



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

Thursday, 13 August 2009

I. CALL TO ORDER

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

Jo Sanders	Claudia Bittlingmaier
Liz Crafford	Joe Weinberger
Debra Schwicht	Jeff Ullom
Frank Mächt	Petra Nickerson
Crystal Wrabetz, Principal	
Mary Meade, ASD Charter School Supervisor	

Other attendees:

Stephanie Campbell	Brett Wilbanks
Angelica West	Arlynda Hermann
Cassie Jeremias	Ray Oakley
Julie Pierce	Patti Wilbanks
Terri Wood	Todd Manning
Jason Wood	

II. Approval of Minutes

It was moved and seconded to amend the agenda to move the room problem to the beginning of the meeting and postpone the minutes' approval. The vote was unanimous.

II. Room Problem

It was reported that classroom assignments are complete except for music, for which we do not have a room. Options discussed for the Music room included the basement, a temporary structure, leasing a building across the street, or making music move to the classrooms. It was agreed to pursue using the basement for Music. The building committee is working with the ASD and the municipality to approve the basement space for music. We will also need lockable storage for music instruments, no matter where music is ultimately held. Meanwhile, it will be held in the multi-purpose room.

III. Public Comment

There was no public comment.

IV. Reports of Standing Committees or Persons

A. Charter School Liaison

Mary Meade, Charter School Supervisor, reported that she is working to make sure that charter schools get the same training and other opportunities as other district schools in many areas including SPED, language training, and art.

She reminded the APC that they needed to be working on the charter renewal, as the charter expires at the end of this school year. The APC will form a committee to work on the renewal document.

B. Principal's Report

As of today, we have 267 students, including four kindergarten classes. The new students in grades 2 and above will attend boot camp four days a week after school to help them catch up.

Principal Wrabetz explained to the APC how in-school suspension and the buddy-classroom system worked to handle discipline problems.

She also gave an up-date on staff hiring; an English 5/6th grade teacher position has not yet been filled. The interns are trickling in; there will be 9 in all by the first week in September. They will work with teachers in the classes four days a week and have the other day off.

The best news was that Rilke Schule made Adequate Yearly Progress on the state tests.

C. Rilke Verein

The Verein reported that they would be willing to move their office into the basement to allow the visiting psychologist a space in which she could work privately with students.

The APC asked if the Verein could assist the school in starting a committee to plan for a German pre-school to be opened in conjunction with the school within three years. The Verein agreed to work on this.

The APC thanked the Verein for the successful July barbeque. The principal asked whether the Verein had enough funds to give each teacher \$100 to help reimburse them for the many items they bought for their classrooms out of their own pockets. The Verein will check their funds and see whether this is possible.

D. Building Committee

The building committee reported that the search for a larger building continues, while at the same time they are discussing with the landlords about the feasibility of modifying the current space to allow projected growth. Several interested Rilke parents are working on forming an independent corporation, Rilke Inc., which would be eligible to purchase real estate and rent it to the school.

A group of parents and volunteers are putting up a permanent wood-framed chain link fence around the playground and it will be done by school opening. It was

reported that it will cost more than the \$5000 we budgeted if Acme builds a sturdy galvanized gate for the fence. **It was moved and seconded to add \$3000 to the fence budget. The vote was unanimous.**

It was reported that we have a new painted Crosswalk on 53rd St and School Crossing signs put up by the municipality. The municipality would like the school to erect Jersey barriers in front of the north door which opens off the kindergarten wing directly on to International Airport Road. The building committee will look into this with the landlord.

It was reported that the landlords want to meet with the APC to discuss the downstairs, the contract renewal and any other concerns. The board discussed the importance of keeping the landlords informed of our intentions.

E. Curriculum

Work continues on development of both the German and English curricula. Math will definitely be offered on the English side in grades four and up. Beginning and advanced German classes will be offered to the Rilke staff starting in September and beginning classes for parents will be taught by Amy Voss in the evenings, also beginning after Labor Day.

F. Finance Committee

It was reported that we have \$30,000 in roll-over money from 2007-08 that must be used this year. The roll-over money will pay for the fence and other supplies. It is hard to predict the exact financial status until the exact number of students is known at the end of October, and staff salaries will not be known until all final hiring is done. A gift from the Rasmussen Foundation of \$5,000 is being handled by the Verein.

G. Goals Committee

There will be a goals work session for the APC in October; each board member is asked to study the results of the goals interviews and be ready to propose five good goals for this year.

H. Public Relations Committee

No report. The APC asked the committee to arrange for media coverage of events on September 25th, when students would be presenting history simulations, plays and other exciting projects for the German Immersion Conference participants.

I. Optional Intensives

It was reported that registration for optional intensives is available on the school website and we are lining up a variety of classes for students to take. The leaders will be called ROILs.

V. Old Business

The penmanship committee has narrowed the choices down to three styles and has provided the teachers with samples of each. They will choose one style and the school will order appropriate materials.

VI. New Business

Liz Crafford asked everyone present to check the website regularly for errors and offer input as necessary.

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The APC and the Verein are trying to schedule a joint Foraker meeting to train both boards, preferably after the September conference.

A marketing plan was requested by Brett Wilbanks in the name of Rilke, Inc., to present to potential lenders and investors. The whole board will work on it.

A Charter Renewal Committee was appointed with the following members: Jeff Ullom, Petra Nickerson, Liz Crafford and Crystal Wrabetz.

VI. Adjournment

The meeting was adjourned at 9:17 pm.

Executive Session:

A brief executive session was held to discuss the problems of finding a new building or modifying the current one to be adequate to accommodate projected growth.

Respectfully submitted,

Elizabeth Crafford
Rilke Schule APC Secretary