



Rilke Schule Academic Policy Committee Meeting Minutes

Freitag, March 20th, 2009

Final Version. Approved 9 April 09

I. CALL TO ORDER

The meeting was called to order shortly after 6:30 PM. APC members attending the meeting were:

Jo Sanders
Joe Weinberger
Jeff Ullom
Petra Nickerson
Liz Crafford
Claudia Bittlingmaier
Debra Schwicht
Frank Macht
Crystal Wrabetz, Principal

Other attendees at the meeting were:

Greg Gould
Cassie Jeremias
Brett Wilbanks
Tallee Wellman
Arlynda Hermann
Stephanie Gould

II. APPROVAL OF MINUTES

The minutes of the last meeting (14 March 09) were discussed and corrected.

Motion: I move that the minutes be approved as amended.

By: Petra

Seconded By: Joe W.

Vote Tally: Unanimous.

The minutes are approved.

III. PUBLIC COMMENT PERIOD

There was no public comment.

IV. REPORTS

A. ASD Liason

Connie Bensler was not able to attend. She provided an overview email of her meeting on Wednesday March 18th with G. Vakalis about our building ideas.

Crystal mentioned that Connie suggested that the Verien could buy a building and lease it to the school. Cassie suggested that the liability of the board would likely be an issue.

B. Principal's Report

Crystal provided a written report.

1. We didn't have to do an official "lottery" drawing since we were planning to accept all applications.
2. The Verein voted to provide money to cover snacks for testing, and \$1000 for summer camp scholarships. Crystal was asked by a parent if the camps would provide new material for the more advanced kids? Fr. Sanders discussed how many different new nature things that could be taught and we could customize the class to more advanced kids depending on who signs up.
3. Debra reported that the field trip to 'Myths Legends and Tall tales' at APU for Grades 5-8 was successful, but she felt the performance was probably more geared toward grades 2-5.
4. Friends of Jo are getting colored invitations to her award ceremony, and the student families were notified in a paper newsletter and the RSV email newsletter. The children will sing Ode to Joy and German National Anthem at both events.

C. Building Committee

Joe W and Bret W met with Connie Bensler and Mr. Vakalis. Connie has provided an email summary.

Joe W. spoke with landlord here about snow removal. Laura is the building manager for Zelner/Levi. Joe did a walk through with her and showed her the problems with the toilets. They agreed to return next week to work on the toilets. Claudia mentioned the upstairs leak from the hidden bathroom. Joe W. agreed to follow up on that. Dell is the chief Maintenance lead person for Zelner and Levi.

Joe commented that snow removal in the back is not great right now, and there is a large ice berm. Apparently Laura has asked the city to do a better job of plowing. The muni street maintenance supervisor thinks we are a private school, and thus they are not responsible for plowing. Joe W called George, the ASD asst. superintendent for facilities. Joe W will contact muni maintenance and clarify that we are a public school. Dan Suthers is in charge of street maintenance for the city. We will take pictures and email him about the plowing issue. Brett pointed out that the lot itself goes out to the curb so the city might be reluctant to deal with plowing the "sidewalk" which is actually the edge of our property.

Joe talked to the property owner behind the school on 54th St. about acquiring that property to use for the school if we need more space. The land owner said the property would cost about \$500,000. This would open up many new transportation possibilities as well as options for more student space.

Debra asked in the event of more students, how would we deal with:

- 1 a lift down to the basement
2. portable storage units?

Jo S. said that the original idea for the size of the school would be 3 to 4 kindergarten classes. Crystal asked if we can be ADA compliant with a chair lift to the basement? She also wondered if we have to have plumbing down there for code. Brett asked if we have anyone in school that has disability issues? He thinks its only required if we have to actually accommodate someone. We should double check with the district.

Joe W. mentioned that in the basement people are not complying with 20" space below ceiling requirement for storage. We need to have volunteers keep an eye on this when they stack things downstairs.

Brett mentioned that he is encouraged that district is engaging lawyers and studying other properties. Ownership by the school is the big topic. It would have to be voter approved. He asked if the source of the budget money was State or City. It was explained that the money goes to ASD from the State and then we get our share from there. Petra doesn't think there is muni money involved.

D. Curriculum

Jo Sanders has created a table that is a first pass of what will be taught in each grade in what language. The general plan is to cover through a 4th grade German reader by the end of our 6th grade. The German 4th grade reader is about a 7th grade American reading level. There is a language arts book and workbook with each level.

7th and 8th grade classes would read novels and short stories in German, as well as newspapers, much the same as what they will be doing in those grades in English. These grades will also include a lot of writing practice and thorough grammar reviews.

Social studies is the big topic that will be done is German throughout the grades. Ancient civilizations and US history are the only things currently taught in the ASD social studies curriculum. Our German social studies curriculum will have lots of map work and a great many more international topics. Jo wants to emphasize the importance of lots of early geography. World history starts in the 4th grade. The Middle ages are not covered in the ASD curriculum, but will be covered at Rilke Schule. The 7th grade will study parallel world histories. The general idea is to develop a world view of history, not just for Alaska or the US.

Math is taught mostly on the German side but English teaches English measurements. That continues all the way through 4th grade. Herr Nick (2nd grade) does it all in German. From 4th on, other immersion programs switch back to English for math. But here, 4th grade math is in German and science is in English, currently. Math at Rilke will be in English after 4th grade because the higher math classes have such specific terms that you need to know in English.

The Social studies and Science can be taught in German as long as science terms are taught in both. Most science now is in English in the upper grades because the kids don't have the German background at this point. By the time the immersion kids get there it will be in German. We'll

add Alaska plants and animals in German to the curriculum. Each grade level picks topics in addition to ASD science kits to do in German.

The teachers will meet and discuss this outline Jo has provided. It will be fleshed out and further developed.

E. Finance

Petra has moved money around in categories to offset the money that could only be spent on supplies. We are still in the black. Jo asked Crystal why we have a paper problem. Petra said that we need to manage inventories better. Debra said teachers need a lot of paper because they don't have textbooks. Petra says with experience we will know next year to order enough ahead of time and avoid the problems we have had. Tallee is working on getting 7 pallets of perforated computer paper donated which will help greatly. This year's problem has been an inventory flow problem. It takes so long to transfer the money that it isn't always in the right account when we need it to order paper.

Petra reports that ASD has processed payment to Z&L for Changepoint, but she has no way of knowing if they have mailed a check or not.

F. Public Relations

Everyone is pleased with the recruiting numbers, but we need to be sure to retain these folks. Greg Gould reported that the next phase of public relations will be shifting from shotgun to focusing on the folks we have and keeping them.

G. Verein Report

Cassie reported that Ali Zagorski is planning on having a first silent auction meeting in the next couple of weeks. Her feeling is that if she can't get 4 or 5 people to help coordinate in the beginning then it won't happen.. The idea is to hold it in October as an October fest like event. Another German school in Portland OR imports German Christmas items for the fundraising that are very popular. Jo will send Cassie the connection to the person who runs it. The Verein will look for a bigger space to hold it as well.

V. OLD BUSINESS

Claudia reported that the German Club will bring up scholarship at their board meeting next week. Checks for scholarships would be written to the RSV.

VI. NEW BUSINESS

A. Formation of a Goals Committee

The idea was discussed to form a Long Term Goals committee for the school to address what the new long term goals are going to be. We should put a call out for goals committee.

Motion: I move that we form a Goals Committee.

By: Debra S.

Seconded By: Joe W.

Vote Tally: Unanimous. The motion passed.

Joe W has agreed to chair the committee. Liz will ask the RSV to send out an email announcement about the Goals committee.

Frank Mächt will be in charge of Native Communication Teacher – Applications from Germany program. He will work with Crystal to understand ASD salary schedule.

B. School Calendar

Claudia proposes that we put together a school calendar to cover all the different events held by the different groups including the school, the APC, the Verein, etc. All agreed this was needed. Liz volunteered to lead a calendar workgroup to schedule everything with RSV and input from teachers. She will meet with Claudia and Tallee and map out a plan.

C. Rent for groups renting out rooms at Rilke

Liz summarized Stephanie's letter and table. Stephanie Gould arrived and explained it in better detail. Petra suggested rewording of category A to eliminate the words "sponsored by". After a discussion of this, Petra moved to accept the table as proposed by Stephanie with the modifications as discussed. Jeff seconded the motion. Liz abstained from voting because she is a signer on the letter. All others voted in favor. It was agreed that fees would be pro rated for the rest of the year. Petra knows which account can accept the money.

Motion: I move to accept the table as proposed by Stephanie with the modifications just discussed.

By: Petra

Seconded By: Jeff

Vote Tally: Liz abstained. All others in favor. The motion passed.

Petra moved that we charge the dance troop that is currently at school the same rate as the Girl Scouts and Boy Scouts, prorated for the rest of the year. Liz seconded the motion. The vote was unanimous.

Motion: We charge the dance troop that is currently at school the same rate as the Girl Scouts and Boy Scouts prorated for the rest of the year.

By: Petra

Seconded By: Liz

Vote Tally: Unanimous, The motion passed.

D. Honorary Library and Scholarship for Jo Sanders

While Jo stepped out, Petra moved to dedicate the library to Jo Sanders and name it after her. Debra Schwicht seconded the motion. The vote was unanimous.

Motion: I move to dedicate the library to Jo Sanders and name it after her.

By: Petra

Seconded By: Debra S.

Vote Tally: Unanimous. The motion passed

Liz moved to create an Inspirational Scholarship fund managed by the RSV in honor of Jo Sanders. Joe W. seconded the motion. The vote was unanimous.

Motion: I move to create an Inspirational Scholarship fun managed by the RSV in honor of Jo Sanders.

By: Liz

Seconded By: Joe W.

Vote Tally: Unanimous. The motion passed.

E. Parent Visitation Policy

Claudia asked if we have a written policy on parent visitation. Crystal says that according to their contract, it is supposed to be scheduled with the teacher. Parents are not supposed to just appear to observe. Claudia asked if we could come up with visitor or volunteer stickers or badges. Teachers would need to verify if the parent is signed in as a volunteer. Volunteers should be wearing stickers to be identified. Observers need to be prearranged.

F. Exit Interview Form

It was discussed and agreed that we should have one. It was suggested that we call other schools for advice on forms that they use. Liz agreed to research the topic and contact other schools to see how it is done elsewhere.

G. Principal's Evaluation Team

Jeff Ullom is preparing the materials for the Evaluation. Liz offered to assist him with the evaluation.

H. Other

Brett Wilbanks offered his opinion that whether or not this new opportunity works out we need a very polished portfolio that describes our mission statement, our successes, our future, our AYP performances, etc. We need a portfolio that we can use to market and grow. It can also be used for grant applications, etc. He argues that this needs to be started now.

Jo S responded that our original proposal has many of those things in it that could be updated. Joe W noted that it would mesh well with the goals committee. Greg likes goals and portfolio together but cautions us to be careful that the goals committee is for broader goals, while a portfolio is a more directed document. Joe countered and says that in the goals committee we will start with where we have been and where we are now, and it would be helpful to define that. Petra noted that a lot of material is in the original business plan that can be distilled into something. The finances need more new input. A combined PR Goals effort is needed to produce a portfolio and the goals as well.

April 9th 6:30 PM will be the next meeting.

Greg reported that Rilke Schule got a donation of a light board drafting table.

Joe moved that we adjourn to executive session. Jeff seconded the motion. The vote was Unanimous.

Motion: To adjourn the meeting.

By: Joe W.

Seconded By: Jeff

Vote Tally: Unanimous. The motion passed.

The meeting was adjourned to executive session.

EXECUTIVE SESSION

Crystal's 2008-2009 contract was the main topic of the executive session.

ACTION ITEMS

Joe - Did the toilets get fixed?

Joe – Follow up on upstairs leaky toilet.

Joe – Contacting muni about plowing walkway outside fence.

Teachers – Meet and discuss Jo's curriculum outline. Provide feedback to Jo.

Liz – Tell Janet W to send out an RSV email notice for people interested in serving on a Goals committee.

Liz – Coordinate calendar effort for next year with Claudia, Tallee and Crystal

Liz – Research how other schools handle exit interviews to see what would work well here.

Jeff & Liz – Prepare for Crystal's evaluation.

LOOSE ENDS

Someone should check with the District or other legal sources about using the basement for auxiliary classes (like music) without a lift if no one has a disability. Klaus thinks its required but there seems to be some doubt about this.

Volunteers wearing stickers idea – The intent is to help parents understand that they can't just show up to observe a class without prearranging something with the teacher. If teachers see a parent with a sticker, they know they are there to help. If not, someone should inquire about what they are there for. What do we want to do here? Is there something to actually implement, or a notice to send around, or more discussion with teachers and/or the Verein?

The Portfolio thing – are we taking action on something or mulling it over?

Respectfully submitted,

Liz Crafford, APC Interim Secretary