**Board Meeting - Saturday, April 14, 2018**

**Victoria German School**

**Board Meeting Minutes – April 14, 2018 - Budget Meeting**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Marcus Schlag, Michele Turcotte, Trevar Pearce, Monika Brandstaetter, Katrina Giesbrecht, Werner Simbeck

1. Review last meeting Minutes from March 10, 2018 postponed to next meeting
2. Agenda as noted approved by
   1. Motion:
   2. 2nd:
3. Directors
   1. Teacher update
      1. Erika will be staying as a teacher.
      2. We have 2 applications for German teaching positions. Ralf has set up a Skype interview for one and the other is arriving in Canada in May, Ralf will meet in person with her.
   2. Director Search
      1. Ralf is going to post tomorrow on Craigslist and other places.
      2. We have 2 applicants so far;
         1. Gerlinde Weimer who is a current teacher. She is well qualified as she has a Ph.D. in German Linguistics and she completed teacher training.
         2. The second applicant is not known to the German School, her name is Tanja Dietrich. She has German teaching qualifications for history and economics. Ralf will meet with her for coffee

🡺 Ralf will be obtaining a CV from the interested parties.

* + - 1. Ani reached out to a retired teacher who is of German background and had attended the German School in Vancouver. So far Ani has not heard back yet.
  1. Parent Feedback
     1. Ralf received 26 responses. 24 said ‘no’ to moving Tuesday classes to Saturdays. Given this feedback we are going to keep our Tuesday classes.
  2. Budget
     1. Without the German grant we are $6,000 in the black. We spent $43,153.24 so far and of that $39,552.49 have been spent on wages. 90% of our expenses come from one item, which is wages. A total expenditure of $55,752.49 is expected for the end of the school year.
     2. We have collected to date $61,668 in tuition from adults and children’s’ courses.

1. Michele would like the Board to make decisions on a number of questions.
   1. Gaming Grant
      1. Before we can apply for the gaming grant which is due at the end of the month, we need to shift the excess funds into a designated account
   2. Designated Fund:
      1. We should designate 3 different funds as contingency funds. The 3 different funds would be legal, building infrastructure & general operational reserve (in case we don’t get the student numbers that we anticipate). These are restricted funds and in order to access them we will need to have a Board meeting to and a Board motion to access them.

Board motion to shift $75,000, equally divided into three separate restricted funds namely a legal fund account, a building & facilities account and a general operating reserve fund.

Legal Fund:

Facilities Fund:

General Operating Reserve

Motion: Ani

2nd: Werner

carried by all.

* 1. Teachers Salaries/ Tuition Fees
     1. The Board needs to consider if there is money to be designated for workshop days and professional development days for the teachers, i.e. that they get paid for attending extra courses. Consideration needs to be given as to how many hours per year the Board will pay for Professional Development. Suggestion is to expand the monthly teacher meeting by an extra hour to allow for PD issues. In addition to the in-house training there are external providers who offer PD. s
     2. The teacher’s salary is at the Director’s discretion to even increase their hourly rate mid-year if the Director believes that the teacher is qualified to receive said increase, in particular if it aids in teacher retention.
  2. Director’s wages
     1. Evens out to a half time position of 20 hours per week, however it fluctuates greatly throughout the year as in the beginning of the school year there is a lot of work to do (student registration, German government grant etc) to other weeks that the work can be done in 10 hours per week.

🡺 Ralf to provide the Board with information on what his average weekly working hours are.

* 1. Debbie’s wages
     1. We should increase Debbie’s hours. She is on a monthly wage of $500 per month for 12 months.
     2. We are now paying an accountant to enter information into Quickbooks. However, Debbie has the experience to do that for us and we could pay her for the extra time to do that work.

🡺 Michele will speak to Debbie to find out if she is willing and able to take on the work included for the Quickbooks.

* 1. Tuition Fees
     1. Should we increase tuition fees to offset potential costs for administering the registration and tuition collection? We would anticipate a very small increase (maybe around $10) increase. The tuition will need to be discussed at the next meeting.
  + Agenda for next board meeting:
    - Next board meeting to May 12th
    - Discussion how to approach parents of individual Tuesday classes to be moved to Saturday mornings.
    - Increase tuition/ teacher salary
    - Paying teachers to attend professional development programs
    - Increase Director / Admin wages