

**Twin Cities German Immersion School Board Meeting  
Charter District 4152  
December 18, 2007, 6:30 p.m.  
1399 Eustis Street  
Saint Paul, MN 55108**

**Opening Remarks**

Board Chair Dr. Michael Dorneich called the meeting to order at 6:30 p.m. Board members Dr. Kenneth Greener, Dr. Stephan Knep, Rebecca Hauth-Schmid, and Scot Stephenson were present.

Dr. Jurgen Konczak arrived at 6:40, Gretchen Nessel at 6:45, and Michael Sampson at 7:05

Board member Chris Eliassen was absent.

TCGIS Director of Operations, Mary-Fred Bausman-Watkins, was also present.

In addition, Nancy Bostrom (GAI - Kinderstube) and Julie Geist (parent) attended the meeting. Members of the facilities committee also joined the meeting.

**A. Approval of December 18, 2007 Agenda**

Dr. Dorneich moved, Mr. Stephenson seconded, that the December 18, 2007 agenda be approved. The motion carried 5 - 0.

**B. Consent Agenda**

- a. Approval of November 27, 2007 Minutes
- b. Donation register
- c. Payment register - found in SBS packet
- d. FLAP update (written report)
- e. Teacher Evaluation Process and Timeline (written summary)

Dr. Dorneich moved, Dr. Knep, seconded that the consent agenda be approved. The motion carried 5 - 0.

**C. Invited Presentation**

- a. Kinderstube Update

Ms. Bostrom gave a brief background of the GAI. She has been a member of the GAI for 12 years and is currently the chair of the board. It was founded 50 years ago to represent citizens of Germanic descent at the centennial, but it developed as a type of social club. There are around 1500 members. They started a language school around 15 years ago as a way to draw more members and have recently begun offering German classes in New Ulm. In addition, the language services director went to Neuss, St. Paul's sister city, with Mayor Chris Coleman. She visited a number of schools there.

The GAI is now a non-profit organization. Sponsorship of TCGIS is part of their mission, and members are proud of their association with the school. The oversight committee looks forward to stronger support of the school.

Ms. Bostrom also reported that Kinderstube has been looking for a new location since the summer, and their new facility just passed the inspection today at the Emmanuel Lutheran Church in St. Paul. They will be opening on January 7, 2008. Kinderstube has had its challenges over the years, but they are really working hard to improve their services.

#### **D. Financial Oversight**

##### **a. Enrollment/Recruiting Update (in the agenda packet)**

Full student enrollment numbers are in the agenda packet. We had an addition in Kindergarten and 1st grade, so we are currently at full capacity. Recruitment is going well, as well as it has ever gone. Parents are actually responding without concern regarding our facilities situation.

##### **b. Treasurer's Report**

Mr. Eliason is out of town, so Ms. Bausman-Watkins provided an update. The cash balance is the lowest it's ever been. We have a predicted deficit coming in March. Our expected income is \$20,000 but will be \$9,980. Our expectation for January is \$36,000. The correction regarding a student data error with the state will go into effect on December 31st. This correction is not reflected in our current numbers. Paperwork has been submitted for a line of credit up to \$30,000. We will hear about that in the first week of January. The holdback calculation should be 127 ADM. We will know more in January about our financial health. We are hoping donations will keep trickling in. In June we are forecasted to be \$120,000 in debt, but that includes a down payment for a new facility. Our actual shortage should be more like \$30,000. The MDE grant has paid out \$20,000 that we have not spent. Given where we thought we would be in our third year of operation, we are doing much better than anticipated.

##### **c. Budget Guidance for 2008-2009**

Ms. Bausman-Watkins discussed the upcoming budget. She will bring a budget to the January finance committee. We have a rough one worked up for us from

SBS. In February, the committee will stress-test the budget. They need to take into consideration items that will come in March, such as salaries, insurance etc. The budget must be in place by July 1st. Revenue is projected based on student numbers. We must consider class sizes, hot lunch, transportation, teachers' salaries, etc. Mr. Sampson would like to address teacher salary issues. Mr. Stephenson discussed feedback from the staff about salary. Teachers on a visa are almost prohibited from staying on because of retroactive income taxes in the third year. Dr. Konczak related some possible arrangements based on how long teachers would like to stay. Salary for the new director will also need to be determined. The task force needs to research market data for a pay range. In terms of a new facility, we also need to consider the size of our janitorial staff. For an initial budget, we should plan on increasing that by possibly one full-time position. A lunch program should be revenue neutral, but offering a lunch may have to wait until our new facility is determined, however, we do have a need for lunches right now. We need a task force to look into this issue. Mr. Sampson brought up class size issues. Small class sizes are part of our core philosophy. The teachers may want to address the benefits of small class sizes vs. a higher salary. Mr. Sampson stated that next year's third grade number should be determined by language proficiency. Ms. Zachmeier-Ruh also feels strongly about this. The class limit for Kindergarten will be 22, grandfathering in current students. 20 will be the limit for the other classes. A discussion of all day kindergarten will have to wait until the new facility is determined. The facilities committee is reserving space for a pre-school. The pre-school would need to be sustainable before we move ahead with it. Moving costs, and possibly storage space, also need to be considered. Hiring a nurse is beyond our means at this time, and we are not putting our children at risk. Amity salaries were also discussed. They currently make \$150 a month. We will increase that by \$25 per month.

## **E. Academic Oversight**

### **a. Recruiting Teachers**

Ms. Zachmeier-Ruh has some information regarding two native German elementary teachers. We have another lead on one more teacher who has not yet finished her license. We have many applications from Germany waiting for consideration. Postings for next year will go up in January.

Ms. Bausman-Watkins communicated a request from Ms. Zachmeier-Ruh for hiring a coordinator and assistants under the MDE World Languages Pilot Project grant.

Dr. Dorneich moved, Dr. Konczak seconded, that Claudia Herman, Katya Leek, Jon Ingalsbe, Sylvia Oxenham, and Susan Kocher be hired for the position of FLES assistants, at a salary not to exceed \$3,150. The motion carried 7 - 0.

Dr. Dorneich moved, Ms. Hauth-Schmid seconded, that Laura Hunter Halvorson be hired for the position of FLES coordinator, at a salary not to exceed \$16,975. The motion carried 7 - 0.

## **F. Strategic Planning**

### a. Facilities Update

Mr. Sampson reported on three facilities options. Committee members reported their insights on each of the buildings. A Board meeting has been set for December 28th to discuss facilities.

### b. Director Search Update

Mr. Stephenson reported that the task force has finished the initial interviews and has scheduled second interviews with two candidates for January 15th and 16th. The candidates will make presentations to parents and the Board. They will also take the Hogan test. The task force plans to make a hiring recommendation for the January Board meeting.

### c. Initial Move Planning

Ms. Bausman-Watkins recommends that TCGIS staff pack their own materials but that we pay for movers.

## **G. Adjourn**

Dr. Dorneich moved, Mr. Sampson seconded, that the meeting be adjourned. The motion carried 7 - 0.

The meeting was adjourned at 9:30 p.m.

The next Board meeting will be held December 28, 2008 at 6:30 p.m.

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Twin Cities German Immersion School Board Secretary

Name: Rebecca Hauth-Schmid

Signed: Rebecca Hauth-Schmid

Date: 1/30/08

Date December 18, 2007 minutes approved by TCGIS Board:

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Date December 18, 2007 minutes sent to MN Dept. of Education:

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