

## **Rilke Schule**

German School of Arts and Sciences

Academic Policy Committee Meeting

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



### **Meeting Minutes**

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

Present: Denton Drury, Jeff Ullom, Greg Gould, Cassie Jeremias, Connie Bensler, Patti and Kevin Wilbanks, Arlynda Hermann, Alicia Zagorski, Angelika West, Terri Wood, Claudia Bittlingmeier, Debra Schwicht, Craig Mollerstuen, Kayla Simmons, Ann Weese, Liz Crafford

### **Agenda**

1. Call to order
2. Public comments: community comments max. 2 min. each announcements
3. Announcements:
  - a. New APC members teacher representatives
  - b. Thank you to Grand Opening Committee
4. Approval of minutes from last APC meeting
5. Reports of officers and standing committees
  - Principal report – Crystal
  - a. Finance committee report- Petra
  - b. Building committee – Klaus
  - c. Curriculum committee report-Jo
  - d. Rilke Schule Verein report - Denny
  - e. ASD charter school supervisor report - Connie
6. Old business: Marketing efforts – RSV/APC
7. New business: APC interim member election
8. Executive session (personnel/finance/negotiations/litigation)

### **Adjournment**

### **Discussion**

**Call to order:** 6:35PM

**Public Comments:** None

**Announcements:** Klaus commended the Grand Opening Committee for its organization of the event, October 1<sup>st</sup>. He announced the teacher representatives on the APC: Debra Schwicht for the English program, Claudia Bittlingmeier for the German curriculum

**Approval of minutes:** Klaus moved to accept the September minutes, Max seconded. Minutes were unanimously approved.

**Principal Report – Crystal:** Crystal reported about a visit from Fronteras, a Spanish Immersion Charter School from Wasilla. The visit was a professional development day for Fronteras teachers. Enrollment holds steady at 211 students. The 3 k-classes were combined into 2 and each class has now 23 students. Debra Schwicht and Judith Keil-Teekell teach now 6<sup>th</sup> grade. A safety walk-through took place and Rilke Schule is required to do a lot of furniture anchoring to the wall. As September Rilke Schule has a new AA: Julie Pierce. Catherine Richards, Crystal Wrabetz, Jo Sanders, Peter Birmanns, and Claudia Bittlingmeier went to the International Immersion Conference in Minneapolis. The Healthy Lunches Committee is requesting feedback from parents.

**Finance Committee Report – Petra:** Currently the budget is in a deficit. Drastic changes and cuts of unnecessary budget items need to be made. Negotiations to have the carry-over from last year cover a possible deficit are on-going. The janitorial bills exceed the anticipated service expense. Connie: A “Budget Reserve Account” is discussed at ASD, which gives more spending discretion to the schools.

Jo asked where the German grant money was and Connie replied that it was deposited in an 05 account. It can be used for travelling abroad. Antje interjected that she needs the original receipts for items purchased if they come out of that grant. Petra announced that the 09/10 budget is due 10/30 and is built on 240 students. A budget meeting with Donna Beaulieu is scheduled for Friday 10/24 at the school. Klaus inquired if that amount of students was enough to cover the budget and Petra believed that 240 was a realistic number. Connie advised to err on the side of caution. Jo added that the “immersion rule” goes into effect, meaning that only kindergarten and 1<sup>st</sup> graders can be admitted to the school.

**Building Committee Report – Klaus:** Klaus reported that landlords need to take care of the fire marshal issues found during the safety walk-through as well as the sewer issues. It was reported that the stair case railing had fallen off in the pink hallway but that it was immediately fixed. Jo asked if snow plowing arrangements have been made. Jeff requested clarification if the school has intentions to use the donated chain link fence material that is currently stored at a person’s house. Klaus confirmed. Debra Schwicht wanted to see a more balanced heating system. Klaus reminded that such concerns and requests need to be placed on the standing punch list with the landlords. He said he would talk to the landlords.

**Curriculum Committee Report – Jo:** Children will do a unit on Germanic tribes and it was suggested to have media coverage for the performances. Other units are “The Romans” and “German Immigrants”.

**RSV Report – Denny:** A family movie night and the Book Fair will be organized by the RSV. The RSV purchased the movie viewing license. The Readers’ Digest fundraiser in school resulted in a \$4,400 profit. Some parents want to establish a Grant Committee and School-Business Partnerships. The playground project is officially completed and paid in full. The question regarding fundraiser money and the money’s deposit was asked. Fundraiser money is deposited in the General Fund. Klaus suggested establishing funds for stipends and scholarships. Denny reported that communications between RSV/APC are going well.

**ASD Charter School Supervisor – Connie:** Connie lauded the Grand Opening, October 1<sup>st</sup> and also commended the RSV for doing a very nice job in supporting the school. She suggested inviting pre-school children and having an open house. Regarding the school’s janitorial services, Connie suggested looking into hiring an ASD custodian with an approximate \$36,000 plus benefits salary. The custodian would be available at the school throughout the day.

**Marketing Efforts—Ann Weese:** In the 12-week recruitment campaign prior to the student count period, free radio ads ran on NPR. The PR committee forwarded a parent statement about Rilke Schule via e-mail. Flyers were distributed to pre-schools. In regards to an open house for Kindergarten, Jo suggested three Saturday classes for pre-schoolers. Claudia Bittlingmeier offered to volunteer with help. A date has not been determined.

**APC interim member election:** The APC anonymously elected Jeff Ullom as new interim member. His interim term expires January 2009.

Meeting was adjourned by Klaus Mayer at 8:11pm.

Executive session followed the public meeting.

####