

**RICHMOND SCHOOL DISTRICT**  
REGULAR BOARD OF EDUCATION MEETING  
N56W26530 Richmond Road, Sussex, WI 53089  
Community Room  
March 11, 2019  
6:00 p.m.  
**Minutes**

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

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

**II Roll Call**

Ted Zindars-here, Brian O'Donnell-here, Victor Frangopoulos-here, Cindy Milgram-here, Sarah Grooms-here;  
Administration present: Jeff Weiss and Gena Santharam

**III Consent Agenda**

- A. Approval of Minutes: Regular Board of Education Meeting – February 11, 2019-Cindy Milgram asked that the minutes be amended to reflect the following two changes: 1). III. Board Candidate Interviews: please cite Policy 133 "it is at the Board's discretion to offer..."; 2) C1. Please list Cindy Milgram and Brian O'Donnell as Board members that gave reports on the WI State Education Convention. Victor Frangopoulos motioned to accept the February 11, 2019 minutes as amended. Brian O'Donnell seconded. All ayes, motion carried 5-0.
- B. Treasurer's Report-Victor Frangopoulos motioned to approve payroll direct deposit #'s 152397-152548 and accounts payable check #'s 42982-43060 and ACH #'s 1761-1764, 1773-1782, and 1787-1791 with no void checks. Brian O'Donnell seconded. All ayes, motion carried 5-0.

**IV Communications/Recognitions**

- A. Student Council-Kennedy Mann, Student Council President, presented information about Student Council activities including the State JAM conference, Dr. Seuss and Read Across America week, and Random Acts of Kindness week.

**V Community Input on Current Agenda Items**

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

**VI Reports**

A. Administrative Reports

1. Jeff Weiss

- a. Survey Development Update-Jeff Weiss presented information about the survey development process. He noted that Dr. Peter Jonas is designing the survey questions in conjunction with staff and Parent Advisory Committee input. Parent and staff surveys will be distributed in time for a report to be finalized in May.
- b. Skyward Conversion-Jeff Weiss noted that the conversion of the District's financial software from SISFin to the Skyward Financial Suite is on track to be completed on April 1. Plans to explore a conversion to the Skyward student management system are on hold until the conversion to Skyward Financial is complete.
- c. Board Member Recognition-Jeff Weiss recognized Cindy Milgram and Victor Frangopoulos and thanked them for their years of service as Board of Education members.
- d. New Hire Recognition-Jeff Weiss recognized Mr. Ed Blake, Building and Grounds Director, for his work in finding savings in the school's contracts with outside vendors, creating and maintaining an environment that is conducive to learning and supporting the entire staff's needs.

2. Gena Santharam

- a. Richmond's Innovative Learning Plan-Gena Santharam presented information about the plan developed to address the 5 weather-related school closing days experienced earlier this winter.
- b. Personalized Learning Family Night-Gena Santharam noted that 56 students, along with families, teachers, and administration, attended presentations by students and learned about the work behind personalized learning. Jeff Weiss thanked Mrs. Donna Held for her leadership in implementing the PL initiative at Richmond School.

B. Committee Minutes and Reports-None

C. Board Operations and Goals Report-None

**VII Report of the Management Team**

A. Items of Information

1. Finance

- a. Policy – 1<sup>st</sup> Read-Jeff Weiss noted that Policy #657 – Revenue from Public and Private Grants needs to be researched further and will be brought forward at a later date. Policies #672 and #683 will be available to view on the website. Please contact Jeff Weiss if you have any suggestions or questions.

- 1.) 672 – Authority to Make Purchases and Enter into Procurement Contracts
  - 2.) 683 – Management of Capital Assets
  - b. Fund 46-Jeff Weiss presented information about Fund 46 which is a fund that allows school districts to set up a trust for long-range facilities planning. Establishment of Fund 46 requires prior Board approval of a ten-year Facilities plan.
- B. Items for Consideration
1. C&I
    - a. Policies – 2<sup>nd</sup> Read – Brian O’Donnell motioned to approve Policies #370 – Extracurricular Activities and #374 – Student Fundraising Activities as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0. Brian O’Donnell motioned to delete Policy #871 – Public Complaints About Instructional/Library Materials. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
  2. Facilities
    - a. Policies -2<sup>nd</sup> Read – Brian O’Donnell motioned to adopt Policies #446.1 – Locker Searches and #731.3 – Use of Security Cameras and Electronic Monitoring Equipment as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
  3. Finance
    - a. 2019-20 66.0301 Agreements
      - 1.) 66.0301 Arrowhead Area Summer School Agreement-Brian O’Donnell motioned to adopt the 2019-20 66.0301 Arrowhead Area Summer School Agreement as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
      - 2.) 66.0301 Arrowhead Area Band Agreement- Brian O’Donnell motioned to adopt the 2019-20 66.0301 Arrowhead Area Band Agreement as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
      - 3.) 66.0301 Arrowhead Area Summer Beginning Band Camp Agreement- Brian O’Donnell motioned to adopt the 2019-20 66.0301 Arrowhead Area Summer Beginning Band Camp Agreement as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
      - 4.) 66.0301 Arrowhead Area Summer Co-Curricular Jazz Band Agreement- Brian O’Donnell motioned to adopt the 2019-20 66.0301 Arrowhead Area Co-Curricular Jazz Band Agreement as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
    - b. Auditor’s Contract-Victor Frangopoulos motioned to accept the Reilly, Penner, and Benton auditor’s contract at a cost not to exceed \$9800. Sarah Grooms seconded. All ayes, motion carried 5-0.
  4. Policy
    - a. Strategic Plan Summary-Brian O’Donnell motioned to approve the Richmond School District Strategic Plan Summary as presented. Victor Frangopoulos seconded. All ayes, motion carried 5-0.
  5. Personnel
    - a. Teacher Retirement-Sarah Grooms motioned to accept the retirement of Mrs. Nancy Chambers with all of our gratitude and with our well wishes. Brian O’Donnell seconded. All ayes, motion carried 5-0.

Cindy Milgram motioned to roll call vote to go into closed session at 6:52 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: Ted Zindars-in, Brian O’Donnell-in, Victor Frangopoulos-in, Cindy Milgram-in, Sarah Grooms-in. Jeff Weiss and Gena Santharam remained in the meeting until 7:24 pm.

No action was taken in closed session.

Victor Frangopoulos motioned to reconvene the meeting in open session at 8:49 pm. Sarah Grooms seconded. Roll call out of closed session: Ted Zindars-out, Brian O’Donnell-out, Victor Frangopoulos-out, Cindy Milgram-out, Sarah Grooms-out.

### VIII Adjourn

Victor Frangopoulos motioned to adjourn the meeting at 8:50 pm. Sarah Grooms seconded. All ayes, the motion carried 5-0.

Respectfully submitted by  
Jane Vetter  
Recording Secretary