**Board Meeting - Saturday, November 4th**

**Victoria German School**

**Board Meeting Minutes – November 4th, 2017**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Michele Turcotte, Anahita Ariana, Werner Simbeck, Trevar Pearce, Marcus Schlag

Regrets: Katrina Giesbrecht, Monika Brandstaetter

1. Review last meeting Minutes from September 30th & October 14th - tabled to next meeting
2. Old Business
	1. First Aid
		1. Ralf provided an updated on the First Aid certification and the UVic Emergency procedures. The pertinent information had been distributed and discussed with the teachers at their last meeting. The teachers were asked to familiarize themselves with the procedures and possibly run a fire/ evacuation drill with their respective students. The teachers are aware of the assembly points on campus for their respective classes.
		2. There may be funding opportunities for First Aid training through the Saanich Legacy Foundation.

🡺 Ani will contact the Legacy Foundation to find out bout funding and she is also going to inquiry with the First Aid training providers if a group rate for a non-profit organization could be arranged.

* + 1. Christmas Party location & insurance
		2. December 16th from 10 to 12; St. George in Cadboro Bay has been tentatively booked. The fee is $30/ hour – unknown if there is an additional clean up fee. They have a kitchen.
		3. Motion to approve to hold the Weihnachtsfest at the church

🡺Werner will find out if they can provide us plates etc, whether there is an additional fee, chairs, tables;

🡺 Werner also to follow up whether we can use our current policy to apply for the one day of the Weihnachstfest. Werner to speak to Debbie and/or Mike.

* 1. Volunteer for Spielgruppe
		1. The Board either has the option to hire someone at $12.50/ hour ($37.50 per Saturday) or try to find a parent volunteer. Until we have a 2nd responsible adult in the Spielgruppe, Debbie will be able to assist when needed.

🡺 Ralf will contact the school’s parents to see if there are volunteers

🡺 Ralf will also inquire with UVic for co-op students (who will need to be fluent in German) to assist on Saturdays.

* + 1. Motion to authorize Ralf to hire an assistant for Saturdays Spielgruppe at $12.50/hour if a volunteer cannot be found.

Motion: Michel

Second: Ani

* 1. Weihnachtsfest
		1. The Weihnachtsfest is to be held at the St. George’s Anglican Church on December 16th. The cost for the rental including the kitchen is $170. We also require insurance for the event. Debbie has kindly agreed to organize the needed insurance.
		2. Motion to agree to pay $170 for the cost of the venue and authorize to pay liability insurance for the event costing up to $145.20.

Motion: Werner

2nd: Michel

* + 1. Weihnachtsfest Subcommittee:
			1. Ani & Christina will create the gift bags, which will be about 100.
			2. Ralf will work on the program in conjunction with the teachers. He will print out 100 copies or in the alternative check into using a projector/ sound system.
			3. Werner to find out about the Potluck website and check on the task list that Helen Truran used to work from for these event.
			4. Sonja will organize the Brezeln
			5. Ralf will send out a call for volunteers for the set up/ and clean up of the event.
		2. Motion to approve a budget of up to $200 maximally for 100 goodie bags to be handed out to the children:

Motion: Werner

2nd: Ani

* 1. Summer Camp:
		1. Ralf will approach Mareike if she would be interested in designing and running the summer camp.

🡺 Christina to find out when Saanich’s deadline for registering summer camp advertisement is.

* 1. Salary Scale Confirmation:
		1. The expectations of the teachers is that they will be moving up in the scale based on their performance. However, performance reviews will need to be conducted on a regular basis before a salary increase will be implemented.

🡺 The wording of the performance review will be included in the appendix of these minutes. The performance review wording will be provided by Ralf to Christina to provide in the minutes.

* + 1. The salary scale is as follows:

**Salary Scale and Placement for teachers at VGS (2017/18)**

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| --- |
| **Salary Scale as of 2017-18** |
| **Salary Scale** | **Amount** |
| **Base 1** | **$22.5** |
| **Base 2** | **$25** |
| **Base 3** | **$28** |
| **Base 4** | **$30** |
| **Final** | **$33.33** |
| **Exceptional** (Diploma classes only) | **$36** |

**Salary Placement**

Professional staff are placed on the salary scale on the basis of their qualifications and experience.

Qualifications and years of experience will be taken into account when hiring a new teacher. Final decision about first placement is made by the board after a suggestion by the director.

**Movement on the Salary Scale**

Based on satisfactory performance, a professional staff member may be moved up the salary scale. Moving up the scale cannot be taken for granted, but rather depends on a) teaching performance, b) willingness to participate in workshops and continuous education opportunities, and c) an overall professional approach to all aspects of VGS school matters (such as punctuality, regular participation in teachers' meetings, helping with the preparation of VGS events, maintaining contact with parents, etc.).

1. Various matters that needs Board attention
	1. 🡺 Katrina to provide minutes from September 28th
	2. Christina to provide the AGM minutes
	3. Michel to predict teacher fees/ salaries for the coming budget
	4. Ani to write to Tanya to find out the deadlines for appealing the Gaming Grant and obtain information on what is needed to appeal their decision to deny funding to us this year.
2. Motion to adjourn this meeting

Motion: Ani

2nd: Werner

* 1. Debbie and Ralf should have the First Aid training as they are the ones who are generally always present during Tuesdays and Saturdays

🡺 Ralf to have a talk with the teachers to inform them of the emergency procedures in place at the University. Ralf to find out which teacher has a valid First Aid certificate Level I or who is potentially interested in taking the first Aid class.

🡺 Ralf to take the First Aid course.

🡺 Debbie to take the course – if she is not able to take the course then Ralf to find a teacher who is interested in taking the course and ideally who is teaching Tuesdays/ Saturdays.

1. New Business
* Next Board Meeting:
	+ December 2nd - Summer Camp Discussion
	+ Agenda for next board meeting:
		- Summer Camp
		- Tuition Fees for the next school year
		- Appealing the Gaming Grant decision