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WASB ORGANIZATIONAL STUDY FOR RICHMOND SCHOOL DISTRICT EXECUTIVE SUMMARY

AUGUST, 2019

The Wisconsin Association of School Boards (WASB) offers an Organizational Services program to Wisconsin school boards as part of their membership in the WASB. WASB Organizational consultants work as partners with the school district to build and strengthen trust between school board members and administrators. WASB Organizational Services has been selected to conduct a review of current Richmond School District organizational structure and reporting relationships and an analysis of current district-wide department organizational charts for K-8 school districts that are similar size. Additionally, the District requested a draft of current state for District Administrator position description.

METHODOLOGY

Through review of current position descriptions and individual and/or focus group interviews provide assessment of roles and responsibilities utilizing a model developed for use in school districts. This process is not evaluative from a personnel perspective. The review does not include instructional classroom roles and responsibilities. The key deliverable for this project included a report presented to the Board of Education that analyzed the Richmond School District's administrative reporting structure and district-wide support functions, including observations and/or recommendations.

OBSERVATIONS/RECOMMENDATIONS

There are functions that are not addressed in current position descriptions and/or are not being held accountable: planning, communications/community, and human resources. Update position descriptions to reflect Board direction for organizational design and assure all functions are covered. When considering staffing options, assure that all roles and responsibilities are assigned and accountable. Examine and additional assignments to current positions as to capacity of the position and whether skills sets are in place to execute successfully. District was provided with data related to staffing patterns in comparable districts. Several comparable districts are in transition and attempting to staff to meet district goals.

DATA ANALYSIS OF CURRENT DISTRICT-WIDE DEPARTMENT ORGANIZATIONAL CHARTS FOR K-8 SCHOOL DISTRICTS THAT ARE SIMILAR SIZE TO RICHMOND SCHOOL DISTRICT

	% OF REVENUE	
	Richmond	Comparable
INSTRUCTION	55.2%	52.7%
PUPIL SUPPORT STAFF	13.3%	8.8%
ADMIN STAFF	9.4%	10.3%
OPERATIONS	13.2%	13.6%
TRANSPORTATION	3.1%	4.0%
FACILITIES	2.6%	7.4%
FOOD SERVICE	3.2%	3.2%
TOTAL	100%	100%

Data group included comparable K-8 school districts:

- ✓ *Enrollment between 300-500 students*
- ✓ *All feeder school districts to Arrowhead High School*
- ✓ *Staffing information available on individual district's websites and Department of Public Instruction (DPI) data*