

## VGS – Zoom Board Meeting

**Monday, November 23, 2020**

7:00 – 8:30 pm

**Attendees:** Stefan Dollinger, Monika Brandstaetter, Werner Simbeck, Debbie Sherwood, Deborah Weber, Marcus Schlag, Trevar Pearce

### **Agenda:**

1. AGM Meeting Minutes
2. Directors update
  - Sprachbeihilfeförderung – (Financial Aid from Germany)
  - Criminal Record Check
  - St. Margaret's Room Rental - Update
  - Improve Teaching / Pedagogy
  - Structure of Classes
  - Advertising for Adult classes
  - Covid Update
  - Christmas, Nikolaus/Santa

### **1. AGM Meeting Minutes**

The AGM meeting minutes from Oct. 27<sup>th</sup>, 2020 were reviewed and approved. **Monika** will provide AGM slides and approved meeting minutes to **Trevar**, who will post them on our website – thank you.

### **2. Directors Update:**

#### **Sprachbeihilfeförderung (Financial Aid from Germany)**

VGS / Deborah was informed that we will be getting funding from Germany for last years school-year 2019-2020, that is we should see a cheque for 16000 Euros very soon. **Debbie** and or **Deborah** will check **PO box** at Uvic to see if has already arrived and have it deposited.

Paper work for this years 'Sprachbeihilfeförderung' is almost complete and will be sent out shortly.

The requirements for funding / financial aid from Germany seem to be less transparent / clear then previously thought, at least that is what Deborah has found the more she looks into it.

[https://www.auslandsschulwesen.de/SharedDocs/Downloads/Webs/ZfA/DE/Vordrucke/Sprachbeihilfe/Sprachbeihilferichtlinie.pdf?\\_\\_blob=publicationFile&v=2](https://www.auslandsschulwesen.de/SharedDocs/Downloads/Webs/ZfA/DE/Vordrucke/Sprachbeihilfe/Sprachbeihilferichtlinie.pdf?__blob=publicationFile&v=2)

### **Criminal Record Checks**

As a result from inquiring with St. Margaret's regarding rooms it became apparent that we need to better monitor our staffs criminal record checks, that is St. Margaret's requires them to be no more then 5 years old. As a result the **Director / Administrator** will keep track of VGS's staff criminal record checks and ensure that they are kept up to date and renewed every 5 years. VGS will pay for these if required and provide a written letter to staff as well as for volunteers when required.

Employment contracts will also be updated, so to include this requirement to ensure that this is full-filled in a timely manner.

### **St Margaret's Room Rental**

Still waiting on the contract, Deborah will follow up with person in charge at SM. Lansdowne will remain our fall back position should we not be able to sign contract in time.

### **Improve Teaching / Pedagogy**

Deborah is working with the teachers to improve and to update writing and reading materials that VGS has available for the students. The library is now available again for the students on Saturdays at Lansdowne. **Deborah** mentioned that she has found a free and excellent reading resource that the Goethe-Institute is offering, she will be sending the link to this in an upcoming news letter.

### **Structure of Classes**

Deborah presented her new class structure and proposed naming convention.

Current Class Names:	Suggested new class Names:	Appox. Age-Deutsch Stream (DaZ)	Approx. Age-Immersion Stream (DaF)	Level	Language Certification (Exams)
Spielgruppe	Spielgruppe	3-4	3-4	A1	
Grundstufe 1, 1. year	Kindergarten	5-7	5-6	A1	
Grundstufe 1, 2. year	1. Klasse				

Grundstufe 2, 1. year	2. Klasse	7-9	6-7	A1	
Grundstufe 2, 2. year	3. Klasse				
A1 (2 years)	4. Klasse	9-11	9-13 13-18 (HS)	A1	ZfA Vergleichsarbeit A1
	5. Klasse				
A2 (2 years)	6. Klasse	11-13	13-15	A2	ZfA Vergleichsarbeit A2
	7. Klasse				
DSD1 (2 years)	8. Klasse	13-15	15-17	A2/B1	Deutsch Sprachdiplom 1 DSD1
	9. Klasse				
DSD2 (2 years)	10. Klasse	15-17	17-19	B2/C1	Deutsch Sprachdiplom 2 DSD2
	11. Klasse				

**Deborah** wants this new structure to be in effect by next September 2021, in the mean time she will come up with a way to inform our Teachers and VGS members (parents & students).

**Board** – there was a motion passed to **approved** this **new structure**, 1st- Stefan & 2<sup>nd</sup> Marcus.

### **Advertising for Adult classes**

To improve enrolment for the adult classes it was proposed to send out a flyer via email and advertise on face-book / social-media and our website. VGS will provide a discount for family members of 25% on adult course fees similar to last year. There will be an early bird fee of \$130 otherwise the courses cost \$200. Online adult classes are not as popular as in class sessions as most prefer the direct interaction.

### **Covid...**

Deborah had sent an email to parents to inquire about their thoughts regarding in class sessions vs online of the Tuesday classes, because a parent had raised concerns. From 12 families 6 had responded, 4 wanted in class sessions to continue and 2 wanted the class to be moved to an online format, whereby one of these 2 families said they would go along with the in class sessions if it were to continue. The board together with the director and administrator agreed to **continue** for now the **in class sessions** but would now ask students and teachers to wear face **masks** during the entire class and observe proper

**social distancing** guidelines. There are only 3 more classes until this years classes come to an end, nonetheless VGS / Director will continue to monitor the Covid situation and follow any recommendations and guidelines that may change for the school district / province. **Deborah** will inform the parents of the Tuesday class of this decision right away, as the class is to be held tomorrow – thank you.

### **Christmas... Nikolaus/Santa**

Deborah thought it would be nice if we could have for the little ones (Saturday classes) Santa come by and hand out in a safe manner little gifts and listen to a Christmas song. It was agreed to look into it and make this happen on short notice on the last day of class. We just need to know how many students their are on Saturday, so to have enough gifts available. **Deborah** will coordinate this with Nikolaus and his helpers – thank you.

### **Next meeting:**

**Deborah**, please organize the next board meeting for December 14<sup>th</sup> at 7 pm

### **Agenda items for next board meeting:**

- Approve meeting minutes from Nov. 23, 2020
- St Margaret's – go over contract and get it signed
- D&O Insurance - decide on which offer to go with
- **Ani** – to give update on Cultural Grant Application