



Rilke Schule
Academic Policy Committee Minutes
Thursday 20 October 2022
6:00PM @ Rilke Schule

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 meets publicly to conduct the business of the school. The board is comprised of voting and advisory members representing parents, faculty and staff. Parent-elected representatives serve staggered, three-year terms with elections every February. The Academic Policy Committee values public comments and encourages all interested parties to submit written public comments on any subject to apc_rilke@asdk12.org. Fifteen minutes are reserved at the beginning and end of each regular meeting for public comments. *Next scheduled meeting November 17*

Present: Colvin, Olson, Strauch, Vincent-Lang, Robertson, Weyrens, Truog
Excused Absent: Wileman, Hotch, Parker
Guest of the Board: Joslyn Blanchard

- I. Call to order at 6:04 P.M. Treasurer Truog moved to adopt Agenda and Minutes from the 15 September 2022 Meeting, 28 September 2022 TriBoard Meeting, and 6 October 2022 Special Meeting. Teacher Representative Vincent-Lang seconded. Upon motion duly made and seconded, Agendas and Minutes adopted.
- II. Public Comment: *Members of the public are allowed 2 minutes each and comments must specifically pertain to items on this agenda. We respectfully request that commenters refrain from all identifying references to Rilke Schule teachers/staff/students.*
- III. Partner Organizations
 - A. RSV- Frau Brewer, Staff Representative
 1. RSV had an election meeting on 6 October, and they now have a full Board. Positions will be voted upon at their November meeting.
 2. RSV has a newly developed google form that they will be launching to help with Rilke community requests.
 3. RSV is working to move Rilke logo-wear and merchandise on site so that a shop can be offered to the Rilke Community at school on site 1-2 times per month, staffed by volunteers.
 4. RSV will be revising their website.
 5. Yearbooks are soon to be in from 21-22 school year. They are currently allowing the Student Council to vote on whether the students receive yearbooks in the spring before the end of the school year (and thereby omitting some end of the school year events from the yearbook), or whether the students will continue to receive the yearbook the fall after the school year. There is a possibility that RSV can coordinate a yearbook club through RSI to have more student and volunteer involvement on the yearbook.

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."

6. Events- Oktoberfest is sold out, but there are volunteer openings. Nest events are Sankt Martinstag on November 10 and Christkindlmarkt on December 10.

B. RSI- Shawna Popovici, President- will defer until Old Business- MOU with RSI

IV. Reports

A. Officers

1. Chair

- a. Herr Strauch, Chair Colvin, and Herr Vincent-Lang toured the Landlord and Building Owner around the Rilke Schule property. This was the first time they had been to the site. The tour comes after the APC has made an official request for a facility rent reduction. The reduction is still under negotiation.
- b. After the Tri-Board meeting, Chair Colvin is expecting to see signed MOUs from each Chair from APC, RSI, and RSV. Eah Boards' Members are also responsible for signing the Code of Ethics for Board Members and submitting those to Chair Colvin or Secretary Weyrens.
- c. We are continuing to watch the ASD Budget Committee as they determine where the cuts are going to be made to alleviate the ASD deficits. We need further communications out to the Rilke Community related to the potential impacts to Rilke, and how Rilke is insulated as a stand-alone charter immersion program.

2. Vice Chair

- a. No report for now, but we will have more updates after the November 2 Strategic Planning Committee Meeting.

3. Secretary

- a. Secretary Weyrens is working and meeting often with the RSV to further the goals of several of the upcoming Rilke community-wide events.
- b. Secretary Weyrens has been watching the ASD Budget Work Sessions and monitoring activities and news out of the ASD Office related to the same.

4. Treasurer- See Treasurer Report.

- a. The finished budget will likely be in early December. 85-95% of the Rilke Schule Budget is facility lease and personnel.
- b. Treasurer Truog estimated that spending the full available amount of grant funding within FY23 could provide Rilke with an opportunity to move unspent FY23 general funds to our unallocated account.
- c. Staff Representative Vincent-Lang reports that the budgeting will be more straightforward this session because the teacher's 2023-2024 salaries are already negotiated and final. The salaries and benefits for 2024-2025 will be negotiated after the 2024-2025 budget session. Frau Robertson can hopefully

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."

offer expertise during that budget session with forecasting what the salary negotiations are likely to do.

- d. Treasurer Truog is building a business plan for Rilke Schule that considers budgeting with enrollment growth, and scenarios of budgeting with static enrollment.

B. Principal- see Report.

1. Herr Strauch reports that with the potential Rilke Schule Community Event to show the film “Screenagers”, Rilke is focusing on giving parents strategies for making at-home devices productive. Rilke would like for parents to be engaged with their kids on what boundaries electronic devices should have. The film is possibly not appropriate for the youngest Rilke students, but we would like for the film to be shown to the parents and the students.
 - a. Treasurer Truog suggests that the film be offered to Rilke parents and students for whom the parents approve, and that for parents with younger children, potentially Rilke can hold the children’s Kino Abend so that the parents of the younger children can also attend.
 - b. Frau Robertson suggests that the Travel Club students should also screen this film in preparation for Travel.
2. Rilke Schule will have 75 Chromebooks “retired” by the ASD IT Department at the beginning of November. This will leave Rilke without a computer for every student.
 - a. Frau Brewer reports that she sent out a technology survey related to computer use at Rilke. The Kindergarten teachers use them the least amount, but they do assessments on them. One K-1 team uses the computers a couple of times a week. As the kids’ ages, the teachers are able to utilize the computers for more, including progressively as the year goes on.
 - b. Frau Brewer predicts that Rilke Schule may have an issue when we get into the last quarter testing because Rilke Schule will not have enough computers to go around for every student at the same time.
 - c. Treasurer Truog asks if Rilke can accept donated computers from companies. Staff Representative Vincent-Lang says that it is likely that ASD would have to take possession of the computers to load apps and safety devices before student use.
ACTION ITEM: Herr Strauch will find out if Rilke Schule can take donated computers.

C. Teachers- Staff Representatives Herr Vincent-Lang and Frau Robertson- See Report.

D. Committees:

1. Facilities/Outdoor- in the absence of the Committee Chair, Chair Colvin takes questions.

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."

- a. The sump pump spewing water onto the front sidewalk is causing problems. Chair Colvin reports that the Landlord has been put on notice that this is an ongoing issue that is worsening. Herr Vincent-Lang reports on the various measures Rilke Schule takes on a daily basis to mitigate the effects of the water spewing and pooling.
ACTION ITEM: Herr Strauch suggests putting the ASD Risk Management Department on notice that we have excessive amounts of water coming out of our sump pump onto the front sidewalk, and the steps we have taken and are taking to mitigate the risk for our community.
- b. Treasurer Truog asks what leasehold improvements Rilke Schule has made to the current facility that we can use in contract negotiations for rent reduction, or seek reimbursement for. Will the improvements at Meadow Park factor into any lease negotiations?
 1. Chair Colvin states that the playground improvements are the property of Rilke and should the school move, the playground equipment would move with Rilke. The improvements to the building that are considered fixtures would be the built-in cabinetry. However, the moveable furniture including school tables, desks, and chairs, would also move with Rilke. Meadow Park improvements have not come out of Rilke's budget. RSI got a \$15,000 grant and an engineering firm donated time and designs. Presumably, these park improvements will not factor into the contract negotiations.
1. Performance- Performance Committee Chair Parker is excused absent.
2. Strategic Planning- Strategic Planning Committee Chair Wileman is excused absent, and Vice Chair Olson reports that the first Strategic Planning work session is set for November 1 from 5:00 PM to 6:00 PM on the Rilke Schule Calendar.

V. Old Business

A. MOU with RSI- President Popovici

1. RSI is finalizing the budget, and they hope to have a clear ask to APC related to their finances by the next APC meeting. They are looking to edit the financial assistance request on the APC/RSI MOU, and potentially revising the narrative.
 - a. Chair Colvin reports that the MOU was already cleared and approved at ASD, and if the MOU is revised, it will have to be approved again at ASD.
2. Taken from an email from RSI President Popovici after this meeting:
 - a. "RSI has taken feedback from APC and....will be working to refine our request based on RSI's current situation and the

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."

current fiscal situation that ASD and Rilke are in. RSI's next meeting is scheduled for November 16. At that meeting RSI will be reviewing the annual budget projections..., and the updated financial request to the APC... The approved new request will be forwarded directly to APC."

3. Treasurer Truog emphasizes that Clubs are vitally important for the Rilke community, now and for potential future enrollment growth. He believes RSI is a worthwhile investment, but that APC must have a clear understanding of the financial situation of RSI before investing heretofore unbudgeted funds into RSI through a one-time payment. He reports that he is still available to RSI to help get through the budgeting process if they would like assistance.

VI. New Business

A. Guest Joslyn Blanchard- Marketing Strategies for Enrollment

1. Guest Speaker Blanchard reports that the most recent marketing efforts were successful in garnering (2) enrollments for Rilke Schule. She appreciates the efforts made to post frequent updates on the Rilke FB account, and she thinks there is opportunity to replicate those efforts on the Rilke website as well. With so many cultural events held by Rilke, and interesting groups (ex. Girls on the Run), the school website should also have great content to capture clicks. Rilke needs more online searchable content in general for long-term gains.
2. Rilke also needs more reviews on various sites, like FB, google, great schools. There is still a scan code on the front door of Rilke for parents and the Rilke community to do that.
3. Chair Colvin asks how we measure the success of various marketing efforts. Guest Speaker Blanchard reports that as an example, the print media campaign with the postcard mailers that ASD sent out resulted in (2) enrollments, and it was free. Rilke can avail itself of targeted online ads when people are doing searches for schools in Anchorage for example. The important piece is knowing where to send potential to when they are looking for information based on ads. She can design an online form for someone that is interested to get more information, but she needs to have a person that the forms are directed to at Rilke. The form would include a selection for the interested person to say where they heard about Rilke.
4. Next steps would be to develop the website to add more content, and Guest Speaker Blanchard also needs more information to determine what would go on the online fillable form and who to send it to. Principal Strauch would like the before and after care to be featured in the marketing materials, as well as our status as a stand-alone charter school.

ACTION ITEM: Guest Speaker Blanchard will work with Communications Committee Chair Olson to take next steps on the above items for enrollment marketing ahead of the February 1 lottery enrollment date in 2023. They will use the previously approved

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."

budget of \$10,000 for marketing, approximately \$7,000 of which is remaining to be utilized for marketing purposes. They will have plans together for this funding and will report to the APC at the November 17 meeting.

- VII. Public Comment- No commenters.
- VIII. Executive Session- Executive Session called for Personnel Discussion, moved into Executive session at 8:03 P.M. Executive Session concluded at 8:17 P.M.
- IX. Adjournment- There being no further business to be transacted, the meeting was adjourned at 8:17 P.M..

"The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private."