

Twin Cities German Immersion School Board Meeting
Charter District 4152
December 6, 2005, 7:00 p.m.
1399 Eustis Street
Saint Paul, MN 55108

A. Opening Remarks and General Business

Board Chair Dr. Thekla Rura-Polley called the meeting to order at 7:03 p.m. Board members Michael Sampson, James Pearson, Ken Greener, Dietmar Schlei, Evelyn Engle, Gretchen Nessel, Ingrid Kvaal, Boje Siebels, Sabine Engel, and Chris Eliassen were present. TCGIS Director of Operations, Mary-Fred Bausman-Watkins, TCGIS Director of Curriculum, Marcy Zachmeier-Ruh, and TCGIS Office Manager, Brian Schnese were also present.

Dr. Rura-Polley invited the board to consider the establishment of a parent liaison officer to the board to filter and further strengthen communication between the board and parents.

Dr. Rura-Polley gave a short progress report on the establishment of a new foundation that would help raise funds for the school. She also praised the good communication and reports from the various board committees and directors and requested that the positive and punctual practices continue.

B. Concerns, Comments, Questions

Ms. Bausman-Watkins extended apologies from Mr. Nollan who fully intended to be present at the meeting but unfortunately couldn't make it. Dr. Rura-Polley extended similar apologies from Ms. Linafelter-Johnson who also wanted to be present.

Mr. Eliassen expressed his personal approval of the curriculum progress.

C. Approval of December 6th 2005 Agenda

The board decided to add the board composition discussion to the January agenda. Mr. Pearson moved, Mr. Schlei seconded, to approve the December 6th, 2005 agenda as presented. The motion carried 11 – 0.

D. Approval of November 8th 2005 Minutes

Dr. Rura-Polley suggested adding "in kind donation" to the second paragraph. Dr. Rura-Polley moved, Mr. Sampson seconded, to approve the November 8th, 2005 minutes with suggested amendment. The motion carried 10 – 0, with Ms. Engel abstaining.

Introduce Kathleen Beane, Director of Kinderstube.

Ms. Beane was unfortunately unable to attend the meeting.

E. Financial Oversight

a. Review of financial reporting documents

Prompted by questions from Mr. Sampson, Ms. Bausman-Watkins clarified differences in budget and actual costs associated with energy and telecommunication items on the check register.

Mr. Sampson moved, Ms. Engle seconded, to approve the October 15th – November 15th check register as presented. The motion carried 11 – 0.

b. Donations

Dr. Rura-Polley moved, Mr. Pearson seconded, to approve the presented list of donations from November 1st to November 29th. The motion carried 11 – 0.

c. Presentation of three year cash flow projections

Mr. Eliassen presented and explained the finance committee's three year cash flow projection. Discussion points included the pertinence of outside funding in the third year and the return to normal cash flow in the fourth and fifth years. Discussion also included how lease payments and enrollment figures have and will continue to affect the cash flow.

Revised Calendar for 2005-2006

Ms. Zachmeier-Ruh proposed to remove one day from the total number of school days this school year (December 23, 2005). Mr. Greener moved, Dr. Rura-Polley seconded, to amend the calendar as proposed. The motion carried 11 – 0.

Teacher Hiring for 2006-2007 and Curriculum Report

Dr. Rura-Polley, Mr. Pearson, and Mr. Greener outlined the need to form a hiring committee for the school with the goal of attaining teachers in Kindergarten, 1st Grade, and Art. The committee shall set hiring priorities and assess progress on the acquisition of new employees. It will be the responsibility of Ms. Zachmeier-Ruh to submit a proposal for the establishment of the aforementioned committee.

The board discussed various ways in which the school can continue to attain native speaking interns for the classroom. Dr. Rura-Polley requested that Ms. Zachmeier-Ruh continue the work she has put in on acquiring Amity interns.

Ms. Zachmeier-Ruh updated the board on her progress concerning the creation and implementation of the school curriculum. Mr. Eliassen reminded the board of their task to approve the second half of the Kindergarten curriculum. Dr. Rura-Polley added that Music, Art, and PE should also be approved.

Ms. Zachmeier-Ruh fielded questions about the current curriculum. Specific inquiries included classroom management, assessment of student progress and behavior, and the definitions of "projects" in the realm of Kindergarten and 1st Grade. All agreed that communication and explanation of the curriculum to parents must remain a high priority.

Ms. Bausman-Watkins and Ms. Zachmeier-Ruh were given the task of establishing a revised discipline and tardiness policy.

H. Summary and Closing Remarks

Dr. Rura-Polley announced the official resigning of both Mr. Schlei and Ms. Engle from the board and thanked them sincerely for their faithful service on the board. The board showed their appreciation with applause for Mr. Schlei and Ms. Engle.

Ms.Rura-Polley moved, Ms. Engel seconded, to adjourn. The motion carried 11 – 0.

The board meeting was adjourned at 9:24 PM.

TCGIS Board Secretary

By: _____

Signed: _____

Date: _____

Date December 6th 2005 Minutes Approved by TCGIS Board:

Date December 6th 2005 Minutes sent to MN Dept. Education: _____