



**Rilke Schule  
Academic Policy Committee  
FINAL Meeting Minutes**

**Thursday, 11 June 2009**

**I. CALL TO ORDER**

The meeting was called to order shortly after 6:45 PM. APC members attending the meeting were:

Jo Sanders  
Liz Crafford  
Debra Schwicht  
Frank Macht  
Crystal Wrabetz, Principal

Absent were;  
Petra Nickerson  
Claudia Bittlingmeier  
Joe Weinberger  
Jeff Ullom

Other attendees at the meeting were:  
Stephanie Campbell  
Cassie Jeremias

**II. APPROVAL OF MINUTES**

Corrections were made to the minutes from May.

**Debra moved to approve the minutes as corrected and Frank seconded.  
The Vote was unanimous.**

**III. PUBLIC COMMENT PERIOD**

There was no public comment.

**IV REPORTS**

**A. Charter School Liaison**

No report this evening.

**B. Principal**

The Friday early release program has been approved.  
Crystal provided a numbers update. We have a wait list for kindergarten and 3<sup>rd</sup> grade.  
The next lottery will be July 31<sup>st</sup>.

### Summer Camp

The first session has 21 students registered.  
The second session has 30 students registered. We are considering a wait list. If we get 15 more people we will add a teacher. We will have 2 interns here to help.  
We will break even from the first camp, and make money on the second camp.

Crystal will send a bill to Frank Mueller (German Gov't) for scholarship winners for the poetry contest.

The Rasmussen Foundation has given \$5,000 to the Verein.

We are still working on a German teacher from Germany.

### Staffing

Peter Birmans would like to do looping for grades 2,3,4  
Cati is interested in following him with the second grade.  
Debra is willing to loop elementary grades 2,3,4  
Frank asked when teacher assignments happen – Crystal said after registration.

Summer Camp was fun! Stephanie Campbell observed that more German could be spoken on the field trips.

### **C. Rilke Verein**

Cassie Jeremias is willing to work on finding people besides the teachers to teach the optional intensives. Jo S suggested that the exception would be Yuliya and hoped she would teach art. It was suggested that joint planning with the art and music teachers during this time would be very valuable, so if they were helping with the Optional Intensives, we would not want that to be every week. Frank asked if interns would be able to help. Crystal and Jo indicated that they thought so. Hopefully various activities like Dance, Sport, Choir, Ballroom Dancing, Tanzeschule, etc. will be offered. Cassie asked if there would be requirements for the people who will be teaching such as background checks, and if there will be an application process. Crystal indicated that there would be background checks. What kind of liability issues are there with our Optional Intensive program? Jo suggested that we check with Sunny at Winterbury. The intensives at Aquarian are done by teachers. The ones at Polaris are run by kids. Crystal asked how the district handles coaches, who are often parents. There is a training that people have to take to be a coach. Cassie knows about an application for parents helping at her church that could be a model for something we could use. The information about what is required for background checks and such for people like coaches working for ASD is posted on the district website. Everyone will pay a \$5 fee. There will be a behavior agreement as part of the child's application.

Frank asked about an Intern update. Crystal mentioned that we need more host families.

The Verein is planning a BBQ for the 31<sup>st</sup> of July.

The Verein is working on Verein paperwork for registration- the forms for volunteers and the directory and other ways that parents can help the school.

Jo asked for the Verein to plan a work party to make Schultueten for the kindergarteners. Crystal mentioned that we need to get more Federmappe, too. Kaufhof is the only provider. We need to get folks who are traveling to purchase them in Germany and bring them back.

## **D. Standing Committees**

### **1. Building**

Jo looked at a site near Sullivan arena on C street, and wasn't impressed.

The board discussed the available property list.

Debra has queried about a portable classroom for here for next year.

A Conex costs a couple thousand dollars.

Jo asked what the rules are about the elevator. The district hasn't gotten back to us.

Do we have enough furniture for new classrooms?

### **2. Curriculum**

Samstag Schule

Abenteuer Alaska

Jo reported that our gift of books from the German Gov't has arrived.

She will spend time this summer writing units for Social Studies.

Jo wants teachers to let her know about special units they want to teach and she will get German material together for them.

We are working on coordinating the math curriculum.

Debra suggested that its important to be flexible while the non immersion kids are going through about who teaches what course based on the kids abilities.

German classes had a hard time with the kids at multiple levels in the same class.

Jo was told that the Science kits don't prepare the kids for the Science exam. A German Science teacher from Milwaukee will send an electricity section that we can use.

Jo S. introduced the Sprachmeister idea to the 55 teachers at the Samstagschule seminar in San Francisco and they thought it was a great idea.

Jo asked if we want to do any extra per diem days with teachers for training or planning for the conference in September.

### **3. Finance Committee**

No report this month.

### **4. Goals Committee**

Frank suggested that board members look over the Goals Committee Report and each choose our five most important priorities from the list.

We should read and approve it for next time and decide if we want a special meeting to discuss and prioritize our goals.

#### **5. Public Relations Committee**

One of the radio stations is offering Free Friday ads that we should try to take advantage of.

#### **V. Old Business**

Liz mentioned that we never approved the official Officers of the board.

**Liz moved that we make the temporary positions permanent.**

**Debra seconded.**

**Discussion:** Frank asked if we could first ask Petra if she would be willing to be Vice President and have Jeff be the Treasurer so we have four separate people as officers.

**Vote: The motion was denied with a unanimous vote.**

**Frank moved that we postpone the vote to a future meeting after we have spoken with the others.**

**Liz seconded the motion.**

**Vote: Unanimous in favor. The vote for the APC Officers is postponed.**

Crystal noted that Connie objected to a parent volunteer compiling volunteer hours. The Verein can help coordinate the volunteers, but not tally the volunteer hours. Any money donated in lieu of volunteer hours goes directly to the school, not to the Verein.

Liz is overseeing the website for the moment, while Petra is busy.

#### **VI. New Business**

Debra asked if we have plans for before school care in the fall.

Crystal says we only have 3 so far, but we may know more at registration.

About \$600,000 is budgeted for next year's rent. The janitorial expense is supposed to be based on square footage which now includes basement, which the janitor doesn't clean. We need to look into whether or not the landlord is charging us for square footage that is not being cleaned.

Liz asked about who to contact about help with grant writing - Bev Thornburg is the district head grant writer. We would like to apply for a 3 year FLAP grant. Someone should talk to Sue Forbes at Aquarian about the substantial playground grant they received.

Debra asked on behalf of Joe W. if getting a teacher involved on the building committee needed a formal motion. Jo S. said it doesn't need a formal motion. It was agreed this would be good for the school. It would be wise to email all the teachers and ask who would like to serve on the building committee. If Joe writes the email, Crystal will send it to all the teachers.

Frank asked if we could meet on weds the 8<sup>th</sup> in July, or Friday the 10<sup>th</sup>.

Liz will send the board members new liaison info. Connie's phone is 742-4322 now, and will presumably be Mary's phone as well.

**Frank makes a motion to adjourn the meeting**

**Debra seconds**

**The vote is Unanimous.**

**Followups:**

- Crystal will send a bill to Frank Mueller (German Gov't) for scholarship winners for the poetry contest.
- Cassie Jeremias will work on putting together guidelines for staffing for Optional Intensives and recruiting parents who wish to help with the program.
- Jo asked for the Verein to plan a work party to make Schuletutten for the kindergarteners.
- Ask Joe to check into Janitorial fee being charged on square footage that includes the basement when it shouldn't.
- Board members should look over the Goals Committee Report and each choose our five most important priorities from the list.
- Frank will ask Petra about being Vice President of the board.
- Liz will contact the folks who have expressed interest in helping with Grant Writing and put them in touch with Bev Thornberg at ASD.
- The building committee will seek out a teacher to help the committee find a suitable new building.
- Liz will send the board members new ASD liaison info.

**Unfinished Business**

Getting a German teacher here from Germany.

Finding more host families.

Basement accessibility rules

**Executive Session**

An executive session was held to discuss the principal's next year's contract.