

Rilke Schule  
Academic Policy Committee  
FINAL Meeting Minutes



Monday, June 21<sup>st</sup>, 2010, 6:30 PM  
Regular Meeting

The meeting was held at 650 W. International Rd.  
The minutes were approved as amended July 22<sup>nd</sup>, 2010

I. Call to order

The meeting was called to order at 6:35 PM

**Board Members Present:** Liz Crafford, Jeff Ullom, Greg Gould, Steve Schaffer, Claudia Bittlingmaier, Elisa Snelling, Frank Mächt

**Board Members Excused:** Debra Schwicht, Jo Sanders, Crystal Wrabetz, Robert Hebert

**Others attending the meeting were:** Ray Oakley, Beth Schlabaugh, Denise Cotten, Evan Cotten, Tallee Wellman, Brett Wilbanks, Randy Sulte

II. Opening Comments

Greg noted that the last month has had a large number of critical issues addressed surrounding our current and future building locations. These issues are ongoing, but we are confident they will be addressed successfully.

III. Adoption of Agenda

**ACTION:** A motion to adopt the agenda was made.

*Moved by: Steve Schaffer*

**VOTE:** *unanimous*

**MOTION ADOPTED**

IV. Approval of Minutes

**ACTION:** A motion to approve the minutes from the last three meetings as amended.

*Moved by: Jeff Ullom*

**VOTE:** *Unanimous*

**MOTION ADOPTED**

V. Public Comments

There were no public comments.

VI. Reports

A. Verein

The RSV online auction made a little under \$500. The RSV held a thank-you barbecue for the district movers.

B. Charter School Supervisor

Mary commended the board for their innovation and professionalism. She plans to get a meeting together with all of the APC's in late August. Winterberry has been

unable to find a suitable building location site, and it working with their architect. She is anxious for the Charter schools to learn from each other as every school has things to share. Three schools have leases that run out next week. Eagle renewed theirs. The Native School renewed theirs.

### C. Principal

Staffing Update – Tentative staffing roster handed out

Enrollment Update – Email from Terri with enrollment numbers handed out.

### D. Officers

#### President

Greg reported that we are very busy with moving out, moving in, construction, and personnel projects.

#### Vice President

Jeff noted that our primary focus at the moment is working on getting out of this building.

#### Secretary

##### New Admin Assistant

The secretary announces that our new admin assistant will be Terri Wood. We extend our sincerest gratitude to Julie Pierce for all her hard work these last two years, and wish her luck in her new position. We look forward to working with Terri, who will begin to spend time at the new building in early July.

##### Web site update

Liz noted that she has made changes to the website that reflect our new location and new events for next year. If anyone sees issues or mistakes, please contact her right away.

#### Treasurer

##### Budget update

June is the last month of fiscal our year. We are going to end up with a small surplus for the year.

##### Janitorial bill

The janitorial bill has been paid for the year. We did prepay the last month's expense, at the landlord's request.

### E. Building

#### Moving Update

Moving out has been a challenging process. There have been some delays with the contractors but we are started again. We would like to express a very public thanks to Beth Schlabaugh and her family's company. We have carpeting and paving still to deal with, and will have this done by the end of the month. We have two conexes placed at Sentry drive. We have stuff in 5 different locations across town. ASD has been incredibly helpful with the move out and with storing our things until we can move into the new site.

#### Site Plan Update

Items that RSI is working on include topsoil and a fence layout for the playground, waiting for professional services to complete work on the portables, and ordering materials and supplies for them. The building of portables will start in 4 weeks. The long lead is for the steel which must be delivered. That still gives us 6 weeks to complete them in time. There will be a higher percentage of professional labor for this. We have confidence

that once we have materials it should go smoothly. In the meantime we're waiting on tenants moving out this week. We've started on the third floor moving walls. We will be focusing on the interior in short order. We plan on contracting the bulk of that out. Denise asked about volunteers who signed up and haven't been able to help.

## F. Curriculum

No report.

## G. Ad Hoc

### 1. Dress Code Committee

Dress Code revisions

**ACTION:** A motion for consent to circulate the proposed dress code revisions among the board, and to post them online requesting written feedback from the public, in preparation for a vote on the proposed revised dress code at our July meeting.

*Moved by: Liz Crafford*

**VOTE:** *Unanimous*

**MOTION ADOPTED** after debate

Dress Code enforcement revisions

The committee hasn't completed a new draft of enforcement rules. Further discussions with administration and staff are necessary before we do this. We will plan on an additional meeting to specifically address this.

### 2. Bylaws Committee

Bylaws revisions

Steve has prepared a draft with proposed revisions to the bylaws and distributed a paper version for board members to review. The next step will be a workshop to discuss proposed revision.

## VI. Unfinished Business

Vote on changing back to ASD grading system

**ACTION:** A motion to change our grading system from the German based numeric system back to the equivalent letter based American system to facilitate interpretation of report cards from the new ASD database system and to alleviate extra work for the teachers. The grade percentages remain the same as those posted on our website and in the handbook. Inquiries will be made as to how to best incorporate an understanding of the German numerical grading system without causing undue hardship on the staff or confusion to the parents.

A+ 98-100%

A 92-97%

B 84-91%

C 72-83%

D 62-71%

F below 62%

*Moved by: Jeff Ullom*

**VOTE:** *Unanimous*

**MOTION ADOPTED** after debate and amendment

Year End Report

The board will work with Crystal to get all pieces together for Mary by early in August.

Gift Basket Update

They will go out next week to our neighbors and friends.

## VII. New Business

### Communications Policy

**ACTION:** A motion to create an ad hoc Communications Committee that includes a member of each board, a school staff member, and other interested volunteers, for the purpose of reviewing and developing a suitable communications policy for Rilke Schule.

*Moved by Liz Crafford*

**VOTE:** *Unanimous*

**MOTION ADOPTED** after debate

Discussion: We are continuing down the road toward improving communication with one another and with the parents. This process started with the RSV and their original communication policy. The committee will be Co-chaired by Elisa and Liz. Members will be Brett Wilbanks, Denise and Evan Cotten, a school staff member, and other interested individuals.

### Grade Caps

**ACTION:** A motion to adopt the grade caps listed in the accompanying chart for the upcoming July 30<sup>th</sup> lottery.

*Moved by Liz*

**VOTE:** *6 Yes, 1 No*

**MOTION ADOPTED** after debate

### Quarterly Budget meetings

**ACTION:** A motion to attempt to explore the creation of a standing Finance Committee that will be chaired by the Academic Policy Committee Treasurer and include the RSV Treasurer and others as deemed appropriate by the Committee Chair. The committee will hold quarterly budget meetings.

*Moved by: Elisa Snelling*

**VOTE:** *Unanimous*

**MOTION ADOPTED** after debate and amendment

Discussion: We need meetings between the different groups to make better financial decisions.

### Suspending expense Bylaws for the summer

**ACTION:** A motion to temporarily modify for the months of July and August, 2010, the clause in Section 2, Article VIII of the APC bylaws that states “with APC approval obtained for expenses and budget changes over \$2000” to state “with approval of three members of the APC obtained for expenses and budget changes over \$2000”, to facilitate transfer of moving and relocation expenses.

*Moved by Elisa Snelling*

**VOTE:** *Unanimous*

**MOTION ADOPTED** after debate

### Sentry Lease

**ACTION:** A motion to suspend the rules and modify the agenda to add ‘Sentry Lease’ to the agenda under New Business.

*Moved by: Greg Gould*

**VOTE:** *Unanimous*

**MOTION ADOPTED**

Discussion: The board needs to have a discussion about the lease that was signed back in March for the new building. ASD has required some alteration to the lease that will need to be covered in executive session.

**ACTION:** Motion to recess to executive session

*Moved by: Liz Crafford*

**VOTE:** *Unanimous*

**MOTION ADOPTED** at 9:15 PM

**VIII. Executive Session (Personnel/Finance/Negotiations/Litigation)**

1. Sentry Drive Lease
2. International Rd. Lease
3. Personnel

**IX. Adjournment**

The meeting was adjourned by unanimous consent at 10:55 PM