**Victoria German School**

**Board Meeting Minutes – May 6, 2017**

9:45 am to 12:30 pm

Attendees: Christina Knowles, Michele Turcotte, Sara Turcotte, Mike Birch, Anahita Ariana, Monika Brandstaetter, Tanya Weber-Hemerling

Ralf

1. Approve Agenda as amended
   1. Motion: Mike
   2. Second: Sara
2. Review & approve last meeting Minutes from March 2017 – meeting notes still need to be provided by Anne
   1. Motion: Ani
   2. Second: Monika
3. Director’s Update
   * 1. Nastja’s Class – Future options
        1. Nastja has a very dynamic group – this group will need an experienced teacher.
           1. Ralf to do - Options:

Hire a student teaching assistant

Hire a teaching assistant

Splitting the current GS2 (2.Jahr) class into two classes

More experienced teacher incl. more teacher training

Ralf to spend more time in that classroom

Advertising on free classified and UVic & Camosun looking for a qualified teacher

* + 1. Summer camp Update
       1. Currently no children are registered for the 1st week and 6 currently registered for the 2nd week.
       2. The Board questioned whether there is an option to run a summer school program?
          1. The likelihood of this happening would need to be explored with the various teachers and ideas can be discussed. Ralf will ask the teachers.
    2. Adult classes during the summer
       1. So far we have 3 beginners who are interested in the summer course. 10 sessions of 90 minutes – can we condense the length of the course? We need three students to break even from a financial point of view.

🡺 Ralf will find out if there are additional students interested.

* + 1. New Room booking difficulties
       1. Room bookings are now done through a webpage – there are three ways of booking it as an external group. When Ralf tried to book there is a cost associated with the room bookings. The prices are very high and outside our affordability.

🡺 Ralf is tasked in speaking to Helga Thorson/ Charlotte Chalier (sp?) to negotiate a renewal of the school room contract.

* + - 1. Sommerfest June 10th – Room situation
         1. Elena Pneuvmenido booked the Sommerfest for us which is so far not being charged to us.
    1. Newsletter will be sent soon:
       1. Tuition stays the same with new payment methods, i.e. only twice per year & only etransfer or cheque
       2. Motion that tuition payments will be required in the full amount or twice per year, with exceptions to be approved by the Board on an individual basis:
          1. Motion: Monika
          2. Second: Mike
       3. Motion to no longer accept cash tuition payments
          1. Motion: Monika
          2. Second: Mike
    2. German Grant
       1. Ralf spoke to the Fachberater and he stated that payments will likely not be paid before summer. No date for payment is known yet.
    3. New Admin Assistant
       1. Ralf has created a list of the job duties of an Admin Assistant.
       2. Board proposes: Monthly salary based on $14.50/hour for 9 hours per week. Paid from August to June. There will be a variability of hours. Duties are 7 hours at the desk at school during the school year, plus additional hours to work from home (maybe an additional 2 hours to work from home) – an accountability of work performed needs to be reported in writing to Ralf on a regular basis (but not less than one per month)

🡺 Monika and Tanya will make a calculations on the costs incurred to the school for hiring an Admin Assistant – these costs to include CPP, EI, WCB and vacation pay and then to provide the information to the Board and Ralf who is then to create an Advertisement for the position.

1. Standing Business
   1. Buccaneer Fest
      1. May 13th and 14th
         1. Michele to be printing the tri-fold information brochures in preparation and information on Summer Camps for this year.
         2. 175 Pretzels per day
         3. 300 Strudels for the weekend – from Costco
2. Old Business
   1. Yves M. Artwork update
      1. The Board recognizes that Yves M. was paid for his work on the website but at the same recognize that both Yves and Christina have given many personal volunteer hours to the Victoria German School including working on advertising.
3. New Business
   1. Future meetings:
      1. Is there a need to discuss that there is a difference in instructional hours between Saturday teaching and Tuesday teaching. The Saturday classes get a total of 90 instructional hours in the school year vs. the Tuesday instructional hours
   2. Budget for next year
      1. Proposed budget for next year will review next meeting in June
   3. Next meeting:
      1. Board to decide if we want to Join the Edelweiss Club together with them on December 10th for Weihnachtsfest

🡺 yes with concerns. Christina to reach out to Werner to discuss concerns regarding engaging in negotiations with Edelweiss club.

1. Next Board Meeting
   1. June 17, 2017

All Board members🡺 Are teachers allowed to be admin personnel? Check the policy