

RILKE SCHULE
APPENDIX A**Special Meeting - REVISED (Monday, June 22, 2015)***Generated by Katy Grant on Tuesday, June 23, 2015***Members present**

Kameron Perez-Verdia, Tam Agosti-Gisler (via phone), Eric Croft (via phone), Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

Meeting called to order at 5:35 PM

A. Call to Order, Roll Call, Flag Salute

1. Call to Order, Roll Call, Flag Salute

B. Approval of Agenda

1. Approval of Agenda

The revised agenda was approved as presented.

C. Public Comment

1. Public Comment

Ms. Starr Marsett testified in support of the middle school model.

Ms. Suzanne LaFrance testified in support of the middle school model.

Mr. Dan Loring testified in support of the middle school model and teacher collaboration. He also spoke about transparency and under performing schools.

D. Consent Agenda

Ms. Davis **MOVED** to amend the consent agenda by bringing back an amendment for the middle school model that was voted on at the last meeting on June 15th (failed with a 3-3 vote) for consideration at today's meeting.

President Perez-Verdia took a 5 minute at ease.

Ms. Davis withdrew her motion and plans to present this at the August 3rd School Board meeting.

Mr. Higgins and Superintendent Graff discussed timing for additional staff if this amendment were brought back at the August 3rd meeting.

1. Voting on Consent Agenda items

Resolution: To approve the Consent Agenda.

To approve the Consent Agenda.

Motion by Kathleen Plunkett, second by Elisa Snelling.

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Final Resolution: Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Eric Croft, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

2. ASD Memorandum #263 - Approval of Best Value General Contractor for Eagle River Elementary School Component Renewal Project

Resolution: To approve and authorize the superintendent to award a best value contract for the Eagle River Elementary School Component Renewal, to Consolidated Contracting & Engineering, LLC.

To approve the Consent Agenda.

Motion by Kathleen Plunkett, second by Elisa Snelling.

Final Resolution: Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Eric Croft, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

3. ASD Memorandum #264 - Approval of Best Value General Contractor for Mountain View Elementary School Renewal Project

Resolution: To approve a best value contract for the Mountain View Elementary School Renewal, to Roger Hickel Contracting, Inc.

To approve the Consent Agenda.

Motion by Kathleen Plunkett, second by Elisa Snelling.

Final Resolution: Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Eric Croft, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

4. ASD Memo #292 Rilke Schule German School of Arts & Sciences Charter Renewal Application

Mr. Higgins MOVED that the school board approve the renewal of the charter for Rilke Schule German School of Arts & Sciences for an additional ten years, chartering the school through the 2024/25 school year.

Mr. Higgins spoke about questions on the charter renewal, timing, and postponing vote until August.

Superintendent Graff discussed the timing of the charter renewal coming forward, public process, and opportunity for discussion and answering Board questions before the vote.

Mr. Perez-Verdia asked if there would be a negative impact on Rilke Schule to postpone voting until August.

Mr. Jason Storter, APC Chair, spoke about the timing of the charter renewal; Rilke Schule has been working with the State Board of Education to make the September 1st deadline in the lease agreement, the State Board is waiting on the charter renewal from the district to move forward in order to make the deadline.

Board members discussed the timing for the charter renewal application.

Mr. Higgins MOVED to table Memorandum #292 until the first meeting in August (8/3/15).

Mr. Graff spoke about the process and timeline of presenting the memo to the Board (allowing review before the meeting), discussion and answering questions (at tonight's meeting), and the administration's review (and

approval) of presenting the Rilke Schule Charter renewal to the Board.

Ms. Plunkett expressed concern with postponing the memo, not giving Rilke Schule enough time to make their deadline for the new lease.

Ms. Snelling expressed concern with the process; charter renewal was first publicly reviewed with the APC on November 7, 2014, then a large gap in time, now a rush to get renewed and submitted.

Mr. Higgins WITHDREW his motion to table the memo.

Mr. Higgins expressed concerns with the Rilke Schule Inc (RSI) (a non-profit associated with Rilke Schule) and public funds. Mr. Storter responded that RSI was previously the landlord for Rilke Schule (all payments going through RSI) but that is no longer the case, the Rilke Schule APC is directly on the lease for the new building. Mr. Graff added that the lease has been vetted through the Purchasing department and meets ASD Policy requirements. Mr. Higgins also expressed concern with the Charter Renewal and lottery policies (a change in the process within the Charter Application).

Ms. Snelling disclosed that her three children attend Rilke Schule.

Ms. Snelling discussed her review of the Charter Application document, had multiple questions and expressed many concerns. Ms. Snelling and Mr. Storter discussed School Board Policy 333.5, missing information, curriculum, APC administrative policies, the 2015-2016 Rilke Schule budget, contracted services (i.e. maintenance contract for new building), number of students served (attrition model), teacher/principal evaluation process, PTR, transportation, use of public money, and student nutrition. Mr. Graff added that if services or policies are not specifically noted in the charter, the charter school uses ASD policies, procedures, and contracts.

Mr. Higgins expressed concern about the "annual activity fee" of \$125 listed in the Charter Renewal, reads as if must pay the fee to be able to attend the school. Mr. Graff and Mr. Higgins discussed the fee, waivers, and other schools and programs that collect money for field trips and intensives or require parent volunteer time.

Board members, Mr. Storter, and administration discussed the Student Nutrition program; currently, Rilke Schule does receive a modified lunch program and Student Nutrition is working with the school to continue this service at their new building. Meal service is not included in the charter renewal (no change from their current Charter), the expectation is that families will provide their own lunches; if Student Nutrition does provide a lunch program, this will be an added service. There was also discussion on free and reduced meals.

Mr. Higgins asked about the lottery program and change in the Charter Renewal language (regarding native German speaking students). Mr. Graff and Mr. Higgins discussed the lottery process for Rilke Schule; students lottery in for Kindergarten, 1st graders must pass an assessment (only change in language is that this can be done at any time during the 1st grade year instead of the first quarter of 1st grade).

Mr. Higgins and Mr. Storter discussed the RSI, their role in the school and their financial records (reviewing).

Mr. Higgins expressed concern about policy compliance and language in the Charter Renewal.

Mr. Higgins MOVED to table memorandum #292 Rilke Schule German School of Arts & Sciences Charter Renewal Application until the August 3rd School Board meeting.

Board members discussed the postponement of the Charter Renewal. There were concerns expressed about putting the Charter forward with the language as is, and there were concerns expressed about postponing. The Board and Administration had conversation about approving the Charter Renewal and giving the Administration authorization to make the "technical" changes to the language to clarify and verify that the Charter is in alignment with Board Policy.

Vote on motion to table memorandum #292 Rilke Schule German School of Arts & Sciences Charter Renewal Application until the August 3rd School Board meeting.

Motion by Pat Higgins, second by Elisa Snelling.

Final Resolution: Motion Fails

Yea: Bettye Davis, Pat Higgins, Elisa Snelling

Nay: Kameron Perez-Verdia, Tam Agosti-Gisler, Kathleen Plunkett

Not Present at Vote: Eric Croft

Amendment #1: Language regarding fees and lottery be in alignment with Anchorage School District Policy.

Motion by Tam Agosti-Gisler, second by Bettye Davis.

Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

Not Present at Vote: Eric Croft

Amendment #2: to amend the motion to include authorization for the administration to make needed technical changes in language to ensure alignment with School District Policy 333.5.

Motion by Pat Higgins, second by Bettye Davis.

Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

Not Present at Vote: Eric Croft

Main Motion as amended: To approve the renewal of the charter for Rilke Schule German School of Arts & Sciences for an additional ten years, chartering the school through the 2024-25 school year.

Motion by Pat Higgins, second by Kathleen Plunkett.

Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Eric Croft, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

5. ASD Memorandum #295 - Personnel Report

Resolution: To approve the Personnel Report

To approve the Consent Agenda

Motion by Kathleen Plunkett, second by Elisa Snelling.

Final Resolution: Motion Passes

Yea: Kameron Perez-Verdia, Tam Agosti-Gisler, Eric Croft, Bettye Davis, Pat Higgins, Kathleen Plunkett, Elisa Snelling

E. Superintendent's Report

1. Superintendent's Comments

Superintendent Graff acknowledged the passing of Vincent Casey, former Board Member, School Board President, he served on the NAACP and Equal Rights Commission. Services will be Friday, June 26th at 12:00 (First CME Church, 3600 McInnes St.)

Summer Graduation takes place this Thursday at East High School for just over 20 2015 graduates.

The Education Center will be closed June 29-July 5.

F. Adjournment

1. Adjournment

Ms. Davis MOVED to adjourn the Special Meeting.

Mr. Higgins seconded. The Special Session of the School Board adjourned at 7:35 pm.

Draft

CHARTER SCHOOL CONTRACT

THIS CONTRACT is between Rilke Schule, whose address is 1946 E. 64th Ave Anchorage, AK 99507, hereafter "Charter School," and the Anchorage School Board, whose address is 5530 E. Northern Lights Blvd., Anchorage, AK 99504 hereafter "School Board."

WHEREAS, Charter School desires to operate within the Anchorage School District (hereafter "School District") in conformance with Alaska Statutes 14.03.250-290 and School District policies and procedures; and

WHEREAS, the School Board has reviewed and approved Charter School's application, subject to any amendments or conditions noted by the School Board;

WHEREAS, by resolution adopted June 15th 2015 (date), the School Board conditionally granted the application contingent upon the negotiation and execution of a contract acceptable to Charter School and School Board and subject to certain other conditions, including approval by the State Department of Education and Early Development; and

WHEREAS, the parties contemplate that the application, as amended by this contract, between Charter School and the School Board, will constitute the agreement between the parties regarding the governance and operation of Charter School;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this contract, the parties agree as follows:

Charter School shall provide an educational program in the School District subject to the terms and conditions of this contract, commencing on the first day of for the school year 2015/16. Services will be provided in accordance with the Charter School Calendar identified below.

1. Compliance with Regulatory Requirements: Charter School warrants that it will comply with all local, state and federal laws and regulations applicable to public schools and all requirements imposed by School District policy and regulation on the operation of charter schools.
2. Educational Program: Charter School shall provide an educational program that shall advance students' mastery of basic skill areas including mathematics, science, health, reading, language arts and social studies, appropriate to the age of students included in the program. Provision will also be made for physical education,

music, art, and instructional technology within the educational program. The educational program shall be designed as described in the attached charter application.

3. Achievement Levels: Charter School's educational program shall result in students attaining the following specific levels of achievement as described in the attached final District-approved charter application.
4. Administrative Policies and Procedures: Charter School has requested and received authorization for the following exemptions from School District policies and procedures (list by number and title on an attached sheet of paper):

Charter School agrees and warrants that it will comply with all other School District policies and procedures except those pertaining to textbook, program, curriculum and scheduling requirements as approved by the School Board.

- a. Admission Policies and Procedures: Charter School will operate for 10 years as set forth below. Eligible students are those who are grade-appropriate for that school. Charter School shall accept students into its program using the District Lottery Procedures as described below.

Charter School affirms that any eligible student who applies in a timely fashion will be admitted, up to the maximum number of students that can be accommodated by the program. If more eligible students apply than can be accommodated, admission to the program will be determined by a drawing using the District's adopted Lottery Procedures. Charter school also affirms that it will not discriminate in its policies or program against any individual on the basis of any classification protected under law or district policy.

- b. Academic Policies: Academic policies and goals for Charter School shall be established by the Academic Policy Committee. The Academic Policy Committee shall meet with the Charter School principal/administrator at least four times yearly, to monitor progress in achieving the committee's policies and goals.

The Academic Policy Committee shall include 9 persons, including parents of students attending Charter School, teachers at Charter School, and other Charter School employees. Students shall be included if the Charter School is for grades 9-12. Membership shall be determined in accordance with procedures developed and approved by the committee.

5. Funding: School District shall allocate funding for Charter School based on a per-pupil allocation for the students enrolled in the Charter School, computed in a manner consistent with the method in which the District receives revenues from the State less administrative costs retained by the District determined by applying the indirect cost rate approved by the State Department of Education and Early Development. The District may allocate additional revenue beyond the per pupil allocation based on the approved program for the charter school; this increase must be approved by the School Board.
6. School District Charges: Charter School shall operate under the terms of the approved program budget. The program budget was developed utilizing anticipated School District funding based on a per-pupil allocation for the students enrolled in the Charter School. The per-pupil allocation is computed in a manner consistent with the method in which the District receives revenues from the State, less administrative costs retained by the District, to be determined by applying the indirect cost rate approved by the State Department of Education and Early Development. Charter School's funding allocation from School Board for purposes of creating the program budget was \$4,340,352.00. The approved program budget includes the revenues identified above. In addition, revenues generated for special populations of students, revenues from grants, and special revenue funds beyond the per-pupil allocation may be approved by the School Board.

Operating revenues actually provided to Charter School by School District may exceed or be less than the approved program budget since actual revenues shall be determined from actual student enrollments in Charter School during the year in which Charter School is operating. School District will adjust the funding to reflect actual student enrollment. Actual student enrollment shall be determined in the same manner that the State of Alaska uses to determine student enrollments and state revenues generated in the School District.

7. Student Fees and Charges: A Charter School may not charge tuition to students who reside within the Anchorage School District. Fees charged to students by the Charter School, including but not limited to supply and activity fees, shall be retained by the Charter School and included in the Charter School program budget.
8. Budget and Accounting: The Charter School's funding allocation for its first school year under this contract, subject to adjustment based on state funding and enrollment and a statement of costs assignable to the Charter School program budget, are attached as part of the final District-approved charter application. The budget will be amended on an annual basis to reflect any changes in Charter School's funding allocation or assigned costs for subsequent school years. On or before the 15th day of November of each year, the Charter School shall provide an annual budget for the following school year to the administration for approval.

Charter School acknowledges that adjustments to the Charter School budget may be necessary if the estimated revenues are revised due to School Board, legislative and/or Assembly action.

Charter School shall account for receipts and expenditures by using and complying with the School District's accounting, audit and other fiscal procedures. Charter School shall establish, maintain, and retain appropriate financial records in accordance with all applicable federal, state, and local laws, rules and regulations, and will make such records available to the School District, as requested. Charter School agrees that it shall comply with all local, state and federal requirements for receipt and use of public money.

9. Facility: Charter School shall be operated at the following location:

1846 E 64th Ave
Anchorage AK 99507

The facility to be used is 39500 square feet, containing 28 classrooms, administrative offices, and other facilities described as follows (attach additional sheets if necessary):

ELL room, School nurse's office, psychologist's room, Speech services room, Special Ed room, Teachers lounge, work room
Charter School guarantees that the facility complies with all local, state and federal health and safety requirements applicable to other

public schools in the School District and that compliance will be maintained at all times.

Charter School guarantees that it will comply with all District policies and procedures, and all applicable state and local laws and regulations, in obtaining leased or rented space.

10. Teachers and Staff: At the time of executing this contract, the parties anticipate that the following teachers will, by agreement, teach in the Charter School (attach additional sheets if necessary:

Jessica Martin, Michael Helgesen, Nicole Crawford, Judith Keihl-Teckel, Bryan Barnes, Tyler Schlagenhauf, Heather Tarrant, Sheila Green, Carrie Ross, Lynette Brickwell, Peter Bismanns, Elizabeth Cooper, Debra Schlicht, Catherine Radtke, Claudia Bittlingmaier, Cecinne Kubene, Bree Anna Osunm, Sasha Johnson, Susan Oakley, Tobias Radtke, Tim Whitley, Trond Flagestad, Kevin Downie, Mary Collins, Bill Doniere, Notabe Hayes

At the time of executing this contract, the parties anticipate that the following individual(s) will, by agreement, act as a principal/administrator in the Charter School and shall hold the title of: Dean Ball - Principal

Charter School shall promptly provide School District with written notice of any proposed changes to the school's staff.

Charter School agrees that certificated staff shall be evaluated in an equivalent manner as other teachers and administrators in equivalent positions in the District. Evaluation procedures for certificated staff must be identical to the District's procedures, unless the charter school application approved by the District for attachment to this contract includes a detailed description of the evaluation procedures to be used in the charter school, in which case the Charter School may use that District-approved procedure. The Performance Standards adopted by the State Board of Education and Early Development and the Anchorage School District for teachers and administrators must be included in any alternative evaluation procedures that are proposed for certificated staff. However, to clarify expectations, a charter school Academic Policy Committee may develop additional performance indicators that are relevant to the educational program of the charter school. To the extent required by contract, any changes to the evaluation procedures for teachers must be developed in consultation with the teacher's union, giving the union full opportunity to review and collaborate on those changes.

Unless the School District and any association representing an employee agree to an exemption, all provisions of any existing negotiated or collective bargaining agreement applicable to any employee shall remain in effect while the employee provides services at Charter School. All waiver requests and written responses from the appropriate bargaining units are included in this contract and are attached hereto.

11. Pupil-Teacher Ratio: Charter School shall maintain the following pupil-teacher ratio: 25-1
12. Enrollment: Charter School shall enroll a minimum of 150 students and a maximum of 520 students at all times. Student enrollment may be adjusted pursuant to the admissions procedures set forth above if there is increased student demand to attend Charter School.
13. School Calendar: Charter School warrants that it will operate at all times designated in the attached school year calendar. The school day shall be 6 hr 45 mins ~~hours~~ long and will start at 8:15 a.m. and end at 3:00 p.m. Monday - Thursday
Friday 8:15 - 11:45 Sat 30 mins long
14. Retirement: All employees of the Charter School shall be members of the Teacher's Retirement System or the Public Employee's Retirement System and be subject to the requirements of those systems.
15. Contract Term: This contract shall be effective upon complete execution and shall be reviewed annually. The contract has been approved for a period of 10 fiscal years and will terminate on 2025 June 30 (date). (No contract may be approved for a term in excess of ten years). Charter School may apply for a contract extension or reapply for a new contract during the last year of the existing contract period.

Although this contract is for the operation of Charter School for a period of 10 years, any financial commitment on the part of the School District contained in this contract is subject to annual appropriation by the School Board and the parties agree that School District has no obligation to fund the financial obligations under this contract other than for the current year of the contract term. The parties also agree that the School District has no obligation to

provide the services described within this contract other than for the current year of the contract term.

16. Termination: This contract may be terminated by School Board for Charter School's failure to meet educational achievement goals or fiscal management standards, for a default in any material provision of this agreement or for other good cause. The School Board shall provide at least 30 days written notice to Charter School of its intent to terminate this contract and the reasons therefore. If Charter School fails to remedy the cause for termination within the time provided in this notice, then this contract shall automatically terminate at the end of the stated time. Any unused funds remaining shall immediately be returned to the School District upon such termination. Charter School may terminate the contract on an annual basis. In such event, Charter School shall notify the District by February 1 of a given school year of its intent to cease operations the following year.
17. Risk Management: Charter School agrees to adequately protect against liability and risk through an active risk management program. This program shall include purchase of insurance coverages, as directed by the Anchorage School District risk manager in the following amounts: \$1,000,000. Charter School agrees that it will coordinate all risk management activities through the District's risk management office. Charter School shall not compromise, settle, negotiate, or otherwise affect any disposition of potential claims asserted against it without the School District's prior written approval.

Charter School agrees to operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. Charter School shall comply with all Board policies and regulations, and comply with all applicable federal and state laws, concerning student welfare, safety and health, including, without limitation, Board policies and laws addressing the reporting of child abuse, accident prevention and disaster response, and any state regulations governing the operation of the school facilities.


18. Contract Compliance: Charter School agrees to oversee its operations to ensure that the terms of this contract are met. Charter School agrees to meet regularly with parents, teachers/staff, and students (where appropriate) to review, evaluate, and improve operations of the Charter School. Charter School agrees to meet

with the Academic Policy Committee at least quarterly to monitor progress in achieving the Committee's policies and goals.

19. Indemnification: To the extent not covered by insurance, Charter School agrees to indemnify and hold the School District, its Board, agents and employees harmless from all liability, claims, and demands on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever which arise out of or are in any manner connected with Charter School's operations.

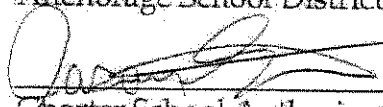
In addition to the mutual covenants and agreements set forth above, School District and Charter School agree to be bound by those agreements, promises, and covenants set forth in the final approved Charter School Application, a copy of which is attached, except as those terms are amended by this contract, and the bylaws and policies of the Anchorage School District, and federal, state and local statutes and regulations.

Dated July 15, 2015



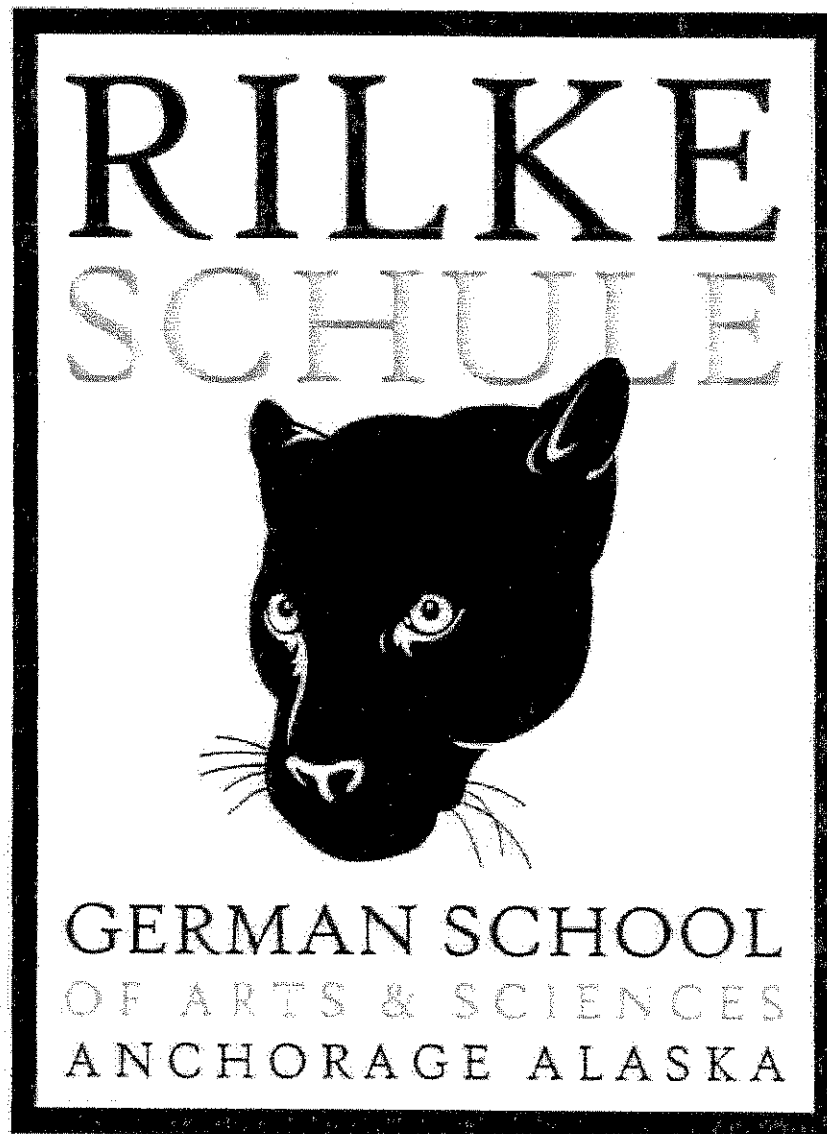
School Board President
Anchorage School District

Dated July 10, 2015

 Jason Storter

Charter School Authorized Agent
Anchorage School District

(Revised 5/28/09)



**Rilke Schule
German School of Arts and Sciences
Bylaws
4th Amendment
Adopted by the
Academic Policy Committee
February 10, 2014**

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- termination or non-retention of teachers, staff, and other personnel to the extent permitted by law.
- e. Review and approve contracts.
 - f. Review, upon request by any parent, teacher, or staff, concerns regarding requests for any purchase of materials, as well as student-school concerns, if not satisfactorily resolved first through the teachers and principal.
 - g. Review and rule on any other questions, issues, or policies that may arise from time to time, to the extent permitted by law.
 - h. No member of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC.
 - i. Establish and maintain policies and procedures for the strategic governance and efficient operation of the school. The APC is the only body authorized to establish school policies. These policies may not be less restrictive than ASD, state, or federal mandates. The principal or his/her designee shall create school procedures as applicable to execute the policies established by the APC.

SECTION 2. Members of the Academic Policy Committee.

The APC shall be comprised of APC officers and APC members. Both shall make up the APC board. According to AS Sec. 14.03.250(b), the APC shall consist of parents of students attending the school, teachers, school employees, and community members.

- a. The APC shall consist of nine (9) elected members. It will include seven (7) members that are parents and or community members, two (2) that are school employees (not including the principal).
- b. The principal of the school shall serve as a non-voting member.
- c. The immediate past chair, if not a current APC board member, will serve as a non-voting member for the term of one year from the annual meeting. If the immediate past chair is currently serving on the APC as an elected member or is unavailable, the APC will appoint a former member of the APC to serve in that position.
- d. The APC may invite others to serve on the APC as non-voting guests of the committee from time to time.

SECTION 3. Voting Members

All elected APC members are eligible to vote on all issues; however, the two (2) employee representatives may not vote on matters of personnel, staffing, or principal contracts.

SECTION 4. Term.

The length of the term of all elected parent and community members of the APC shall be two (2) years. These terms shall be staggered such that three (3) of the terms will end in even-numbered years, and four (4) positions will end in odd-numbered years, with elections to fill them to be held in conjunction with the annual meeting as outlined elsewhere in these bylaws.

The length of the term of the two (2) employee representatives shall be one (1) year. The employee representative position terms are staggered for re-election annually with elections in October and April.

The length of the term for the principal shall run concurrent with the term of contract/employment.

SECTION 5. Term Limits.

ARTICLE I

Name, Purpose, Office, Statute and Code, Fiscal Year, and Governance

SECTION 1. Name.

The name of the organization shall be *Rilke Schule German School of Arts and Sciences* and shall hereinafter be referred to as "the school".

SECTION 2. Purpose.

The purposes for which the school is organized are determined by the Academic Policy Committee (hereinafter APC) and described within these bylaws.

SECTION 3. Office.

The principal office shall be at the facility of the school, located within the Municipality of Anchorage.

SECTION 4. Statute and Code.

The school shall operate in accordance of the laws and statutes of the State of Alaska.

SECTION 5. Fiscal Year.

The fiscal year of the school shall coincide with the fiscal year of the Anchorage School District (hereinafter ASD), July 1 through June 30.

SECTION 6. Governance.

The school shall be governed by the APC.

ARTICLE II

Academic Policy Committee

SECTION 1. General Powers.

The affairs of the school shall be managed by its APC. The APC shall be a single body. In addition to governing and supervising all aspects of the school, the APC shall fulfill the duties prescribed in AS 14.03.250 *et. seq.*, (Establishment of Charter Schools) and as set forth in these bylaws and shall perform the following functions, including, but not limited to:

- a. Ensure the fulfillment of the mission of the school as stated in the Rilke Schule German School of Arts and Sciences-Anchorage School District contract.
- b. Uphold the mission statement as stated in the Rilke Schule German School of Arts and Sciences Anchorage School District Charter, December 14th, 2009 and approved by the State of Alaska, March 24th, 2010. It shall oversee accountability in academics, legal/risk management, finances, operations/maintenance, capital budgeting issues of the School and as otherwise permitted or required by above mentioned contract or by law. The mission statement of the school is "*Rilke Schule—German School for Arts and Sciences* is a K through 8 school that provides an outstanding education focused on high academic achievement by engaging each child through an enriched language curriculum taught primarily in German."
- c. Promote professional conduct in accordance with ASD policies and union contracts.
- c. Contract with a Type B certified administrator or as otherwise qualified.
- d. Delegate to the principal those tasks deemed appropriate by the APC and render to the principal opinions regarding the hiring, evaluation, German language ability, and/or

There shall be no limits on the number of terms that any voting member of the APC may serve.

SECTION 6. Vacancies.

Any parent/community member vacancy occurring on the APC shall be filled by a majority vote of the remaining parent/community members of the APC and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next annual meeting of the APC, whichever occurs first.

Any staff member vacancy occurring on the APC shall be referred to the principal to conduct a staff replacement election, and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next regularly scheduled vote for that position, whichever occurs first.

If the principal resigns or is removed from office, the teacher in charge will fill the seat until an acting or permanent principal is selected.

SECTION 7. Compensation.

Members of the APC shall not receive salaries for their services on the board. However, nothing in this section shall prevent any APC member from serving the school in another capacity and being compensated for that service.

SECTION 8. Resignation.

Any APC member may resign at any time by giving written notice to the chair or secretary of the APC. Such resignation shall take effect at the time specified therein or as otherwise negotiated by the APC and the acceptance of such resignation shall not be necessary to make it effective.

SECTION 9. Removal.

APC members are expected to attend all regular APC meetings. A request for an excused absence from a meeting must be communicated to the APC chair and secretary not less than 72 hours in advance or as soon as it is known, whichever is later. The APC may remove any APC member who has three (3) unexcused absences during a term. Furthermore, failure to adequately perform one's duties as required by the position or failure to abide by the Code of Ethics may lead to removal from the APC. Removal shall require a majority vote of the voting members of the APC.

SECTION 10. Conflict of Interest.

- a. An APC member (voting or non-voting) shall disclose to the chair and secretary all real and perceived conflicts of interest. APC members with a conflict of interest may not act in matters in which they have a substantial and material interest.
- b. Conflict of Interest Defined. An APC member shall be considered to have a conflict of interest if he or she or a member of his or her immediate family:
 - i. has an economic interest in a transaction which is the subject of proposed action by the school and the economic interest is adverse, competitive, potentially adverse, or potentially competitive to the interest of the school;
 - ii. is a member of or holds a significant interest in another entity that is the subject of the proposed action by the school;
 - iii. is an officer or manager of another entity that is the subject of the proposed

- action by the school; or,
- iv. is a party to or a potential party to threatened or pending litigation or administrative proceedings in which the position is adverse to that of the school.

However, a member does not have a conflict of interest where the interest of the member or his or her immediate family is no different than that of the APC.

c. Determination of Substantial and Material Conflict of Interest.

When an APC member has a potential conflict of interest on a matter, the member shall notify the APC board before the board considers the matter. This report shall be recorded in the minutes of the meeting of the APC.

Ultimate authority for determining the existence of a conflict lies within the powers of the APC to determine by majority vote. An APC member with a possible conflict of interest may answer questions posed to him/her by the other members of the APC, but shall leave the meeting while the disinterested members discuss and vote on the issue.

The board may void an action of the APC when the action included participation of a member with a conflict of interest, upon a showing that (i) the vote of the disinterested members present at the meeting and voting would have been insufficient to take the challenged action without the inclusion of the vote of the member who had the conflict, and (ii) the action taken was unfair to the school.

ARTICLE III

Officers of the Academic Policy Committee

SECTION 1. Officers.

The officers of the APC shall be chair, vice chair, secretary, and treasurer, each of whom must be a parent-elected member of the APC in good standing. The APC may elect or appoint such other officers, including one or more assistant secretaries or assistant treasurers, as it shall deem desirable, and such officers to have the authority and perform the duties prescribed from time to time by the APC. Only elected parent and community members who are not in any kind of employment relationship with the school may be elected to an officer position.

SECTION 2. Election and Term of Office.

The term of all officers of the APC shall be one (1) year. The officers of the APC shall be elected yearly by a majority vote of the APC at the first regular meeting following the annual meeting of the APC. If the election of officers cannot be held at that meeting, elections shall be held as soon thereafter as possible.

SECTION 3. Removal.

Any officer elected or appointed by the APC may be removed from office by a simple majority vote of the APC whenever in its judgment the best interests of the School would be served thereby.

SECTION 4. Vacancies.

A vacancy for any office shall be filled by a majority vote of the APC for the unexpired portion of the term at the next meeting. It shall be filled from existing voting APC members.

SECTION 5. Chair.

The chair shall be the presiding officer at all meetings of the APC. The chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

- Sets the agenda
- Runs meetings in accordance with the most recent edition of *Roberts Rules of Order, Newly Revised*
- Serves as primary conduit to contracted staff
- Speaks on behalf of the APC
- Ex officio member of all committees and subcommittees
- Liaison to RSV, RSI, and ASD board chairs

SECTION 6. Vice Chair.

In the absence of the chair, the vice chair or other APC member designated by the chair shall perform the duties of chair. The vice chair shall perform such duties as shall be directed by the APC from time to time.

- Fills in for chair as needed
- Leads APC communication team
- Correspondence functions (drafting documents, policies, APC written responses)
- Leads APC member orientation and training
- Liaison to RSV, RSI, and ASD board vice chairs

SECTION 7. Secretary.

The secretary shall keep the minutes of the meetings of the APC as computer files; see that all notices and agendas are duly given and posted in accordance with the provisions of these bylaws or as required by law; keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC; establish and manage a records management system for all APC records; serve as the official archivist for all APC correspondence, nominations, and other related documents; maintain the master APC calendar; and perform such other duties as from time to time may be assigned by the APC.

- Serves as recording secretary
- Serves as parliamentarian
- Establishes and maintains records management system for APC
- Prepares and posts agendas
- Authors meeting minutes
- Liaison to RSV board secretary

SECTION 8. Treasurer.

The treasurer shall present to the APC the annual budget for the forthcoming year which has been prepared by the school, and shall ensure that it justly supports the mission and goals of the school. The treasurer will present an update on the budget at each APC meeting, and in all ways shall be accountable to the APC and the school board on budgetary matters. The treasurer shall cause to be completed the audits specified in the APC bylaws and policies. The treasurer will serve as the school financial liaison and will serve as the coordinator of all school funds.

- Leads budget oversight process
- Presents recurring financial updates to APC
- Leads the Budget and Finance Subcommittee
- Oversees APC contracts
- Liaison to RSV and RSI board treasurers

SECTION 9. Committee Chairs

- Lead committees
- Present committee reports to APC
- Maintain records and minutes of committee and subcommittees
- Solicit volunteers for committee membership, present nominations to APC for approval, and maintain committee member contact information
- APC officers may not serve as committee chairs

SECTION 10. Staff Representatives

- Provide APC updates at school staff meetings
- Solicit staff feedback for APC questions and items of interest
- Present written or oral reports to the APC

SECTION 11. Principal

- Serves as the school's chief administrative officer
- Responsible for the school's financial management
- Presents written reports to the APC in advance of all regular meetings
- Ex officio member of all committees and subcommittees
- Primary liaison to ASD

SECTION 12. Immediate Past Chair

The immediate past chair will be empowered to initiate proposal of and revision of APC policies.

ARTICLE IV

Election of Members to the Academic Policy Committee

SECTION 1. Elections Committee

In November of each year, the chair of the APC shall appoint an Elections Committee of three (3) persons. Two (2) persons shall be parent-elected, voting members of the APC not running for re-election, and one (1) person shall be a parent of a student enrolled in the school but who is not a member of the APC. The Elections Committee shall oversee the election process for all parent-elected positions on the APC in accordance with APC election policies. The Elections Committee shall do the following:

- a. In January, solicit, review, and accept applications from candidates for membership to the APC.
- b. At its discretion, nominate individuals who have not submitted an application as candidates for positions on the APC.
- c. Make available within the school office and on the school's website, copies of any

statements any candidate submits to the nominating committee for the parents, students, or personnel.

- d. Establish a forum for public introduction of each candidate.
- e. Promote open and transparent elections, and ensure that candidates campaign in such a way that it does not interfere with educational activities, or negatively affect safety or traffic flow. Ensure that no active campaigning of any sort occurs within the school on election day.
- f. Receive the most current parent/guardian list from the school administration for the purpose of determining voter eligibility.
- g. Prepare a secret ballot listing the candidates.
- h. Distribute and collect the secret ballots and otherwise oversee the election so that it is conducted in a fair manner.
- i. Advise the candidates and the APC of the election results.
- j. Prepare a report stating the results of the election, which report shall be kept at the principal office of the school and be made available for review by interested parents, teachers, or staff members.
- k. The Election Committee chair shall provide oral highlights of this report to the full APC at the first scheduled meeting after the election and provide to the APC the election results for a full APC certification vote. The APC chair shall post the certified election results within three (3) days of certification.
- l. Be the initial point of inquiry or appeal for parents or candidates having concerns or questions about election procedures, policies, or other related activities.

SECTION 2. Rilke Schule Staff Elections.

In October and April of each year the staff employees will elect by secret ballot one (1) representative to a one (1) year term on the APC. In the event there is only a single candidate in the election, barring any objection, approval may be made by voice vote. The aforementioned Elections Committee does not have jurisdiction in staff elections.

- a. Only school employees may vote for their representatives in those elections. The principal does not vote in the election.
- b. In the event a teacher is also a staff member with an assignment of .5 or greater at the school, he/she is only eligible to run in the staff elections.

SECTION 3. Eligibility to Vote for Parent/Guardian-Elected Member Positions.

Only parents or legal guardians of students currently enrolled in the school on the day of the election, and any voting APC member, are eligible to vote in elections of parent/community member positions. Regardless of number of children at the school, each parent/guardian is allowed to cast one vote. Only the first two (2) parents/guardians listed in the ASD record system will be considered eligible to vote. The Elections Committee will be responsible for monitoring voter eligibility and resolving any disputes involving the casting of ballots. Parents of school students and community members within ASD boundaries are eligible to run for the parent/guardian-elected APC positions, unless excluded from doing so elsewhere in the bylaws.

SECTION 4. Casting of Votes for Parent/Guardian-Elected Members

Voting may occur in two (2) ways: (1) during the polling hours on the date of the annual meeting, by obtaining and submitting to the school the secret ballot prepared by the Elections Committee, or (2) by absentee ballot completed in accordance with APC-established policies and procedures.

Polling hours shall end thirty (30) minutes prior to the annual meeting being called to order.

- a. Only in-person and absentee voting is permitted. Telephonic, proxy, facsimile, or other method of voting not expressly authorized herein is not permitted or valid.
- b. All eligible voters, as defined elsewhere in the bylaws, who are both parents and current staff at the school may vote for both parent and teacher positions on the APC.
- c. The principal is not eligible to vote in any APC election.

ARTICLE V

Meetings of the Academic Policy Committee

SECTION 1. Conduct of meetings.

The guidelines contained in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

SECTION 2. Annual and Regular Meetings.

The APC will conduct meetings in accordance with the Open Meetings Act, A.S. 44.62.3 10 et seq., Anchorage Municipal Code, and Anchorage School Board policy. All meetings shall be conducted and all notices and agendas posted in accordance with these regulations. If any portion of these bylaws is more specific than these regulations, then that portion of these bylaws shall control these regulations, unless prohibited by law.

The annual meeting of the APC shall be held in February of each year for the purpose of electing members of the APC and for the transaction of such other business as may come before the meeting. The APC shall also hold regular meetings typically monthly but at least four (4) times a year. Annual and regular meetings can coincide.

SECTION 3. Special Meetings.

Special meetings of the APC may be called by the chair, the principal, or any three members of the APC.

SECTION 4. Place of Meetings.

The APC may designate any place within the Municipality of Anchorage as the place of meeting for any annual meeting, regular meeting, or special meeting.

SECTION 5. Notice of Meetings.

Notice of annual, regular, or special meetings stating the place, day, and hour of any meeting shall be delivered, either personally, telephonically, or by e-mail to each member of the APC not less than one (1) day before the date set for such meeting. In addition, at least twenty-four (24) hours prior to each meeting, notice of and the agenda for each meeting shall be posted at the school. New issues not posted on the agenda may nonetheless be raised, discussed and voted upon at any regular meeting.

SECTION 6. Quorum.

A majority of the voting members of the APC constitutes a quorum. Telephone participation is permitted.

SECTION 7. Manner of Acting.

The act of a majority of the members of the APC at a meeting at which a quorum is present either in person or by telephone shall be the act of the APC, unless a vote greater than majority vote is required by law, APC policies, and/or by *Robert's Rules of Order, Newly Revised*.

SECTION 8. Standards of Conduct for APC Members.

All APC members shall sign and abide by the "Code of Ethics for Rilke Schule Academic Policy Committee Members". This document shall be created, modified, and approved by a majority of the APC board.

SECTION 9. Executive Sessions.

All regular and special meetings of the APC shall be open to the public, except that, upon a vote of a majority of the members present, an executive session may be held to discuss matters including but not limited to:

- a. Attorney-client matters
- b. Contract proposals or negotiations
- c. Sensitive personnel matters
- d. Student discipline matters

The motion requesting the executive session shall state the nature of the matter to be discussed. Only those persons invited by the APC may be present during the executive session. Unless invited or permitted by law, no teacher or teacher's aide, or APC member shall be entitled to attend any executive session in which personnel issues specific to a particular employee are discussed. No teacher, teacher's aide, or APC member shall be entitled to vote on any such issue in public session. The APC shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action or any action approving a contract or any other final action, be approved at any session which is required by law to be open to the general public. Matters discussed during the executive sessions shall remain confidential among those attending. The secretary of the APC shall maintain topical minutes of all executive sessions. The APC secretary shall create and maintain a non-disclosure statement to be signed by all guests attending any executive session.

**ARTICLE VI
Principal**

SECTION 1. Selection/Removal.

The principal shall be selected by the APC. Removal of the principal will require a two-thirds vote of the parent/guardian-elected members of the APC when in its judgment the best interests of the school would be served thereby and should follow the terms described in the principal's employment contract.

SECTION 2. Duties and Responsibilities.

The principal shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. With the advice of the APC, the principal shall select, appoint, or otherwise supervise employees of the school. The principal shall see that all policies, orders, and resolutions of the APC are carried into effect. The principal shall:

- a. Maintain financial records of the school and present monthly written financial reports to the APC
- b. Manage the day-to-day operation of the school and execute the requirements of his/her own employment contract
- c. Meet regularly with parents and with staff of the school to review, evaluate, and improve operations of the school
- d. Submit appropriate information as required by the ASD, Department of Education, or other federal and state agencies
- e. Submit for approval or disapproval to the APC all significant policy and financial decisions that may have a substantial impact upon the school
- f. Perform other duties as assigned by the APC or outlined in the job description
- g. Serve as an ex officio member of all APC committees and subcommittees

ARTICLE VII Committees

SECTION 1. Permanent Committees.

The APC shall have three standing committees, with the following subcommittees:

Facilities: Safety and Security, Infrastructure, Supply and Support
Performance: Evaluation and Analysis, Ethics and Inquiries, Human Relations
Strategic Planning: Budget and Finance, Development, Planning

The APC shall also have an Elections Committee, as noted elsewhere in these bylaws.

Each standing committee shall have three subcommittees as outlined above. All standing committee meetings are subject to all laws, policies, and procedures of APC meetings. Voting members of each standing committee shall be the committee chair, committee vice chair, and the three (3) subcommittee chairs. The APC chair and principal are ex officio members of all APC committees and subcommittees.

Committee membership shall run from May to May each year.

SECTION 2. Committee Chairs and Vice Chairs

Only parent/guardian-elected members may chair standing committees. Any APC member may serve as vice chair of a standing committee. Committee chairs and vice-chairs will jointly select committee members from lists of volunteers who are parents of children attending the school, community members at large, and Rilke Schule staff members. Standing committee membership shall be approved by a vote of the APC board each May, or as soon thereafter as possible.

SECTION 3. Committee Chair Responsibilities

Committee chairs are responsible for:

- a. Designating a committee secretary/scribe for the purpose of maintaining records, writing

- minutes, and addressing correspondence
- b. Providing committee updates to the APC at least once per month during the school year
- c. Soliciting volunteers to serve the remaining term of a vacated committee position

SECTION 4. Standing Subcommittees

Standing Subcommittees may be chaired by an APC member, parent/guardian, school staff member, or member of the community at large. These subcommittees act as working groups to accomplish specific work for the APC. Standing subcommittee membership shall be approved by a vote of the respective parent standing committee, within thirty (30) days of the parent committee's membership being approved by the APC.

Subcommittee chairs are responsible for:

- a. Soliciting qualified and interested volunteers to serve on the subcommittee
- b. Designating a committee secretary/scribe for the purpose of maintaining records, writing minutes, and addressing correspondence
- c. Providing committee updates to the parent standing committee at least once per quarter during the school year
- d. Soliciting volunteers to serve the remaining term of a vacated subcommittee position

SECTION 5. Other Special and Ad Hoc Committees

The APC may, by a resolution adopted by a majority of the APC, designate and appoint one or more special or ad hoc committees to perform specific tasks assigned by the APC. The APC shall appoint a committee chair and receive monthly updates from the committee chair. Special/ad hoc committee chairs have the same duties and responsibilities listed elsewhere in these bylaws for standing committee chairs.

SECTION 6. Instruction and Responsibility

Each committee shall be clearly instructed that each member is being asked to serve for the period of 1 (one) year, the service the APC wishes each committee to render, the extent and limitations of the committee's responsibility, the resources the APC will provide, and the approximate dates on which the APC wishes to receive reports.

SECTION 7. APC Powers and Prerogatives

All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any special or ad hoc committee at any time during the life of the committee.

SECTION 8. Committee Meetings

Special committees to the APC shall comply with the requirements concerning public meetings as described elsewhere in these bylaws.

ARTICLE VIII

Contracts, Bank Accounts, Checks, Withdrawals, and Accounting

SECTION 1. Contracts

The APC has the authority to enter into contracts, execute and deliver instruments, and otherwise legally

bind the school. With a majority vote, the APC may delegate this authority, either in specific instances or in general, to the principal or his/her designee, or to any officer of the APC.

SECTION 2. Bank Accounts, Checks, Withdrawals, etc.

Withdrawals or transfers from any and all ASD-monitored school funds, bank accounts, budget transfers, and any expenditures over five hundred dollars (\$500) shall be approved by both the APC treasurer and the principal, with APC approval obtained for expenses and budget changes over \$2,000. Any expenditures or changes in the budget less than five hundred dollars (<\$500) require only the approval of the principal.

SECTION 3. Accounting

The principal or his/her designee shall present a written financial report to the APC three days prior to each regular APC meeting. This report shall include at minimum a ledger itemizing all income, expenses, and budget transfers since the previous regular APC meeting, and, as needed, copies of all accompanying bank account statements. The APC may at any time cause a full or partial independent audit of all school monies to occur. At a minimum, the APC shall cause a full independent audit of all school monies every two (2) years, with reports of financial health and the audit's findings presented in writing and orally at the annual meeting every odd-numbered year.

ARTICLE IX
Indemnification

SECTION 1. Duty to Indemnify

Subject to the sections below, the school shall defend, indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the school) by reason of or arising from the fact that the person is or was an APC member of the school against costs and expenses (including attorney's fees) of the suit, action, or proceeding, judgments, fines, and settlements actually and reasonably incurred in connection with the action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, did not know and had no reasonable cause to believe the conduct was unlawful.

The termination of any action, suit or proceeding shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, a presumption that the person did not know and had no reasonable cause to believe that the conduct was unlawful.

SECTION 2. Denial of Right to Indemnification

Subject to the provisions of Sections 5 and 6 below, or unless otherwise ordered by a court, indemnification and defense under Section 1 of this article may only be made by the organization upon a determination by the board that defense and indemnification of the APC member, is proper under the circumstances because the person has met the standard of conduct set forth in Section 1 of this Article, provided however, no person may receive defense or indemnification in those matters in which that person was adjudged to be liable for negligence or misconduct in the performance of corporate duties. In the case of any challenge to the propriety thereof, the person shall be afforded a fair opportunity to

be heard as to that determination. Defense and indemnification payment may be made, subject to repayment upon ultimate determination that defense and indemnification is not proper.

SECTION 3. Determination.

The determination described in Section 2 shall be made:

- a. by the APC by a majority vote, or
- b. by independent legal counsel, if directed by the APC by a majority vote of disinterested members or in the absence of a quorum.

SECTION 4. Successful Defense.

Notwithstanding any other provisions of Sections 1, 2 or 3 of this Article, but subject to the provisions of Section 5 below, if a person is successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 of this Article, or in defense of any claim, issue or matter therein, the person shall be indemnified against costs and expenses (including attorney's fees) actually and reasonably incurred in connection therewith.

SECTION 5. Condition Precedent to Indemnification.

Any person who desires to receive defense and indemnification under this Article shall notify the school reasonably promptly that the person has been named a defendant to an action, suit or proceeding of a type referred to in Section 1 and that the person intends to rely upon the right of indemnification described in this Article. The notice shall be in writing and mailed via registered or certified mail, return receipt requested, to the APC chair at the principal office of the school or, in the event the notice is from the chair, to the APC secretary. Notice need not be given when the APC is notified by being named a party to the action.

SECTION 6. Insurance.

The APC members, at their discretion, may purchase insurance coverage for the risks described in this Article. To the extent that such an insurance policy (or policies) provides coverage where this Article does not, a director seeking indemnity shall have the benefit of that coverage, and the rules set out in this Article shall apply to any deductible or co-insurance requirement, or to any claims in excess of policy limits.

SECTION 7. Former APC Members, etc.

The indemnification provisions of this Article shall be extended to a person who has ceased to be an APC member as described above and shall inure to the benefit of the heirs, personal representatives, executors and administrators of such person.

SECTION 8. Purpose and Exclusivity.

The defense and indemnification referred to in the various sections of this Article shall be deemed to be in addition to and not in lieu of any other rights to which those defended and indemnified may be entitled under any statute, rule of law or equity, agreement, vote of the APC members, or otherwise. The purpose of this Article is to augment, pursuant to AS 10.06.490(f), the provisions of AS 10.20.011(14), and the other provisions of AS 10.06.490.

SECTION 9. Limitation of Liability.

No APC member of this organization shall have any personal liability to the school for monetary damages for the breach of fiduciary duty as a director except as provided in AS 10.20.151(d) and (e).

ARTICLE X

Amendments to Bylaws

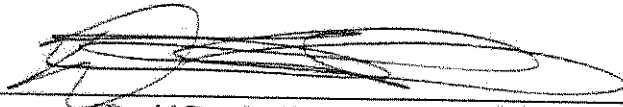
SECTION 1. Amendments

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds vote of the APC board at any regular meeting, provided that the proposed change in the bylaws has been submitted in writing to all of the members of the APC and posted publicly in the school's office and on the school's website at least two (2) days prior to the meeting at which the proposed change will come up for a vote. Proposed changes must be read publicly at two successive regular APC meetings. Proposed changes to the bylaws may be submitted by any member of the APC, by parents with students currently enrolled in the school, or by the principal or teachers, each then under contract with the school, for consideration by the APC.

SECTION 2. Bylaw Reviews

Every three years, the APC shall appoint an ad hoc committee to conduct a complete review of the bylaws. This committee shall ideally be chaired by the immediate past chair of the APC, one voting member of the APC, one staff member, and at least two parent/guardian or community at large members. If the immediate past chair is unavailable, the current APC chair shall lead this committee. Bylaw reviews shall occur between October and January every third year, with all recommended changes due to the APC by the end of that January for public notice. The APC shall vote to approve all, some, or none of the proposed changes at the annual meeting.

KNOW ALL PERSONS BY THESE PRESENTS: That the undersigned secretary of the Academic Policy Committee of Rilke Schule German School of Arts and Sciences does hereby certify that the above and foregoing bylaws were duly adopted by the Rilke Schule APC on the tenth day of February, 2014.



David Bowie, Secretary



Rilke Schule

Academic Policy Committee

Regular Meeting

Monday, February 10th, 2014, 6:00 PM

- I. Call to order
- II. Adoption of agenda
- III. Candidate statements (3 minutes each)
- IV. Recess for APC candidate meet-and-greet until 7:15 PM
- V. Approval of minutes
- VI. Public comments
- VII. Reports
 - a. Officers
 - b. Principal
 - c. Teachers
 - d. Curriculum Director
 - e. Committees
 - Moved from the Building Task Force: To accept the scope of the Building Task Force as revised.
 - Moved from the Building Task Force: To allow the \$5,000 already allocated for retaining a lawyer to also be used to hire an accountant.
 - f. External organizations
- VIII. Special orders
 - a. Second reading of proposed APC bylaws
 - Moved and seconded: To approve the revised APC bylaws, as previously read and posted
 - b. Second reading of proposed APC policies
 - i. Principal evaluation
 - ii. Complaints
 - c. Facilities Steering Committee scope
- IX. New business
 - a. Accommodating Rilke Schule students off-campus 2014–2015
- X. Public comments
- XI. Potential executive session (personnel/finance/negotiations/litigation)
- XII. Adjournment at 9:30 PM to 10 February at 6:00 PM

In accordance with Alaska State Statute, the Rilke Schule APC, under contract with the Anchorage School Board, operates this charter school. The purpose of the Academic Policy Committee is to provide strategic governance for the school and its future. The board is comprised of voting and advisory members representing parents, faculty and staff. Parent-elected representatives are serve staggered, two-year terms with elections every February. The Academic Policy Committee highly values public comments and encourages all interested parties to submit written public comments on any subject to apc@rilkeschule.org. Fifteen minutes are reserved at the beginning and end of each regular meeting for public comments.

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Rilke Schule Academic Policy Committee Regular Meeting

Monday, June 16th, 2014, 6:00 PM

- I. Call to order
- II. Adoption of agenda
- III. Approval of minutes
- IV. Public comments
- V. Reports
 - a. Officers
 - b. Principal
 - c. Teachers
 - d. Curriculum Director
 - e. Committees
 - i. Building Task Force final recommendations
 - ii. Strategic Planning draft recommendations
 - iii. Performance contract update recommendations
 - f. External organizations
 - i. RSV
 - ii. RSI
- VI. Special orders
 - a. Filling immediate past chair position vacancy
 - i. Call for nominations
 - ii. Board vote
- VII. New business
 - a. Welcome to Rilke/Back-to-School APC activities
 - b. Website/IT bandwidth needs
 - c. Rilke APC position statement on charter school support
 - d. Administrative/dean of students staffing
- VIII. Public comments
- IX. Potential executive session (personnel/finance/negotiations/litigation)
- X. Adjournment at 8:30 PM to 11 August at 6:00 PM

In accordance with Alaska State Statute, the Rilke Schule APC, under contract with the Anchorage School Board, operates this charter school. The purpose of the Academic Policy Committee is to provide strategic governance for the school and its future. The board is comprised of voting and advisory members representing parents, faculty and staff. Parent-elected representatives are serve staggered, two-year terms with elections every February. The Academic Policy Committee highly values public comments and encourages all interested parties to submit written public comments on any subject to apc@rilkeschule.org. Fifteen minutes are reserved at the beginning and end of each regular meeting for public comments.

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Written Reports

Chair

Closed out Items: Since the May APC meeting I have focused primarily on two time-sensitive matters - new building project impacts/relationships and ensuring the APC is at full strength for the next school year. Rilke's urgent facilities needs and timeline for making construction decisions hinged largely on final education funding decisions spawned from the 2014 AK legislative session. This has resulted in several follow up meetings and discussions with ASD and Anchorage School Board members on the direct, real impact for Rilke's operating budget. Rilke's efforts with the APC, BTF, and RSI working together to bring this project to fruition has been effective and delivering progress on schedule. This driven effort has created some concern with two legacy charter schools in the district that feel Rilke's needs and efforts somehow impact those other two schools. As the largest in-residence charter school in the state and with a targeted move in date next year, Rilke has a leadership role within the ASD. The principals and one APC chair from those two schools requested an audience with Principal Ball and me to discuss their concerns that Rilke's efforts potentially impacted their schools in a negative way (this turned out not to be the case, Rilke simply was not advocating loudly enough for the wishes of those two other schools. Our school and the APC have done nothing to negatively impact any other charter school in the district). This meeting was followed by follow up calls and discussions about charter school relationships, funding, and potential areas of cooperation.

The second matter I worked on this month was assisting standing committee chairs in finding additional members to fill out committees and subcommittees, making introductions and recommendations. I have also developed a pool of qualified, value-adding candidates to fill current and potential upcoming APC vacancies. This will ensure that the APC is able to make timely decisions with a full complement of members prior to the start of the new school year.

Open/On-going Items: The charter refresh discussion continues. The June APC meeting will advance this effort by the APC discussing the major draft tenets of the strategic plan to ensure they are reflected accurately in the charter. Monthly APC meetings resume in August.

Upcoming Items:

1. Charter renewal efforts. At the August meeting, the APC will be inviting staff to present to the Board to about the Sciences facet of Rilke's mission and our efforts in the STEM realm. The September meeting will be the conclusion of the charter reviewer presentations when the APC will invite the German language teachers to present. Sept through November will be the charter review/rewrite drafting time. In August, I'd like to establish an Ad Hoc committee of APC members, parents, and staff to create the charter draft rewrite for updates to the APC at the Oct meeting and final approval vote at the Nov or Dec meeting. This will allow the APC to go to the School Board in Dec or Jan to present the request to amend or update the Rilke Charter.
2. Setting 2014-15 meeting dates. At the August monthly meeting, the APC will set the dates for following ten meetings.
3. Welcome to Rilke/Back to School Open House. The APC will continue to expand on last year's success at registration and open house by having a large, visible representation at both events. At the June meeting, the APC will briefly discuss potential options and outcomes. Plans will be finalized at the August monthly meeting.

Action Items: The following items are due to the APC at the June monthly meeting:

1. Full Committee and Subcommittee membership, if there are any additions
2. BTF status update
3. Election Policy Review recommendations
4. Strategic Plan framework draft tenets
5. Principal Contract Renewal recommendations
6. Principal staffing update for 2014-15 and associated budget

I do plan to bring up IT needs and a statement of cooperation as new business. James Kirkland, Jo Sanders, and Jessica Martin will be out of town this month and are excused absences for the June meeting.

Vice Chair

Closed out items: April communication to Rilke family regarding the status of the building project. Four letters to concerned parents about untruthful and derogatory information about Rilke family members being anonymously posted on a Facebook page by a person or persons claiming to be Rilke parent(s).

Open/On-going Items: New family welcome letters are close to completion. Rilke website revamp efforts will continue into summer. Continued use of Official Rilke Facebook page to share positive and respectful posts about Rilke teachers, students, events and items of interest. We will encourage parents to send us photos of their Rilke students and their adventures over the summer if they are interested.

Upcoming Items: Communication regarding legislative / school district funding and what it means for Rilke Schule.

Secretary

Closed out Items: Review of Google Docs site contents completed. A handful of items that had been filed in the wrong place have been moved, hopefully making them easier to find.

Open/On-going Items: We need a schedule of items postponed to a certain time, so that board members and the public can be aware of when items are planned to come up ahead of the agenda being posted. I have looked at a couple possibilities, but the simplest (a list on the Google Docs site) seems to be the best for our purposes. The packet for incoming board members needs to be updated. One meeting's minutes from the last three years was found to be missing (thanks to Elisa Snelling for initially pointing the issue out to me). I am looking for where it may have been misfiled.

Upcoming Items: Once a new individual is appointed to fill the immediate past chair slot on the board, I plan to work with him or her to figure out the best way to make school policies not just accessible to the school community, but usable.

Action Items: No new business planned for the June meeting.

Performance Committee

Closed out Items: APC has voted to retain the principal, Dean Ball. An APC task force (J. Kirkland, D. Bowie, D. Hemstreet) has been created to review/revise principal's contract.

Open/On-going Items: review & revise Complaint Policy.

Upcoming Items: Revise principal's performance standards for next academic year.

Action Items: Task Force will review principal's contract and present any recommended changes no later than June APC meeting.

Strategic Planning Committee

Closed out Items: I have been working on refining student enrollment trends, future classroom requirements, and funding projections for the next 10 years. Summary of conclusions include:

1. Historic enrollment data looked curious as there were many instances where the attrition rates were exactly 10% or 15%, so I looked up the official historic enrollment numbers from ASD to use in future projection models. The historic data was used to determine an educated guess as to future enrollment, the model used to project classrooms and funding was essentially based on the observation that initial retention is very high, and then decreases in the in 3rd and 4th grade, as well as a large drop for the students entering middle school. After this, the retention is high. It was assumed that as we take residence in a new facility, and as students and families are more vested with Rilke, retention will increase for the upper grades.
2. Student enrollment projections indicate that once the surge of 4k passes through, there will be a need for 22 regular classrooms, maxing out at 24 classrooms in 2017-18 and 2018-19.
3. Using funding projections as distributed by Mark Foster, and with enrollment projections using the assumed retention values, I have been able to project funding levels for the forthcoming years.
4. Using the budget from this year, I assumed an inflation value of 1.5% for expenses including salaries, and an inflation value of 5% for employee benefits, I projected future expenses. These expenses were reviewed by Shawna and Elisa, and those comments were incorporated into the model, but the expenses should be reviewed again by anybody who has interest and knowledge of the school budget.
5. Assuming a building of 42,000 sf, and a rent expense of \$2.15 per sf, our expected expenses exceed our income from ASD. We may be able to reduce the rent by reducing the amenities in the new facility, but at the moment it looks like we will be relying on our current savings to make rent payments. RSI does have some savings and if we construct a facility that does not require portables, we can sell those to increase our savings balance. The significant increase in funding which starts next year will also allow us to increase our savings as we stay in the lower cost current location. I estimate that this savings will get us about 5 or 6 years in the new facility before we deplete our savings and then will not be able to make lease payments without an increase in funding from ASD.
6. Because we will not be able to save any money while occupying the new facility, the option to purchase the new facility will only be possible if we raise the entire cost of the building, estimated at about \$11M.

Open/On-going Items:

- Need to ensure that the proposed facility meets our needs, including music, art, and science rooms.
- Need to find out the cost of retaining an independent auditor and attorney as per previous meeting. Need to see if we have access to ASD resources.

- Have not met with the ad hoc committee to integrate election report recommendations into policy.
- Have not met with ad hoc committee to work out details of Herr Ball's contract.
- Continue work on Strategic Plan, progress outlined below:

Received input from Strategic Planning Committee on their portions to the plan. I have completed the analysis of including historical data and projections for enrollment. I need to combine all work from committee members and incorporate into one document. This was supposed to be completed by the meeting but will not be ready. I also want to incorporate input from Hr. Downie and Fr. Collins.

I was able to provide a truncated summary of the Strategic Plan to Frau Sanders for her application for the German School of Excellence.

Unfortunately, the Strategic Plan had to take a back seat to the projections that were needed to determine affordability of the new facility.

Building Task Force

Susan Oakley composed the following synopsis of the progress of the building endeavor. She shared it with others at the Building Task Force meeting on June 6th and wanted to share it in this report:

Rilke Schule building input

APC / facility committee initial building discussion

- APC pursued building a new building to solve the overcrowding problem in the current location. The facility committee, comprised of members of the Rilke community (parents, RSI, teachers, APC, and principal,) reviewed initial building plans (about 42,000 ft.) and gave input on the Criterion design (based on other charter school buildings that Criterion had built.)

Downsizing discussion

- Through budget analysis, it was obvious that we could not afford 42,000 square feet. A building was designed with 22 classrooms with the idea that about five-six classrooms would be portables. This discussion was lead by the facilities committee with reports given to the APC.

APC formed the Building Task Force Committee

- The APC formed this committee to streamline the process of building a new building. They were given the authority to make decisions, within the scope of the committee's charge, on the behalf of the APC in order to streamline the process.
- The BTF is made up of Rilke community members (RSI, RSV, teachers, APC, and principal.) These members were assigned different project tasks and were responsible to represent the views and ideas of their groups. This was done to streamline the process.

Meetings with Criterion and the architects

- We reduced the footprint to try to meet budget numbers.
- RIM architects toured the building with Kjersti and Susan.
- RIM inviewed teachers throughout the building as they looked at Rilke's current building (this included the primary teachers, the intermediate teachers, middle school teachers, art teacher, music teacher, the PE teacher, the nurse, office staff, and principal.)

Staff meetings

- Staff was given regular building updates at staff meetings.
- Staff was solicited to give input.

Individual staff input

- SPED teacher - This teacher wants individual offices for sped teacher, psychologist, speech therapist, and interventionist. Each office would accommodate working with 3-5 students.
- Art teacher - She wants more sinks, space, storage, kiln, and storage racks.
- Music teacher - bigger space, storage room for instruments, office, easy access to stage, second room for choir.
- Nurse - bigger office, handicapped bathroom, sink, and privacy office to make phone calls
- Office staff - They want an office that is arranged efficiently and in close proximity to the copy room (to help volunteers and teachers), nurse's office, principal's office and conference room. They want to be physically located between the front desk and principal's office.
- Principal - The principal wants similar features to those suggestions given by the office staff (see Trailside visit notes.)
- Primary teachers want cubbies that can accommodate gear, PE shoes, and a lunch box. Some want cubbies inside the classroom, some want them outside the classroom.
- Middle school - They want lockers (these students will be rotating classes hourly.)
- All teachers - They want a large enough teaching space to accommodate their students (no less than 750 square feet, but 800 preferable.)
- All teachers - They want to be inside the building (no bathrooms in the portables.)
- All teachers - separate faculty bathrooms
- All teachers - storage inside and outside the classroom

Comments made by Rilke community on current building (an on going dialogue)

- Rooms are too small
- Inadequate bathroom facilities
- No staff bathroom
- Front office is too broken up and inefficient
- Nice large gym, inadequate storage for PE and other equipment
- Not enough classrooms
- Ventilation issues
- Inefficient student flow (from classroom to classroom.)
- Poor storage facilities.

Conversations with BTF alternate, Kevin Downie

- Susan met regularly with Herr Downie to keep him apprised of the building project developments. This included budget concerns, building features, staff input, meetings with Criterion, the ASD school board meetings, and facility committee meetings.
- Kevin Downie was also consulted on his vision for the music space. He sent the ideal scenario plans for a music room with the understanding that we could not afford all that he is asking for.
- Mr. Downie is concerned about the size of the space allocated for the primary music room. It is too small and too close to other classrooms (noise issue.)
- Mr. Downie also was concerned that there was not enough space dedicated to the art room for storage.

Conversations with APC representatives

- APC staff representatives were given updates on the building project. They provided general and specific input about the building.

Trailside Elementary School Visit

- Susan and Deak visited Trailside Elementary School in order to see the ideal office space design.
- The principal of Trailside gave an extensive tour of the school and office space.
- The principal provided insight on the school design and its efficiency.
- Many of the features of their office space can be duplicated in the new building.
- Their cubbies were inside the classroom at Trailside. This provided a clear hallway during the highest traffic times (before and after school.) Their hallways (the same size as on our plans) were wide enough for students to pass during class changes and emergency evacuations. The floor underneath the coat hooks was tiled allowing for water or snow to dry and to not smell. The principal liked having the students inside the classroom when they gathered or accessed their gear. She said there was better supervision and it kept the hallway clear.
- Every classroom had a door to the outside (a single floor school.) This was great for direct access to the playground and for evacuations.
- Every classroom had a sink and a water fountain (our nurse requested a sink in every classroom to wash hands to prevent the spread of illnesses.)
- The music room emptied out onto a stage which opened up to the multipurpose room.
- The faculty bathrooms were not in the faculty staff lounge (privacy issue.)
- The nurse was interviewed and she insisted that the nurse's office have a handicapped bathroom and a separate sink for the nurse. She also recommended plenty of storage for supplies. It was also a benefit to be close to administrative assistants.
- The administrative assistants were interviewed and said their office space was very efficient. They said that the waiting area should be small (there should be very few students waiting in the office.) They had a closet for files that locked and a safe (elevated off the floor.) They liked being in between the waiting area and the principal's office, but the floor plugs needed to be installed in the correct location. Their intercom system was integrated into the phone system and they found this to be very convenient. Overall, they said the flow of their office was the best they had ever worked in and highly recommended it.
- The principal showed an outdoor classroom that a Boy Scout created and built in the back corner of their lot. Students did classroom experiments and investigated nature.

Community connectedness surveys

- Parents want to see a multimedia / library space

RSV

- Parents want to see an improved playground area with additional playground equipment and possible turf for a field.

Twenty-two regular classrooms and five specialist rooms

- With three kindergartens, eventually the school will need about twenty-two regular education classrooms
- This leaves five classrooms for specialists
- Two music rooms (choir and orff ensemble)
- Two art rooms (two teachers, the second room can be shared with an interventionist teacher.)
- one room for a French / health room

This does not include a separate gifted education room nor a separate science room (which was requested by the Rilke community.)

Other possible uses for specialist classroom space include special education services (larger groups), conferences, or classes.

The following are approved minutes from the meeting itself:

Building Task Force Meeting

Date: June 6, 2014

Beginning time: 4:42

Members present:

APC – Kjersti vonWichman

RSV – Suzanne LaFrance

RSI - Marisa Wang

Faculty – Susan Oakley

Principal – Dean Ball

Community members present: Rebecca Colvin, Givey Kochanowski

Comments:

APC – The Facilities Committee met with Criterion and confirmed that we desire to have a 42,000 sq. ft. structure built. Givey shared that an email address needs to be created for individuals to provide input. BTF members could be charged with taking the input and incorporating it into the process. APC will look long term into the advantages of buying the building or continuing with the process of a long-term lease.

RSV – There is interest in having a logo shop in the building. In the lobby would be a good place to locate it. Suzanne shared some funding strategies and how timing could be taken advantage of. Two million seems to be a realistic goal for the capital campaign. Sustaining campaigns are needed. Foraker Group Training is available and can help with ideas for fundraising. There needs to be a phone number dedicated to the campaign fund.

Suzanne looked into the funding resources that the Menlo Park/Silicon Valley schools received. The German government assisted them significantly financially because their school graduates a certain percentage of students with an internationally recognized diploma. Therefore, this is not currently an option for Rilke.

RSI – Kitchen needs to be built to ASD specs. A copy of the specs will be given to Criterion at the next meeting. If the kitchen is not built to specs, lunches cannot be prepared there, nor will ASD provide delivery of lunches as they do from Spring Hill now. The space would need to be dedicated early.

Faculty – Susan shared a document that she created delineating the process that has led to where we are in the building endeavor. It includes input by the teachers and community members. RIM architects will be

given specifics. This means a larger office and approximately 27 classrooms. There was a lot of discussion surrounding art and music classrooms. The gym is of middle school size, 3,600 sq. ft.

Principal – Deak presented the funding numbers as delivered by the CFO. There is an extra \$600,000+ provided to us over the next three years (and further pending changes made by the district or state). There was a recent addition of \$308,900 one time bump for next year.

Open House is scheduled for August 25th. At the event, building plans can be shared and input can be received. A groundbreaking ceremony can be conducted in September.

Issues that need to be resolved and will be a focus of the next meeting with Criterion and RIM:

Music room utilization

Art room utilization (kitchen possible?)

Extent of kitchen design (ASD specs?)

Dedicated science room?

Meeting minutes were approved. Joint RSI and Facilities Committee meetings are planned throughout the summer and dates are TBA. It is suggested that the next BTF meeting should be scheduled soon after the meeting with Criterion which is TBA.

Upcoming Items: Waiting from directions/information from Facilities Committee and Rilke Schule Incorporated.

Principal

Open/On-going Items:

Math Curriculum Focus: Teachers met by grade level and created the math academic plans that demonstrate alignment to the Common Core State Standards and provide the scope and sequence of the content. Frau Kubena is pulling all the submissions together to ensure consistent formatting. The plans will be provided to teachers before school starts. Lesson plans will be checked to ensure that the prescribed plans are being adhered to. This will be covered during the inservice trainings at the beginning of the school year.

4th Grade at Abbott Loop Elementary '14-'15: This year's third graders went on a field trip on Wednesday, May 21st over to Abbott Loop Elementary. Several parent chaperones accompanied us as we walked over. Once there, we were welcomed in the multipurpose room by Principal Arthur Sosa. Our three teachers and I were already familiar with the facilities. Therefore, Mr. Sosa and I split the group in half and each of us lead a tour going the opposite direction. Students were able to see the classrooms, the art room, the music room, the gymnasium, and the art room. The Abbott Loop faculty was exceptionally welcoming to us and I think we all left with a very positive impression.

Action Items:

Staffing Projections:

Updated 2014-15 Projected Enrollment by Grade

Grade	Returning or entering	Not	Undecided	Number of Sections	+ or - Sections
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Kindergarten	66	N/A	N/A	3	- 1
1 st Grade	83	1	5	4	
2 nd Grade	83	2	2	4	+ 1
3 rd Grade	59	1	4	3	
4 th Grade	62	1	1	3	+ 1
5 th Grade	45	2	4	2	+ 1
6 th Grade	15	2	0	1	
7 th Grade	18	7	1	1	+ 1
8 th Grade	13	0	1	1	

444

+2 (hardship exceptions predicted to be made for kindergarteners) = 446

Proposed Rilke Schule Staffing for 2014-2015

Grade	Teacher	Tentative number of students
Kindergarten	E - M. Helgesen	22
Kindergarten	G - C. Bittlingmaier	23
Kindergarten	E - J. Martin	22
1 st Grade	G - ?	21
1 st Grade	E - K. Nelson	21
1 st Grade	G - J. Keihl-Teekell	20
1 st Grade	E - T. Schlagenhauf	20
2 nd Grade	G - H. Tarrant	21
2 nd Grade	E - N. Hayes	21
2 nd Grade	G - C. Ross	21

2 nd Grade	E – L. Brickwell	20
3 rd Grade	G – P. Birmanns	20
3 rd Grade	E – D. Schwicht	20
3 rd Grade	G – C. Radke	19
4 th Grade	E – C. Kubena	21
4 th Grade	G – B. Strauch	21
4 th Grade	E/G – E. Cooper	20
5 th Grade	E – B. Drumm	23
5 th Grade	G – ?	22
6 th Grade	E/G – M. Spence	15
7 th Grade	E – S. Oakley	18
8 th Grade	G – T. Radke	13
		446

Notes:

You will notice on the chart that the names of the newly hired individuals are now displayed. Frau Brickwell's selection means that she goes from part-time to full-time. We welcome Breanna Drumm to our faculty from Romig Middle School. We are still in need of two German teachers. We conducted interviews of two candidates. One was chosen for hire. She declined the position due to recent news in her family which required she remain out of state. Therefore, the search continues.

Paperwork was submitted through HR to have our Special Ed teacher, Jana Sudkamp raised from .4 to .5. Jobs were posted for the additional music, art, and P.E. sections. Interviews will be conducted before I leave the state on June 19th.

Proposed change to Teacher Assistant structure and allotment: Trevor Sandberg worked as a T.A. at .5 until March, at which time he resigned. I decided not to fill the position so close to the end of the school year. Allison McLain, has been working as a T.A. at 3.5, performing academic interventionist type of work with 23 students. It has very apparent that many more students could benefit from someone in a position like Allison's. In fact, 45 students were initially recommended, but we needed to whittle it down to the 23 due to limited services. Here how things would look if we were to raise the level of services to full-time:

TA INCREASE FOR RILKE SCHULE

	CURRENTLY BUDGETED	CURRENTLY BUDGETED	TOTAL CURRENTLY BUDGETED	PROPOSAL	INCREASE
Teacher Ed	\$ 14,11	\$ 14,11		\$ 14,11	
Hours/day	3.50	5.00		5.00	
Days	203	203		203	
Salary	\$ 28,625	\$ 28,622	\$ 28,647	\$ 28,647	\$ (23)
Life	18	25	43	40	(3)
Medical				18,480	18,480
V/Lump	91	126	220	207	(13)
Unempl.	14	23	35	33	(2)
RSR	627	888	1,510	1,421	(89)
Ind/Unem.	145	258	333	332	(1)
IPERS	2,200	3,151	5,357	5,042	(315)
Benefits	\$ 3,254	\$ 4,422	\$ 7,518	\$ 7,518	\$ (0)
TOTAL	\$ 12,321	\$ 18,744	\$ 31,065	\$ 48,469	\$ 16,804

Partial funding for the position comes from money received from the Quality Schools Grant. That amount is \$10,356. Therefore, providing full-time intervention services to students identified as needing extra support comes at an increase in funding of \$6,248. This includes benefits to the employee. It should be noted that the 23 students who received services this year all should and increase in achievement as demonstrated by an increase in their AIMSweb assessment results.

Therefore, I am asking for a motion to provide for a full-time T.A. position for the purpose of increasing intervention services to students in need.

Building use calendar: I have a meeting this week with Wellspring Ministries to establish our events calendar in our shared space. Please let me know what APC specific events need to be included.

Last and beginning days and checkout:

	Last day of 13-14	First day of 14-15
D. Ball	June 6th	July 24th
T. Hinkle	June 10th	July 9th
A. Marley	June 5th	July 24th

These are the items part of the checkout process with ASD:

- *Certificated and classified evaluations
- *Danielson Trainings finalized
- *PTA officer list
- *Tentative staff roster 14-15
- *Principal's work calendar
- *Cum Folder Keys
- *Program capacity/Building use survey
- *MLP Activities finalized
- *Volunteer hours survey (268 avg weekly)
- *PTA donations list
- *Staff summer contact lists
- *Building map
- *Reading plan assessments
- *Zangle grades

*Charter school alternative schedule request
*Quality Schools end of Year Report
*Several budgetary items reported to Finance

*APC member list
*Purchase requests for rent
*Risk management reports

Curriculum Director

Jo Sanders is in Germany with a group of our middle school students, Frau Schwicht, and Herr Downie.

Employee Representatives

Open/On-going Items: Continue to work on Strategic Planning Committee, Continue to hold monthly meetings with staff to keep them informed of APC activities, keep APC informed of Rilke news via Rilke Recognition Report

Upcoming Items: Work with Branden Strauch and Natalie Hayes to create Employee Rep Handbook

Action Items: no new items

Rilke Schule
Academic Policy Committee
Wednesday, 3 September 2014
Special meeting minutes and record



Board members present: Dean Ball (principal), David Bowie, Dave Hemstreet, James Kirkland, Givey Kochanowski (chair), Kjerstin Lastufka, Jessica Martin, Kristina Murray (guest), Jo Sanders, Randy Sulte (guest), Kjersti von Wichman. **Excused:** Natalie Hayes. **Otherwise absent:** None.

Members of the public present: Angela Asplund, Ulf Asplund, Jen Gastrock, Hilary Kjerland, Suzanne LaFrance, Clint Lentfer, Jeff Lentfer, James Newhouse, Ray Oakley, Susan Oakley, Elisa Snelling, Marisa Wang, Emily Waters, Roger Weese, Patrice Weinmeister.

- **Call to order:** Givey called the meeting to order 6:05 PM. Quorum established. Format of meeting described.
 - **Adoption of agenda:** Kjerstin moved to adopt the agenda, Jessica seconded. Agenda adopted by voice vote.
- **Work session:** A work session on the new building began immediately, involving discussion of the lease rate, communication and outreach, Building Task Force progress, funding models from RSI and Strategic Planning Committee, and affordability over time under differing assumptions. Work session ended 9:42 PM.
- **Public comment:** James Newhouse: Need to do in-depth analysis of all options regarding new building, how to get to desired end. Ulf Asplund: Current facility is unsafe, new facility would be safe.
- **Lease rate:** David moved that the APC commits to react to RSI's request regarding lease rates by increasing the 2014-2015 lease payment in line with the October student count, with the final rate to be determined at the first APC meeting following the release of the count by ASD; Kjerstin seconded. Passed by voice vote.
- **Communication and outreach:** David moved that the APC communication team be direct to, with the APC chair's signature, invite appropriate individuals to the remaining fall APC meetings so that the APC can provide a status update on the school's successes, and provide information relating to local implementation of education law; Kjersti seconded. Passed by voice vote.
 - **New building:** David said he had two motions on this. First motion: David moved that the APC affirm its commitment to building a new building to be moved into in fall 2015, including an affirmation of previous motions on the subject. Dave said task force's scope's position on lease payment needs to be discussed. Dave offered history of amounts. Givey read relevant sections of 12 May minutes. Dave said an analysis of what we can afford hasn't been conducted, original idea was that RSI would determine rate but that need has changed. Kjerstin asked where original number came from; Givey said it was based on expenditures at the time. Dave noted current number was made before income was known; Givey said it was based on conservative estimates. Jessica noted task force scope sets a maximum, not a fixed amount. Some discussion of what is included in limit. Givey moved to amend to add "with the clarification that the Building Task Force's negotiating limit includes the lease and insurance", Kjerstin seconded. Givey noted this is not a new issue. Givey called

for division; amendment passed 7 yes 1 no. Givey called for division on the main motion; main motion passed 7 yes 1 no. Second motion: David moved that the APC affirm that questions or comments regarding the new building process should be first directed to the Building Task Force, Kjerstin seconded. David said he's not sure it's the best solution, but it would give a single point of contact. Givey said he sees it as redundant, task force is already authorized to speak on what has been decided. Kjersti noted task force has no email address; David said that can be corrected easily; Givey said secretary should forward questions to APC about new building to task force members. Givey suggested task force and communication team put together FAQ page about new building; James concurred, noted need for APC to respond to questions about building in open session rather than email. Marisa Wang noted that Building Task Force is chartered by APC, so their communications should come out under the APC umbrella. David suggested tabling the motion to effectively kill it at the point of adjournment. David moved to table the motion, Kjerstin seconded. Motion tabled by voice vote.

- **Public comment:** Ray Oakley: Noted there has been a great deal of restraint and oversight with regard to the new building to this point, much work cutting costs. Jen Gastrock: We have a significant gap we'll need to cover, so we need to establish now what we're able to afford. Marisa Wang: Offered clarification of RSI's role in process, noted group was never tasked with running financial analyses. Elisa Snelling: Need to make sure questions sent to APC are answered, even if it's only to say that they will be discussed at a future time. Kristina Murray: Once we get the firm numbers, an open house-type event to answer questions would be useful.

- **Adjournment:** Meeting adjourned by declaration 10:28 PM.

Rilke Schule
Academic Policy Committee
Monday, 16 December 2013, 6:00 PM
Special session and regular meeting minutes and record



Board members present: Ulf Asplund, Dean Ball (ex officio), David Bowie, Evan Cotten (guest), Laura de Mander (guest), James Kirkland, Givey Kochanowski, Jessica Martin, Shawna Popovici, Elisa Snelling (chair), Branden Strauch, Kjersti von Wichman, Randi von Wichman (guest). **Excused:** Jo Sanders. **Otherwise absent:** None.

Members of the public present: Dave Hemstreet, Clint Lentfer, David Nickerson, Joe Weinberger, Linné Weinberger.

- **Call to order:** Elisa called the meeting to order 6:03 PM. Quorum established. Welcome of Randi von Wichman as student representative.
- **Adoption of agenda:** David moved to adopt agenda, Shawna seconded. Agenda adopted by voice vote.
- **Approval of minutes:** David moved to approve 2 December 2013 minutes, Shawna seconded. Minutes approved by voice vote.
- **Public comment:** Joe Weinberger: Would be good to have CCTV surveillance system, could put it in at cost, would be movable, could cover parking, dropbox, playground, with infrared capable system completely set up for as little as \$500 plus cost of cable with existing monitor; noted that there is an existing CCTV system setup that could possibly be used in part to reduce costs.
- **Vice chair report:** Givey: Draft report from session with Alaska Association of School Boards should be coming by end of year. AASB willing to hold training in spring to involve APC, RSI, and RSV.
- **Secretary report:** David: Noted that APC has adopted a policy that interim reports of meetings go out soon after end of meeting, but no infrastructure exists to allow this to happen, so that needs to be set up.
- **Treasurer report:** Shawna: No new expenditures to review, probably none coming in before end of year. Issued call for new members for Budget & Finance Subcommittee.
- **Principal report:** Herr Ball: Retention survey to be done earlier than before because it affects our plans for what to do about classroom space shortage. School lunch position still in process, data being loaded on computer now, hopefully fully in place for January. Currently projected for 460 students next year, would put us over building capacity, some teachers willing to work off-site next year. Have added more school-business partnerships. Frau Ferris running Performing Arts Club next quarter, considering presenting anti-bullying performance. Followups with students identified as at risk through AIMSweb in process. Would like to send teacher to Response to Instruction conference, will approach APC with budget request once numbers come in. James asked whether conference provides credits; it appears not to. James expressed appreciation for Herr Ball's presentation at school-business partnership luncheon. Herr Ball pursuing partnership with Siemens; James said FAA is another possibility; Randi suggested REI.

Elisa asked why projection is 460, not higher; 460 is a conservative estimate. Elisa asked when teachers need to register for RTI conference; soon, possibly before next meeting; Branden suggested approving funds up to an amount; Elisa noted that if total is under \$2k APC treasurer can approve. Problem with approved budget, two teachers were missing, correction pushes expenses higher than allocated. Nurse hasn't given answer on moving to 1.0, special education teacher would like to move to .5. Elisa asked when ASD wants final budget; late December. Some discussion of distribution of funds, transfers from ASD. James asked if current budget reflects fee increase for interns; Shawna said yes. Elisa asked for comments on school report card. Elisa noted we got 5 stars from state but not highest rating from ASD, also noted male-female disparity in science. David noted bimodality of girls' science scores; Elisa said this year's results are anomalous compared to previous years. Main positive is increase in 5th-grade math. Laura asked if change in science scores comes from increase in test difficulty; possibly, also there's a known disparity between what's in ASD science kits and what's on tests. Shawna asked if we have teachers working toward higher degrees, if we're supporting that; it's all self-initiated, no support from ASD. General discussion of testing goals, teacher continuing education. James noted suppressed data makes it difficult to assess trends. James noted need to increase parent, student survey response rates. Givey noted trend in math seems to be general decline but lack of data makes it hard to tell; can be requested from ASD, brought to next APC meeting. Noon duty training instituted. Curriculum narratives should be put out in publicly-accessible way, such as on website.

- **Teacher report:** Jessica said giving tree for teachers set up, has had positive parent response, has resulted in teachers exchanging items they've learned are needed by other teachers. Herr Ball noted P-card can only be used for instructional items now. Branden said geography bee was held, was successful. David asked how APC members can best present questions, information to teachers as a group; Herr Ball said to ask for time at staff meetings, held Fridays at 7:00 AM.
- **Recess:** Givey moved a 15-minute recess, David seconded. Passed by voice vote. Recess began 7:04 PM, reassembled 7:19 PM.
- **Ad Hoc Facilities Steering Committee:** Dave Hemstreet and Clint Lentfer: Need data, especially financial, to plan for new building; deadline for numbers to Criterion in about 1 month. Questioned why we're growing the school when we can't fit into space available. Dollar amount in the letter of intent is about 32,500 square feet, unclear how many students that can support, but it's not the number appearing in current projections; might be possible if we go to 3 kindergartens or cut middle school and top out at about 450 students. David noted we're guaranteed to grow for a couple more years due to past 4-kindergarten admission years. Givey asked how many classrooms that size is; 20-22 plus relocatables. Elisa asked when 1-month deadline was announced; came from Criterion. Elisa noted need to have timelines out in the open; Kjersti said deadline is 15 February. Ulf said committee can call meeting to get public input. Budget has been requested for 3 months. Ulf said problem is that income projections are inherently unreliable. Kjersti said committee is simply asking for guidance. Projections of students we've had up to now don't work, committee needs guidance from APC including plans for managing enrollment. Elisa said previous projections were based on 4-kindergarten model to give an idea of possibilities; has been plugged into spreadsheet, sweet spot appears to be

440-460 students. Need to plan all the way through 15 years. Givey said letter of intent amount is based on conservative projections. Ulf said a lot of the requested knowledge is already out there. We need to find out what Criterion's expectation of our finances is; Givey noted school's finances are currently being audited. Fundraising ability won't factor into building contract. Givey suggested dropping grades 7-8, given attrition in higher grades; Kjersti said there's a lot of investment in the school from middle school parents; Laura noted dropping middle school drops 2 years of German. Givey suggested putting question of dropping middle school vs. shrinking kindergarten numbers to public vote; Laura noted that's inherently biased, given more primary than middle school parents. Herr Ball said even 3 kindergartens results in need for more space than we have. Branden said 4 kindergartens keeps large enough class sizes in upper grades to maintain financial viability. Evan concurred with Givey that we can't fully support middle school. Elisa said 4 kindergartens give ca. 460 K-6 students; Ulf said that's only with a 10% attrition rate, 6% attrition gives ca. 500, suggested 3 kindergartens and cutting to K-6; noted that this could result in instability down the line as enrollments fluctuate. Noted cutting kindergartens from 22 to 20 students could help with enrollment management. David asked about using multi-age classrooms to maximize use of classroom space; Herr Ball said it's not being done this year. Givey said we need to look at enrollment management, APC members should be ready to play devil's advocate against their own preferences. Givey said we know what we can afford, it's on record. Evan noted attrition rate is higher for middle school. Shawna said we need to get input on this before break; Givey said it should be put out as limited set of choices, not open-ended; Evan said it should include financial context. Numbers can work in multiple ways, not just cutting middle school, important thing is to manage enrollment. Asked for formal budget projections for 2015-2016 from treasurer within next week or two; Shawna noted there are a lot of variables involved. Ulf said \$70k figure comes from 550 students, which is a problem; Elisa said it actually comes from current enrollment; Givey said it's from 423 students.. Evan said we should consider moving middle school to another location rather than cutting it completely; Herr Ball said ASD wants 30 students per grade to do that; Shawna noted that leaves a gap. Givey said we need listening sessions. Noted base rent is \$2.15/square foot, no matter the size. General discussion of scheduling.

- **Performance Committee:** James: Committee discussed principal evaluation proposal, will have comments to APC by 27 January meeting, possibly earlier. Will discuss complaints policy in future meeting.
- **Strategic Planning Committee:** Ulf: 2 SWOT meetings, 20 people came including just 1 teacher.
- **RSV:** Evan: RSV approved snacks for Fun Friday. Sankt Nikolaustag went well. Kindermarkt going on now. Holiday lunch for teachers this Friday.
- **Discussion of policy proposals:** David moved to postpone consideration of policies on principal evaluation, complaints, and budget to the next meeting; Ulf seconded. Consideration postponed by voice vote. *Elections:* James suggested adding deadline to Elections Committee reporting. Givey moved to approve policy on elections, David seconded. James moved to change section 2.0 to add "no later than two APC meetings after the election", Givey seconded. Motion amended by voice vote. Main motion passed by voice vote. Elisa noted David is chairing Elections Committee, Givey and Ann Weese also

serving on it, to present timeline in January. *Parent/guardian notification*: David, Jessica noted some vagueness remains; Elisa said this provides leeway for judgment. Herr Ball noted issue with 15-minute deadline; Elisa says she sees that as following gathering of information, stabilization of situation. Shawna moved to amend orders of the day to set adjournment at 8:50 PM, Kjersti seconded. Orders of the day amended by voice vote. Shawna moved to approve policy on parent/guardian notification, Kjersti seconded. David noted problems remain with 15-minute limit, and definition of a serious event. Evan suggested separating nurse-related, discipline-related events. Some discussion of wording. Givey moved to change 2.b to read "promptly, but no later than the end of the school day"; David seconded. Ulf asked about students with chronic conditions that require intervention, but don't really require notifications; Laura noted email notification satisfies to wording of the policy. David asked when end of school day is when there are after-school activities; Givey said after-school activities are part of school; Laura noted teachers are in charge of many clubs; general consensus that this policy covers such activities. Herr Ball noted students can be disciplined for misbehavior at, e.g., evening and weekend activities. Amendment passed by voice vote. Main motion passed by voice vote. *Staffing ratios*: David moved to approve policy on staffing ratios, Shawna seconded. Herr Ball expressed support. Laura asked about contents of roster; clarification from multiple people. Motion passed by voice vote. *Policies*: David moved to approve policy on policies, Ulf seconded. Some discussion of policy numbering, general agreement that that can be fixed later. Motion passed by voice vote.

- **Bylaws**: Elisa moved to postpone discussion of the bylaws to the next meeting, Ulf seconded. Passed by voice vote.
- **Scope and jurisdiction of Ad Hoc Facilities Steering Committee**: Givey: Need to identify budgeting authority, suggested having committee present quarterly budget. Noted support functions can break down into 5 items. General discussion of role of committee. Givey moved to amend proposed scope such that the administrative responsibilities, timeline were clarified (see attachment); Ulf seconded. Shawna moved to amend orders of the day to set adjournment at 9:00 PM, Kjersti seconded. Orders of the day amended by voice vote. Amendment passed by voice vote. Givey moved to approve scope and charter of committee, David seconded. Motion passed by voice vote.
- **Fundraising materials**: Givey moved that the APC appropriate up to \$500 from the 5 fund for professional photos for fundraising purposes, Kjersti seconded. David asked if the release covers this; Herr Ball said yes, as long as students aren't identified. Shawna asked if a photographer has already been identified; yes. David called for division. Motion passed 7 yes 1 no.
- **Times of meetings**: Elisa said there are no conflicts January and February, but March through May scheduled times conflict with School Board meetings, can take those up later.
- **Public comment**: Dave Hemstreet: Need to have clear decision about when firm budget numbers come out, who's responsible for them.
- **Adjournment**: James moved to adjourn, Ulf seconded. Meeting adjourned by declaration 8:58 PM.