



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

Thursday, 09 July 2009

I. CALL TO ORDER

The meeting was called to order at 6:35 PM. APC members attending the meeting were:

Jo Sanders
Liz Crafford
Debra Schwicht
Frank Macht

Petra Nickerson
Claudia Bittlingmaier
Joe Weinberger
Jeff Ullom

Crystal Wrabetz, Principal

Other attendees at the meeting were:

Stephanie Campbell
Angelica West
Cassie Jeremias

Julie Pierce
Terri Wood

II. APPROVAL OF MINUTES

The minutes from June were discussed and amended.

**Debra moved to approve the minutes as corrected and Petra seconded.
The vote was unanimous.**

III. PUBLIC COMMENT PERIOD

There was no public comment.

IV REPORTS

A. Supervisor of Charter Schools

No report this evening.

B. Principal

Mail: Crystal reported that the mail delivery has been erratic.

Space next year

With respect to finding room for all classes at school this coming year, she reported that the music teacher Kevin Downie indicated he wouldn't mind using the basement for music classes.

Interns

She mentioned that we are still in need of more host families for the interns.

Staffing

Jo and Crystal will work on staffing next week. The teacher from Germany is still very interested in coming but hasn't completed all the qualifications and won't complete them in time this year.

Enrollment

A Student number update chart from Crystal is summarized below. There are a few additions to the waitlist. At the end of the school year 08/09, we had 201, with 178 returning.

Grade	Returning	Lotteried	Semi-Total	Wait list	July Lottery	Projected
K	2	86	88	0	5	88 (+5)
1	43	5	48	0	2	50
2	39	6	45	0	0	45
3	24	3	27	2	1	27 (+3)
4	17	4	21	0	0	21
5	21	5	26	0	2	25 (+3)
6	12	4	16	0	0	16
7	14	2	16	0	0	16
8	7	1	8	0	0	8
Sub-Totals	178	116	294	2	10	296 (+11)

C. Rilke Verein

Schultüten

The Verein report was presented by Verein Vice President Cassie Jeremias. The Verein will oversee the making and filling of the Schultüten up to \$500. The board expressed their thanks.

Registration

The RSV will host a barbecue at the July 31st, early registration-lottery event. The Verein will provide the meat and families can bring side dishes and desert. The Logo shop will be open and the RSV will have a table for membership signups and volunteer information.

School Shirts

Jo asked that the Verein have a variety of sizes of t-shirts available for the Immersion Conference. The Verein agreed to do so and will also make staff shirts available to staff.

Intern Reception

Jo suggested that a reception for interns and host families be held in early September.

D. Standing Committees

1. Building

09-10 classrooms

Jeff, Joe, and Brett met to work on this year's classroom arrangements. Since we will be short of space, they are looking at using the computer lab and the basement for art and music. The library is not a feasible choice, since it is an open space.

New Committee Members

It was felt that the committee needed to have several teachers as member to provide a practical viewpoint and Stephanie Campbell, Kim Nelson and Michael Helgeson said they would be glad to serve.

Janitorial Fee & Disabilities Use

The janitorial fee we pay is not to exceed 12 cents a sq foot. Petra said we are not paying for janitorial downstairs currently. That may change next year. Joe W. met with Mary Carey, who works for ASD facilities. He asked the school district if it was acceptable to use the basement for classes. She said it was not a problem with regard to the disabilities issue. Crystal asked Joe to ask about the drinking fountain and a bathroom.

Outside

A safety inspector has said that the powerlines out back are safe even though they are crooked. The municipality has promised that we will have a proper crosswalk painted on the street before school starts.

Angelica asked about the new building. Jeff reported that Brett is now the Director of Rilke Inc. and is looking for other parents to be on the board. .

2. Curriculum

Debra Schwicht asked about the school’s penmanship program. There is no one curriculum in force yet, so Debra and Claudia Bittlingmaier will get samples of various handwriting programs and poll the teachers to make a decision on which to adopt.

3. Finance Committee

Julie and Crystal reported that the school finished out the year with a surplus. Thank you Julie and Crystal!! Jeff handed out Petra’s chart of budget available based on number of students we actually get. We will be able to apply the extra funds to the additional needed teachers, teaching assistants and other needs if we get more students than our budget amount of 240. (Based on projected funding per student of \$8,496.56):

Number of Students	Funding Levels	Extra Funds
230	\$1,954,209.38	\$(84,965.63)
235	\$1,996,692.19	\$(42,482.81)
240	\$2,039,175.00	\$0
245	\$2,081,657.81	\$42,482.81
250	\$2,124,140.63	\$84,965.63
255	\$2,166,623.44	\$127,448.44
260	\$2,209,106.25	\$169,931.25
265	\$2,251,589.06	\$212,414.06
270	\$2,294,071.88	\$254,896.88
275	\$2,336,554.69	\$297,378.69
280	\$2,379,037.50	\$339,862.50

Jeff asked Petra if we had \$3,000 - \$5,000 left over that could be used for fencing. Petra said there were enough roll over funds to do it.

Debra moved that we use our roll over funds to put in a fence, Petra seconded and the vote was unanimous.

Petra reminded us to use the roll over funds from 08.

Jo asked about the money from the points earned from the boxtops collected throughout the year. Cassie is checking on it.

4. Goals Committee

Frank isn't here so we will postpone Goals discussion. Liz asked for Frank if anyone objected to holding a separate meeting to discuss goals. No one objected.

5. Public Relations Committee

No report.

V. Old Business

Optional Intensives (OI's)

Cassie provided a summary of what Cassie and Liz have put together. Cassie emphasized the need to have a variety of programs offered. Mad Science of Alaska has a program that will come to the school. Leaders of the various activities should not be referred to as teachers, since they are not. Crystal came up with Rilke Optional Intensive Leaders, or R.O.I.L.s. All agreed this was a great name!

Here is the summary provided by Cassie and Liz:

Coordinating the Program

The plan is for two coordinators – one person in charge of programming – finding volunteers interested in offering a subject, and arranging the “curriculum”, and a second person in charge of the paper work – applications and background checks for volunteers, registration, scheduling, payments, etc. At the moment Cassie is the programming coordinator and Liz is the scheduling coordinator. The coordinators will be responsible for choosing the program based on program requests and volunteer skills. Any questions about suitability of specific programs can be brought to the APC.

The Program

We'd like to group the activities by category, so we are sure to offer a diversity of things that will appeal to many different interests. We would like to offer at least one activity in each of the following categories for the first quarter:

- Fine Arts – Music, Art, Dancing, etc.
- Crafting – Beading, Stamping, Scrapbooking, etc.
- Language – Russian, Spanish, etc.
- Sport – Soccer? Skiing, Skating– can we use Pop Carr Park for sports?? What are issues for transportation for sports?

As interest develops and more volunteers come forward, we hope to add other subjects such as Cooking, Science, etc.

We'd like to offer a quarterly schedule, with each OI being either a 7 or 8 week program, depending on the calendar, but shorter or longer subjects may be offered as demand and staff permit. There doesn't need to be 'course' continuity from week to week as it's not necessarily expected that kids will attend every week. Language classes may be different, and the folks signing up for it may realize they need to attend every week to learn something.

Student Registration and Fees

We would charge a quarterly \$35 or \$40 fee or \$5/session. Parents could opt to pay for the whole quarter or each week. We should make provisions for scholarships or fee waivers, if requested.

We will post the listings of the classes on the school website. We will have a 'Registrar' available each Friday to take money, as well as at Registration. It would be great to have

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an online way to sign up. We'd like to know by Weds eve of the week how many will be attending to make sure we have enough staff available.

Class size would be recommended at 20, but up to the leader's discretion.

Volunteers

We have a draft volunteer application and a background check form for the volunteers to complete. Mary Meade is investigating how the district handles background checks for us. (Note: Mary Meade, our ASD Liaison emailed that background checks will not be necessary as originally thought.)

New APC Officers

The official officers to the APC were confirmed as follows:

President – Jo Sanders

Vice President – Petra Nickerson

Treasurer – Jeff Ullom

Secretary - Liz Crafford

Claudia Moved to approve the above slate of officers. Joe W seconded the motion.

Discussion: Petra commented that she hoped that it wouldn't be a problem if she were unable to attend all events. No one had a problem with this.

The vote was unanimous.

VI. New Business

Immersion Conference:

Crystal is going to communicate with Elke Rühl about the conference registration fees and getting Rilke to take over some of the meals in exchange for registration fees.

School Test Scores

We haven't received the group test scores yet.

Anchorage Teacher Immersion Conference

Jo read the announcement of a teacher immersion conference to be held in Anchorage Aug.3-6.

Other

Claudia mentioned the need to develop the science curriculum in German.

The meeting adjourned at 8:50 PM. Next meeting on August 13th.

Executive Session

Principal's Contract

Respectfully submitted,
Elizabeth Crafford, APC Secretary