**Board Meeting - Saturday, December 1, 2018**

**Victoria German School**

**Board Meeting Minutes – December 1, 2018**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Marcus Schlag, Trevar Pearce

Director: Deborah Weber

Absent: Werner Simbeck, Monika Brandstaetter, Michele Turcotte

Guest: Stefan Dollinger

1. Review last meeting Minutes from November 17, 2018
	1. Motion: Ani
	2. 2nd: Marcus
2. Director’s Update
	1. Teacher Conference on October 20, 2018
		1. BCCTG – BC German Teacher organization are able to reimburse us for travel cost and accommodations – so the VGS will be getting some money.
		2. The conference was a positive experience.
	2. Pro D for teachers
		1. Deborah provided a Professional Development for the new teachers on how to plan a lesson and how to assess the students. 7 of our teachers attended the session. The next ProD will be in January 2019 when the ZfA Fachberater Andreas is coming to provide some information for the teachers and invigilating the oral exams.
		2. The teachers are not paid to attend the ProD.
		3. Motion to approve for Deborah to spend up to $50 to provide some snacks and drinks during the ProD sessions.
		4. Motion: Ani
		5. 2nd: Marcus
	3. Curriculum for Classes
		1. Deborah and Erica will be working on development of a curriculum. They will meet this Thursday to start working on it. Deborah has contacted another German school to find out what kind of curriculum they have. She has not heard back yet.
	4. Meeting with Rob Tucker
		1. Deborah is going to meet with Rob Tucker, International Student Coordinator with SD 61. He coordinates student exchanges with Europe. They often have kids from Italy or France who have to take German classes as a requirement. Deborah offered that they can attend classes here with VGS. Rob was very positive about promoting our German school to these students.
		2. Deborah hasn’t had an opportunity to meet/ speak with Simon Burgess, Modern Languages Principal with the SD61. She will be meeting with him this coming Thursday and will broach the subject.
		3. Mareike is currently teaching the German High School class. There are two levels.
	5. Spielgruppe
		1. Very successful this year and there are students interested in signing up for Spielgruppe. At this point Mareike’s Spielgruppe is full with 10 students. Mareike does have an unpaid volunteer at this point. Lisa is currently volunteering with an eye to take over the Spielgruppe from Mareike next year.
		2. Lisa has aspirations to take the ECE program at some point in the future as a career choice.

Motion to approve to pay Lisa $12.65/ hour for her time assisting in the Spielgruppe. Payment to start in January 2019

Motion: Trevar

2nd: Ani

All in favour!

* 1. Adult Classes Books
		1. Debbie noted that we are not charging enough in the Adult classes to cover the costs for the books for Beginner I & II. The cost will have to be raised from $37 to $42 per set of books. The Board agrees to the administrative decision to increase the costs to cover our expenses.
	2. Weihnachtsfest
		1. The contract has been signed and the insurance has been organized.
		2. Monika will do the decorations
		3. Ani and Christina will do the gift bags
		4. Werner sent out Perfect Potluck.
		5. Sonja will do Brezen and Bread
		6. Deborah contacted Anja our music teacher to find out if she would be willing to play music for Weihnachtsfest.

🡺 The sound system is still an issue. Ani to contact the GNS to find out if they have WiFi we could use. Also if there are built in speakers within the room that we can tap into for music. Find out what kind of jacks are attached to their soundsystem.

🡺 Connect with Michele to find out if he has a microphone that we could use. And any soundsystem.

🡺 Christina to do Weihnachstsmusik liste. Make a Spotifylist.

🡺 Deborah will send the program to Michele so he can print it out. This will be done by the end of the week.

🡺 Deborah to prepare a sheet for projecting the lyrics to songs.

🡺 Christina Add to Perfect Potluck site to add a clean up crew and also a kitchen crew (during the festivities).

1. New Items
	1. Summer Camps
		1. Trevar, Deborah and Christina met with Steven an English Professor who has been running English camps and has taken on French Immersion summer camps. Their camps are very successful in running their camps. They charge $300 per week for running the camp.
		2. The Humanities Department can post the job postings for us, they can handle the registration and payment for the camps, he has the administrative experience, he has developed curriculum for the various summer camps.
		3. We need to get back to Steven with information on how many weeks of summer camps we want, which weeks in the summer, which theme, which age groups and what level of language proficiency.

🡺 Stefan will be sending out a Survey Monkey. Deborah will send the questions we want to ask the parents.

* + - * 1. Which weeks 2nd, 3rd or 4th week of July OR possibly weeks in August;
				2. Which age the child has that they are considering signing up for;
				3. Gender of their child
				4. Language proficiency
				5. Cost will be $300 per week.
1. Next Board Meeting – is January 12th
2. Next Agenda
	1. Materials costs and teachers resources –
		1. Detailing costs and reigning in expenditures of the teachers