

Rilke Numbered Policies  
 Academic Policy Committee  
 Updated & Approved: December 18, 2018

Name/Number	Original Date	Status	Last Action Date
001 Meetings	10/13	Active	12/18/2018
002 Rilke Branding	10/13	Active	12/18/2018
003 Principal Evaluation	12/13	Active	12/18/2018
004 Elections	12/13	Active	12/18/2018
005 Notification	12/13	SUNSETTED 2016	2016
006 Staffing Ratio	12/13	SUNSETTED 2016	2016
007 Complaints	12/13	Active	12/18/2018
008 Budget	12/13	Active	12/18/2018
009 Communication	11/16	Active	12/18/2018
010 Establishing and Reviewing Policies	12/13	Active	12/18/2018
011 Employee Representatives	12/13	Active	12/18/2018
012 Split Purchases Prohibited	12/13	Active	12/18/2018
013 Rilke-funded travel	09/16	Active	12/18/2018
014 Facility Rental	09/16	Active	12/18/2018

Rilke Legacy Policies (now part of charter & not subject to revision/review)

- A. Dress Code
- B. Nutrition

## Rilke Policy 001 – Meetings

General Purpose: This policy outlines the best practices for Rilke Schule APC Board meetings agenda structure, format and conduct.

### 1. Agenda Setting

- a. Meetings shall be set on days other than weekends, federal/state holidays, Anchorage School Board General Meetings and/or Anchorage School District in service days.
- b. All agenda items requiring reports or read ahead materials shall be due to the secretary no less than 48 hours before the scheduled meeting.
- c. The secretary shall electronically distribute agendas and supporting materials/reports to all APC members at least 36 hours prior to a scheduled meeting
- d. The secretary or designee shall post agendas at the school, on the school's website and social media pages at least 24 hours prior to the scheduled meeting.
- e. The APC shall use consent agenda items for all routine and recurring business. An APC member may request that a consent agenda item be removed from the consent agenda for full discussion.
- f. APC meetings shall not exceed two hours and fifteen minutes, inclusive of recess time. With a majority vote, the board may extend a meeting an additional hour.

### 2. Format of Meetings

- a. Rilke staff shall set up the APC meeting venue prior to any after school meeting.
- b. APC shall be seated by position and in a "U" shape. Officers and the principal shall be seated at the head of the table with non-voting members on the right (RSI, RSV, and student council reps) and voting members to left (three committee chairs and staff-elected representatives).
- c. The public shall be seated facing the APC with a delineated break between both groups.
- d. There shall be a small table or chair set up to facilitate public comments to the APC.
- e. Secretary shall create nameplates for APC voting and non-voting members that are visible to the attending public.

### 3. Conduct of Meetings

- a. Meetings shall begin with the Chair conducting roll and stating if a quorum exists.
- b. Meetings shall include periods for public comment at the beginning and/or end of the agenda.
- c. Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.
- d. The Principal, staff representatives, curriculum advisor, and any contract employees of the APC shall provide written reports for each general APC meeting.
- e. The Chair shall conduct roll call votes for all motions that are not unanimous or during meetings where voting APC members call into a meeting to participate.

## Rilke Policy 002 – Rilke Branding

General Purpose: This policy outlines the use of Rilke Schule Name, Images, Logos, and Brand

### 1. Terms of Usage

- a. The use of Rilke brand media shall only be activities that bring positive light and credit to the school. The APC shall manage the brand and activities to ensure its appropriate usage while advancing the school's goals and strategic plan.
- b. Any individual or organization desiring to use any form of the Rilke brand or conduct an activity must request approval from the Principal and receive authorization from the APC.
- c. Authorizations are required for all activities formally or informally associated with the school
- d. Authorizations may be issued on a by-case basis or as a blanket authorization for a single school year for recurring activities.
- e. All brand and activities use that is associated with incurring financial obligations or raising funds in the name of the school must receive a by-case authorization from the APC.

### 2. Request Process

- a. Requests to use any form of the Rilke brand or conduct an activity shall be submitted to the Principal in writing.
    - i. Requests at a minimum shall include:
      - (1) Name of individual/organization
      - (2) Purpose of brand usage or activity
      - (3) Whether or not any financial obligation or gain is expected
      - (4) Description of how usage supports Rilke's goals and strategic plan
      - (5) Description of how proceeds will be used
  - b. The Principal shall:
    - i. Acknowledge receipt of any request in written or electronic format with a courtesy copy to the APC Chair.
    - ii. Review request to ensure it aligns with all applicable Rilke, ASD, state and federal requirements.
    - iii. Either disapprove the request for valid reasons and provide justification to the requester or if concurring with the request, shall include it in Principal's written report to the APC and recommend APC approval at the next regular meeting of the APC.
  - c. The APC:
    - i. Shall take a public vote on whether or not to grant the authorization.
    - ii. May amend the request and require additional conditions of use.
    - iii. The vice chair shall provide a written authorization or disapproval to the requesting individual or organization.
    - iv. Shall direct the APC Secretary to maintain a copy of all current authorizations and archive past approvals after expiration for two school years.
3. The requesting individual or organization may publicly address the APC prior to the APC considering and voting on the authorization.
  4. For each approved event, the principal shall publicly post a truth in fundraising document that includes the information outlined in point 2. a. i. and a copy of the same document shall be kept in the school office.

## Rilke Policy 003 – Principal Evaluation

General Purpose: This policy outlines the annual and ongoing principal performance review process.

1. The APC shall conduct an annual review of the principal's performance.
  - a. The evaluation process will be objective, merit-based to provide a whole-person reflective assessment on the quantitative and qualitative elements of the principal's performance accomplished during the annual rating period.
  - b. The evaluation will at a minimum encompass the effectiveness of the principal in leading the school to the accomplishment of its goals, major duties outlined in the employment contract, and the performance targets set annually by the APC.
2. Evaluation Timeline
  - a. The APC Standing Committee on Performance – Evaluations Subcommittee shall establish and review principal performance objectives in accordance with the employment contract, school goals, and other pertinent APC factors prior to the annual meeting each year. The Performance Committee Chair will request ASD Director of Charter Schools or Director of Elementary Education to provide feedback on the proposed rating objectives.
  - b. The principal may provide the APC Evaluations subcommittee input on performance objectives, targets, or school goals during this review period, after which the performance chair will present the objectives, targets and school goals for the next school year to the full APC for approval. By the end of the current school year the APC shall approve the next year's performance plan.
  - c. Within the first thirty (30) days of the school year, the APC Chair, Performance Committee Chair, and Principal will conduct a second expectations session to discuss the performance objectives. Written copies of these expectations will be provided and signed by all three individuals to document its occurrence.
  - d. In November each year, the APC Chair and Performance Committee Chair shall conduct a formal mid-term performance discussion with the principal. This session will provide written feedback on successful actions as well as areas for improvement. All three individuals will sign the mid-term evaluation.
  - e. Not later than January 15<sup>th</sup>, the Evaluations Subcommittee shall finalize the feedback surveys for parents/guardians, Rilke staff, and Parent/Guardian-elected APC members.
  - f. The principal evaluation period shall run between January 15<sup>th</sup> and February 15<sup>th</sup> annually. The Evaluations subcommittee is responsible for aggregating survey responses.
  - g. The outcome of the evaluation process (detailed below in section 3) shall be formally presented to the APC at its annual meeting in February at which time, based on the evaluation criteria listed below, the APC will vote on contract renewal. This will ensure that the outgoing APC full board will be making this vote.
  - h. Within two weeks of the annual meeting, the APC Chair and Performance Committee Chair shall provide formal, written feedback to the principal on the basis of the contract renewal vote and annual evaluation feedback. At this meeting, providing the APC voted to renew the contract, the APC Chair and Performance Committee chair will provide the principal the initial performance expectations for the next annual rating period.
  - i. The Performance Committee Chair shall provide ASD the final annual rating summary.
  - j. At the end of the school year the APC Performance Chair shall request a copy of the ASD principal evaluation to be shared with the APC.

3. Evaluation Process
  - a. The principal's evaluation score shall be a weighted aggregate of the following four entities:
    - i. APC parent/guardian-elected member surveys (30 percent)
    - ii. ASD Director of Charter Schools or Director of Elementary Education performance assessment (30 percent)
    - iii. Rilke staff member surveys (20 percent)
    - iv. Rilke Parents/Guardian surveys (20 percent)
  - b. Inputs, surveys and feedback shall culminate in a final assessment of:
    - i. Exemplary
    - ii. Proficient
    - iii. Basic
    - iv. Unsatisfactory
  - c. With the exception of the Director of Charter Schools/Director of Elementary Education, all other input categories' responses shall be averaged (mean) to arrive at a final overall category rating as outlined in 3b.
  - d. Combined, weighted final ratings will result in:
    - i. Exemplary - a two-year contract extension
    - ii. Proficient - a one-year contract extension
    - iii. Basic or Unsatisfactory - non-renewal or conditional renewal at the APC's discretion

## Rilke Policy 004 – Elections

General Purpose: This policy outlines the purpose and manner in which the APC Election Committee discharges its functions defined in the Rilke Schule APC Bylaws.

1. Committee's Scope and Authority
  - a. Promote open and transparent elections.
  - b. Serve as the initial point inquiry or appeal for election-related matters.
  - c. Ensure no candidate's free speech is abridged.
  - d. Solicit, review, and accept applications from candidates for APC membership
  - e. Nominate individuals as candidates for APC membership, if fewer candidates are declared than the number of vacancies.
  - f. Establish a standardized form for all candidates to use to share information and reasons for seeking APC office.
  - g. Provide copies of candidates' information form and statements for publication in the school social media and website.
  - h. Set and enforce deadlines for nominations and submission of information, in part to prevent candidates filing later for election to tailor their responses to other candidates or otherwise have an unfair advantage.
  - i. Set and moderate a public forum to introduce candidates.
  - j. Prepare printed ballots with order determined by random drawing of names.
  - k. Request most current listing of parents and guardians from the school staff to establish the eligible voter roster. Only the first two (2) parents/guardians listed in the record system are considered eligible to vote.
  - l. Establish absentee voting procedures, and to solicit approval of the procedures from the APC board at a regularly scheduled January APC meeting.
  - m. Conduct the annual election from 7:45 – 8:30 a.m. and 2:30 pm – 5:30 p.m.
  - n. Hear and resolve election complaints and concerns.
  - o. Prepare election result report and provide copies to the APC for certification no later than two (2) APC meetings after the election.
2. Committee Chair Responsibilities
  - a. Set firm dates for accepting nominations, absentee voting, and the annual meeting elections. These dates shall not be changed once set, and shall be transmitted to the APC chair during a regularly scheduled December APC meeting, where the APC chair will publicly announce them.
  - b. Establish absentee voting procedures.
  - c. Record committee actions, decisions, and complaints/concerns.
  - d. Lead the vote counting and election result/recommendation report writing, and present these results to the APC board.
3. Complaints and Concerns
  - a. All formal complaints or concerns regarding elections shall be submitted in writing to the Election Committee chair.
  - b. All committee members shall have the opportunity to discuss all issues. An absolute majority of all

members, whether casting a vote or not, is required for the committee to take action.

- c. Upon presentation of a signed petition from at least five percent of the eligible voting parents/guardians to the APC chair, an individual may appeal an Election Committee ruling to the APC board. The APC shall consider the matter within ten (10) days of the petition being presented at a regular or special meeting.
- d. Full APC board votes on an election matter are final rulings and may not be further appealed.
- e. As outlined in the Rilke Schule Bylaws, in the event that all candidates receive an equal number of votes, then a coin toss will be used to determine the winners until all seats are filled. In the event of a 2 or 3 way tie on a four seat opening, a runoff election between those who tied shall take place within one calendar week of the original election.

## Rilke Policy 005 - Parent/Guardian Notification

Sunsetted in 2016, Rilke Schule now follows ASD policy on this topic.

### 1. *General Purpose*

- a. *The APC places student safety and well-being as a paramount priority. Ensuring parents/guardians are fully informed and engaged with the Rilke staff during significant situations is the ultimate function of the school management team.*
- b. *The purpose of this policy is to ensure timely and accurate notification to affected parents/guardians whenever a significant injury or disciplinary issue occurs at Rilke Schule.*
- c. *An incident of significance is any such situation that warrants a student be seen by the principal, teacher-in-charge, and/or nurse.*

### 2. *Principal Responsibilities*

- a. *Establish school-wide procedures to execute this policy.*
- b. *Principal, teacher-in-charge, or nurse as applicable or designated by the principal, provide immediate notification after life and safety concerns are addressed. Within fifteen minutes of an incident, the appropriate Rilke staff member shall notify the affected parent/guardian.*
  - i. *Preferred notification is telephonic. "-r ' )..(.*
  - ii. *If no parent/guardian is available, the Rilke staff member shall leave a voicemail, if possible, and provide a written email or memorandum to the parent/guardian outlining the major facts associated with the incident.*
- c. *For purposes of notification, administrative assistants, secretarial staff, or other Rilke staff not specifically listed in the policy, do not meet the standard of notification set forth in this policy.*
- d. *Provide a summary of trends and general nature of the incidents rising to the level of notification to the APC monthly via the written principal report to the APC.*



**Rilke Policy 006 – Student to Adult Staffing Ratio**

Sunsetted in 2016, Rilke Schule now follows ASD policy on this topic.

**1. General Purpose**

- a. *The purpose of this policy is to establish a maximum student to adult staffing ratio for all officially sanctioned Rilke Schule events. It applies to any event, field trip, club, or related activity in which one or more Rilke staff member is leading, engaged, or attending.*

**2. Student to Adult Ratio**

- a. *For every twenty-five (25) students present, one adult must be present and actively engaged in overseeing or supervising the activity.*
- b. *At a minimum, one Rilke staff member must be present and actively engaged in the activity oversight. This lead staff member is designated as the activity's primary point of contact.*
- c. *For additional adults beyond the primary point of contact, other Rilke staff members , Rilke parents/guardians , guest teachers , or any other*
- d. *Principal-approved adult meet this requirement.*
- e. *When the ratio cannot be met, the Principal or Teacher-in-Charge shall cancel or postpone the event/activity until such time this minimum staffing ratio is met.*

**3. Primary Point of Contact Responsibilities**

- a. *Shall have a functioning radio or cellular phone on-hand during the entire duration of the activity or event.*
- b. *Ensure this minimum staffing ratio is met and is responsible for notifying the Principal or Teacher-in-Charge, when it is not met.*
- c. *Maintain a written roster of students in attendance at the event/activity for purposes of security, safety, emergencies/evacuation to ensure full accountability.*
- d. *Shall physically possess or have full access to students' emergency contact information.*
- e. *Follow notification procedures set forth in Rilke Policy 005 - Parent/Guardian Notification apply to all school-sanctioned events/activities. The primary point of contact serves as the Principal's designee in notifications for significant events during the respective event/activity.*

## Rilke Policy 007 – Complaints

General Purpose: The purpose of this policy is to define Rilke Schule’s complaint process as a charter school within the Anchorage School District. This policy provides additional clarification and procedures not addressed in the school district’s student handbooks relative to charter schools. Any student, parent, guardian, Rilke employee, or other concerned individual or entity may use it. This policy details the formal complaint process, the only authorized process to formally submit a concern to the APC and have it be entered into the official record. Concerns or complaints raised to the APC in any other format are informational only and will not initiate the formal investigatory, response, and resolution processes contained in this policy. The APC recommends that all complaints be resolved at the lowest level possible.

### 1. Responsibilities

- a. Rilke Staff shall attempt to resolve the matter at the lowest possible level and inform the principal of the outcome. Staff will inform grievant that matter shall be elevated to the principal for review and resolution before a formal complaint can be submitted to the APC. If the matter directly involves the principal, staff shall advise the grievant to directly contact the APC chair.
- b. Principal shall attempt to resolve the matter at the lowest possible level and inform the APC of the outcome at the next regularly scheduled APC meeting. If the matter directly involves the principal, the principal shall advise the grievant to directly contact the APC chair.
- c. If complaint proceeds to the APC level, the APC Chair and Secretary shall acknowledge receipt of the complaint in writing to the grievant within two working days, and refer the matter to the chair of the Performance Committee for further action. APC Secretary shall record the final resolution of the matter in the official APC record.
- d. Performance Committee Chair shall provide instruction to the chair of the Ethics and Inquires Subcommittee of the Performance Committee (or such committee as shall subsequently be charged with such responsibilities) to substantiate and/or investigate the matter. The Performance Committee Chair further reviews reports of findings, providing a written response to the APC and grievant in cases of non-concurrence, maintains awareness of status of investigations and the response timeline established in this policy.
- e. Ethics and Inquiries Subcommittee Chair makes an initial determination whether the matter is substantiated and warrants further investigation, then conducts investigations as needed and writes reports of findings containing recommended courses of actions or remedies.

### 2. Timeline

- a. Formal complaints must be filed using the Rilke Complaint Form and be submitted in hard copy or electronic copy to the APC Chair and Secretary within ten (10) days of the grievant becoming aware of the event/issue .
- b. The APC Performance Committee’s Subcommittee on Ethics and Inquiries will review the complaint within five (5) working days and provide written response to the grievant and APC whether or not the matter is substantiated and warrants further investigation. If it is not substantiated, the written response will outline the reasons and the matter will be considered closed. This decision may be appealed.
- c. If the matter is substantiated, the subcommittee will launch an investigation, which shall be concluded in thirty (30) days or less. If additional investigatory time is needed, the subcommittee chair may request an additional thirty (30) day extension from the Performance Committee chair. Upon the conclusion of the investigation, the subcommittee will provide a written report of findings and recommended remedies to the Performance Committee chair.

- d. The Performance Committee chair will review the report within five working days and either concur, concur with comments, or not concur with the findings. If the chair concurs, the chair will add the report to the Performance Committee's overall report at the next regularly scheduled APC meeting for consideration by the APC board. If the chair does not concur, the chair will provide a copy of the subcommittee's report along with a letter detailing the non-concurrence, with a copy to the APC and a copy to the grievant. At this point the matter is considered closed. This decision may be appealed.
- e. The APC chair will provide a copy of the report of findings and a letter detailing the resolution and/or corrective actions taken within five (5) working days after the next regularly scheduled APC meeting. The APC secretary will maintain a copy of these documents and a copy will be provided to the grievant. The matter will be considered closed at this time.

### 3. Appeals

- a. All appeals must be made in writing to the APC chair and secretary within five (5) days of the grievant receiving official APC response.
- b. Appeals as to whether a matter is substantiated or not will be referred to the Performance Committee chair. Appeals concerning the Performance Committee chair's decision will be elevated to the APC at the next regularly scheduled meeting. The APC will support or reverse the Performance Committee chair's ruling with a majority vote. If the APC supports the committee chair's ruling, the matter will be considered closed and no further appeals may be made.
- c. If APC reverses the ruling, the report will be returned to the Performance Committee for reconsideration and reconciliation with the subcommittee for action within two (2) weeks or less. The amended report will be added to the next regularly scheduled APC meeting for a board vote. No further appeals may be made after this point.

## Rilke Policy 008 – Budget Planning and Programming

General Purpose: The purpose of this policy is to outline the Rilke Schule APC budgeting philosophy, definitions, responsibilities, and process milestones. Rilke Schule shall use a programmatic budgetary approach under a broader planning, programming, and budgeting system (PPBS). This policy serves to provide a more realistic and long-range financial strategy for Rilke Schule beyond the minimum reporting requirements to the Anchorage School District in annual budgets.

### 1. Definitions

- a. Planning: Determines if a proposed course of action best meets the school's objectives when compared to its alternatives. This phase is based on the Rilke Schule strategic plan, school mission, and school goals.
- b. Programming: Converts plans into a specific action schedule for the school. This phase entails developing detailed resource requirements and necessary actions to implement plans.
- c. Budgeting: Entails preparing and justifying the operating budget for the school. This phase prioritizes programming requirements and likely will include unfunded requirements as Rilke Schule is a charter school with lower student funding than mainstream schools. As ASD budgeting parameters often lag compared to actual known student numbers or requirements, this budget most likely will be larger than the actual ASD final annual budget for Rilke Schule. The outcomes of this PPBS approach will ensure the Rilke Schule APC can provide accurate and timely inputs to ASD for known current and future requirements. Broadly stated, this phase can be considered appropriation of funds.
- d. Execution: The actual process of obligating and using appropriated funds for the purposes which they were designed.
- e. Evaluation: Ongoing analysis to track actual budget execution to appropriation targets. This data serves to set the planning requirements for the next budget cycle.

### 2. APC Responsibilities

- a. The APC shall maintain a current strategic plan for the school. This plan sets the foundation for the planning phase of this process.
- b. The APC treasurer shall chair the Budget and Finance Subcommittee of the Strategic Planning Committee (or such committee as shall hereafter be charged with similar responsibilities).
  - i. The subcommittee is responsible for educating all stakeholders on the budget formulation process, soliciting budget planning objectives from the APC, and providing those objectives and any other pertinent requirements to the principal.
  - ii. The subcommittee chair shall keep the APC apprised of budget formulation statuses, deadlines, and other significant matters.

### 3. Principal Responsibilities

- a. In coordination with the Budget and Finance Subcommittee, establish the programmatic areas of the budget for planning and programming purposes, e.g., elementary education, middle school, art, science, German, field trips, professional development, etc.
- b. Lead Rilke staff in the planning and programming phases of this process. This entails translating APC direction and the strategic plan into actionable measures.
- c. Oversee research and analysis to project realistic cost estimates, develop justifications for funding requests, and direct staff as necessary to accomplish developing associated deliverable documents.

- d. Present a written, programmatic budget request to the APC along with justifications, cost estimates, and associated measures for programmatic evaluation.
- e. Execute the annual APC/ASD approved budget.
- f. Provide written monthly updates to the APC on budget execution, spend levels, and other salient financial matters affecting Rilke Schule.

#### 4. Budget Creation Timeline

- a. Planning (March through May): The Budget and Finance Subcommittee reviews the Rilke Schule strategic plan with the principal and other involved staff members. The principal and staff evaluate the current year's budget against needs for meeting the school's mission, goals, and strategic plan.
- b. Programming (May through September)
- c. Budgeting (October-November): The principal presents the requested budget to the APC at the November meeting, for a December vote. The APC reviews the principal's budget proposal and provides direction and priorities to the principal for purposes of responding to ASD fall budget calls.
- d. Execution (ongoing throughout the fiscal year): The principal may request APC consideration for discretionary spending of non-appropriated or other funds throughout the year.
- e. Evaluation (ongoing throughout the fiscal year).

## Rilke Policy 009 – Communication

General Purpose: The purpose of this policy is to promote consistent and effective communication between Rilke Schule's APC and School Administration and its audiences: parents/guardians, teachers and community.

1. Goals: The main goals of the policy are to:
  - a. Build community and increase school pride amongst parents, staff, teachers, students
  - b. Promote our school to new parents, potential staff members and the community
  - c. Teacher, staff member and student recognition
  - d. Increase fundraising potential
  
2. Communication Methods
  - a. The primary methods for communication shall be:
    - i. Rilke Schule's website ([rilkeschule.asdk12.org](http://rilkeschule.asdk12.org)).
    - ii. Official Rilke Schule Facebook page.
    - iii. School Messenger emails sent from School Administration
  - b. Additional methods of communication may be used (letters in backpacks, bulletin boards, etc.).
  - c. Teachers are encouraged to provide a newsletter or another form of consistent communication to parents / guardians.
  - d. The APC may publish a parent letter as needed to be distributed using the three main communication methods.
  - e. The Principal shall produce a quarterly newsletter or another form of frequent communication with our Rilke family.
  - f. The APC is committed to open, two-way communication with its audiences. Parents and staff are encouraged to email questions or concerns for the APC to [apc\\_rilke@asdk12.org](mailto:apc_rilke@asdk12.org).
  - g. The RSV (our parent teacher organization), distributes a weekly communication containing reminders and information This and any other RSV-sponsored schoolwide communication shall be approved by the Rilke Schule Principal before distribution.
  
3. Communication Content
  - a. School Administration shall communicate official school news such as staffing announcements, program updates, testing dates, school awards, policy changes or enforcement, special events.
  - b. The APC shall reinforce the information listed above and will address issues that are decided upon at the APC level using the three primary communication methods.
  - c. The APC will also communicate items of interest to parents or the community through use of Rilke's official Facebook page to include photos, news stories, teacher or guest teacher highlights and German cultural information. Additional methods of communication may also be used.
  - d. The APC may pitch stories of interest to the news media on behalf of Rilke Schule, and shall coordinate with and/or notify the Principal of these efforts.
  - e. The Principal or APC may share information with its audiences on behalf of its partner organizations: RSV or RSI.
  - f. The Principal and APC shall follow ASD's social media guidelines. The APC believes that social media is effective and useful, but encourages face-to-face communication whenever possible. The APC reminds all social media users that dialogue that is not respectful or appropriate will not be tolerated, and will be deleted.

## Rilke Policy 010 – Establishing and Reviewing Policies

General Purpose: This policy outlines the process the APC shall use to create new policies and periodically review existing policies.

### 1. Establishing New Policies

- a. Any Rilke community member may request the APC consider a matter for policy coverage. Only an APC board member may submit a policy proposal for consideration at APC meetings.
- b. The APC chair shall obtain a sense of the board if a policy is necessary. If the chair finds that the APC believes a policy is necessary, the chair will appoint an APC member to create the initial draft of the policy.
- c. If the APC chair determines that the sense of the board is that a policy is unnecessary, any board member may appeal the decision to the entire board, whereupon a majority vote of the APC board will be sufficient to establish that the sense of the board is that a policy is necessary, and the chair will appoint someone to draft a policy, as outlined in 2b.
- d. Policies should:
  - i. Focus on a single matter or process. If more than one subject is addressed, the policy should be separated into separate policies for each subject.
  - ii. Be as succinct as possible, and in any event not more than three (3) pages in length.
  - iii. APC members shall have draft copies of a policy prior to its introduction at an APC meeting.
- e. Public readings at two separate regular APC meetings are required prior to the APC voting on the policy.
- f. For the first public reading, if printed copies of the draft policy are available to the attending public, the APC chair only needs to read the purpose and major sections headings of a policy. If such printed copies are not available, the APC chair shall read the policy in its entirety for the initial reading.
- g. After the first public reading, APC members may submit minor edits (such as corrections of typographical errors) to the APC secretary. Substantial changes to draft policy (including any changes that would alter the meaning of any part of the proposed policy) require formal amendments.
- h. Prior to the second reading of the draft policy, the APC secretary shall ensure all APC members have the most current draft of the policy, and that electronic copies are posted on the APC's or school's website and/or hard copies are available for the attending public.
- i. For the second reading, the APC chair shall only read the general purpose of the policy and the major section headings of the policy. This second reading shall be considered a main motion which, after it is seconded, will be open for discussion and vote by the APC board.
- j. The APC secretary shall maintain a master file of all current Rilke Schule APC policies.

### 2. Reviewing Existing Policies

- a. All APC members shall review all current APC policies within thirty (30) days of first being seated on the APC board.
- b. At a minimum, the APC shall review every policy three (3) years after its adoption or renewal. Policies may be reviewed, amended, or rescinded at any time by motion.
- c. Amending and/or rescinding a policy requires the matter be included in two separate APC meetings for discussion and public comment before an APC vote may be taken.

- d. Renewing a policy after its triennial review, if no changes are made, requires a simple majority vote of the APC.
- e. If a policy is not renewed within thirty days after its triennial review or at the next regular meeting of the APC after its triennial review, whichever is later, it will be declared rescinded and will no longer be in effect.



## Rilke Policy - 011 Employee Representatives

General Purpose: The purpose of this policy is to enhance staff engagement on the APC and to further articulate general employee representative functions on the APC.

1. Staff-elected representatives provide critical insight to the APC and promote better decision making with a direct and enduring connection to daily school functions. The role of staff-elected representatives is far more than merely attending meetings in a liaison capacity. Staff-elected members are full members of the APC with voting privileges that directly affect the school. To internalize the important role staff members provide to the APC and to ensure an a written body of knowledge and effort, monthly staff reports to the APC will be provided in accordance with Rilke Policy 001 - Meetings.
2. APC roles for employee members. To support continuity and knowledge management, the staff-elected representatives on the APC will serve in standing committee vice chair roles to advance and implement other APC bylaw and policy goals.
3. The employee representative elected in the fall will:
  - a. Serve as the vice chair of the Strategic Planning Committee and its Budget and Finance Subcommittee.
  - b. Ensure a direct conduit to all Rilke staff members in executing the programmatic budgeting cycle defined in Rilke Policy 008.
  - c. Advance staff interests and needs in all overarching strategic planning efforts.
4. The employee representative elected in the spring will:
  - a. Serve as the vice chair of the Performance Committee and on its standing subcommittees.
  - b. Ensure staff perspectives are integrated into all APC curriculum and performance standards.
  - c. Provide a direct conduit to all staff members on qualitative and quantitative measures the APC proposes, uses, or modifies to gage school performance.
5. Both employee representatives will provide a report to the APC on Rilke Schule performance from the staff perspective, based on the strategic plan, mission and goals of the school.
6. In the event that one of the employee representative positions are unfilled, the remaining employee representative will serve in an acting capacity until the position is filled. If both employee positions are vacant, the APC will solicit staff volunteers via the Principal to temporarily fill vacancies until positions are filled.

## Rilke Policy 012 – Split Purchases Prohibited

General Purpose: The purpose of this policy is maximize APC funds accountability and transparency. This policy specifically prohibits split purchases for execution of any APC-managed or controlled funds.

1. Definitions: a split purchase occurs when a known requirement at the time of purchase is divided into several transactions in order to:
  - a. Circumvent dollar thresholds defined in bylaws and/or policies (up to \$2,500 approved by Principal; \$2,500 – \$5,000 approved by APC treasurer)
  - b. Avoid competitive bids for purchases over dollar thresholds (\$5,000 or more approved by the APC)
  - c. Avoid other established purchase limits
2. Examples of split purchases or split requirements prohibited by this policy include:
  - a. One authorized purchaser makes multiple purchases from the same vendor on the same day, the total of which exceeds the single purchase limit and the total requirement was known at the time of the first purchase.
  - b. One authorized purchaser makes multiple purchases of similar products or services from the same or multiple vendors over a period of time when the total requirement was known at the time of the first purchase and the value exceeds the single purchase limit.
  - c. Multiple authorized purchasers purchase same or similar products or services that same day or in a compressed timeframe when the total requirement is known at a given time and purchase exceeds the single purchase limit.
  - d. Requirements that exceed the single purchase threshold (i.e. yearly requirement where the monthly recurring services are less than the single purchase limit, but the known yearly total exceeds the single purchase threshold).
3. Principal responsibilities
  - a. Ensure all staff authorized to purchase are familiar with this policy
  - b. Deny purchase requests that violate this policy
  - c. Take necessary disciplinary actions to prevent repeat infractions and enforce the sanctions outlined in section
  - d. Follow ASD requirements for competitive bids on purchases over \$5,000.
4. APC Treasurer responsibilities
  - a. On a monthly basis review and identify purchases that could be split purchases
  - b. On a quarterly basis summarize split purchases to the APC and recommend remedial actions
5. Individuals found in violation of this policy will have purchasing authority suspended for 30 days for an initial infraction. A second infraction will lead to purchasing authority being revoked for the remainder of the school year. Third infractions will result in a permanent revocation of purchasing authority.

## Rilke Policy 013 – Rilke-funded Travel

General Purpose: This policy outlines Rilke-funded travel planning and reimbursement guidelines for Principal, staff, and APC members and/or designees.

1. General Principles
  - a. As much advanced notice and planning as possible shall be used in travel.
  - b. The Budget Policy should largely capture all recurring/annual travel needs.
  - c. Original receipts are required for reimbursement.
  - d. Reimbursable-eligible expenses include transportation, lodging, meals, and incidentals.
  - e. Rilke Schule uses Federal per diem rates established each Federal Fiscal Year by the U.S. General Services Administration and Departments of Defense and State. These rates can be accessed at [www.gsa.gov/travel](http://www.gsa.gov/travel).
  - f. Event fees are authorized claimable expenses. However, if meals are included with event registration, per diem will be deducted.
  - g. Rilke Schule staff shall utilize travel and transportation options most advantageous to the school.
  - h. This policy is a maximum; travelers may elect to travel and seek reimbursement for less than total expenses, e.g. asking for airfare without any per diem.
2. Travel
  - a. Air
    - i) Use of lowest carrier published fare establishes the ceiling price.
    - ii) Travelers may use discount and aggregator sites such as Travelocity, Expedia and others to find deeper discounts.
    - iii) No refundable ticket fees, exchange fees, and other costs coming from a non-carrier website or fare are the responsibility of the traveler and will not be reimbursed.
    - iv) Travelers may use non-direct routing for personal purpose in addition to official travel with prior Principal approval. Any transportation costs above the lowest cost carrier's published fare will be the responsibility of the traveler; any amount below the published fare will not go to the traveler. Ground
  - b. Vehicle (trucks, cars, and motorcycles) will be reimbursed based on the federal rates.
3. Lodging
  - a. Federal per diem rates will set the ceiling rate for rooms per night. Taxes and local fees are in excess of those rates and are reimbursable.
  - b. In conference and other situations where a discount rate is available, the travel must use the lower of the two rates (Federal per diem or conference rate).
  - c. In situations where no lodging can be found at or below the Federal per diem rate, the traveler shall find the next least expensive option and claim actual expenses for the lodging.
4. Incidental expenses: Federal per diem rates will apply.
5. Any specific Principal-approved addendum designated for Rilke employee travel, for example, school exchange trips to Germany, club travel, sports teams, etc., cancels out the per diem and other reimbursable expenses outlined in this policy.

## Rilke Policy 014 – Facility Rental

General Purpose: This policy outlines the process the Principal (or designee) shall use in renting space in the Rilke Schule facility.

## 1. Minimum Requirements

- a. Only activities and organizations allowed in the Rilke Kiska lease may rent the facility.
- b. No facility rental may go past 9 pm on any given day.

## 2. Exceptions

- a. The Academic Policy Committee (APC), Rilke Schule Verein (RSV), and Rilke Schule, Inc. (RSI) are exempted from paying fees for any school event or function.
- b. Clubs and groups deemed to be aligned with the mission and educational goals of Rilke Schule shall pay at a rate reduced by 80% from the standard rate. Eligibility for the reduced rate shall be decided by a group consisting of the Principal (or designee) AND the Chair of the APC Facility Committee or the Chair of Rilke Schule, Inc. (RSI).
- c. The Principal or designee has the authority to refuse rental for any reason.

3. This policy should be reviewed on an annual basis and adjusted accordingly by the APC.

## 4. Rental fees

**Standard rates**

Space type	School Year Weekdays (5 pm – 9pm)	Weekend/School Holiday/Summer		
	Hourly fee	Hourly	Min. per day	+ Operational fee/day
Gym	\$50	\$50	\$200	\$100
Commons	\$20	\$20	\$80	\$100
Classroom	\$10	\$10	\$40	\$100

**Discounted rates**

Space type	School Year Weekdays (5 pm – 9pm)	Weekend/School Holiday/Summer		
	Hourly fee	Hourly	Min. per day	Operational fee/day
Gym	\$10	\$10	\$40	\$20
Commons	\$4	\$4	\$16	\$20
Classroom	\$2	\$2	\$8	\$20

5. Rentals outside of office hours on a regular school day: Weekend/School Holiday/Summer
  - a. Weekend/School Holiday/Summer rates are established to cover additional operational costs as the building would not normally be in use during these times. Rates include a 4 hour minimum charge plus an operational fee.
  - b. Operational fee is in addition to rental rate with 4 hour minimum. Operational fee is in place to reflect the added burden to people and property in renting the building when it would otherwise be empty. Access to the building, and supervision of the building when it would otherwise be empty will likely require participation by a responsible member of the Rilke Community and compensation may be required.
  - c. Only one operational fee of \$100 (or \$20 when discount applies) will be charged per rental. A group renting the gym and several classrooms on a given weekend or holiday day would only be charged one instance of the operational fee.
  
6. Examples of rate application
  - d. Examples of groups that would pay standard rate: church groups, sports teams (other than Rilke teams), general community events
  - e. Examples of groups that would qualify for discounted rental rates: After school clubs not run by Rilke, camps and activities with a clear focus on world languages, arts, sciences, scouting.
  - f. Examples of groups that would not be charged: APC meetings, RSV-sponsored community events like Fasching, APC or RSV Board meetings, Rilke sports teams, Rilke-sponsored before-school or after-school clubs.