

**RICHMOND SCHOOL DISTRICT**  
REGULAR BOARD OF EDUCATION MEETING  
N56W26530 Richmond Road, Sussex, WI 53089  
Community Room  
April 23, 2019  
**6:00 pm**  
**Minutes**

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

Jeff Weiss called the meeting to order at 6:00 pm. He noted that the meeting was properly posted.

**II Roll Call**

Brian O'Donnell-here, Adam Wozniak-here, Ted Zindars-here, Mike Reagan-here, Sarah Grooms-here; Administration present-Jeff Weiss and Gena Santharam.

**III Election of Board Officers**

Jeff Weiss called for nominations for Board of Education president. Sarah Grooms nominated Brian O'Donnell for president. Ted Zindars seconded. Jeff Weiss called two more times for nominations for president. No other nominations were made. All ayes, motion carried 5-0. Brian O'Donnell nominated Sarah Grooms for vice-president. Mike Reagan seconded. All ayes, motion carried 5-0. Adam Wozniak nominated Mike Reagan for Treasurer. Brian O'Donnell seconded. All ayes, motion carried 5-0. Adam Wozniak nominated Ted Zindars for Clerk. Brian O'Donnell seconded. All ayes, motion carried 5-0.

**IV Consent Agenda**

A. Approval of Minutes

1. Regular School Board Meeting - February 11, 2019-A question arose regarding the eligibility of Ted Zindars to vote on the approval of the February 11, 2019 meeting minutes since he wasn't elected to the Board until the end of that meeting. Brian O'Donnell noted that, in a change from Richmond's BOE past practice, Board members do not need to be present at a meeting in order to be eligible to vote on the minutes from that meeting. This practice is in alignment with standard meeting protocol and is in agreement with Richmond's legal counsel. Ted Zindars' approval vote of the 2-11-19 minutes is appropriate.
2. Regular School Board Meeting - March 11, 2019-Sarah Grooms motioned to approve the March 11, 2019 Regular Board of Education meeting minutes as presented. Adam Wozniak seconded. All ayes, motion carried 5-0.

B. Treasurer's Report - NONE-Jeff Weiss noted that the financial software conversion should be complete in May. The business office will provide reports from the past months that were unavailable when it has completed the transition from Tyler to Skyward financial software.

**V Communications**

A. Student Council Report-Lily Liu, Student Council Vice President, presented the April report for Student Council. Activities include completion of Box Tops for Education tallies, preparation for the State JAM competitions to be held on May 5 and 6, and delivery of thank you gifts to support staff.

**VI Community Input on Current Agenda Items**

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

**VII Reports**

A. Administrative Reports

1. After School Care Update-Gena Santharam presented a summary of a recent review of in-school day care providers. After meeting with YMCA and Wisconsin Youth Company (WYC) representatives, Richmond has decided to continue to work with the YMCA as our in-house child care provider.
2. Forward Exam-Jeff Weiss noted that Richmond's whole-class administration of the Forward Exam is complete. Make-up testing will wrap up before the testing window closes on May 3.

B. Committee Minutes and Reports

1. Finance Committee Meeting - March 6, 2019
2. Facilities Committee Meeting - April 2, 2019
3. Board of Canvass Meeting - April 8, 2019

C. Board Operations and Goals Report

1. Committee Assignment Requests-Brian O'Donnell asked Board members to send him their committee requests by the end of the week.
2. BOE Norms Reviewed-Brian O'Donnell reviewed the Richmond School District BOE meeting norms.

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

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

1. Facilities-Jeff Weiss presented two policies for a first read. These policies will be available for public review on the Richmond website.
  - a. Policy 1<sup>st</sup> Read
    - 1.) 383.1 Service Animals on District Premises
    - 2.) 446 – Student Searches

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

1. Finance
  - a. Art Job Share Proposal-Sarah Grooms motioned to continue the current Art job share agreement. Mike Reagan seconded. All ayes, motion carried 5-0.
  - b. Establish Fund 46-Jeff Weiss presented information about the establishment of Fund 46. This fund allows districts to set up a trust for long-range facilities planning. Brian O'Donnell motioned to establish Fund 46 with funding to be determined. Mike Reagan seconded. All ayes, motion carried.
  - c. Policy – 2<sup>nd</sup> read-Mike Reagan motioned to table policies #657, #672, and #683 for further discussion. The policies will be brought forward at the May BOE meeting. Adam Wozniak seconded. All ayes, motion carried 5-0.
2. Facilities
  - a. Ten-year Facilities Plan-During the discussion, Mike Reagan asked for more information regarding costs, determination of timing of facilities improvements, and frequency of plan updates. Brian O'Donnell motioned to approve the ten-year facilities plan as presented. Sarah Grooms seconded. 4 ayes, Mike Reagan abstained. Motion carried 4-0 with one abstention.
  - b. Technology Purchase-Adam Wozniak motioned to approve the technology purchase with a fiscal impact of \$55,410 as presented. Brian O'Donnell seconded. All ayes, motion carried 5-0.
3. Policy
  - a. 2019-2020 - CESA #1 Contract-Sarah Grooms motioned to approve the 2019-2020 CESA #1 contract renewal with a fiscal impact of \$2900 as presented. Mike Reagan seconded. All ayes, motion carried 5-0.
4. Personnel
  - a. Organizational Consulting Contract-Brian O'Donnell presented the history behind the decision to seek an outside firm to investigate comprehensive roles and responsibilities of administrative staff. The goal of the project will be a report that analyzes the Richmond School District's administrative reporting structure and district-wide support functions, including observations and/or recommendations. Mike Reagan expressed concerns about the impact on staff and the culture at Richmond. Jeff Weiss noted that potential candidates could be wary of pursuing a position at a District with pre-conceived administrative oversight. Brian O'Donnell stated that the purpose of hiring a consulting firm is to provide objective evidence and balanced data that recognizes district-wide shifts such as declining enrollment. Adam Wozniak motioned to approve the WASB vendor contract for the organizational study with a fiscal impact of \$5690. Sarah Grooms seconded. 4 ayes, 1 nay-Mike Reagan. Motion carried 4-1.
  - b. Technology Coordinator Resignation-Brian O'Donnell motioned to accept the Technology Coordinator resignation of Dan Rodgers, effective April 24, 2019, and wishes him well in his future endeavors. Sarah Grooms seconded. All ayes, motion carried 5-0.
  - c. District Administrator Resignation-Sarah Grooms motioned to approve the resignation of District Administrator, Jeff Weiss, effective June 28, 2019. Adam Wozniak seconded. All ayes, motion carried 5-0. The Board thanked Jeff for his six years of service and dedication to Richmond's students, staff, and community.

Before adjourning, Brian O'Donnell asked Board members to check their calendars and plan to meet more frequently over the next nine weeks in order to prepare for Jeff Weiss's departure and to discuss the District's next steps. Sue Williams, District Secretary, will assist with meeting scheduling.

## **IX Adjourn**

Brian O'Donnell motioned to adjourn the meeting at 8:54 pm. Adam Wozniak seconded. All ayes, motion carried 5-0.

Respectfully submitted by  
Jane Vetter  
Recording Secretary