

RICHMOND SCHOOL DISTRICT
PERSONNEL COMMITTEE MEETING
N56W26530 Richmond Road, Sussex, WI 53089
Community Room
September 16, 2020

Minutes

Cindy Milgram called the meeting to order at 7:48 am. In attendance were Board Members Cindy Milgram, Chris Fogel and District Administrator Dr. Jeanne Siegenthaler. Dr. Siegenthaler confirmed the meeting was properly posted and public notice was given.

The first item on the agenda was to review the District Administrator Job Description. Revisions were made to the job description, clarifying responsibilities and including long-term planning around district priorities.

The second item on the agenda was to review 2 policies: 225 – District Administrator Performance Evaluation and 870 – Public Complaint. Both policies were last updated in 2015; the committee made recommended edits from the WI Association of School Boards (WASB), updating language and legal references.

The third item on the agenda was to review the Personnel Committee scorecard. The scorecard will be updated and reviewed at least annually, but can be reviewed more frequently as warranted. The Committee reviewed the year-at-a-glance agenda topics, projects and proposed metrics for this month and next month. Dr. Siegenthaler will create the 2020-21 scorecard, keeping the 2019-20 scorecard data for future reference.

The next Personnel Committee meeting is scheduled for October 21st at 7:45am. Cindy Milgram motioned to adjourn the meeting at 8:57am. Chris Fogel seconded.

Minutes respectfully submitted by Cindy Milgram, Chairperson.