

## Rilke Schule

German School of Arts and Sciences

Academic Policy Committee Meeting

August 8, 2008 at 6:30 pm; 650 West International Airport Rd.



### Meeting Minutes

APC Members present: Klaus Mayer (Chair), Antje Carlson (Secretary), Petra Nickerson (Treasurer), Max Gruener; Crystal Wrabetz;

Present: Mike Boots, Connie Bensler, Cassie Jeremias, Jeff Ullom, Patti and Kevin Wilbanks, Arlynda Hermann, Stephanie Gould and many new parents.

### Agenda

1. Call to order
2. Public comments: community comments max. 2 min. each announcements
3. Announcements
4. Approval of minutes from last APC meeting
5. Reports of officers and standing committees
  - a. principal report – Crystal
  - b. finance committee report- Petra
  - c. building committee – Klaus
  - d. curriculum committee report-Jo
  - e. rilke schule verein report - Denny
  - f. ASD charter school supervisor report - Connie
6. Old business
  - a. Marketing efforts RSV/APC
  - b. Grand opening planning – Antje
  - c. Summer camp follow-up – Crystal
  - d. Dress code committee recommendations - Petra
7. New business: AATG group membership - Jo
8. Executive session (personnel/finance/negotiations/litigation)

### Adjournment

### Discussion

**Public Comments:** Patti wanted to know the status of the playground area and Klaus responded that this question would be addressed in the building report. Kevin wanted to know if the APC had a treasurer. Yes, Petra Nickerson. Stephanie inquired into the after-school program and was told that the program is in the finalizing process. A new parent requested to know the screening procedure for future teachers to avoid situations like Alex Mayo. Several parents attested that no harm had been done to the children. Members of the APC explained to the parent that this

particular teacher had come from the ASD and had no prior criminal record. The school complies with all background checks.

**Announcements:** None.

**Approval of minutes:** Jo motioned to approve the minutes from the APC meeting June 13<sup>th</sup> and July 11<sup>th</sup>. Petra seconded. Both minutes were unanimously approved.

**Principal Report – Crystal:** Crystal suggested to extend the student supplementary fees for employees. Motion: Fee is waived for any employee with children at school. Petra seconded. Motion was unanimously accepted.

The activation total for students as of 08/08/08: 172. Lottery applications: 26. All returning families were contacted. Families are still on vacation and will register late. Families on waitlists have been contacted and trifolds were mailed.

IT & phone work has not been completed. A problem occurred with the ACS equipment. Rednal Electronics submitted a proposal for the purchase of a Phone system in the amount of \$2,6000.

Summer camp was a success. One summer camp was cancelled due to insufficient student numbers. Suggestion: Offer three camps right after school is over. Many families are on vacation during the 4<sup>th</sup> session. Perhaps offer a refresher camp one or two weeks prior to start of school.

Advertisement: One ad in the “Back-to-school insert” in the ADN contained two typographical errors. A radio ad with 102.1 FM had German errors in the announcement. Both ads had not been approved. The APC reminded the Marketing Committee that any kind of outgoing message must be approved by Crystal. Particularly German ads must be proofread by a native German speaker. The messages can be submitted via e-mail or hardcopy to Antje Carlson or Petra Nickerson.

**Finance Committee Report – Petra; Mike Boots:** The ending SY 07/08 saw a \$133,080 fund surplus that is carried over to SY 08/09. Still minor adjustments need to be made. The \$30,000 energy grant went to teaching supplies 4040. The money was just encumbered and available to be spent. \$30,000 worth of bills that still need to be processed; ASD overcharged one salary for a teacher who joined Rilke Schule late in the year. The overcharge amounted to \$21,000 but ASD did not adjust it. A new regulation affecting schools: Carry-over money can be in either supplies and/or equipment. That includes all 4000’s and 5000’s in any counter. Rilke Schule accounts are still not accessible.

**Building Committee Report – Klaus:** Klaus reported that the APC is negotiating with landlords regarding the playground improvements. Two proposals had been submitted, one from the APC and the last proposal from the landlords came in Friday morning. The landlord agreed to asphalt and suggest that R.S. pays for the fence. Kimberly Smithsons submitted paving proposal: \$40,000 for the paving and \$18,000 for fencing. Landlord have better proposals available. A spirited discussion followed during which many suggestions were made on how to get the project done. Some parents were upset that the playground area is still not done. Klaus reassured that the playground is of great importance to the APC and that a playground will be done by the time school starts.

**Curriculum Committee Report – Jo:** Jo suggested an AATG group membership for all German teachers at Rilke Schule.

**RSV Report – Cassie:** The playground equipment is fully paid and a letter will be written to gift the structure to the school. The RSV would like to meet with APC to discuss each other's role and expectations. The APC agreed and suggested to propose a meeting date and time. Again, the APC repeated the request to have everything proof read and approved.

**ASD Charter School Supervisor – Connie:** She addressed the issue regarding better parent volunteering. A payment for volunteer hours cannot be a requirement for parents. The school needs to make this an option to in-person volunteering. A good record must be kept how the money is received and spent. The carry-over budget: no money will be lost; accounting procedures must be followed; money leftover can't be used for salaries; rent; activity and contracted services have been allowed on a case-by-case situations; keep money in special roll-over budget surplus account; only charter have control over their budget. APC chair will participate in the meeting with ASD 9/8/08 board meeting;

**Marketing Efforts:** see Principal report for information regarding advertisement. Someone made the suggestion to advertise in "Tid-bits"

**Grand Opening Planning - Antje:** After Joe Reid's resignation, Antje is chairing now the Grand Opening Planning Committee. She reported about the invitation list and invitation cards being mailed this coming week. Two more volunteers signed up for the committee.

**Summer Camp Follow-up – Crystal** see under Principal report

**Dress Code Committee Recommendations – Petra:** Petra chaired the committee and presented a summary of all comments that were submitted. Out of these comments a new Dress Code Policy was proposed. The APC read the proposal line by line and made amendments to the proposal. Antje motioned to accept the amended Dress Code Proposal. The motion was accepted 3:1. Petra did not accept the motion. The dress code proposal was accepted.

Meeting was adjourned by Klaus Mayer at 9pm.

Executive session followed the public meeting.

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