



Rilke Schule Academic Policy Committee
Special Meeting Minutes & Agenda
Monday, April 9, 2018 7:45 AM
@ Rilke Schule Campus

1. Call to order 7:50 am for one agenda item: Changes to hiring requirements for curriculum coordinator position

Members present: Hailey Morgan, Claudia Bittlingmaier, Ann Weese, Kjersti von Wichman, Rebecca Colvin by telephone. Quorum confirmed.

Ann Weese explained that ASD had discovered a conflict of interest with the contractor that had been chosen to do the Curriculum Coordinator/Testing Coordinator scope of work. The contractor is not allowed to have a close family relationship with another person employed at the school. The committee (Barr and Weese) explained they did not realize that this was against any rules, since the contractor had previously worked at the school as a teacher, it did not occur to us that it would not be okay for her to return to work at the school in another capacity. ASD did not realize the contractor was related to an employee until they had already given the initial ok to the scope of work and contract; it was discovered during the second or final review period. Discussions with Herr Barr and Ann Weese confirmed that the contractor chosen is the only one we wish to hire to do the scope of work, because she is highly qualified (and likely is the most qualified available person) and also probably the only candidate available to do the testing which is imminent (2 weeks away). ASD personnel including Brandon Locke and Dave Whiting were very helpful in finding another legal way for us to hire the person we had chosen to do the work, and after discussing several options it was agreed that Catherine Radke can be hired as a temporary "licensed instructional support" person. Rules are that the position must be less than 30 hours per week, no more than \$50 per hour, and will be a direct ASD employee on a temporary basis.

Peggy Rankin from personnel advised that if the position is determined to be permanent, that is, long-term, then she would work with Herr Barr to transition to a permanent job such as a .20 FTE "teacher expert". The licensed instructional support is intended to be temporary. This fills the temporary need for a testing coordinator and curriculum specialist, and APC & Herr Barr will need to review the position at the end of the fall 2018 semester to determine if it is still needed, what changes to scope of work might be required, and if it is still a temporary position or needs to become a part-time permanent position.

Since the APC already approved the funding for this position with the intention of offering it as a contract, the committee felt it was best to return to APC and explain that the position now will have to be an ASD position and come from a different section of the budget, and ask for re-approval under the new conditions.

Members of APC asked some questions and agreed that the position was necessary to fulfilling the school mission.

Hailey Morgan moved to draw funding from general budget, void previous direct contract, and employ Catherine Radke as a temporary “licensed instructional support” person to do the scope of work as previously outlined in the contract.

Claudia Bittlingmaier 2nd.

Unanimously approved.