



MR. JEFF WEISS, ED.D  
DISTRICT ADMINISTRATOR

MS. GENA SANTHARAM  
PRINCIPAL/DIRECTOR OF PUPIL SERVICE

RICHMOND SCHOOL DISTRICT  
**SPECIAL BOARD OF EDUCATION MEETING**  
N56W26530 Richmond Road, Sussex, WI 53089  
Community Room  
June 4, 2019  
5:30 p.m.  
**Minutes**

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

Brian O'Donnell called the meeting to order at 5:31 p.m. and noted the meeting was properly posted

**II Roll Call**

Brian O'Donnell-here, Adam Wozniak-here, Mike Reagan-here via phone. Mike Reagan arrived at the meeting at 5:53 p.m.

**III District Administrator Search**

1. Essay and interview questions for District Administrator applicants  
The Board agreed on 3 essay questions to be included in the Stage 2 posting application.
2. Stage 2 vacancy posting brochure  
The board worked on crafting language to be included in the Stage 2 vacancy brochure.
3. District Administrator job description review and discussion  
Tabled for future discussion.

**IV Discussion and potential action regarding process to be utilized for filling an administrative vacancy**

No discussion or action.

**V Adjourn**

Brian O'Donnell motioned to adjourn the meeting at 6:46 p.m. Mike Reagan seconded. All ayes, the motion carried 3-0.