**Board Meeting - Saturday, March 10, 2018**

**Victoria German School**

**Board Meeting Minutes – March 10, 2018**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Marcus Schlag

Absent: Michele Turcotte, Trevar Pearce, Monika Brandstaetter, Katrina Giesbrecht, Werner Simbeck

1. Review last meeting Minutes from February 24, 2018 and approved
   1. Motion:
   2. 2nd:
2. Agenda as noted approved by
   1. Motion:
   2. 2nd:
3. Directors
   1. Room Bookings
      1. For May and June we are all back at the Clearihue building.
   2. Osterfest
      1. Werner will not be present for Osterfest
         1. Christina will contact the Baker Fred to order the Pretzels. Speak to Sonja to find out how many Pretzels we should order. Maybe Sonja will be able to order ahead for us.
      2. Patrick and Sandy will not be able to make the eggs for the Osterfest.
         1. Ani will be looking to Whole Foods for donations for treats for Osterfest. We’ll need 50 miniature gifts plus enough for candy bags. Christina & Ani to get together for making little treat bags.
         2. Ani to purchase the Costco sized package of napkins
         3. Debbie to purchase the plastic Easter Eggs at the Dollar Stores. To purchase about 200 plastic eggs.
         4. Marcus, Christina & Ani will hide the eggs.
         5. Ralf to send out the call for volunteers for coffee and treats.
   3. Registration Forms and Fees
      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.
      2. Karelo
         1. We discussed the various options, but Option B & C are too expensive for the caliber of our school as a large junk of the tuition collected would be to pay for the Karelo option cost. At this point we do no believe that these are viable options for our school considering that most families for their children’s programs pay the tuition fee in one payment.
         2. We are not certain that we would make good use of the Karelo form considerion
            1. Ani will look into having the current registration form converted into a fillable PDF form. Due date April 20, 2018
            2. Ralf to revamp the registration form and the forward the information to Ani. Due date April 10, 2018.
   4. KVDS Membership
      1. Kanadischer Verband Deutscher Sprachschulen – organization that provides conference and education. The benefit is that they are providing great educational opportunities for teachers.
      2. The membership fee is very low. The membership fee is very low around $60 (actually less than that). Ralf will make the payment to keep our membership current.
   5. Staffing
      1. Erika and Ralf are leaving as of the end of this school year.
      2. The Board is asking Ralf to look into options for a replacement of his position.

Microphone/ Sound System

* + 1. Petra Kixmoeller has microphones that our school could potentially.

🡺 Ani to research sound system options for our school renting vs. purchase.

🡺 Michele and Ralf to look into improving the sound system for the school. Longer cable for the microphone; multiple microphones; our own speakers etc.

🡺 Ralf to find out if there is slightly better setup that the school might have.

* 1. Bank business
     1. 🡺 Michele to contact the registrar of companies to obtain a copy of the certificate (also inquire about the cost to obtain the copy).
     2. The motion to designate an amount into the specific bank account was made on January 20, 2018.
  2. Gaming Grant

🡺 Michele to contact the bookkeeper to obtain a copy of our Profit & Loss statement. Michele to follow up and find out if he can access the information that Tanya has accumulated for filling out the Gaming Grant application

i. Debbie is willing to give it a try to take on the application process.

1. Director’s Update
   1. Moving all classes to Saturdays
      1. The teachers do not believe that it is feasible. Ralf likes the idea as this would make room bookings through UVic. A concern is that we have teachers who are teaching Tuesdays and Saturdays.
      2. We would need to have a survey to the families to find out if there is any interest in all classes on Saturdays; if parents are interested in having an Out of School option.
      3. Information to be provided to the VGS community in the newsletter

🡺 Ani to draft an introductory paragraph as to why we are inquiring/ thinking about having all classes on Saturdays. And introductory explanation to the survey that will be sent out. Due date March 10th

🡺 Katrina to create questions for a survey to the parents. The amounts of questions to be limited to 10 - Due date April 14th 2018 (she will try to have a draft to the Board on March 10th)

* 1. Osterfest
     1. Osterfest is on April 7, 2018 and will start with regular programming at 9:30. The actual Osterfest part will commence at 11 a.m. with the Easter Egg Hunt. Patrick and Sandy Franke will be organizing all the eggs.

🡺 Ani will be providing the request for donations letters for chocolates to go out to various grocery stores. Any to write to Level Ground for coffee donation as well. Due date April 3, 2018

🡺 Ralf to put a call out to the community to bring a cake/ cookies to share for April 7th. Communication to be sent prior to Easter break and then a follow up reminder the week prior to the Osterfest.

🡺 Michele will be providing the coffee for the April 7th Osterfest. Werner will be the coffee brewmaster for April 7th and will provide the milk.

* 1. Room Bookings for April to June (Ralf)
     1. We have currently rooms booked for April but not May and June.

1. New Business:
   1. Volunteer Canada Renewal of Membership? (see email from 22-02-2018)
      1. Our membership will expire on March 31, 2018. There is an annual membership fee of $100.

🡺 Katrina to investigate the insurance that would be offered through the Volunteer Canada; the cost of the special event insurance; do a comparison to our current costs. Due date March 10th

🡺 Michele to renew our membership online with Volunteer Canada for the amount of $125 annual membership fee. Due Date March 10th

* 1. 2019 Summer Camp Review & Proposal (Katrina)
     1. See attached document on issue of Summer Camp

🡺 Katrina to draft a survey to solicit interest from parents on future summer camps possibly starting summer 2019.

* 1. Volunteer Program Review & Proposal (Katrina)
     1. See attached written proposal as drafted

🡺 Katrina will create the contract to be entered into by the school and volunteer, as well as the letter of recommendation that will be provided to the student upon successful completion. Due Date May 12th.

* + 1. Motion: To proceed formalizing the volunteer program and moving forward with implementation school year 2018/19
       1. Motion: Werner
       2. 2nd: Monika
  1. Web Page
     1. Updated Web Pages (Monika)
        1. The redirect has been completed. People searching for VictoriaGermanSchool.com will be redirected now to VctoriaGermanSchool.org
        2. Monika will be updating the Faculty staff with photos. Monika will elicit pictures from Faculty and the Board.
  2. Children’s photos
     1. 🡺 Ralf will take photos of the kids whose pictures are not to be taken or identified – this information will be stored on Ralf’s computer only and will allow him to ID the children who should not be included in photos to be published.
     2. 🡺 Monika to contact the parents of children whose photos are not to be published and find out if they would agree for publication on the website without identifiers.
  3. Buccaneers Days
     1. Majority vote by the Board to not participate in Buccaneers Days for this year and not for the foreseeable future.
  4. Registration Form
     1. I made no progress on the revamping of the registration form. Are we willing to spend money on Adobe Professional Software or will we go back to Print forms?
  5. Donations
     1. The Board to contact to contact various options to get donations to the school. Spielgruppe could use new toys, Lego, Playmobil, Bruder, Schleich, Hape toys. Do they want to be acknowledged by our school.
     2. Fundraising from larger companies for money.
* Next Board Meeting:
  + March 10th 2018 next Board meeting
  + April 14th 2018 Budget meeting
  + Agenda for next board meeting:
    - Budget: Designating amount to go to a restricted account
    - Application for the Gaming Grant (Feb 1 to April 30 timeline) – Is there still time to appeal last year’s decision to deny the grant to us?
    - Budget: Designating amount to go to a restricted account
    - Registration Form (needs to be revamped)

VGS Classroom Volunteer Program

# Program Description

VGS offers a volunteer program for middle and high school students, which provide an opportunity for participants to practice their language abilities and while assisting VGS Teachers and gaining life skills. Participants also earn credit towards High School Graduation and potential future employment.

The program is administered under the supervision and direction of the School Director. Participants will be paired with a teacher / class based on their individual language abilities, age, and temperament.

# Eligible Participants

Eligible participants must be a minimum of 12 years old, either native German Speakers or have successfully completed Mittelstufe (CEFR A1 Level).

# Program Requirements

Participants must complete a minimum of 30 hours of volunteer time in a Grundstufe Klasse. This will be generally done through participation in a minimum of 10, 3-hour Saturday Morning classes.

Participants will be expected to sign a Participation Contract, which will provide participants with tailored information regarding their obligations and expectations from VGS and the teacher participants are paired with.

# Program Outcomes

Participants who successfully complete the program are eligible for the following

* Meets the requirements for the Community Connections portion of the BC High School Curriculum Graduation Transitions (Grade 10 – 12)
* Meets the requirements for a Service Project under the IB Diploma Programme
* Letter of Recommendation from VGS for use with future employment / volunteer opportunities

VGS Summer Camp Program

# Summer 2017 Feedback

Most Common Parent Concerns

* **No structure to the program (Parents expected a focus on language and learning not just play)**
* Hours did not align with the majority of other summer programs (9am to 3pm vs 9am to 4pm)
* Challenges associated with different age ranges (developmental/maturity levels) and language abilities

# Moving Forward

A VGS Summer Camp program needs to be designed in order to be flexible to meet the needs of a wide-range of ages and developmental and maturity levels (target age group 6 to 10 years old). The program must be structured to include focused learning on language skills and not just be play based.

# Recommendations

* Half the program be structured learning and half the program be play based
* Hold the program through Saanich Parks & Rec
* Have VGS Board oversight of the program with regular updates on the status throughout the year
* Start planning early (i.e. September) and set clear deadlines on cancellation, program design and hiring of program staff
* Have clear expectations for the program staff and provide them with materials and guidance if necessary
* Have one program leader and an assistant (numbers and participant make-up dependent)

# Program Cost

## Initial Costs

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Base Cost** | **Cost Per Week**  (7hrs per day) | **Total Cost**  (2 week program) |
| Leader Salary | $25.00 per hour | $875.00 | $1750.00 |
| Assistant Salary | $12.00 per hour | $420.00 | $840.00 |
| Supplies | $100 per week | $100.00 | $200.00 |
| **Initial Program Cost** | | **$1395.00** | **$2790.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| Rec Centre Fee\* | 15% | $209.25 | $418.15 |
| **Overall Program Cost** | | **$1604.25** | **$3208.50** |

## Student Costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cost Per Student Per Week** | **Number of Students Required to Break Even** | **Minimum Number of Students**  (4) | **Maximum Number of Students**  (16) |
| Option 1 | $150.00 | 10.5 | $600.00 | $2400.00 |
| Option 2 | $175.00 | 9.1 | $700.00 | $2800.00 |