



Rilke Schule Academic Policy Committee
Regular Meeting 6:00 PM
Thursday, May 16, 2019
@ Rilke Schule Campus

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 meeting: Thursday, August 15, 2019*

- I. 6:00 pm Call to order & adoption of agenda, approval of April and special meeting minutes 2nd
Storter, unanimous and no changes
- II. Public Comments
- III. Partner organizations reports
 1. RSV: kudos to RSV for the teacher appreciation week, it was really lovely and everyone really appreciated it
 2. RSI: working out clubs situation
per Kjersti: TriBoard meeting was held, Jason will supply other minutes to be approved in August
- IV. Reports
 - A. Officers
Secretary: Immersion Abschlusszeremonie report
Treasurer: Brandon Locke meeting report
Treasurer: predicting rolling over some surplus to next year. Otherwise budget is looking good. Is working on getting a vice treasurer on board, expect to have one by next August. Morten is still helping.
Vice-President (Danielle Ayers representing James committee): are reviewing and improving website, looking at K-12 overview information, content issues. Then proceeding to printed marketing materials.
 - B. Principal: as printed; teachers checking out next Thursday. RSV providing a lunch. New lunch tables will be in by end of May. Have added a 1.0 FTE SPED who will start next year due to increased need. Expected changes in incoming 6th grade enrollment has changed.
 - C. Teachers: Claudia, questions regarding immersion class being offered by Helene Curtain. Working on end of year event.
 - D. Committees
 1. Facilities
 2. Strategic Planning: contacted Siemens and BMW Foundation on school business partnerships. Chris added that he has added Alaska Resource as another school business partner.
 3. Performance: later on agenda
- V. Old Business
 - A. Tabled until May: Payment of Rent from RSI funds procedure
 - B. Update on state budget proposal 19/20: advocacy plans for summer

C. Set date for work session on Charter: tentatively June 20th

D. Dress Code Clarification:

Dress code is unclear on hoodies and it is enforced inconsistently.

CBittlingmaier moves that no outerwear (jackets, snowpants) is allowed in the classroom and no hoodies Monday thru Thursday. GK 2nd.

Storter: frustrating that it's not enforced. Understand that not all teachers want to put energy into enforcement. HM thinks that hoody can be normal part of clothing, not distracting or any different than any other type of sweater. CBittlingmaier, issue of respect, seems to be a different issue in intermediate grades than primary. GK proposes that spirit wear be allowed on all days including hoodies.

Motion failed.

GK moved: prohibit outdoor gear including jackets and snowpants in classrooms. JS 2nd.

Unanimously approved

GK moved: moved that official, unaltered Rilke Logo wear shall be allowed on any school day. CBittlingmaier 2nd. Clarification: This would include t-shirts and hoodies.

motion passes 6-1

AW: non-official Rilke logo wear hoodies are not allowed to be worn in the classroom at any time. CBittlingmaier 2nd. This will be added to the clarifications section of the dress code.

Motion passes 6-1

Chris requested that communication team send dress code information to community, also Jason pointed out RSV will need to stock up on more tshirts.

E. Proposed 6 - 8 English L/A curriculum adoption: up to \$17,000.00 to be paid out over 6 years per ASD contract. Chris Barr explained \$17 approximately per student. This will purchase online license for every child 6-8, also additional novels will be purchased.

AW moved: Approve 6 - 8 English L/A curriculum: up to \$17,000.00 to be paid out over 6 years per ASD contract. AW 2nd HM

Unanimously approved

VI. New business

A. Complaint policy revision second reading: 2nd reading finished. JP moved, JS 2nd the new complaint policy.

B. XC team jackets up to \$3000: discussion to refer request to RSV because APC buys infrastructure but spirit wear is more PTO department.

C. Refocusing German Immersion in the Classroom and Building

Wish is to clearly state expectations that German classroom should be 100% in German.

APC needs to make clear this is our mission and direct Barr to support teachers in making this a priority. Part of building wide effort to re-immersion German. Per Kjersti, direction from APC is that the goal for immersion teachers is 100% in German in the classrooms and around the building.

Ann Weese: Motion: Direct the Principal that the German immersion teaching goal is to speak 100% in German in the German classrooms and in the building, on school property, etc. to students and all other German speakers at all times. 2nd HM.

Unanimously passed.

D. Change in 2 TA statuses from .6875 to 1.0 FTE

CBarr proposed increasing our two German TAs to 1.0 FTE. One of them has already said she will decline benefits so that will save some money. Also we are losing an English side TA. Hoping future openings will also be filled by German speakers. Net increase about \$25K. AW moved to increase two German TAs to 1.0 FTE each as described by CBarr. 2nd HM. Unanimously approved.

E. Executive session: personnel 7:50 pm reconvened at 8:00 pm

F. Principal contract approval

JParker moved to approve \$5000 incentive bonus for FY 18-19. AW 2nd. All approved.

JParker approved the contract template for the principal's 3 year extension as discussed. GK
2nd. All approved.

- VII. Potential Executive Session (personnel, litigation, legal)
- VIII. Public comments
- IX. Adjournment at 8:02 pm

Approved:

Rilke Policy 007 – Complaints Proposed Revision First Reading 4-18-19

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

1. Responsibilities

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

2. Timeline

- a. Formal complaints must be filed using the Rilke Complaint Form and be submitted in hard copy or electronic copy to the APC Chair and Secretary within ten (10) days of the grievant becoming aware of the event/issue .

- b. The APC Performance Committee's Subcommittee on Ethics and Inquiries will review the complaint within five (5) working days and provide written response to the grievant and APC whether or not the matter is substantiated and warrants further investigation. If it is not substantiated, the written response will outline the reasons and the matter will be considered closed. This decision may be appealed.
- c. If the matter is substantiated, the subcommittee will launch an investigation, which shall be concluded in thirty (30) days or less. If additional investigatory time is needed, the subcommittee chair may request an additional thirty (30) day extension from the Performance Committee chair. Upon the conclusion of the investigation, the subcommittee will provide a written report of findings and recommended remedies to the Performance Committee chair.
- d. The Performance Committee chair will review the report within five working days and either concur, concur with comments, or not concur with the findings. If the chair concurs, the chair will add the report to the Performance Committee's overall report at the next regularly scheduled APC meeting for consideration by the APC board. If the chair does not concur, the chair will provide a copy of the subcommittee's report along with a letter detailing the non-concurrence, with a copy to the APC and a copy to the grievant. At this point the matter is considered closed. This decision may be appealed.
- e. The APC chair will provide a copy of the report of findings and a letter detailing the resolution and/or corrective actions taken within five (5) working days after the next regularly scheduled APC meeting. The APC secretary will maintain a copy of these documents and a copy will be provided to the grievant. The matter will be considered closed at this time.

3. Appeals

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

4. Matters outside APC jurisdiction: ASD and union agreements govern all staff related complaints. This is the sole process for any complaints regarding Rilke staff other than the Principal.

- 1) contact the Rilke Schule Principal
- 2) contact the ASD Charter School Liaison
- 3) contact the ASD Superintendent's Office

4) For all matters outside APC jurisdiction: ASD and AEA union agreements govern all staff related complaints. This is the sole process for any complaints regarding Rilke staff.

1. Contact the Rilke Principal.
2. Contact the ASD Charter School Liaison.
3. Contact the Superintendent's office.

"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."