Finance
    - a. Auditor's Report-Katie Reilly, from Reilly, Penner, & Benton CPAs presented the audit report. She noted that District expenditures and revenues are balanced and the District has no general obligation debt. The report recommended the consideration of seven policies and procedures.

**VI Community Input on Current Agenda Items**

- A. Public Comments-None
- B. Board Comments-None

**VII Reports**

- A. Administrative Reports
  - 1. Concert/Play Director Recognition-Jeff Weiss recognized Mrs. Ali Walsh for her work with students across all grade levels to prepare them for choral performances throughout the year. Mrs. Walsh thanked the Board and administration for recognizing her efforts.
  - 2. Office of School Safety Updates-Jeff Weiss noted that the Office of School Safety (OSS) has provided updates on items related to compliance with Act 143.
  - 3. Board Election Reminder-Jeff Weiss reminded Board members to file their candidacy/non-candidacy papers with Sue Williams in the District office. Cindy Milgram and Victor Frangopoulos both announced that they will not run for re-election next year. There are three positions open.
  - 4. Hartland Rotary Club Parent Forum-Gena Santharam presented information about the parent forum to be held at Richmond School on March 5, 2019. More information will be sent to families closer to the date.
- B. Committee Minutes and Reports
  - 1. Personnel Meeting – November 29, 2018
  - 2. Policy Meeting – November 30, 2018
  - 3. Finance Meeting – December 5, 2018
- C. Board Operations and Reports
  - 1. Student Services/Mental Health Board Work Session; January 14 at 5:00 pm. Gena Santharam noted that the work session will focus on follow-up regarding roles, responsibilities, and work already completed as well as branching out with partnerships.

2. WASB Training on School Safety Plans-Board members discussed details involved with hosting a presentation in February 2019 on School Safety open to all Arrowhead feeder districts.
3. State Education Convention-January 23-25, 2019-Cindy Milgram asked Board members to contact Sue Williams if they plan to attend the convention.

## **VIII Report of the Management Team**

### **B. Items of Information**

#### **1. Policy**

- a. 2017-18 School Report Card-Jeff Weiss presented information comparing the 2017-18 School Report Card with previous years' results. Richmond School continues to show improvement in the overall School Report Card score with this year's score of 90.2.
- b. 2018-19 Strategic Plan Summary-Jeff Weiss presented the Strategic Plan summary for Board input. The new format is the result of work from the October Board work session. The next step is to develop a more user-friendly design for the information and bring it to the Board in February 2019.
- c. Survey Update-Jeff Weiss presented a survey development proposal submitted by Dr. Peter M. Jonas, PhD, from Capacity Unlimited and Cardinal Stritch University. The survey research project process involves development, establishing validity, data collection, organizing and analyzing data, and reporting the findings. These surveys will be developed to focus on three or four areas of importance to Richmond staff and community members.
- d. Policy 1<sup>st</sup> Reading-These policies will be available on the Richmond website for public review. Please contact Jeff Weiss if you have any questions or comments. They will come before the Board at the January 14, 2019 meeting for approval.
  - 1.) 175 – Annual Meetings
  - 2.) 411 – Equal Educational Opportunity
  - 3.) 491 – Children of Divorced/Separated Parents and Parents Not Sharing the Same Household

Cindy Milgram motioned to recess the meeting for five minutes at 7:22 pm. Sarah Grooms seconded. All ayes, motion carried 5-0. Cindy Milgram motioned to reconvene at 7:31 pm. Victor Frangopoulos seconded. All ayes, motion carried 5-0.

Cindy Milgram motioned to roll call vote to go into closed session at 7:32 pm, pursuant to Wisconsin Statutes 19.85 (1) (c), for the purpose of: considering employment, promotion, compensation or performance evaluation data of any public employee. Brian O'Donnell seconded. Roll call in: Craig Vento, in; Victor Frangopoulos, in; Cindy Milgram, in; Brian O'Donnell, in; Sarah Grooms, in. Jeff Weiss and Gena Santharam were invited to join the Board in closed session. Ms. Santharam left at 8:28 pm and did not return. Mr. Weiss left at 9:02 pm and returned at 10:29 pm.

Cindy Milgram motioned to reconvene into open session at 10:36 pm. Craig Vento, seconded. Roll call out: Craig Vento, out; Victor Frangopoulos, out; Brian O'Donnell, out; Sarah Grooms, out; Cindy Milgram, out. There was no action taken in closed session.

## **IX Adjourn**

Craig Vento motioned to adjourn the meeting at 10:37 pm. Victor Frangopoulos seconded. All ayes, motion carried 5-0.

Respectfully submitted by  
Jane Vetter  
Recording Secretary