

# Rilke Schule

## Academic Policy Committee

### FINAL Meeting Minutes

Approved June 21<sup>st</sup> 2010

Thursday, April 8th 2010, 6:30 PM  
Regular Meeting



#### I. Call to order

The meeting was called to order at 6:33 PM

Board members present: Frank Mächt, Jeff Ullom, Liz Crafford, Elisa Snelling, Claudia Bittlingmaier, Debra Schwicht, Steve Schaffer, Crystal Wrabetz, Greg Gould via teleconference

Board members absent: none

Others attending the meeting were: Terri Wood, Stephanie Campbell, Todd Manning, Julie Pierce, Beth Schlabaugh, Denise Cotten, Cassie Jeremias, Jason Jeremias, Angelika West, Scott Schillinger, Heather Kniefel, Kelli Hoglin, Kathleen Dunning, Petra Nickerson. Mary Meade.

#### II. Opening Comments

Debra – I started as a substitute with a student in 8<sup>th</sup> grade. I started subbing for someone who went to China for two weeks two years ago and haven't left. It's been a wonderful decision. We have a great group of kids here. Thank you parents for bringing kids who are so prepared to learn.

#### III. Adoption of Agenda

**ACTION:** to adopt the agenda

*Moved by: Steve*

*Seconded by: Liz*

**VOTE:**

*Unanimous*

**MOTION PASSED**

#### IV. Approval of Minutes

**ACTION:** to approve the minutes as amended from the following meetings:

Thursday, March 4<sup>th</sup>, Regular Meeting

Tuesday, March 2<sup>nd</sup>, Special Meeting

Saturday, March 13<sup>th</sup>, Special Meeting

Saturday, March 27<sup>th</sup>, Special Meeting

Tuesday, March 30<sup>th</sup>, Special Meeting

*Moved by: Claudia*

*Seconded by: Steve*

**VOTE:**

*Unanimous*

## **MOTION PASSED**

### **V. Public Comments**

Denise reminded folks about correct pick up and drop off procedure. Please be diligent about following proper procedure, especially board members, to set a good example. Jeff suggested that if there are problems, we would like them forwarded to the APC or have Crystal deal with them first, not the RSV. The principal should be the main point of contact.

Beth noted that the Verein email reminded everyone about Spirit Day. It stated 'No Jeans' would be allowed, which was incorrect. The APC will revisit this when we formally address Dress Code issues later.

### **VI. Reports**

#### **A. Verein**

##### *Auction Report*

Heather reported \$15,178 profit from the auction so far, 2000 volunteer hours were spent on the auction which had 99 participants. It was very successful. 328 items were contributed. The average per bidder amount spent was \$ 174. 50 people actually bid on things, and the average amount spent by these people was \$350 per person.

#### **B. Charter School Supervisor**

Mary was at the Native School doing final interviews for new principal and apologized for arriving late to the meeting to give her report.

She is encouraged by the popularity of the Charter Schools.

There has been good dialogue between the Deputy Director of Education and our local Charter school applicants. She hasn't pursued having a meeting with someone from every APC yet, but plans to work on that over the summer. There are exciting things happening at the state level, including new legislation lifting caps on the allowed number of Charter schools in the state, which is one of the requirements to be eligible for Federal funding for Charter schools.

She reminded folks that if you have field trips coming up that are going outside the school district, she needs the paperwork really soon.

She encouraged the board to be working on their principal evaluation.

She reminded everyone that it is time to be thinking about next years' contracts.

She reminded us to get a group together to get a draft of the year end report ready which is due in late August.

Make sure there is open communication for any staffing needs. Elementary Staffing happens on the 29<sup>th</sup> of April.

The auction was awesome. She was impressed by the fun and collegiality!

Janice Gulickson is anxious to establish which feeder High School the school would like to use.

#### **C. Principal**

Crystal reported on the latest lottery numbers, and the letter she wrote to the 5<sup>th</sup> grade families about the new teacher.

She noted that Mr. Levy will begin touring potential lessees soon.

She reported that dress code clarifications were needed regarding hair, blue jeans, and staff appearance.

#### D. Officers – President, Vice President, Secretary, Treasurer

Treasurer - we have received the balance of the money owed us from the district. We are on track for where we want to be with respect to the budget at the moment.

April 22<sup>nd</sup> at 6:30 PM we will have an open house at the new property. We will have a presentation in the Gym.

We are still working on things regarding repairs of damage to walls in our current building.

Todd with RSI presented a task sheet and timeline for the move.

Kelli Hoglin suggested that the Service High JROTC needs to do service project, and perhaps they could help with the move.

Elisa asked how many Conexes we would need to park things in the parking lot? RSI is unsure of this.

Are the portables an option for storage? Not likely.

Beth suggested asking TOTE or LINDEN or for the use of watertight containers.

There will be a meeting tomorrow to get a couple people from each board to discuss goals for April 22<sup>nd</sup>. It will be at 3PM at school.

Elisa volunteered to attend with Jeff.

Jeff can't make the May 13<sup>th</sup> APC meeting, and it is also problematic for Greg. Is Monday the 10<sup>th</sup> an option? It is not an option for Crystal.

Secretary-

reported the resignation of Joe Weinberger

responded to a letter of inquiry from a prospective parent

reported that Mary said she would be late and Jo S. unable to attend

two pieces of official correspondence were certified mailed and faxed to our current landlords

#### E. Building

The building report was given earlier.

#### F. Curriculum

Crystal reported that the last week of April has the declamation contest and German awards scheduled. The German officials are here that week. There will be a district meeting to begin planning high school German program for Rilke students.

Stephanie, Debra, and Claudia met for the English Curriculum committee. They are going to ask individual teachers what curriculum they are using. They are trying to make sure we have continuity from year to year with the curriculum by making sure our scope is consistent within each year. They also aim to determine gaps in materials or things we need to order.

## G. Goals

Nothing new to report.

## H. Ad Hoc

No ad hoc committee reports.

## VI. Unfinished Business

None

## VII. New Business

### *Vacant Board Position*

Kelli Hoglin and Jason Jeremis, two candidates who have submitted their names to fill the vacant board position, spoke.

**ACTION:** whether or not to vote to fill the vacant board position

*Moved by: Debra*

*Seconded by: Steve*

### **VOTE:**

*Ayes: Debra, Claudia, Greg, Frank, Steve, Jeff*

*Nays: Elisa, Liz*

### **MOTION PASSES**

The candidates for the vacant position on the board are:

Kelli Hoglin

Jason Jeremis

Robert Hebert

Jo Sanders

Input from Public:

- It is important for candidates to have the willingness to step up and do a lot of work. Roll up their sleeves and get to work. It's a lot of work.
- I think it is important to have diversity on the board and not be afraid to go against the grain.
- I'd like to have someone accessible that I can communicate with.
- Someone who is here at the school a lot and sees what is going on.

The board voted by secret ballot for the candidate. A majority vote (5 votes) must be received by one candidate to win. After two votes, there was not a majority vote.

The board recessed to executive session for 10 minutes to discuss the vote

**ACTION:** to recess to executive session to discuss the board vote

*Moved by: Jeff*

*Seconded by: Liz*

### **VOTE:**

*Unanimous*

## **MOTION PASSED**

The board has agreed that it will take one more vote. If the revote still has no majority, we will postpone the vote and reconsider it at our next meeting.

Another vote was taken and there was no majority winner.

**ACTION:** to postpone the vote until the next meeting

*Moved by:Liz*

*Seconded by:Elisa*

**VOTE:**

*Unanimous*

**MOTION PASSES**

It was agreed to plan a meet and greet night for the candidates.

*Bylaw changes*

The board held a discussion about by-law changes proposed by Jeff. It was asked why there was the three month rule of waiting to become an officer of the board.

Petra explained that originally the board wanted to ensure that someone with no experience would not get elected President as soon as they joined the board.

It was asked why it is that non-certificated staff could vote for a candidate, but were not able to run for a seat on the board. The bylaws state that school employees are eligible to run for a position on the board. Mary noted that other schools have specific positions for classified employees as well. The board was asked to consider this. Other boards range in size from 7 – 11 members.

**ACTION:** to nominate Elisa as acting-Treasurer at this time.

*Moved by:Liz*

*Seconded by:Jeff*

**VOTE:**

*Unanimous*

**MOTION PASSES**

Steve S. volunteers to lead an Ad Hoc Governance Committee to review and update the bylaws.

Elisa offers to help with updating bylaws.

**ACTION:** to form a committee to review bylaws

*Moved by:Jeff*

*Seconded by:Elisa*

**VOTE:**

*Unanimous*

**MOTION PASSES**

**ACTION:** to adjourn to executive session to discuss personnel and legal/contract issues

*Moved by: Liz*

*Seconded by:Steve*

**VOTE:**

*Unanimous*

**MOTION PASSES**

## VIII. Executive Session

- A. The board discussed a sensitive personnel matter that was brought forward by the RSV.
2. The board was updated on a health issue from the RSV Auction.
3. The board was updated on a student/family discipline/legal issue.
4. The board was updated on a compensation issue for the staff.
5. The principal requested days off in May.
6. The board was updated on legal issues and contract negotiations with the landlord.
7. The principal evaluation forms were given to the non-staff board members to review for the next meeting.

## IX. Adjournment

The meeting was adjourned at 11:10 PM.