



**Rilke Schule  
Academic Policy Committee  
Final Meeting Minutes, Thursday, 9  
April, 2009**

Approved 14 May, 2009

**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:

Brett Wilbanks  
Patty Wilbanks

**II. PUBLIC COMMENT PERIOD**

There was no public comment.

**III Principal's Report**

The Poetry Declamation Contest will be held April 23<sup>rd</sup> at 9:30 AM. Elke Ruhe is coming to make a presentation and to help judge. Carol Comeau is coming and bringing the ASD Communications Department. Bernd G. has been invited. We are inviting the press, as well.

Approximately 5200 hours Volunteer Hours have been logged in. These do not include the incredible volunteerism of our staff and APC members.

Chronic Tardies – A chronic tardy is defined as more than 8 times in a quarter. The school has had instances of up to 30 tardies in a quarter of 45 days. The board feels that it should be treated as a stepwise issue by elevating it - first with the Teacher, then the Principal, and finally the Board. The board proposed drafting a paragraph about importance of timeliness at school. It might be helpful to include statistics for the newsletter about how it affects grades of whole school. We agreed on the importance of reinforcing the right attitude.

Summer Camp – We are probably going to be able to run it with Lisa in charge, as long as I am only a phone call away.

Early Release Friday – We must get an opinion from the union re: adding 15 minutes Mon-Thurs. This has the potential of requiring that we pay teachers an extra hour per week. The Teacher's weekly total of teaching hours will be a half hour less than currently. We can solve this with an MOA from the teachers union. Grades 1-3 – must have a minimum of 4 hours total contact time and the 4-8 grades must have 5 hours of instruction. Releasing classes at 1:30 on Friday's will accommodate that.

Lottery – We currently have 80 Kindergarteners planning to attend in the Fall. We are scheduling another lottery for May 15<sup>th</sup>.

The Pasch information arrived today. We have had several communications from Elke. We have 2 applications approved by AMITY. Frank was hoping to learn specifics about what we will be offering potential teachers from Germany. We still need to provide documentation from ASD about last year's process for interviewing German teachers.

The School District wants us to rank the applicants in our order of preference by tomorrow. We had a discussion of the process surrounding German teachers hire, and how cumbersome both the State and ASD process really is. It was asked whether or not the German gov't pays the whole salary. This is unclear because of whether the amount is euros or dollars, and what the relative wage rates are for teacher there vs. here.

Frank is reviewing the candidates to make the necessary recommendations.

#### **IV. Liason Report**

Connie was absent. Her report was given by Jo and Crystal. Connie is retiring June 5<sup>th</sup>. Mary Meade, her replacement, will try to come to our May Meeting. Petra asked if we could give her a sweatshirt or something for a thank you, and it was agreed we would do this. She spent time with Rob and Elke. Crystal reported that Connie mentioned that if Rilke Schule wanted to run the school with headmaster instead of a certified Principal, it would not be good for renewing our charter. A headmaster requires less certification than a Principal. Several board members were confused by this remark as they did not understand why it was mentioned. No current board member expressed an opinion desiring a headmaster for Rilke Schule.

The legal opinion about Rilke Schule purchasing a building stated that the school itself could not purchase a building without a public election for an actual school bond, so this is not considered feasible. Operational funds become muni money. Some entity distinct from the school would need to purchase the building and lease it to the school.

#### **V. Rilke Verein Report**

Patty reported that the Verein is working on helping with funding German Camp this summer and a number of other things. Jeff reported that the Book fair grossed \$2221 from the books. \$1165.50 was profit. He also reported that Arlynda Hermann, who general serves as the Event Coordinator, or the activities contact person is frustrated that notification happens so often at the

last minute. Picture day was an example of this. He expressed frustration as a parent about how to get information out sooner to the parents about events. He commented that if information can get to the RSV sooner, that would be helpful because they could get it out to the school. Jeff remarked that advance notice for assemblies is sometimes too short. If events had more prep time that would make parents more comfortable.

Debra asked about volunteer hours. It was discussed whether or not the Verein could take over logging volunteer hours and notifying people. Jeff agreed to bring this up with the Verein, but it seemed like a feasible thing to do.

## **VI. Standing Committee Reports**

### **A. Building Committee**

The invoices for Levi & Zelner are stuck at ASD. All agreed the difficulty of getting payment through the system in a timely manner was a big problem that needs addressing.

Joe W. reported that the repair work on the bathroom is up for bid to get all the flush units taken care of. Regarding the parking lot in the back, the owner is willing to work with us. He bought it for \$600,000. Joe is referring to the blue building south of the parking lot behind the real estate signs. He wondered if it would be possible to purchase it.

Brett- passed out a complex diagram describing how Rilke Inc could own building that would be leased to Rilke Schule. Money to purchase a building would come from foundations or endowments. The Corporation (Rilke Inc.) would be liable, not the people. It now has 3 directors. Manley & Brautigam did the Incorporation work, and we can use them to renew it if we would like. He will look up the bylaws of Rilke Inc. We need to gain control of Rilke Inc. so we can look for lenders. He will review status of Rilke, Inc. Petra asked about conflict with APC and Rilke Inc.

### **B. Curriculum**

1. The Declamation Contest will be held April 23<sup>rd</sup> at 9:30 AM.
2. The State Awards Reception will be held at Rilke Schule on April 28<sup>th</sup> at 4PM. This is the Statewide German awards for K-16 or higher.

We discussed the Sprachmeister awards and the desire to see them uniformly implemented. Frank recommended a task force to provide guidelines for the teachers to follow regarding the award. Perhaps the Verein would consider looking at supporting in school awards.

3. Delta Epsilon Phi is the Jr. Nat. Hon Soc. For 6-7-8 graders. The Criteria is a student must have 2 years of German. They must have a B average in all their subjects, and an A in German throughout. This award will be given at Rilke Schule at the end of the year awards assembly, since all the older Rilke Students have now had 2 years of German.

The Drama club play will be on the 11<sup>th</sup> and 12<sup>th</sup> in the evening and on the 13<sup>th</sup> in the daytime.

4. The A2 German test will be Friday April 17<sup>th</sup>. 30 students volunteered to take it this year. It will be standard for 6<sup>th</sup> graders to take it now, and later it will be moved to 4<sup>th</sup> grade when the students have had more years of German experience. Individual interviews will happen over a couple of weeks.

### **C. Finance Committee**

There is no new news from the Finance Committee

### **D. Goals Committee**

Joe and Frank suggested that the goals committee really should be the APC itself, with inputs from school staff, students, and Rilke Families. Frank would like to talk to everyone and get their input about the vision for the school and then use that to guide us in the future. Frank thinks we can compile a lot of useful information this way.

Jo S remarked that the School District wants us to identify a high school for us to feed into. Jo noted that this depends on where we end up. This should be part of the goals committee. Crystal suggested a brainstorm meeting to think up questions about goals.

### **E. PR Committee**

The PR Committee had nothing new to report.

## **VI. Old Business**

### **A. Nutrition Booklet**

Liz agreed to work with Ann Weese to edit and shorten the nutrition booklet. A webpage at either the school or Verein website will hopefully host additional information that can be developed and modified over time. It was agreed to wait until the fall to distribute the nutrition booklet.

### **B. Other**

Liz asked about the Clean up day. It was explained that many Schools in the district participate as part of their community Service. It has two parts, an inschool clean up during school, and on Saturday kids come with parents to clean up the parking lot and street. The City provides bags. Kids gets tickets for each bag they turn in. The tickets are then used for a drawing for an Ipod. Jo S. made a motion to ask the Verein to sponsor the cleanup event. Liz seconded the motion. The vote was unanimous.

**Motion:** I move that we ask the Verein to help Sponsor the Clean up Day.

**By:** Jo S.

**Seconded By:** Liz C.

**Vote Tally:** Unanimous. The motion passed.

## **VII Minutes Approval**

Jo asked for any corrections to the minutes. No corrections were noted

**Motion:** I move that we approve the minutes.

**By:** Debra S.

**Seconded By:** Claudia B.

**Vote Tally:** Unanimous. The motion passed.

## **VIII. New Business**

### **A. Communication Brainstorming**

Liz asked that we all work together to find more effective ways to communicate information between the APC, the School and the Verein, especially with regard to events happening related to school. It was agreed that the Calendar would go a long way towards addressing this.

### **B. Report on Library progress**

Debra reported that she spends 9 hours a week with the kids reading stories, which only leaves her 2 hrs 40 minutes to work on setting up the library, so it is going much more slowly than she had hoped. Her two scheduled workdays netted 1 parent one weekend and 4 parents the next, which was helpful. Organizing the German books is way behind schedule. She has had trouble getting enough shelves, but that is almost solved. Arlynda has requested money for shelving material from SAMs Club which is looking like it will materialize. There still are engineering issues for stabilizing the shelves. She finished labeling the last of the K-3 fiction. Half of the non-fiction is labeled. A parent has provided a library filing system on computer. She will organize the cataloging of books, and the system will work for both English and German books. Debra noted that we still need German speakers to help with sorting German books.

### **C. Bridge Builders**

Bridge Builders is an International Organization made of many ethnic groups. Germans are not being represented currently here in Anchorage and they have invited us to represent them. Jo thinks it is something we do want to get involved in. They sponsor a few events throughout the including; at Fur Rondy the "Meet the World" event, on the 4<sup>th</sup> of July, a float in the parade. An International Pot Luck. They have a number of other small committee's. The main body meets 4 or 5 times a year. They like people to wear Native costumes at events. We can work with Renate Martin who has volunteered to be a liaison to get more people involved.

Claudia asked if the teachers need to continue sending copies of the weekly newsletter to APC members. It was agreed that all that was needed was a notebook with a hard copy of each teachers newsletters available from the front office or Crystal's office for anyone who wished to use them as a resource. She also wondered if it wouldn't be possible to send out the newsletters by email next year. It was suggested that this may be more feasible with the new student records system going into place.

Jo mentioned that a catalogue of German books was being sent home to make an order for students before summer.

The meeting was adjourned shortly before 10 PM.

There was no Executive Session.

### **Action items:**

We agreed to think about what to do about chronic tardies.

Crystal is confirming with the teachers union that no additional pay will be needed for the modified day lengths next year.

The German teaching applications need immediate attention.

Jeff will ask the Verein whether or not they can assume the responsibility for logging volunteer hours.

Brett agreed to look up the Rilke Inc. bylaws and report on the status of the corporation and what needs to be done to resurrect it.

Frank, Joe W. and Liz will work on having discussion with all the “stakeholders” at Rilke – Children, Teachers and Parents- for the Goals committee.

Liz will work with Ann Weese to prepare a revised Nutrition Booklet for the fall.

Liz agreed to talk to the Verein about sponsoring the Cleanup Day event.

Liz, Claudia and Crystal agreed to get the draft of next year’s calendar done well before the end of school this year.

### **Unfinished Discussions**

Should we form a task force to prepare guidelines about the Sprachmeister award for next year to the teachers?