



**RENEWAL
Charter School
APPLICATION
for**

**Rilke Schule German
Immersion School**

FY 2025-26

Alaska Department of Education & Early Development
801 W 10th Street, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500

DIRECTIONS

Application for a Renewal Charter

Parties interested in submitting a renewal application for a charter school should familiarize themselves with all applicable state statutes and regulations contained within this document.

Local School Districts/School Boards may have developed a Charter Schools renewal application form for approval at the local level that requires additional information, however for the purposes of seeking State Board of Education & Early Development approval, **this renewal application form MUST be used.** Sufficient evidence must be presented to address all sections of this renewal application form for the department to deem the renewal application compliant and forward to the State Board of Education for approval.

Timeline:

Applicants must follow all local procedures to seek Charter School approval by their local boards.

Not later than 30 days after a local school board's decision to approve a renewal application for a charter school, the local school board must forward the renewal application to the State Board of Education & Early Development for review and approval by mailing to the department:

- (1) the complete renewal application filed with the local school board, including all supporting documents required;
- (2) the written decision of the local school board;
- (3) all other materials considered by the local school board in support or in opposition to the renewal application; and
- (4) the minutes of the local school board meeting at which the charter was approved.

In the event the local school district/local board has a separate renewal application form that differs from the state required form, **it is the responsibility of the Charter School to transfer complete responses to the department form.**

An original and 4 copies of the DEED Charter School Renewal Application Form should be mailed to:

**Alaska Department of Education & Early Development
Attn: Charter School Program Manager
P.O. Box 110500
Juneau, Alaska 99811-0500**

Please also submit via email an electronic copy of the renewal application form to amanda.duvall@alaska.gov

A renewal application approved by a local school board and submitted to the department ***must be received by the department at least 90 days*** before the next regularly scheduled meeting of the State Board of Education and Early Development. See the [State Board schedule](#) (education.alaska.gov/State_Board) for a list of upcoming Board meetings.

A renewal application for a charter school approved by a local school board may not be submitted to the department more than 12 months before the expiration of the existing contract.

Required Format:

1. Not more than 200 pages single-sided, *unbound*, in 12 point font.
2. ALL pages numbered in consecutive order (i.e. 1, 2, 3, ...200).
3. A table of contents.
4. Follow in numerical order the numbered sections and sub-elements of the application.
5. ALL numbered sections and sub-elements must be addressed.

Upon receipt, the renewal application will go through a technical review committee to determine if any additional information is necessary. Addressing each section with sufficient detail and evidence examples will decrease the likelihood of additional information being requested.

Once the technical review committee agrees the applicant has demonstrated compliance, the renewal application will be scheduled to be addressed by the State Board of Education & Early Development at their next meeting.

Charter School Renewal Application

Please provide narrative responses to the following areas. If referencing evidence within a document that is included as an appendix, please also provide sufficient detail in the narrative response for review purposes.

Section 1: Establishment of the Charter at the local level

- i.* Provide the primary purpose of the charter and how it specifically differs from other educational options available in the community. Provide a narrative to describe how the charter has changed since the last application. *AS 14.03.265(a)(1-3)*
- ii.* Provide evidence of the local school board approval of the reapplication for the charter school marked as Appendix A. *AS 14.03.250(b)*
- iii.* Provide evidence of the signed contract between the charter school and the local school board containing all required elements under AS 14.03.255(c) marked as Appendix B. *AS 14.03.255(c)(1-14)*
- iv.* Provide either the charter school's bylaws marked as Appendix C or an indication on the signed assurance page that the bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. *4 AAC 33.110(a)(4)*
- v.* Provide evidence of the Academic Policy Committee (APC) consisting of parents of students attending the school, teachers, and school employees. Evidence includes a list of the members of the APC and their qualifications, as well as the written minutes from meetings where the charter school met with the academic policy committee to fulfill the requirement of at least once each year monitoring the progress in achieving the committee's policies and goals. Mark as Appendix D. *AS 14.03.250(a), AS 14.03.255(b)(4), 4 AAC 33.110(a)(1)*

References: AS 14.03.250. Application for charter schools, AS 14.03.255(c)(1-14) Organization and operation of a charter school, AS 14.03.265 Admission, 4 AAC 33.110 Charter school application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

Reviewer Rating Template		
Section 1	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Purpose	Page 4	
Evidence of board approval	Appendix B page 16	
Evidence of signed contract with all required elements	See required element below (items 1-14)	
1. Description of educational program	Appendix B page 16	
2. Specific levels of achievement for the education program	Appendix B page 16	
3. Admissions Policy and Procedures	Appendix B page 16	
4. Administrative Policies	Appendix B page 16	
5. Statement of Charter funding	Appendix B page 17	
6. Method of accountability for receipts and expenditures	Appendix B page 18	
7. Location and description of facility	Appendix B page 19	

Section 1	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
8. Name of teachers who by agreement will teach in the charter	Appendix B page 19	
9. Teacher to student ratio	Appendix B page 22	
10. Number of students to be served	Appendix B page 22	
11. Term of contract (not to exceed 10 years)	Appendix B page 22	
12. Termination Clause	Appendix B page 23	
13. Statement of state and federal law compliance	Appendix B page 24	
14. Exemptions or requirements included in contract	Appendix B page 24	
Evidence of bylaws or assurance	Appendix C page 28	
Evidence of APC, including list of names/qualifications, meeting minutes	Appendix D page 47	

Section 2: Organization and Administration

- i. Provide information on how the charter school is administered to ensure that the terms of the contract required by AS 14.03.255 (c) are being met; including who is responsible and what mechanism(s) they use. *AS 14.03.255(b)(2)*
- ii. Provide the written administrative policy manual utilized by the charter **or** an indication on the signed assurance page that the policy manual submitted to the department in the initial application or previous renewal applications has not changed. Mark as Appendix E. *4 AAC 33.110(a)(13)*
- iii. Provide evidence that the charter school met regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school, including any review recommendations. *AS 14.03.255(b)(3)*
- iv. Provide evidence that the charter school met with the APC at least once a year to monitor progress in achieving the committee’s policies and goals. *AS 14.03.255(b)(4)*
- v. Provide a description of the school schedule and calendar. *4 AAC 33.110(a)(9)*
- vi. If applicable: Provide information on alternative educational options for students not wishing to attend the charter if the charter school is the only school in the community. *4 AAC 33.110(a)(12)*

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter school application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 2	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Description of administrative oversight	Page 6	
Evidence of written administrative policy manual or assurance	Page 7 and Appendix E page 51	
Evidence of regular parent and teacher contacts for continuous improvement	Page 7	
Evidence of annual APC meeting	Page 7	

Section 2	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Description of school schedule and calendar	Page6	
Alternative options for students if no other educational program exists	Not applicable	

Section 3: Educational Program and Student Achievement

- i.* Provide a description of the educational program to be offered at the charter school including specific teaching methods that benefit an age group, grade level or specific type of student and examples of curriculum utilized. *AS 14.03.255(c)(1), AS 14.03.265(a)(1-3), 4 AAC 33.110(a)(5)*
- ii.* Provide evidence of a written instructional program that addresses state content standards under 4 AAC 04 and aligns with the content on the statewide assessment system under 4 AAC 06.710-4 AAC 06.790 marked as Appendix F. *4 AAC 33.110(a)(6)*
- iii.* Provide a description of plans for serving special education, vocational education, gifted, and bilingual students. *4 AAC 33.110(a)(10)*
- iv.* Provide the written objectives for program achievement desired by the charter. Include information on the progress of the charter to date in reaching the objectives. Include in this section information on ASPI star rating, comparisons of state assessments for the school to district and state averages, as well as student performance by disaggregated groups. Include a synopsis of how students in your school are performing. Also include information on how the charter addresses the needs of students who do not perform at acceptable levels of proficiency. *4 AAC 33.110(a)(7)*
- v.* Provide a description of the mechanisms for student assessment utilized in addition to those required by state law. *4 AAC 33.110(a)(5)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.03.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 3	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Description of educational program	Page 8	
Evidence of written instructional program that addresses content standards and aligns with statewide assessment system	Appendix F page 51	

Section 3	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Description of plans for serving special education, vocational education, gifted and bilingual students	Page 8	
Evidence of written objectives for program achievement, progress on meeting objectives, comparisons of disaggregated assessment data to district and state averages, and plans to address students who do not perform at acceptable levels	Page 9	
Description of the mechanisms for student assessment in addition to those required by state law	Page 11	

Section 4: Professional Development

- i. Provide a description of and schedule for staff development activities. 4 AAC 33.110(a)(8)

References: 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

Reviewer Rating Template		
Section 4	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Description of and schedule for planned professional development	Page 11	

Section 5: Facility

- i. Provide the location for the charter school, description of the facility and lease information. *AS 14.03.255(c)(7)(d), 4 AAC 33.110(a)(15)*
- ii. Describe the plans for the charter school’s facility and any plans for projected growth. *4 AAC 33.110(a)(15)*

References: AS 14.03.255. Organization and operation of a charter school, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 5	Page Number location(s) of response(s) including Appendices	Reviewer’s notes Rating: Compliant/Noncompliant
Description of facility and location of the charter school including addressing district leased space if applicable	Page 12	
Evidence of a written facility plans	Page 12	

Section 6: Admission

- i. Provide the written admission policies and procedures utilized by the charter. Please include evidence that the school is ensuring an equal and bias-free access to all eligible students. Mark as Appendix G. *AS 14.03.255(c)(3), 4 AAC 33.110(a)(11)*
- ii. Provide a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school’s capacity. Please include information in this section describing enrollment and waitlist numbers for the past 3-5 years. Mark as Appendix H. *AS 14.03.265(b), 4 AAC 33.110(a)(17)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer’s notes column.

Reviewer Rating Template		
Section 6	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Evidence of written admission policies and procedures	Page 12 and Appendix G page 53	
Evidence of a written student recruitment process, including enrollment and waitlist numbers	Page 13 and Appendix H page 53	

Section 7: Fiscal

- i. Provide a written budget summary and financial plan, including a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget. Information in this section should explicitly detail the amount and sources of the revenue streams; the specific indirect rate (not to exceed 4%) and details of what the indirect rate charges cover; as well as the charter's eligibility to receive additional revenue over the 2.65 mills required in the foundation formula. Projected budget marked as Appendix I. *AS 14.03.255(c)(5), 4 AAC 33.110(a)(14)(A)*
- ii. Provide a signed assurance that:
 - the charter school follows all district approved practices to account for receipts and expenditures;
 - the charter school has been successful in ending each year with a zero or positive fund balance;
 - all audit reports to date indicate the school has met its obligation to ensure the fiscal integrity of the school's financial operation. *AS 14.03.255(b)(1)(c)(6)*

References: AS 14.03.255. Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

Reviewer Rating Template		
Section 7	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Evidence of a budget plan	Page 13 and Appendix I page 54	
Evidence of assurance	Page 14	

Section 8: Transportation

- i. Provide the district charter school transportation policy, if proposed or adopted, marked as Appendix J. 4 AAC 33.110(a)(19)

References: AS 14.03.255. Organization and operation of a charter school, AS 14.02.265 Admission, 4 AAC 33.110 Charter School application and review procedure, AS 14.09.010 Transportation (e)(1-3)(f)(g), 4 AAC 27.057 Charter School Transportation policy.

Use the reviewer rating template below to fill in the page numbers to depict the location of the responses for each sub-element. Do not use the reviewer's notes column.

Reviewer Rating Template		
Section 8	Page Number location(s) of response(s) including Appendices	Reviewer's notes Rating: Compliant/Noncompliant
Plans for pupil transportation	Page 14 and Appendix J page 54	

Charter Schools Assurance Page

By signing this document, the school district files its assurance that the statements, documents and/or information listed below is in compliance with all state and federal laws and regulations.

The charter school bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. 4 AAC 33.110(a)(4)

The charter school administrative policy manual submitted to the department in the initial application or previous renewal applications has not changed. 4 AAC 33.110(a)(13)

The charter school follows all district approved practices to account for receipts and expenditures. AS 14.03255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)

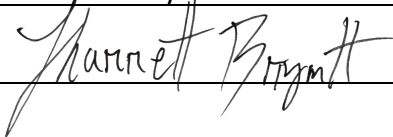
The charter school has been successful in ending each year with a zero or positive fund balance. AS 14.03255(b)(1)

All audit reports to date indicate the charter school has met its obligation to ensure the fiscal integrity of the school's financial operation. AS 14.03255(b)(2)(c)(13)

Name of the School District: Anchorage School District

Name of the Charter Program: Rilke Schule German Immersion School

Name of Superintendent: Dr. Jharrett Bryantt

Signature of Superintendent:  Date: 12/06/2024

Alaska State Charter School Statutes

Sec. 14.03.250. Application for charter school.

(a) A local school board shall prescribe an application procedure for the establishment of a charter school in that school district. The application procedure must include provisions for an academic policy committee consisting of parents of students attending the school, teachers, and school employees and a proposed form for a contract between a charter school and the local school board, setting out the contract elements required under AS 14.03.255(c).

(b) A decision of a local school board approving or denying an application for a charter school must be in writing, must be issued within 60 days after the application, and must include all relevant findings of fact and conclusions of law.

(c) If a local school board approves an application for a charter school, the local school board shall forward the application to the State Board of Education and Early Development for review and approval.

(d) If a local school board denies an application for a charter school, the applicant may appeal the denial to the commissioner. The appeal to the commissioner shall be filed not later than 60 days after the local school board issues its written decision of denial. The commissioner shall review the local school board's decision to determine whether the findings of fact are supported by substantial evidence and whether the decision is contrary to law. A decision of the commissioner upholding the denial by the local school board may be appealed within 30 days to the State Board of Education and Early Development.

(e) If the commissioner approves a charter school application, the commissioner shall forward the application to the State Board of Education and Early Development for review and approval. The application shall be forwarded not later than 30 days after the commissioner issues a written decision. The State Board of Education and Early Development shall exercise independent judgment in evaluating the application.

(f) A local school board that denied an application for a charter school approved by the state board on appeal shall operate the charter school as provided in AS 14.03.255 - 14.03.290. [This statute applies to charter school applications filed with a local school board on or after July 1, 2014.]

Sec. 14.03.253. Charter school application appeal.

(a) In an appeal to the commissioner under AS 14.03.250, the commissioner shall review the record before the local school board. The commissioner may request written supplementation of the record from the applicant or the local school board. The commissioner may

- (1) remand the appeal to the local school board for further review;
- (2) approve the charter school application and forward the application to the State Board of Education and Early Development with or without added conditions; or
- (3) uphold the decision denying the charter school application; if the commissioner upholds a local school board's decision to deny a charter school application and the applicant appeals to the State Board of Education and Early Development, the commissioner shall immediately forward the application and record to the State Board of Education and Early Development.

(b) In an appeal to the State Board of Education and Early Development of a denial of a charter school application under (a)(3) of this section, the state board shall determine, based on the record, whether the commissioner's findings are supported by substantial evidence and whether the decision is contrary to law. The state board shall issue a written decision within 90 days after an appeal.

[This statute applies to charter school applications filed with a local school board on or after July 1, 2014.]

Sec. 14.03.255. Organization and operation of a charter school.

(a) A charter school operates as a school in the local school district except that the charter school (1) is exempt from the local school district's textbook, program, curriculum, and scheduling requirements; (2) is exempt from AS 14.14.130(c); the principal of the charter school shall be selected by the academic policy committee and shall select, appoint, or otherwise supervise employees of the charter school; and (3) operates under the charter school's annual program budget as set out in the contract between the local school board and the charter school under (c) of this section. A local school board may exempt a charter school from other local school district requirements if the exemption is set out in the contract. A charter school is subject to tests required by the department.

(b) A charter school shall

- (1) keep financial records of the charter school;
- (2) oversee the operation of the charter school to ensure that the terms of the contract required by (c) of this section are being met;
- (3) meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and
- (4) meet with the academic policy committee at least once each year to monitor progress in achieving the committee's policies and goals.

(c) A charter school shall operate under a contract between the charter school and the local school board. A contract must contain the following provisions:

- (1) a description of the educational program;
- (2) specific levels of achievement for the education program;
- (3) admission policies and procedures;
- (4) administrative policies;
- (5) a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget;
- (6) the method by which the charter school will account for receipts and expenditures;
- (7) the location and description of the facility;
- (8) the name of the teacher, or teachers, who, by agreement between the charter school and the teacher, will teach in the charter school;
- (9) the teacher-to-student ratio;
- (10) the number of students served;
- (11) the term of the contract, not to exceed a term of 10 years;

(12) a termination clause providing that the contract may be terminated by the local school board for the failure of the charter school to meet educational achievement goals or fiscal management standards, or for other good cause;

(13) a statement that the charter school will comply with all state and federal requirements for receipt and use of public money;

(14) other requirements or exemptions agreed upon by the charter school and the local school board.

(d) A school district shall offer to a charter school the right of first refusal for a lease of space in an existing school district facility or in a facility within the school district that is not currently being used as a public school, if the chief school administrator determines the facility meets requirements for health and safety applicable to public buildings or other public schools in the district. If the school district requires lease payments by a charter school, the school district shall negotiate a lease agreement with the charter school for an amount that does not exceed the true operational costs calculated on a square foot basis for space leased under this subsection.

Sec. 14.03.260. Funding for charter school.

(a) A local school board shall provide an approved charter school with an annual program budget. The budget shall be not less than the amount generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost rate approved by the department up to four percent. Costs directly related to charter school facilities, including rent, utilities, and maintenance, may not be included in an annual program budget for the purposes of calculating the four percent cap on administrative costs under this subsection. A local school board shall provide a charter school with a report itemizing the administrative costs retained by the local school board under this section. The "amount generated by students enrolled in the charter school" is to be determined in the same manner as it would be for a student enrolled in another public school in that school district and includes funds generated by grants, appropriations, federal impact aid, the required local contribution, the local contribution under AS 14.17.410(c), special needs under AS 14.17.420(a)(1), and secondary school vocational and technical instruction under AS 14.17.420(a)(3). A school district shall direct state aid under AS 14.11 for the construction or major maintenance of a charter school facility to the charter school that generated the state aid, subject to the same terms and conditions that apply to state aid under AS 14.11 for construction or major maintenance of a school facility that is not a charter school.

(b) The program budget of a charter school is to be used for operating expenses of the educational program of the charter school, including purchasing textbooks, classroom materials, and instructional aids.

(c) The charter school shall provide the financial and accounting information requested by the local school board or the Department of Education and Early Development and shall cooperate with the local school district or the department in complying with the requirements of AS 14.17.910.

(d) The expenses of housing nonresident students who attend the charter school, including room, board, and other reasonable housing expenses, may not be paid for with state money but may be paid for with funds contributed by sources other than the state.

Sec. 14.03.263. Charter school grant program. [Repealed, Sec. 1 ch 100 SLA 2003]. Repealed or Renumbered

Sec. 14.03.264. Charter school grant program.

(a) A charter school that is established on or after the effective date of this section may receive a one-time grant from the department equal to the amount of \$500 for each student enrolled in the school on October 1 of the first year in which the school applies for the grant. The charter school shall use a grant received under this section to provide educational services. In this subsection, "educational services" includes curriculum development, program development, and special education services.

(b) The department shall establish by regulation procedures for the application for and expenditure of grant funds under (a) of this section.

(c) If the amount appropriated in a fiscal year for the charter school grant program is insufficient to meet the amounts authorized under (a) of this section, the department shall reduce pro rata the per pupil grant amount by the necessary percentage as determined by the department. If a charter school grant is reduced under this subsection, the charter school may apply to the department in a subsequent fiscal year for the balance of the grant amount.

Sec. 14.03.265. Admission.

(a) The program of a charter school may be designed to serve

- (1) students within an age group or grade level;
- (2) students who will benefit from a particular teaching method or curriculum; or
- (3) nonresident students, including providing domiciliary services for students who need those services, if approved by the board.

(b) A charter school shall enroll all eligible students who submit a timely application, unless the number of those applications exceeds the capacity of the program, class, grade level, or building. In the event of an excess of those applications, the charter school and the local school board shall attempt to accommodate all of those applicants by considering providing additional classroom space and assigning additional teachers from the district to the charter school. If it is not possible to accommodate all eligible students who submit a timely application, students shall be accepted by random drawing. A school board may not require a student to attend a charter school.

(c) In addition to other requirements of law, a charter school shall be nonsectarian.

Sec. 14.03.270. Teacher or employee transfers, evaluations, and negotiated agreements.

(a) A teacher or employee may not be assigned to a charter school unless the teacher or employee consents to the assignment.

(b) All provisions of an existing negotiated agreement or collective bargaining agreement applicable to a teacher or employee of a district apply to that teacher or employee if employed at a charter school in that district, unless the district and the bargaining unit representing the

teacher or employee agree to an exemption.

(c) A teacher in a charter school shall be evaluated in an equivalent manner as all other teachers in the district, except that if there is no administrator assigned to the charter school, the local school board, with the agreement of the charter school, shall designate a school district administrator in that district to evaluate a teacher in a charter school.

Sec. 14.03.275. Contracts; duration.

A contract for a charter school may be for a term of no more than 10 years.

Sec. 14.03.280. Regulations.

The State Board of Education and Early Development may adopt regulations under AS 44.62 (Administrative Procedure Act) necessary to implement AS 14.03.250 - 14.03.290.

Sec. 14.03.290. Definitions.

In AS 14.03.250 - 14.03.290,

(1) "academic policy committee" means the group designated to supervise the academic operation of a charter school and to ensure the fulfillment of the mission of a charter school;

(2) "charter school" means a school established under AS 14.03.250 - 14.03.290 that operates within a public school district;

(3) "local school board" means a borough or city school board or a school board of a regional educational attendance area;

(4) "parent" means a biological, adoptive, or foster parent, or an adult who acts as guardian of a child and makes decisions related to the child's safety, education, and welfare;

(5) "teacher" means a person who serves a school district in a teaching, counseling, or administrative capacity and is required to be certificated in order to hold the position.

Sec. 14.07.165 Duties.

The [State Board of Education and Early Development] shall adopt

(4) regulations requiring approval by the board before a charter school, state boarding school, or a public school may provide domiciliary services.

Sec. AS 14.09.010 is amended by adding new subsections to read:

(e) A school district that provides transportation services under this section shall provide transportation services to students attending a charter school operated by the district under a policy adopted by the district. The policy must:

(1) be developed with input solicited from individuals involved with the charter school, including staff, students, and parents;

(2) at a minimum, provide transportation services for students enrolled in the charter school on a space available basis along the regular routes that the students attending schools in an attendance area in the district are transported; and

(3) be approved by the department.

(f) If a school district fails to adopt a policy under (e) of this section, the school district shall allocate the amount received for each student under (a) of this section to each charter school operated by the district based on the number of students enrolled in the charter school.

(g) Nothing in (e) of this section requires a school district to establish dedicated transportation routes for the exclusive use of students enrolled in a charter school or authorizes a charter school to opt out of a policy adopted by a school district for the purpose of acquiring transportation funding.

Sec. AS 14.17.450(d) is amended to read:

(d) If a charter school has a student count of at least 75 but less than 150 for the current year and is in the first three years of operation or had a student count of at least 75 in the previous year of operation,

(1) the adjusted student count for the school shall be calculated by multiplying the student count by the student rate for a school that has a student count of 150; and

(2) not later than February 15, the charter school shall submit for approval of the governing board of the district a plan for the following school year that includes a statement about whether the school will continue to operate if the student count remains the same that year and, if so, a projection of the funding anticipated from the state and other sources, a proposed budget, and a description of anticipated changes to the school staff, program, and curriculum; if the school intends to close if the student count remains the same the following year, the plan must describe transfer plans for students, staff, facilities, and materials.

Alaska State Charter Schools Regulations

4 AAC 27 is amended by adding a new section to read:

4 AAC 27.057. Charter school transportation policy.

(a) A local school board shall adopt a charter school transportation policy that describes the transportation services that will be provided by the district to students attending a charter school operated by the district if

(1) a district provides transportation services under AS 14.09.010; and

(2) the district operates a charter school or an application for the establishment of a charter school in the district is pending with the district under AS 14.03.250.

(b) A district must submit to the department an application for approval of its charter school transportation policy on a form provided by the department.

(1) not later than April 15, 2015, if a charter school is in operation in the district on July 1, 2014; or

(2) not later than 30 days after approval of a charter school by a local school board, if a charter school is approved by a local school board after July 1, 2014, and a charter school transportation policy approved by the department is not in effect in the district.

(c) The application to the department must include

(1) evidence that the charter school transportation policy was developed in compliance with AS 14.09.010(e)(1); and

(2) the charter school transportation policy adopted by the local school board that provides transportation service for charter school students in compliance with AS 14.09.010(e)(2); and

(3) other documents or information the department needs to evaluate a charter school transportation policy adopted by a local school board.

(d) Not later than 60 days after receipt by the department of an application for approval of a charter school transportation policy, the department will grant approval for a charter school transportation policy if the charter school transportation meets the requirements of AS 14.09.010 and this section.

(e) If a district seeks to amend an approved charter school transportation policy, it must submit an application for approval of an amendment of the charter school transportation policy on a form provided by the department not later than April 15 of the fiscal year prior to the fiscal year when the proposed amendment will take effect. An application for approval of an amendment of a charter school transportation policy must meet the requirements of (c) of this section.

(f) Not later than 60 days after receipt by the department of an application for approval of an amendment of a charter school transportation policy, the department will grant approval for the amendment of a charter school transportation policy if the amendment meets the requirements of AS 14.09.010 and this section. (Eff. 4/8/2015, Register 214)

Authority: AS 14.07.020 AS 14.07.060 AS 14.09.010

4 AAC 33.110 is repealed and readopted to read:

4 AAC 33.110. Charter school application and review procedure.

(a) The application procedure required by AS 14.03.250(a) for the establishment of an initial or renewed charter for a charter school must be in writing and must be available upon request at the school district's central office. The local school board must require an applicant to submit sufficient information so that the local school board may conduct a thorough review of the proposed charter school. An application must conform to the content areas and formatting standards set out at the [department's Charter School webpage](http://education.alaska.gov/Alaskan_Schools/Charter) at: education.alaska.gov/Alaskan_Schools/Charter.

An application, upon final approval by the State Board of Education and Early Development, will operate as the charter for the school. In addition to the requirements of AS 14.03.250(a), an application must include, at a minimum,

- (1) a list of the members of the academic policy committee and their qualifications;
- (3) the length of the term of the contract required under AS 14.03.255(c);
- (4) the charter school's bylaws;
- (5) a description of the education program to be offered at the charter school and mechanisms for student assessment to be utilized in addition to those required by state law;
- (6) a written instructional program that addresses state content standards under 4 AAC 04 and that aligns with the content on the statewide student assessment system under 4 AAC 06.710 – 4 AAC 06.790;

- (7) written objectives for program achievement;
- (8) a description of and schedule for staff development activities;
- (9) a school schedule and calendar;
- (10) plans for serving special education, vocational education, gifted, and bilingual students;
- (11) written admissions policies and procedures;
- (12) if the charter school is the only school in the community, an alternative option for students not wishing to attend the charter school;
- (13) a written administrative policy manual;
- (14) a written budget summary and financial plan, including
 - (A) a statement of the charter school's funding allocation from the local school board and costs assignable to the charter school program budget; and
 - (B) the method by which the charter school will account for receipts and expenditures;
- (15) a written plan for the charter school's facility;
- (16) a written plan that addresses the teacher-to-student ratio, including projected enrollment figures;
- (17) a written student recruitment process, including a lottery or random drawing mechanism for enrollment if applicants exceed the school's capacity;
- (18) a requested or existing exemption for the charter school from a written collective bargaining contract;
- (19) a plan for pupil transportation and the district charter school transportation policy, if proposed or adopted;
- (20) the written termination clause that must appear in the contract between the charter school and the local school board;
- (21) proof of compliance with applicable law; and
- (22) other documents or information the district needs to evaluate the proposed charter school.

(b) Not later than 30 days after a local school board's decision to approve an initial application or a renewal application for a charter school, the local school board must forward the application to the State Board of Education and Early Development for review and approval under AS 14.03.250(c) by mailing to the department

- (1) the complete application filed with the local school board, including all supporting documents required by (a) of this section;
- (2) the written decision of the local school board;
- (3) all other materials considered by the local school board in support or in opposition to the application; and
- (4) the minutes of the local school board meeting at which the charter school was approved.

(c) An initial application for a charter school approved by a local school board may not be submitted to the department under subsection (b) more than 12 months before the planned start-up date for the new school. A renewal application for a charter school approved by a local school board may not be submitted to the department under (b) of this section more than 12 months before the expiration of the existing contract.

(d) An initial application and a renewal application approved by a local school board and submitted to the department under (b) of this section must be received by the department at least 90 days before the next regularly scheduled meeting of the State Board of Education and Early Development.

(e) The State Board of Education and Early Development will review an initial application or a renewal application approved by the local school board and submitted to the department under (b) of this section. The State Board of Education and Early Development will consider an initial application or a renewal application in the order in which it is received.

(f) Not later than 60 days after a local school board issues a decision to deny an initial application or a renewal application for a charter school, an applicant may file a notice of appeal to the commissioner under AS 14.03.250(d). In the notice of appeal, the applicant must specify the grounds for its appeal, stating which, if any, finding of fact or conclusion of law in the local school board's decision is alleged to be in error. If the applicant alleges that a finding of fact is in error, the applicant shall specify in the notice of appeal the evidence in the record before the local school board that supports a contrary finding of fact. With the notice of appeal, the applicant must file with the commissioner

(1) the complete application submitted to the local school board, including all supporting documents required by (a) of this section;

(2) the written decision of the local school board;

(3) any other materials considered by the local school board in support or in opposition to the application;

(4) the minutes of the local school board meeting at which the charter school was approved or denied, or if the minutes are not yet available, the date on which the minutes will be available for review by the department; and

(5) within ten working days of receipt of the commissioner's written request for a hearing transcript, a transcript of any recorded testimony presented to the local school board regarding the charter school application.

(g) The commissioner will review an appeal of a local school board decision denying an initial or renewal application for a charter school under AS 14.03.250(d).

(h) If the commissioner upholds the denial of an application, the applicant may file an appeal of the commissioner's decision to the State Board of Education and Early Development within 30 days of the issuance of the commissioner's decision. The commissioner will forward the appeal to the State Board of Education and Early Development immediately for consideration at its next meeting. The State Board of Education and Early Development will issue a decision within 90 days after the filing of an appeal of a commissioner's decision upholding a denial of an application.

(i) If the commissioner approves an initial or renewal application by overturning a denial by the local school board, the commissioner will forward the application and record to the State Board of Education and Early Development not later than thirty days after the commissioner issues a written decision of approval. The State Board of Education and Early Development will consider the application at its next meeting.

(j) The State Board of Education and Early Development will not approve an application that contains insufficient information to determine compliance with applicable law.

(k) A decision of the State Board of Education and Early Development granting or denying approval for a charter school application is a final agency action for purposes of an appeal to the superior court. (Eff. 4/27/96, Register 138; am 3/31/2002, Register 161; am 7/26/2002, Register 163; am 8/6/2004, Register 171; am 4/18/2015, Register 214)

Authority: AS 14.03.250 AS 14.03.280 AS 14.07.060
AS 14.03.253 AS 14.07.020

4 AAC 33 is amended by adding a new section to read:

4 AAC 33.113. Amendment of charter.

A charter school may apply to a local school board for an amendment to its charter during the term of its contract with the local school board. If a local school board approves an amendment to the charter, an amended contract must be executed to conform to the amended charter. The local school board must forward an amended charter and amended contract to the department. A charter school may make district-approved changes to its program that do not require an amendment to its charter without review by the state Board of Education and Early Development, except that a change of program that involves the addition of an elementary or secondary program must be approved by the local school board and the State Board of Education and Early Development. (Eff. 4/18/2015, Register 214)

Authority: AS 14.03.250 AS 14.07.020 AS 14.07.060
AS 14.03.280

4 AAC 33 is amended by adding a new section to read:

4 AAC 33.115. Operation of charter schools.

(a) The department may audit the charter school's program during the term of the contract under AS 14.03.255(c) and may take any action necessary to ensure compliance with federal and state law, including the withholding of money under AS 14.07.070. Notwithstanding any provision of a charter or contract, a charter school must comply with state and federal law. A change in state or federal law taking effect during the term of an existing contract or charter will override an inconsistent provision of a contract or charter. (Eff. 4/18/2015, Register 214)

Authority: AS 14.03.250 AS 14.03.280 AS 14.07.060
AS 14.03.255 AS 14.07.020

4 AAC 33 is amended by adding a new section to read:

4 AAC 33.117. Charter school grant program.

(a) A charter school that is established on or after July 1, 2014, may apply to the department for one-time grant funding under AS 14.03.264. An applicant charter school must

- (1) apply on a form prescribed by the department;
- (2) provide evidence in its application that demonstrates that grant funding will be used to provide educational services as defined under AS 14.03.264(a); and
- (3) file its application with the department not later than September 15 to receive funding based on student enrollment on October 1 of the same fiscal year.

(b) A charter school that received reduced grant funding in a prior fiscal year as permitted under AS 14.03.264(c) may apply for the balance of the grant amount using the procedures described in (a) of this section.

(c) The department will notify a newly approved charter school of its eligibility for grant funding under AS 14.03.264 promptly after approval of the charter by the State Board of Education and Early Development. (Eff. 4/18/2015, Register 214)

Authority: AS 14.03.264 AS 14.07.020 AS 14.07.060

4 AAC 33 is amended by adding a new section to read:

4 AAC 33.119. Definitions.

In 4 AAC 33.110 – 4 AAC 33.119,

(1) "charter school" has the meaning given in AS 14.03.290;

(2) "commissioner" means the commissioner of education and early development;

(3) "department" means the Department of Education and Early Development;

(4) "local school board" has the meaning given in AS 14.03.290.

(Eff. 4/27/96, Register 138; am 3/31/2002, Register 161; am 7/26/2002, Register 163; am 8/6/2004, Register 171; am 4/18/2015, Register 214)

Authority: AS 14.03.250 AS 14.07.020 AS 14.07.060
AS 14.03.280



Anchorage School District

Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

Alaska Department of Education & Early Development
Attn: Charter School Program Manager
801 W. 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500

December 3, 2024

Dear Ms. McCarty;

Please find enclosed the charter renewal applications for Anchorage School District Charter School Rilke Schule German Immersion Charter School. Enclosed are the following documents:

1. DEED Charter Renewal Application with page numbers provided on the rater's rubric and;
2. The charter school's renewal application.

The Anchorage School District School Board approved the charter renewal after a school board meeting on November 19, 2024. The Anchorage School District School Board reviewed the renewal application as a non-action item on November 4, 2024, and finally voting on the renewal application as an action item on November 19, 2024.

We hope you will find the renewal application complete and able to schedule them for review and approval at the next State Board of Education and Early Development meeting.

Please do not hesitate to contact me if I can be of assistance.

Sincerely,

Robyn Harris
Senior Director of Choice Schools

Educating All Students for Success in Life

Anchorage School Board Andy Holleman, President

Carl Jacobs, Vice President

Dora Wilson, Clerk

Kelly Lessens, Treasurer

Margo Bellamy

Dave Donley

Pat Higgins

Superintendent Dr. Jharrett Bryantt

Rilke Schule German Immersion School

Charter Renewal Application

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Section 1: Establishment of the Charter at the Local Level

Description of Educational Program

Rilke Schule German Immersion School (Rilke Schule) is a kindergarten through 8th grade charter school within the Anchorage School District (ASD). Rilke Schule is the first immersion program to encompass elementary and middle school. Furthermore, all students attending Rilke Schule learn German, facilitating their immersion into the German culture and language. We attract a diverse student population by offering a challenging, high-quality dual language Immersion education is supported by a unique after-school program with a variety of activities.

Vision

Rilke Schule students are biliterate, globally aware, and locally engaged.

Mission

Provide a culturally enriched German immersion learning environment with a focus on academic excellence and student success.

Rilke Schule Goals

- Foster investment in the school community
- Ensure Rilke Schule's sustainability
- Promote student success through dual-language German Immersion education

Dual Language Immersion Model

Rilke Schule uses a dual language immersion model to deliver instruction to students. In this model, students spend half of their day in an English classroom and half the day in a German classroom. This is typically referred to as a partial or 50/50 model. This means that while students are in the German classroom, the teacher will only instruct in German, materials will be written in German, and the students will be expected to engage in the German language through listening, reading, speaking, and writing. In the English classroom, mathematics and English Language Arts instruction will be provided. In the German classroom, social studies, science, and German Language Arts will be taught. There is a focus on foundational literacy skills in kindergarten through 3rd grades and an emphasis on content knowledge in 4th through 8th grades.

Student data for German language proficiency benchmarks are collected through the STAMP 4S or 4Se assessment from 2nd through 8th grades, and the Common European Framework of Reference for Languages (A1, A2, DSD1) assessments for 3rd, 6th, and 8th grades respectively.

Purpose of the Program

- To learn the German language and culture to broaden student horizons
- Expose and immerse our students and their families in a new culture
- Promote informed, active, and responsible global citizenship
- Immerse students in an academically rigorous learning environment that exceeds local and state

standards

- Provide a consistent learning environment to best prepare our students for academic success in high school

Program Highlights

- Meets or exceeds local and state standards with a rigorous academic program
- Exhibits proficient levels of German for the corresponding grade level
- Recognized as a PASCH School - “Schulen: Partner der Zukunft” (Schools: Partners of the Future)
- Recognized by the American Association of Teachers of German (AATG) as a German Center of Excellence
- Participates in German American Partnership Program (GAPP) - exchange of middle school students with two schools in Germany
- Participates in Amity Institute’s Intern Program

Staff

Rilke Schule will be fully staffed with teachers who meet the ASD and State of Alaska certification and eligibility requirements. In the event a teaching position becomes open, teachers will be selected from the ASD eligible-for-hire list. Teacher evaluations are performed in a manner equivalent to ASD and consistent with appropriate union guidelines and state statutes.

Rilke Schule will employ a full-time principal who possesses a current Alaska Type-B administrative certificate, meets all ASD eligibility requirements, and is in good standing. When it becomes necessary to fill the principal position, all candidates will be evaluated, and the Academic Policy Committee (APC) will make a final selection. The hiring process is outlined in the APC Bylaws (see Appendix C). All candidates are required to be on the ASD eligible-for-hire list for administrators. The principal shall be evaluated by the APC in accordance with the principal's contract. The APC shall consider input from the principal's designated ASD supervisor.

Rilke Schule school staff also includes itinerant Related Services staff in addition to the resource teacher. This staff includes a school psychologist, speech language pathologist, ELL teacher, occupational therapist, and physical therapist.

Student-Teacher Ratio

Rilke Schule will strive for a full-time equivalent of certificated personnel providing for a pupil teacher ratio of 25:1, calculated as (# of full-time students/# full-time equivalent teachers).

Students Served

Rilke Schule will serve a maximum of 520 students with an average target of 500 students. Projected student enrollment for the 2025–26 school year is 480 students, accounting for the average percent of attrition historically seen at Rilke Schule.

Rilke Schule Expectations

Students are responsible for their own behavior and are expected to be positive and engaged members of the school community. Rilke Schule follows a progressive discipline model, utilizing out-of-school suspension only as a last resort for egregious offenses.

- Teachers inform parents about student progress, behavior, and school events through multi-modal forms of communication.
- Parents are encouraged to volunteer four hours a month as an active member of the school community.
- Rilke Schule classrooms are inviting, safe, and stimulating learning environments.
- Rilke Schule follows the field trip guidelines set forth in the ASD School Activities Handbooks. As necessary, Rilke Schule faculty members will complete appropriate designee training.
- Teachers participate in professional development that supports dual language immersion education.
- Rilke Schule follows ASD's Elementary and Middle School handbooks. However, Rilke Schule maintains a stricter dress code, nutrition guidelines, cell phone guidelines, etc as defined in the Rilke Schule Handbook.

How has the Charter Changed Since the Last Application

- The official name of the school was changed from "Rilke Schule German School of Arts and Science" to "Rilke Schule German Immersion School" by a vote of the APC at the regularly scheduled meeting August 22, 2024. A school-wide communication was emailed on August 26, 2024, including notification of the name change. In the lead up to the vote, APC discussed the potential name change in multiple public meetings beginning in March 2024. In addition to public discussion, two school-wide surveys were conducted to gather community feedback on the possible name change. These surveys were advertised in the weekly, principal newsletter since April 2024.
- The Dress Code and Nutrition Policies are removed from the charter and will become APC policies.

Section 2: Organization and Administration

Program Administration

Rilke Schule is a public charter school serving kindergarten through 8th grade students within ASD with oversight by the APC. Rilke Schule employs an Alaska Type-B administrative certificated principal.

The APC is the governing body of the school designated to oversee all aspects of the charter. APC delegates the day-to-day management, supervision of staff, student discipline, financial records and accountability and other duties as assigned by the APC, or as required by law to the principal. The principal will report to the APC the financial records, curricular needs, and any concerns at the monthly APC meeting.

Rilke Schule has two official partner organizations: Rilke Schule Verein (RSV) and Rilke Schule Inc. (RSI). Both 501(c)3 non-profit organizations work collaboratively to support Rilke Schule and its mission and

goals. RSV is the parent, teacher, community organization supporting Rilke Schule through providing German cultural events for the community. RSI hosts Rilke Clubs, a comprehensive set of extracurricular activities offered before and afterschool.

A Memorandum of Understanding (MOU) is renewed every three years between the boards, which define each organization's roles and responsibilities to benefit Rilke Schule.

Administrative Policies

Administrative policies are detailed in Appendix E.

Rilke Schule follows ASD administrative policies and regulations as they apply to charter schools and the provision of law and school board policy with the following exceptions:

- Rilke Schule may alter current district in-service days to enable and accommodate program needs. If applicable, this will be submitted in advance for approval to ASD.
- Rilke Schule requests the same waiver as ASD for the parent-teacher conference schedule.
- Rilke Schule employs a full-time principal. Members of the APC may be given waivers of confidentiality to review appropriate principal personnel files for screening applicants prior to interviewing.

Parent-Teacher Contacts

- Parent-Teacher conferences shall be held in the fall and winter and aligned with ASD's school calendar.
- On parent-teacher conference days, students will be dismissed at 11:30 am and conferences will be held until 6:00 p.m.
- When teachers work two evenings until 6:00 p.m. for parent - teacher conferences, they will not be required to attend meetings or training the following work day unless it's a regular student school day.

Annual APC Meeting

Rilke Schule's APC holds an annual meeting each February, where board members are elected per terms laid out in their bylaws. APC conducts monthly meetings throughout the school year. Minutes of these meetings are available on the school's website for public viewing.

Rilke Schule Calendar and Schedule

Rilke Schule follows the approved ASD calendar including start and end dates, recognition of holidays, grade reporting dates and parent/guardian conference schedule, unless otherwise specified and requested in the yearly calendar waiver submission to the Department of Education and Early Development.

Rilke Schule's daily student contact schedule is 8:15 am – 3:00 pm four days per week. One day per

week shall be designated as an “early release” day, beginning at 8:15 am, with students released at 1:45 pm. Early release time after student dismissal is dedicated to Professional Learning Communities (PLC) including collaborative planning, training, and professional development. Students have the opportunity to participate in afterschool enrichment activities during that time.

Duty Day

Rilke Schule’s duty day is designed to maximize planning and collaboration in order to meet the educational goals of our school and serve our students.

- The duty day for certificated staff at Rilke Schule begins 15 minutes before the student day and ends 15 minutes after the student day with the exception of one “early release” day per week.
- Rilke Schule specifically designates early release of students one day per week to provide for collaborative planning and professional development.
- After early release of students, teachers shall have PLC including collaborative planning, training, and professional development.
- Teachers shall participate in early release day activities as directed by the principal for the extent of the duty day defined above.

Section 3: Educational Program and Student Achievement

Educational Program

Rilke Schule provides core courses in mathematics, English and German Language Arts, social studies and science primarily utilizing ASD adopted curriculum and aligned to the Alaska State Standards and Common Core State Standards. Rilke Schule is a dual language German immersion school where students develop English and German literacy skills and receive content knowledge in both languages.

The instructional program is detailed for each core content area in Appendix F.

Specialized Services

- Rilke Schule functions as a public school within ASD. As a school under the umbrella of the ASD, Rilke Schule will adhere to all applicable federal and state law and district policy put forth for special education.
- Specialized services will be integrated into the regular classroom program as required by law. In accordance with the ASD Special Education Policy, if a student with special needs is placed by lottery into Rilke Schule, a review of the student’s Individualized Education Program (IEP) will be conducted to determine the appropriate service delivery setting (e.g., self-contained, resource, general education with supports, etc.).
- Rilke Schule will use the ASD criteria for determining student eligibility for services. At the time of the eligibility meeting, the IEP team will decide whether the student’s needs can be best met at Rilke Schule or may be better met through another program within the ASD.
- Special Education personnel conduct IEP meetings, teacher training, and help ensure that students’ needs outlined in IEPs are being met.
- Rilke Schule’s staff will be responsible for the coordination of an effective Special Education

program within the school including curriculum and teaching. The staff will address the needs of students with IEPs either in an inclusive classroom setting or through individual or small group settings. The staff will work with classes, co-teaching to differentiate instruction for students with special needs and students who are at-risk.

- Rilke Schule will use the multi-tiered system of supports (MTSS) framework to provide tiered support for all students. This framework includes providing evidence-based core instruction for all and targeted and intensive interventions for students in areas of need as identified through ongoing data analysis.
- Rilke Schule will receive its equitable share of special education funding and/or services to support the educational needs of students with disabilities. Rilke Schule will be responsible for providing its own special education services and instruction to the students it serves. Rilke Schule will request specific services from the district based on need (e.g. occupational therapy, physical therapy, etc.) and such services based on student need.
- Rilke Schule will follow ASD special education protocol and policy for:
 - Child Find Identification
 - Referral
 - Assessment
 - Eligibility
 - Development of IEP
 - IEP review
 - Due process procedures
- If it is determined that Rilke Schule cannot adequately address the needs of the student, the decision should be disclosed to the parent at the meeting and documented in a Prior Written Notice. Notice to the parent should include a copy of the Procedural Safeguards (per ASD lottery admissions procedures).

Program Objectives

Rilke Schule supports and participates in achieving the ASD academic goals. Rilke Schule has consistently demonstrated proficiency on standardized state testing such as the Alaska System of Academic Readiness (AK STAR) and Measurements of Academic Progress (MAP) above ASD and state averages in English Language Arts and mathematics each year.

Rilke Schule implemented English Language Arts (ELA) intervention classes for kindergarten through 3rd grades to support students who are below benchmark utilizing the MTSS. Targeted interventions come from Amplify, mClass, SIPPS, and UFLI, as well as replacement curriculum like Phonics for Reading and Reading Mastery. Rilke Schule uses mClass for progress monitoring in ELA. MTSS math instruction comes from *i-Ready Classroom Mathematics* for grades K-8. *i-Ready Personalized Instruction* is an online practice, custom math support resource that provides students of all ages with differentiated instruction and supports them on their individual paths to success. Additionally, math at the middle school level is leveled and includes courses in Math 7, Math 8, and advanced math. Intervention and general education teachers utilize shared calendars in order for the support class to pre-teach and support concepts learned in general education courses.



2023 School Summary Report - English Language Arts
 District: ANCHORAGE SCHOOL DISTRICT
 School: RILKE SCHULE CHARTER SCHOOL

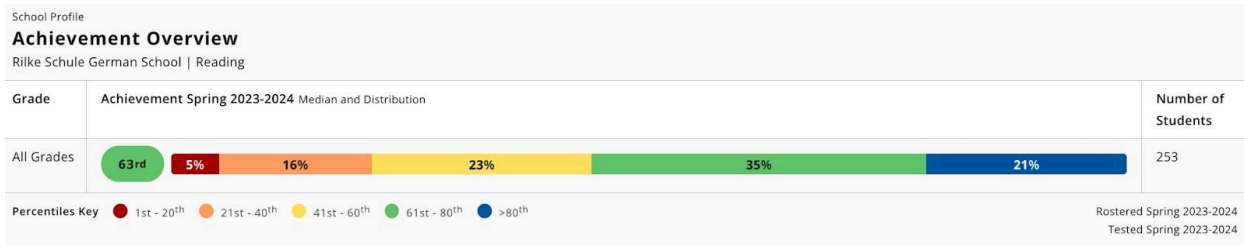
	Students Tested	Mean Score	Median Score	% of Students by Achievement Level			
RILKE SCHULE CHARTER SCHOOL	234	1604	1600	15%	26%	39%	21%
ANCHORAGE SCHOOL DISTRICT	20,343	1593	1588	34%	30%	24%	12%
ALASKA	55,941	1589	1583	40%	29%	22%	10%



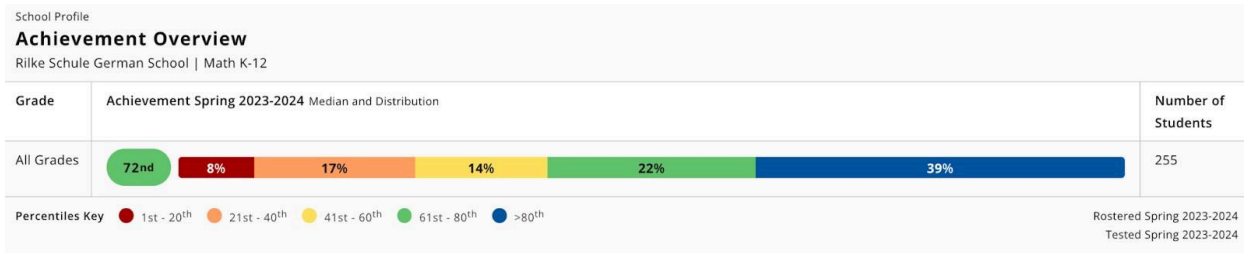
2023 School Summary Report - Mathematics
 District: ANCHORAGE SCHOOL DISTRICT
 School: RILKE SCHULE CHARTER SCHOOL

	Students Tested	Mean Score	Median Score	% of Students by Achievement Level			
RILKE SCHULE CHARTER SCHOOL	234	1553	1548	25%	21%	37%	17%
ANCHORAGE SCHOOL DISTRICT	20,383	1546	1541	44%	19%	26%	11%
ALASKA	55,950	1542	1537	49%	18%	24%	9%

Rilke Schule 23-24 Reading MAP Achievement



Rilke Schule 23-24 Math MAP Achievement



Assessment and Grading Procedures

Each student's math and language arts skills will be assessed to determine proper academic instruction within the program and whether instructional intervention is needed. To do so, several forms of assessment will be utilized including; mClass, MAP, and teacher designed assessments and recommendations.

Student formative assessments will be used regularly throughout the year in all curricular areas. Standardized tests will be administered as per ASD and state requirements. Rilke Schule students will participate in and follow the ASD Assessment Calendar for all required ASD testing.

Assessments of German language skills will also take place. Those assessments may include: Deutsches Sprachdiplom (German Language Diploma) at levels A1, A2, B1 and the STAndards-based Measurement of Proficiency (STAMP). The faculty and the APC will review the overall results of both the standardized tests and the German assessments in order to make data driven decisions.

Student grading is as follows:

- Kindergarten instructors provide a narrative along with a developmentally-based report card. All other grades receive report cards from the ASD district-wide Q system.
- 1st through 3rd grade students receive effort grades (O, S, N) in all subjects.
- 4th and 5th grade students receive effort grades and academic grades (A, B, C, D, F).
- 6th through 8th grade students receive academic grades only.
- Students earn effort grades in Physical Education in all grades.
- Students earn effort grades for art in kindergarten through 5th grades and academic grades in art in 6th through 8th grades.
- Students earn effort grades for music in kindergarten through 3rd grades, effort and academic grades for music in 4th and 5th grades, and academic grades for music in 6th through 8th grades.

Section 4: Professional Development

Rilke Schule recognizes and values both professional development and collaboration in the workplace. One day per week is designated as an early release day dedicated to collaborative planning and PLC aligned with the mission and goals of Rilke Schule. Early release time provides the opportunity for teachers and staff to learn, understand, and apply the foundational principles and educational philosophies of the school. All staff shall participate at the direction of the principal.

Professional development and collaborative planning shall be primarily focused on the mission, vision, goals, and educational philosophies of Rilke Schule, including:

- German language curriculum development
- Mastery learning and assessment practices
- Cross-curricular learning opportunities between English classrooms and German classrooms
- Analyzing student data and making data-informed decisions for academic interventions
- Office hours for parent meetings to address student academic and behavioral goals

Outside of the scheduled PLC times, Rilke Schule staff are offered opportunities to travel and engage in professional development that aligns with Rilke Schule’s mission, vision, and goals.

Rilke Schule staff shall complete training and PLCs mandated by the State of Alaska for public school employees. Rilke Schule staff shall participate in professional development and training required by the ASD unless alternative professional development necessary to school operations is specifically designated by the principal and approved by the APC.

Section 5: Facility

Current Facility

Rilke Schule holds a 10-year lease agreement with Kiska, LLC. at 1846 E. 64th Avenue, Anchorage, AK 99507, which expires August 31, 2025. The lease agreement, and any subsequent adjustments to the lease, are and shall be approved by the ASD Purchasing Department. All applicable federal, state, and local requirements concerning health, safety, and fire codes will be maintained by the school facility. Rilke Schule shall remain in compliance with all applicable codes for the life of the contract. The lease and facility layout are attached in Appendix M.

Rilke Schule's facility consists of approximately 39,500 square feet. Currently all of our classrooms are within the building. However, limitations exist to grow our student population and hold all of our specialists’ classes. Furthermore, we have no space to service a student nutrition program.

Future Facility and Projected Growth

Rilke Schule continues to explore options for a campus and facility that will meet the needs and align with the mission and goals of the school. Rilke Schule seeks to maintain an enrollment of 500 students for the duration of the charter. A future school facility shall be within the Anchorage bowl. The building would have all classrooms needed under one roof. Support spaces would include a principal's office, administrative office space, Special Education room, workroom, staff lounge, storage space, server room, janitorial closets, and a nurse's office. Additionally, a playground space with equipment and a space for organized and free-time physical activity would be provided.

At the time of this application submission, Rilke Schule is not utilizing an ASD facility and requests the right of consideration should appropriate space become available in the future.

Section 6: Admission

Admission Policies and Procedures

Admissions are detailed in Appendix G.

Rilke Schule employs the ASD online lottery system with a recruitment goal of reflecting the diversity of the whole district. Lottery dates may be added if school and community needs require.

Lottery applications and admissions procedures at Rilke Schule follow the ASD Lottery Admission

Procedures for Special Education Students dated 10/07/2010.

Recruitment and Enrollment

Recruitment and enrollment practices are detailed in Appendix H.

Rilke Schule participates in the ASD system and follows all policies and practices thereof. ASD maintains all written statements of lottery processes and procedures.

Rilke Schule will allow students to enroll through the end of the first semester (winter break) of 1st grade and/or at the discretion of the principal and based on the needs of the school. Placement is dependent upon available space and the waitlist. Language proficiency testing may be required to determine if students are able to be successful learning in the immersion language. Because immersion students are learning grade-level content (science and social studies) in the target language, it is too difficult for students to be successful if they enter the program after the cut-off period due to lack of accessibility to curricula. Rilke Schule reserves the right to add additional classes or combine classes as necessary to maintain a full student count.

Section 7: Fiscal

Rilke Schule fiscal data are detailed in Appendix I

Financial Plan and Annual Program Budget

Funding for Rilke Schule is based on the State of Alaska's Base Student Allocation (BSA) formula as per AS 14.03.260.

Rilke Schule's funds may be supplemented by grants, fundraisers within the school community through RSV and RSI, and additional funds (if any) supplied by the ASD or State of Alaska. Fundraisers at Rilke Schule are coordinated between the school, RSI and RSV, with oversight by the APC. Grants sought by Rilke Schule must relate to the charter and program and must be approved by the APC prior to application submission, along with abiding by the ASD Development and Grants office for seeding grant funds.

Indirect Rate 4% and services provided:

District Administration Organizations

1001 - Anchorage School Board

1002 - Superintendent

1004 - Chief Financial Officer

1006 - Deputy Superintendent

1007 - Chief Operating Officer

1010 - Office Of Management & Budget

1011 - Accounting.

1012 - Purchasing

1013 - Risk Management

- 1015 - Payroll
- 1016 - Talent Management
- 1017 - Equity & Compliance
- 1019 - Project Management
- 1038 - Assessment & Evaluation
- 1039 - Technology/Misc
- 1050 - Communications & Outreach
- 1065 - Warehouse

Accounting for Receipts and Expenditures

Rilke Schule complies with AS 14.17.910 “Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account”. Rilke Schule accounts for receipts and expenditures by using and complying with district accounting, audit, and fiscal procedures that apply to charter schools. Rilke Schule will allow district personnel or district auditor’s access to financial information to perform the annual or special audit and accounting information. Rilke Schule shall cooperate with the ASD school board and the Department of Education and Early Development (DEED) in complying with the requirements of AS 14.17.910.

All leases, debts, and other financial obligations of Rilke Schule shall not constitute a debt liability or financial obligation of the ASD school board or the ASD. All financial and accounting information requested by the ASD or the DEED will be provided.

Certification of Compliance for Receipt and Use of Public Money

Rilke Schule certifies that it will comply with all local, state and federal requirements for the receipt and use of public money.

Section 8: Transportation

Transportation procedures are detailed in Appendix J.

The parents/guardians of Rilke Schule students are responsible for their student’s transportation to and from school, including any transportation needed for students to participate in sports or activities.

Appendix A School Board Approval



Agenda Item Details

Meeting	Nov 19, 2024 - School Board Meeting
Category	F. Action Items
Subject	1. ASD Memorandum #058 - Charter School Renewal: Rilke Schule German Immersion School
Type	Action
Recommended Action	To approve the renewal of Rilke Schule Charter School's charter for an additional 10 years through the 2034-2035 school year.

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #058 (2024-2025)
November 19, 2024

TO: SCHOOL BOARD

FROM: DR. JHARRETT BRYANTT, SUPERINTENDENT

SUBJECT: CHARTER SCHOOL RENEWAL: RILKE SCHULE GERMAN IMMERSION SCHOOL

ASD Core Value: Public education should be responsive to an ever-changing world

RECOMMENDATION

The Administration recommends the renewal of Rilke Schule Charter School's charter for an additional 10 years through the 2034-2035 school year.

PERTINENT FACTS:

State Statute 14.03.2559(c)(11) limits charter school contracts not to exceed a term of 10 years.

Anchorage School Board Policy and Alaska Department of Education and Early Development (DEED) regulations require charter schools to reapply for approval of their charter within 12 months of the expiration date of their current charter. The Rilke Schule Charter School's charter will expire on June 30, 2025.

Rilke Schule Charter School charter was first approved by the Anchorage School District School Board in 2007. Rilke Schule Charter School is reapplying to the Anchorage School District School Board and DEED for a 10-year renewal of their charter.

The ASD utilizes the DEED application format and ASD policy and administrative regulations for our review and application process.

There are currently eight (8) charter schools in ASD. Each charter school is governed by an elected board called an Academic Policy Committee (APC). Each APC hires their principal who in turn is the administrator of the school.

Rilke Schule Charter School is a K through 8th-grade charter school of choice within the Anchorage School District. It is the first immersion program to encompass elementary and middle school. Their educational program is intended to provide an outstanding education focused on high academic achievement by engaging each child through an enriched language curriculum taught primarily in German. All students attending Rilke Schule learn German, facilitating their immersion into the German culture and language.

Rilke Schule Charter School attracts a broad student population by offering a challenging, high-quality bilingual education supported by a unique after-school program with a variety of activities. With the support of parents and the extended family, Rilke Schule Charter School creates a community which is also immersed in the German culture and promotes international awareness.

Rilke School Charter School has a dress code for its students.

Rilke Schule Charter School is choosing to change their school's name from 'Rilke Schule German Charter School of Arts and Science' to 'Rilke Schule German Immersion School' through the charter school renewal process. It was the community and APC consensus that the new name is more reflective of the school and charter's mission.

In addition to ASD mandated or provided professional development, Rilke Schule Charter School provides training specific to their school and charter mission.

Principal Branden Strauch has led the school since the August 2022 school year in partnership with their committed Academic Policy Committee. The Rilke Schule Verein (RSV) is their parent/teacher organization and Rilke Schule Inc. (RSI) is the nonprofit attached to Rilke Schule primarily operating the before and after school program.

The Rilke Schule Charter School renewal application was open through Google Docs to the Administrative Review Team ("Team") for two weeks where they added their suggestions and feedback for the charter renewal proposers. The Team met with the proposers for an administrative review on October 7, 2024

The Team was made up of representatives from many departments in the District including, but not limited to: Risk Management, Operations, Maintenance, ELL, STEM, Diversity, Equity and Inclusion, Title I, Human Resources, Ed Tech, Curriculum, Special Education, Gifted, Finance, and Elementary Education.

On November 4, 2024, representatives from the Rilke Schule Charter renewal committee which included the principal, teachers, and members of the APC presented their renewal application to the Anchorage School District School Board as a Non-action Item' meeting.

Attachment: Rilke Schule Charter Application

Prepared by: Robyn Harris, Senior Director of School Choice

Approved by: Sven Gustafson, Chief Academic Officer
 Kersten Johnson-Struempfer, Deputy Chief of Schools
 Dave Whiting, Senior Director Purchasing
 Mike Fleckenstein, Chief Information Officer
 Andy Ratliff, Chief Financial Officer
 Jim Anderson, Chief Operating Officer
 Dianna Beltran, Senior Director Elementary Education
 Joe Zawodny, Senior Director Middle School Education
 MJ Thim, Chief of Communications, Publications, and External Affairs
 Deb Engles, Senior Director of Risk Management
 Brandon Locke, Director of World Languages

[M058A - 2025 Rilke Schule Charter Renewal Application Final.pdf \(1,983 KB\)](#)

[M058B - 2025 Rilke Schule Charter Renewal Form Final.pdf \(294 KB\)](#)

Motion & Voting

To approve the renewal of Rilke Schule Charter School's charter for an additional 10 years through the 2034-2035 school year.

Motion by Margo Bellamy, second by Kelly Lessens.

Final Resolution: Motion Passes

Yea: Margo Bellamy, Dave Donley, Pat Higgins, Andy Holleman, Carl Jacobs, Kelly Lessens, Dora Wilson

§

Appendix B: Signed Contract Between the ASD and Rilke Schule

CHARTER SCHOOL CONTRACT

This Charter School Contract (the “Contract”) is entered into and made effective as of the 19th of November, 2024 (the “Effective Date”), by and between Rilke Schule German Immersion School located at 1846 E. 64th Ave Anchorage, AK 99507 hereafter “Charter School,” and the Anchorage School District, acting through its School Board, located at 5530 E. Northern Lights Blvd., Anchorage, Alaska 99504, hereafter the “District.” Charter School and the District are referred to herein individually as a “Party” or, collectively, as “Parties.”

WHEREAS, Charter School desires to operate within the District in conformance with Alaska Statutes 14.03.250 *et seq.* and all applicable District policies and procedures; and

WHEREAS, the District has reviewed and approved Charter School’s application, subject to any amendments or conditions noted by the District;

WHEREAS, by Board Resolution adopted November 19, 2024, the District conditionally granted Charter School’s application contingent upon the negotiation and execution of a contract acceptable to the district and subject to certain other conditions, including approval by the State of Alaska Department of Education and Early Development; and

WHEREAS, the Parties contemplate that this Contract will govern the relationship between the Parties and the operation of the Charter School;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Contract, the Parties agree as follows:

Charter School shall provide an educational program in the district subject to the terms and conditions of this Contract, commencing on the 1st day of July for the school year 2025-2026. Services will be provided in accordance with the Charter School Calendar identified herein.

1. Compliance with Regulatory Requirements: Charter School shall comply with all local, state, and federal laws and regulations applicable to public schools in Anchorage, Alaska. Charter School further warrants that it has reviewed and fully understands all requirements imposed by District policy and regulation on the operation of charter schools, and warrants that it shall adhere to all such District policies and regulations, except as otherwise stated in Section 4 herein.
2. Educational Program: Charter School shall provide an educational program that advances students’ mastery of basic skill areas including mathematics, science, health, reading, language arts, and social studies. Charter School’s educational program shall be appropriate to the age of students included in the program. Charter School shall also provide for instruction in physical education, music, art, and instructional technology. The educational program shall be designed as described in the Charter School’s application.

3. Achievement Levels: Charter School’s educational program shall result in students’ attaining the specific levels of achievement described in the Charter School’s application.

4. Administrative Policies and Procedures:

a. Admission Policies and Procedures: Charter School shall operate for 10 years. Eligible students are those who are grade-appropriate for the Charter School. Any eligible student who applies in a timely fashion will be admitted, up to the maximum number of students that can be accommodated by the Charter School’s program. If more eligible students apply than can be accommodated, admission to the Charter School’s program will be determined by a drawing using the District’s Lottery Procedures as of the date of the application. Charter School shall not discriminate in any way against any individual or group of individuals on the basis of any classification protected by state, local, or federal law, or District policy.

b. Academic Policies: Academic policies and goals for the Charter School shall be established by the Academic Policy Committee (“APC”). The APC shall be an elected board. Election procedures shall be as outlined in the school’s Bylaws approved by the District. The APC shall meet with the Charter School principal/administrator at least four times each year, to monitor progress in achieving the APC’s policies and goals.

The APC shall include 9 persons, including parents of students attending the Charter School, teachers at the Charter School, and other Charter School employees. Students may be included in the APC if the Charter School is for grades 9-12. The APC’s founding members shall be as stated in the Charter School’s Application.

Members of the APC shall be expected to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education and law, and learn new ways to cope effectively with the problems they confront. APC members shall be expected to participate in at least one such professional development activity per year. Funds for such professional development activities shall be provided annually by Charter School.

Neither the APC acting as a whole, nor any of its members, shall have any authority to bind the District in any way.

c. Charter School has requested and received authorization for the following exemptions from District policies and procedures. Exemptions listed should include specific alternative curriculum the charter school has elected to use and has been approved in replacement of the ASD School Board Approved Curriculum:

Rilke Schule German Immersion School has been granted the following waivers from District policies and procedures:

(List and number below)

1. Rilke Schule uses a dual language immersion model to deliver instruction and content to students in German for half the school day.
2. Rilke Schule’s daily student contact schedule is 8:15 am – 3:00 pm four days per week. One day per week shall be designated as an “early release” day, beginning at 8:15 am, with students released at 1:45 pm. Early release time after student dismissal is dedicated to Professional Learning Communities (PLC) including collaborative planning, training, and professional development.
5. Funding: The District shall allocate funding for the Charter School based on a per-pupil allocation for the students enrolled in the Charter School, computed in a manner consistent with the method in which the District receives revenues from the State of Alaska, less administrative costs retained by the District as determined by applying the indirect cost rate approved by the State of Alaska Department of Education and Early Development. The District may allocate additional revenue beyond the per pupil allocation based on the approved program for the Charter School; but any such increase must be approved by the District’s Board. The Charter School shall comply with all local, state, and federal requirements for the receipt and use of public money.
6. School District Charges: Charter School shall operate under the terms of the approved program budget. The program budget utilizes anticipated District funding based on a per-pupil allocation for the students enrolled in the Charter School. The per-pupil allocation is computed in a manner consistent with the method in which the District receives revenues from the State of Alaska, less administrative costs retained by the District as determined by applying the indirect cost rate approved by the State of Alaska Department of Education and Early Development. Charter School’s funding allocation from the District for purposes of creating the program budget was \$5,275,335. The approved program budget includes the revenues identified above. In addition, revenues generated for special populations of students, revenues from grants, and special revenue funds beyond the per-pupil allocation may be approved by the District’s Board.

Operating revenues actually provided to the Charter School by the District may exceed or be less than the approved program budget since actual revenues shall be determined from actual student enrollments in the Charter School during the year in which the Charter School is operating. The District shall be entitled to adjust the funding to reflect actual student enrollment. Actual student enrollment shall be determined in the same manner that the State of Alaska uses to determine student enrollments and state revenues generated in the District.

7. Student Fees and Charges: Charter School shall not charge tuition to students who reside within the District. Any fees charged to students by the Charter School, including but not limited to supply and activity fees, shall be retained by the Charter School and included in the Charter School program budget.

8. Budget and Accounting: The Charter School's funding allocation for its first school year under this Contract, subject to adjustment based on state funding and enrollment, and a statement of costs assignable to the Charter School program budget are attached as part of the final District-approved Charter School application. The budget will be amended on an annual basis to reflect any changes in Charter School's funding allocation or assigned costs for subsequent school years. On or before the 15th day of November of each year, the Charter School shall provide the District with an annual budget for the following school year for approval.

Charter School acknowledges that adjustments to the Charter School budget may be necessary if the estimated revenues are revised due to actions by the District's Board, the Alaska State Legislature, or the Anchorage Municipal Assembly.

Charter School shall account for receipts and expenditures by using and complying with the District's accounting, audit, and other fiscal procedures. Charter School shall establish, maintain, and retain appropriate financial records in accordance with all applicable federal, state, and local laws, rules and regulations, and will make such records available to the District upon request. Charter School agrees that it shall comply with all local, state, and federal requirements for receipt and use of public money.

9. Facility: The Charter School shall be operated at the following location:

1846 E. 64th Ave. Anchorage, AK 99507 (the "Facility")

The Facility is 39,500 square feet in size, containing 27 classrooms, administrative offices, and other facilities described as follows:

Classrooms, art rooms, music rooms, library space, and a gym/multipurpose room. Support spaces include a principal's office, administrative office space, resource room, workroom, staff lounge, storage space, server room, janitorial closets, and a nurse's office. A playground space with equipment and a space for running and games is also provided.

Charter School warrants that the Facility shall at all times comply with all local, state, and federal health and safety requirements applicable to public schools in the District. Should the Charter School wish to enter into any facility lease or extension thereof, Charter School shall be required to confer with, and obtain prior written approval from, the District's Director of Purchasing.

10. Procurement: Charter School warrants that it shall comply with all District policies and procedures, and all applicable state, federal, and local laws and regulations, in obtaining leased or rented space. Charter School shall be solely responsible to fund the procurement of all leased or rented space, materials, and supplies. All Charter School personnel shall be recruited and furnished at Charter School's sole expense.
11. Teachers and Staff: At the time of executing this Contract, the parties anticipate that the following teachers and staff members will, under separate agreements, teach in the Charter School:

Kindergarten

Michael Helgesen
Nadine Petty (German)
Verena Komes (German)

First Grade

Amanda Berger
Lucia Ayer
Heather Tarrant (German)

Second Grade

Robin Phillips
Birthe Kusche (German)
Dieter Koch

Third Grade

Lucia Tappero (German)
Jane Wagner
Stefanie Stacey (German)

Fourth Grade

Lisa Robertson (German)
Holly Rinehart

Fifth Grade

Katharina Zellmann (German)
BreeAnna Drumm

Sixth Grade

Sasha Ringgenberg (German)
Kaitlyn Wolfe

Middle School

Susan Oakley
Tobi Radke (German)
Tom Honer (German)

Administration

Branden Strauch (Principal)
Cameron Vincent-Lang (Assistant Principal)
Carly Reimer (Admin. Asst.)
Zulinet Perez (Secretary)
Amanda Adney (Nurse)
TBD (Counselor)
Chris Fortaliza (BPO)

Specialists

Amber Maddy (PE)
Kevin Downie (Music)
Sofia Petroni (Music)
Jill Doniere (Art)
Mary Wittus (IGNITE)

Special Education

Carrie Todd (Sped Teacher)
Elaine Squier (Paraprofessional)
Tonya Ruby (Paraprofessional)
Kjersti Von Wichman (Paraprofessional)
Jenny Cowles (Paraprofessional)

Paraprofessionals

Amber Brewer
Nicole Gibeault
Margarete Haeusler (German)
Molly Johnson (English/German)
Angela Washington (English/German)

Related Services

Sofia Sander (ELL Tutor)
Beata Grochowski (PT)
Kalia Rabe (OT)
Abigail Tiedemann (APE)
Lee Waters (Auditory Specialist)
Mindy Galyon (Audiologist)
Michel Bernier (Speech)

At the time of executing this Contract, the Parties anticipate that the following individual(s) will, under separate agreement(s), act as a principal/administrator in the Charter School: Branden Strauch.

The Charter School's principal/administrator, teachers, and staff shall have no authority to bind the district in any way. Charter School shall promptly provide the District with written notice of any proposed changes to the Charter School's staff.

Charter School agrees that certificated staff shall be evaluated in an equivalent manner as other teachers and administrators in equivalent positions in the District. Evaluation procedures for certificated staff must be identical to the District's procedures, unless the Charter School's approved application includes a detailed description of the evaluation procedures to be used in the Charter School, in which case the Charter School may use that District-approved procedure. The Performance Standards adopted by the State of Alaska Board of Education and Early Development and the District for teachers and administrators must be included in any alternative evaluation procedures that are proposed

for certificated staff. However, to clarify expectations, the Charter School's Academic Policy Committee may develop additional performance indicators that are relevant to the educational program of the Charter School. To the extent required by any applicable collective bargaining agreement, any changes to the evaluation procedures for teachers must be developed in consultation with the teacher's union, giving the union full opportunity to review and collaborate on those changes.

Unless the School District and any association representing an employee agree to an exemption, all provisions of any existing negotiated or collective bargaining agreement applicable to any employee shall remain in effect while the employee provides services at the Charter School. All waiver requests and written responses from the appropriate bargaining units are included in this contract and are attached hereto.

12. Pupil-Teacher Ratio: The Charter School shall maintain the following pupil-teacher ratio: 25:1
13. Enrollment: The Charter School shall enroll a minimum of 150 students and a maximum of 520 students at all times. Student enrollment may be adjusted pursuant to the admissions procedures set forth above if there is increased student demand to attend Charter School.
14. School Calendar: Unless otherwise specified in this Section 14, Charter School shall follow the District's yearly calendar, including dates for mandated testing, holidays and parent-teacher conferences.

The instructional time on Friday is shortened with student dismissal at 1:45 pm instead of 2:45 pm. Friday hours are 8:15 am - 1:45 pm. Regular instruction time Monday to Thursday is increased by 15 minutes from the standard ASD day (8:15 am - 2:45 pm) and will run 8:15 - 3:00 pm. Therefore, one hour is banked over a four-day period in order to release the equivalent one-hour early on Friday. Student clubs are available at the school from 1:45 - 3:00 pm on Fridays for parents who wish to avail themselves of this service. This waiver allows partner teachers to have a cohesive planning of lessons to ensure coverage of grade level expectations in our dual language immersion program. All students K - 8th grade receive more than the 9,000 hours of instruction required by the state for 4th - 12th graders.

15. Retirement: All employees of the Charter School shall be members of the Teachers' Retirement System or the Public Employees' Retirement System and shall be subject to the requirements of those systems.
16. Term: This Contract shall be effective upon complete execution and shall be reviewed annually. The Contract has been approved for a period of ten (10) fiscal years and will terminate on June 30th, 2035 (the "Termination Date"). (No Contract may be approved for a term in excess of ten years). Charter School may apply for an extension of this Contract or reapply for a new Contract no later than 180 calendar days prior to the

Termination Date. The District may, in its sole discretion, grant or deny any such request for extension or reapplication.

Although this Contract is for the operation of Charter School for a period of ten (10) years, any financial commitment on the part of the District contained in this Contract is subject to annual appropriation by the District. The Parties agree that the District has no obligation to fund the financial obligations under this Contract other than for the current year of the Term. The Parties further agree that the District has no obligation to provide the services described within this Contract other than for the current year of the Term.

17. No Third Party Beneficiaries: Nothing in this Contract is intended to confer upon any person, other than the Parties, any rights, remedies, obligations, or liabilities under or by reason of this Contract.
18. Termination: The District may, in its sole discretion, terminate this Contract for Charter School's failure to meet educational achievement goals or fiscal management standards, for a default in any provision of this Contract, or for any other cause. The District shall provide at least 30 days' written notice to Charter School of its intent to terminate this Contract and, if applicable, the reasons for doing so. If Charter School fails to remedy the cause for termination within the time provided in this notice, then this Contract shall automatically terminate at the date stated in the notice. Upon termination, Charter School shall immediately return any unused funds to the District.

Charter School may terminate this Contract for the following the following school year by giving written notice to the District on or before February 1 of a given school year of its intent to cease operations for the following year.

19. Risk Management and Maintenance of Insurance: Charter School agrees to adequately protect against liability and risk through an active risk management program. Charter School agrees that it shall coordinate all risk management activities through the District's Department of Risk Management and Insurance (the "Department"). Charter School shall not compromise, settle, negotiate, or otherwise affect any disposition of any actual or potential demands, claims, lawsuits, fines, judgments, or liabilities without first consulting with the Department and receiving the Department's prior written approval.

Charter School shall at all times operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. Charter School shall comply with all District policies and procedures and all applicable local, state, and federal laws concerning student welfare, safety and health, including, without limitation, those policies, procedures, and laws addressing the reporting of child abuse, accident prevention, disaster response, and governing the operation of school facilities.

Charter School shall secure, and maintain at all times while this Contract is in force, at Charter School's sole cost and expense, insurance coverages with financially secure (minimum Standard & Poor's/AM Best rating of A-) and reputable insurers, authorized to do business in Anchorage, Alaska and satisfactory to the District, of the nature and with minimum limits equal to or in excess of the requirements set forth on Exhibit "A," attached

hereto and incorporated herein. The District shall have the right to review these insurance requirements at any time and may, in its sole discretion, require Charter School to obtain additional or greater insurance coverages upon thirty (30) days' written notice. Charter School shall produce insurance certificates evidencing compliance with this Section 19 upon written request.

The satisfaction of any deductibles or self-insured retentions attendant to said coverages shall be the sole responsibility of Charter School. All insurance coverage carried by Charter School, to the extent allowed by law, shall name the District as an "additional insured," so that said insurance, with regard to the types of coverages required hereby, be made to extend to and protect the District to the same extent Charter School is covered. The insurance required hereby shall in no way be construed to limit Charter School's indemnity obligations under Section 21 of this Contract.

20. Contract Compliance: Charter School shall actively oversee its operations to ensure that the terms of this Contract are met. Charter School shall meet regularly with parents, teachers/staff, and (as appropriate) students to review, evaluate, and improve operations of the Charter School. Charter School shall meet with the Academic Policy Committee at least quarterly to monitor progress in achieving the Committee's policies and goals.
21. Indemnification: Charter School shall indemnify, defend, and hold harmless the District and its officers, agents, and employees from and against any and all demands, claims, lawsuits, fines, judgments, and liabilities (including, without limitation, actual attorney's fees and expenses) arising out of this Contract or in any manner pertaining Charter School's operations. This expressly includes, but is not limited to, any claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other losses of any kind or nature whatsoever. The obligations of this Section 21 shall survive the termination or other expiration of this Contract.
22. No Agency, Partnership, or Joint Venture: Nothing in this Contract shall be construed to constitute Charter School as an agent, employee, partner, or joint venturer of the District, nor shall Charter School have any authority to bind the District. In no event may Charter School exceed the authority granted to charter schools under Alaska Statutes 14.03.250 *et seq.*, nor may Charter School transact business as any other type of entity under applicable law.
23. No Waiver: The District's failure to complain of any act or omission on the part of the Charter School, no matter how long the same may continue, shall not be deemed to be a waiver by the District of any of its rights hereunder. No waiver by the District shall be effective unless in writing by an authorized representative, and no such waiver shall be deemed a waiver of a breach of any other provision of this Contract or a consent to any subsequent breach of the same or any other provision. If any action by Charter School shall require the consent or approval of the District, the District's consent to or approval of such action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion or a consent to or approval of any other action on the same or any subsequent occasion.

24. Non-Assignability: Neither this Contract, nor any duties hereunder, may be assigned or subcontracted, in whole or in part, by Charter School without the written consent of a duly authorized representative of the District.
25. Notices: Any notice to be given hereunder by either Party shall be in writing and personally delivered, emailed, or mailed to the other Party at the address(es) set forth herein:

If to the Anchorage School District:
Anchorage School District
Attn: Superintendent
5530 E. Northern Lights Blvd.
Anchorage, Alaska 99504

If to Charter School:
Rilke Schule German Immersion School
1846 64th Ave.
Anchorage, Alaska 99507

26. Miscellaneous: This Contract shall be governed by and construed in accordance with the laws of the State of Alaska. Any action arising out of this Contract shall be brought before a court of competent jurisdiction in Anchorage, Alaska.

The terms and conditions of this Contract shall not be amended, altered, waived, modified, or changed except by a written instrument, duly executed by authorized representatives of each Party.

If any term, covenant, or condition of this Contract or application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Contract or the application of such term, covenant, or condition to persons and circumstances other than those to which it has been held invalid or unenforceable, shall not be affected thereby, and each term, covenant, and condition of this Contract shall be valid and shall be enforced to the fullest extent permitted by law.


This Contract may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document.

27. Entire Agreement: In addition to the mutual covenants and agreements set forth herein, the Parties agree to be bound by the terms of the final approved Charter School Application attached hereto as Exhibit B, the terms of which are incorporated herein by reference. In the event of any conflict between this Contract and the Charter School Application, this Contract shall prevail.

This Contract (which includes all recitals, exhibits, and documents incorporated by reference) constitutes the entire agreement of the Parties pertaining to its subject matter, and supersedes and replaces in its entirety all prior and contemporaneous negotiations, understandings, and agreements. No covenant or condition not expressed in this Contract

shall affect or be effective to interpret, change, or restrict this Contract. This Contract may only be amended or modified in writing, duly signed by the District's School Board President and the Charter School's authorized representative.

Dated 12/06/2024



School Board President
Anchorage School District

Dated 12/06/2024



Academic Policy Committee Chair
Rilke Schule German Immersion School

(Revised 9/10/18)

**EXHIBIT A
INSURANCE REQUIREMENTS**

Charter School shall, in accordance with this Contract, secure and maintain at all times while this Contract is in force, at Charter School's sole cost and expense, insurance coverage with a licensed insurer with an A.M. Best rating of no less than A-, or with an Alaska Joint Insurance Arrangement as described in Alaska Statute AS 21.76.010 *et seq.*, and with minimum limits equal to or in excess of the requirements set forth herein:

A. General Liability, Public Officials Errors and Omissions, Educators' Errors and Omissions, and Abuse and Sexual Molestation Coverage

Limit of Insurance: – \$15,500,000

B. Hired and Non Owned Auto – Physical Damage (Included in General Liability Limit)

Limit of Insurance– \$15,500,000

C. Crime

Employee Honesty/Faithful Performance – \$1,000,000

Forgery – Alteration of Money, Securities, and Counterfeit Paper – \$1,000,000

Computer Fraud – \$1,000,000

Cyber Liability – \$2,000,000

D. Workers Compensation – Required Only If Employee Is Not An Employee of the District

Employers Liability: Bodily Injury by Accident – \$500,000 Each Accident

Bodily Injury by Disease – \$500,000 Policy Limit

Bodily Injury by Disease – \$500,000 Each Employee

EXHIBIT B
FINAL APPROVED CHARTER SCHOOL APPLICATION



**Rilke Schule German Immersion School
Bylaws**

7th Amendment

**Adopted by the Academic Policy Committee
October 17, 2024**

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ARTICLE I: Name, Purpose, Office, Statute and Code, Fiscal Year, and Governance

SECTION 1. Name

The name of the organization shall be *Rilke Schule German Immersion School* and shall hereinafter be referred to as “the school”.

SECTION 2. Purpose

The purposes for which the school is organized are determined by the Academic Policy Committee (hereinafter APC) and described within these bylaws.

SECTION 3. Office

The principal office shall be at the facility of the school, located within the Municipality of Anchorage.

SECTION 4. Statute and Code

The school shall operate in accordance with the laws and statutes of the State of Alaska.

SECTION 5. Fiscal Year

The fiscal year of the school shall coincide with the fiscal year of the Anchorage School District (hereinafter ASD), July 1 through June 30.

SECTION 6. Governance

The school shall be governed by the APC.

ARTICLE II: Academic Policy Committee

SECTION 1. General Powers

The affairs of the school shall be managed by its APC. The APC shall be a single body. In addition to governing and supervising all aspects of the school, the APC shall fulfill the duties prescribed in AS 14.03.250 Establishment of Charter Schools and as set forth in these bylaws and shall perform the following functions, including, but not limited to:

- a. Ensure the fulfillment of the mission of the school as stated in the Rilke Schule German Immersion School – Anchorage School District contract.
- b. Uphold the mission statement as stated in the Rilke Schule German Immersion School Anchorage School District Charter, June 22, 2015 and approved by the State of Alaska in 2015. It shall oversee accountability in academics, legal/risk management, finances, operations/maintenance, capital budgeting issues of the School and as otherwise permitted or required by above-mentioned contract or by law. The mission statement of the school is “*Provide a culturally enriched, German immersion learning environment with a focus on academic excellence and student success.*”
- c. Promote professional conduct in accordance with ASD policies and union contracts.
- d. Contract with a Type B certified administrator or as otherwise qualified.

- e. Solicit, review, establish and approve contracts.
- f. Review any parent, teacher, or staff concerns as outlined in the APC's Complaints policy (Rilke Policy 005 – Complaints).
- g. Review and rule on any other questions, issues, or policies that may arise from time to time, to the extent permitted by law.
- h. No member of the APC shall act on his/her own in the name of the APC unless so authorized by these bylaws or by resolution of the APC.
- i. Establish and maintain policies for the strategic governance and efficient operation of the school. The APC is the only body authorized to establish school policies. These policies may not be less restrictive than ASD, state, or federal mandates. The principal or his/her designee shall create school procedures as applicable to execute the policies established by the APC.

SECTION 2. Members of the Academic Policy Committee.

The APC shall be comprised of APC officers and APC members. Both shall make up the APC board. According to AS Sec. 14.03.250(a), the APC shall consist of parents of students attending the school, teachers, and school employees. The definition of Parent can be found in AS Sec. 14.03.290(4).

- a. The APC shall consist of nine (9) elected members. It will include seven (7) members that are parents and/or community members, and two (2) that are teachers or school employees (not including the principal).
- b. The principal of the school shall serve as a non-voting member.
- c. The APC may invite others to serve on the APC as non-voting guests of the committee from time to time.

SECTION 3. Voting Members

All elected APC members are eligible to vote on all issues; however, the two (2) employee representatives may not vote on matters of personnel, staffing, or principal contracts. All members must recuse themselves if there is a real or perceived conflict of interest.

SECTION 4. Term

The length of the term of all elected members of the APC shall be three (3) years. These terms shall be staggered such that three (3) seats, A, B, and C, will be elected in one year; the following year, seats D and E will be elected, and then the remaining seats F and G will be elected in the third year of the cycle. After the third year the cycle repeats itself. Elections to fill these seats will be held in conjunction with the annual meeting as outlined elsewhere in these bylaws.

The length of the term of the two (2) teacher or school employee representatives shall be two (2) years. The employee representative position terms are staggered for re-election annually with elections in October and April. The length of the term for the principal shall run concurrent with the term of contract/employment.

SECTION 5. Term Limits

There is no limit to the number of terms an APC member may serve. However, no individual may serve more than two (2) consecutive terms as an APC member. A partial term is not considered a single term, without regard to duration.

SECTION 6. Vacancies

- a. Any parent/community member vacancy occurring on the APC shall be filled by a majority vote of the remaining parent/community members of the APC and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next annual meeting of the APC, whichever occurs first.
- b. Any staff member vacancy occurring on the APC shall be referred to the principal to conduct a staff replacement election, and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next regularly scheduled vote for that position, whichever occurs first.

SECTION 7. Compensation

Members of the APC shall not receive monetary compensation for their services on the board.

SECTION 8. Resignation

Any APC member may resign at any time by giving written notice to the chair or secretary of the APC. Such resignation shall take effect at the time specified therein or as otherwise negotiated by the APC and the acceptance of such resignation shall not be necessary to make it effective.

SECTION 9. Removal

APC members are expected to attend all regular APC meetings. A request for an excused absence from a meeting must be communicated to the APC chair and secretary not less than 72 hours in advance or as soon as it is known, whichever is later. The APC may remove any APC member who has three (3) unexcused absences during a term. Furthermore, failure to adequately perform one's duties as required by the position or failure to abide by the Code of Ethics may lead to removal from the APC. Removal shall require a majority vote of the voting members of the APC.

SECTION 10. Conflict of Interest

- a. An APC member (voting or non-voting) shall disclose to the chair and secretary all real and perceived conflicts of interest. APC members with a conflict of interest may not act in matters in which they have a substantial and material interest. A majority vote of the APC will determine if the conflict warrants recusal.
- b. Conflict of Interest Defined. An APC member shall be considered to have a

conflict of interest if the individual or a member of their immediate family:

- i. has an economic interest in a transaction which is the subject of proposed action by the school and the economic interest is adverse, competitive, potentially adverse, or potentially competitive to the interest of the school;
- ii. is a member of or holds a significant interest in another entity that is the subject of the proposed action by the school;
- iii. is an officer or manager of another entity that is the subject of the proposed action by the school; or,
- iv. is a party to or a potential party to threatened or pending litigation or administrative proceedings in which the position is averse to that of the school.

However, a member does not have a conflict of interest where the interest of the member or his or her immediate family is no different than that of the APC.

c. Determination of Substantial and Material Conflict of Interest.

When an APC member has a potential conflict of interest on a matter, the member shall notify the APC board before the board considers the matter. This report shall be recorded in the minutes of the meeting of the APC.

Ultimate authority for determining the existence of a conflict lies within the powers of the APC to determine by majority vote. An APC member with a possible conflict of interest may answer questions posed to him/her by the other members of the APC, but shall leave the meeting while the disinterested members discuss and vote on the issue.

The board may void an action of the APC when the action included participation of a member with a conflict of interest, upon a showing that (i) the vote of the disinterested members present at the meeting and voting would have been insufficient to take the challenged action without the inclusion of the vote of the member who had the conflict, and (ii) the action taken was unfair to the school.

ARTICLE III: Officers of the Academic Policy Committee

SECTION 1. Officers

The officers of the APC shall be chair, vice chair, secretary, and treasurer, each of whom must be a parent-elected member of the APC in good standing. The APC may appoint such other officers, including one or more assistant secretaries or assistant treasurers, as it shall deem desirable, and such officers to have the authority and perform the occasional duties prescribed by the APC.

SECTION 2. Election and Term of Office

The term of all officers and committee chairs of the APC shall be one (1) year. The officers

and committee chairs of the APC shall be elected yearly by a majority vote of the APC at the first regular meeting following the annual meeting of the APC. If the election of officers cannot be held at that meeting, elections shall be held as soon thereafter as possible.

SECTION 3. Removal

Any officer elected or appointed by the APC may be removed from office by a simple majority vote of the APC whenever in its judgment the best interests of the school would be served thereby.

SECTION 4. Vacancies

A vacancy for any officer or committee chair shall be filled by a majority vote of the APC for the unexpired portion of the term at the next meeting. It shall be filled from existing voting APC members.

SECTION 5. Chair

The chair shall be the presiding officer at all meetings of the APC. The chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

- Sets the agenda
- Runs meetings in accordance with the most recent edition of *Roberts Rules of Order, Newly Revised*
- Serves as primary conduit to contracted staff
- Speaks on behalf of the APC
- Ex officio member of all committees and subcommittees
- Liaison to RSV, RSI, and ASD board chairs

SECTION 6. Vice Chair

In the absence of the chair, the vice chair or other APC member designated by the chair shall perform the duties of chair. The vice chair shall perform such duties as shall be directed by the APC .

- Fills in for chair as needed
- Leads APC communication team
- Correspondence functions (drafting documents, policies, APC written responses)
- Leads APC member orientation and training

SECTION 7. Secretary

The secretary shall keep the minutes of the meetings of the APC as computer files; see that all notices and agendas are duly given and posted in accordance with the provisions of these bylaws or as required by law; keep an updated list of the mailing address, email address, and telephone numbers of each member of the APC; establish and manage a records management system for all APC records; serve as the official archivist for all APC correspondence, nominations, and other related documents; and perform such other duties as from time to time may be assigned by the APC.

- Serving as recording secretary
- Serving as parliamentarian
- Establishing and maintaining records management system for APC
- Preparing and posting agendas
- Authoring meeting minutes

SECTION 8. Treasurer

The treasurer shall present to the APC the school's prepared annual budget for the forthcoming year, and shall ensure that it justly supports the mission and goals of the school. The treasurer will present an update on the budget at each APC meeting, and in all ways shall be accountable to the APC and the school board on budgetary matters. The treasurer shall ensure any audits that arise are completed in a timely manner. The treasurer will serve as the school financial liaison and will serve as the coordinator of all school funds. Regular duties shall include the following:

- Leading budget oversight process
- Presenting recurring financial updates to APC
- Leading the Budget and Finance Subcommittee
- Overseeing APC contracts

SECTION 9. Committee Chairs

APC officers may not serve as committee chairs. Committee chairs shall do the following:

- Lead committees
- Present committee reports to APC
- Maintain records and minutes of committee and subcommittees
- Solicit volunteers for committee membership, present nominations to APC for approval, and maintain committee member contact information
- APC officers may not serve as committee chairs

SECTION 10. Staff Representatives

Staff representatives shall do the following:

- Provide APC updates at school staff meetings
- Solicit staff feedback for APC questions and items of interest
- Present written or oral reports to the APC

SECTION 11. Principal

The principal shall do the following:

- Serve as the school's chief executive and administrative officer
- Be responsible for the school's overall financial management
- Present written reports to the APC in advance of all regular meetings when not covered by other officers
- Be an ex officio member of all committees and subcommittees
- Act as primary liaison to ASD

ARTICLE IV: Election of Members to the Academic Policy Committee

SECTION 1. Elections Committee

In November of each year, the chair of the APC shall appoint an Elections Committee of three (3) persons. Two (2) persons shall be parent elected, voting members of the APC not running for re-election, and one (1) person shall be a parent of a student enrolled in the school but who is not a member of the APC. The Elections Committee shall oversee the election process for all parent elected positions on the APC in accordance with APC election policies. The Elections Committee shall do the following:

- a. In January, solicit, review, and accept applications from candidates for membership to the APC.
- b. At its discretion, nominate individuals who have not submitted an application as candidates for positions on the APC.
- c. Make available within the school office and on the school's website, copies of any statements any candidate submits to the nominating committee for the parents, students, staff, or school employees.
- d. Establish a forum for public introduction of each candidate.
- e. Promote open and transparent elections, and ensure that the candidate's campaign in such a way that it does not interfere with educational activities, or negatively affect safety or traffic flow. Ensure that no active campaigning of any sort occurs within the school during the seven (7) day voting period .
- f. Receive the most current parent list from the school administration for the purpose of determining voter eligibility.
- g. Manage the online election platform, including but not limited to: establishing election details and timing, compilation of eligible voters, ballot setup, email blasts and reminders, resolving technical questions/problems, finalizing results and issuing reports.
- h. If all candidates receive an equal number of votes, then a coin toss will be used to determine the winners until all seats are filled.
- i. In the event of a 2- or 3-way tie, a runoff election between those who tied shall take place within one calendar week of the original election.
- j. Advise the candidates and the APC of the election results.
- k. Prepare a report stating the results of the election, which report shall be kept at the principal office of the school and be made available for review by interested parents, teachers, or staff members.
- l. The Election Committee chair shall provide oral highlights of this report to the full APC at the first scheduled meeting after the election and provide to the APC the election results for a full APC certification vote. The APC chair shall post the certified election results within three (3) days of certification.
- m. Be the initial point of inquiry or appeal for parents or candidates having concerns or questions about election procedures, policies, or other related activities.

SECTION 2. Rilke Schule Staff Elections

In October and April of each year, teachers and school employees will elect by secret

ballot one (1) representative to a two (2) year term on the APC. In the event there is only a single candidate in the election, barring any objection, approval may be made by voice vote.

The Elections Committee does not have jurisdiction in staff elections. Only teachers and school employees may vote in staff elections. The principal does not have a vote in the staff election.

SECTION 3. Eligibility to Vote for Parent Elected Member Positions

Only parents of students currently enrolled in the school on the day of the election are eligible to vote in elections. Regardless of the number of children at the school, each parent is allowed to cast one ballot. Only the first two (2) parents listed in the ASD record system will be considered eligible to vote. Parents of school students and community members within ASD boundaries are eligible to run for the parent elected APC positions, unless excluded from doing so elsewhere in the bylaws.

SECTION 4. Casting of Votes for Parent Elected Members

Voting may occur through the online platform prepared by the Elections Committee in accordance with APC established policies and procedures.

- a. All eligible voters, as defined elsewhere in the bylaws, who are both parents and current staff at the school may vote for both parent and staff positions on the APC.
- b. The principal is not eligible to vote in any APC election.

ARTICLE V: Meetings of the Academic Policy Committee

SECTION 1. Conduct of meetings

The guidelines contained in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

SECTION 2. Annual and Regular Meetings

The APC will conduct meetings in accordance with the Open Meetings Act, A.S. 44.62.3 10 et seq., Anchorage Municipal Code, and Anchorage School Board policy. All meetings shall be conducted and all notices and agendas posted in accordance with these regulations. If any portion of these bylaws is more specific than these regulations, then that portion of these bylaws shall control these regulations, unless prohibited by law.

The annual meeting of the APC shall be held in February of each year for the purpose of electing members of the APC and for the transaction of such other business as may come before the meeting. The APC shall also hold regular meetings typically monthly but at least four (4) times a year. Annual and regular meetings can coincide.

SECTION 3. Special Meetings

Special meetings of the APC may be called by the chair, the principal, or any four members of the APC.

SECTION 4. Place of Meetings

The APC may designate any place within the Municipality of Anchorage as the place of meeting for any annual meeting, regular meeting, or special meeting.

SECTION 5. Notice of Meetings

Notice of annual, regular, or special meetings stating the place, day, and hour of any meeting shall be delivered, either personally, telephonically, or electronically to each member of the APC not less than twenty-four (24) hours before the date set for such meeting. In addition, at least twenty-four (24) hours prior to each meeting, notice of and the agenda for each meeting shall be posted at the school. New issues not posted on the agenda may nonetheless be raised, discussed and voted upon at any regular meeting.

SECTION 6. Quorum

A majority of the voting members of the APC constitutes a quorum. Telephone or online participation is permitted.

SECTION 7. Manner of Acting

The act of a majority of the members of the APC at a meeting at which a quorum is present either in person, by telephone or online shall be the act of the APC, unless a vote greater than majority vote is required by law, APC policies, and/or by *Robert's Rules of Order, Newly Revised*.

SECTION 8. Standards of Conduct for APC Members

All APC members, along with RSI and RSV members, shall sign and abide by the Rilke Schule Code of Ethics. This document shall be created, modified, and approved by a majority of the APC board.

SECTION 9. Executive Sessions

All regular and special meetings of the APC shall be open to the public, except that, upon a vote of a majority of the members present, an executive session may be held to discuss matters including but not limited to:

- a. Attorney client matters
- b. Contract proposals or negotiations
- c. Sensitive personnel matters
- d. Student discipline matters

The APC reserves the right to enter executive session as provided for in state law on any agenda item. Executive sessions may be entered into for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be

confidential; and, (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private.

ARTICLE VI: Principal

SECTION 1. Selection/Removal

The principal shall be selected by the APC. Removal of the principal will require a 5-person majority vote of the parent elected members of the APC when, in its judgment, the best interests of the school would be served thereby. The removal process should follow the terms described in the principal's employment contract. If less than 5 voters are eligible then a unanimous vote is required.

SECTION 2. Duties and Responsibilities

The principal shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. With the advice of the APC, the principal shall select, appoint, or otherwise supervise employees of the school. The principal shall see that all policies, orders, and resolutions of the APC are carried into effect. The principal shall:

- a. Maintain financial records of the school and present monthly written financial reports to the APC, in conjunction with the Treasurer
- b. Manage the day-to-day operation of the school and execute the requirements of his/her own employment contract
- c. Meet regularly with parents and with staff of the school to review, evaluate, and improve operations of the school
- d. Submit appropriate information as required by the ASD, Department of Education, or other federal and state agencies
- e. Submit for approval or disapproval to the APC all significant policy and financial decisions that may have a substantial impact upon the school
- f. Perform other duties as assigned by the APC or outlined in the job description
- g. Serve as an ex-officio member of all APC committees and subcommittees

ARTICLE VII: Committees

SECTION 1. Permanent Committees

The APC shall have three standing committees: Facilities, Performance and Strategic Planning. Within each committee, subcommittees will be formed as needed. Examples of subcommittees are as follows:

- Facilities: Safety and Security, Infrastructure, Supply and Support
- Performance: Evaluation and Analysis, Ethics and Inquiries, Human Relations
- Strategic Planning: Budget and Finance, Development, Planning

The APC shall also have an Elections Committee, as noted elsewhere in these bylaws.

Each standing committee shall have three subcommittees as needed and as outlined above. All standing committee meetings are subject to all laws, policies, and procedures of APC meetings. Voting members of each standing committee shall be the committee chair, committee vice chair, and the three (3) subcommittee chairs. The APC chair and principal are ex-officio members of all APC committees and subcommittees.

SECTION 2. Committee Chairs and Vice Chairs

Only parent elected APC members may chair standing committees. Any APC member may serve as vice chair of a standing committee. Committee chairs and vice chairs will jointly select committee members from volunteers who are parents of children attending the school, community members at large, and Rilke Schule staff members. Standing committee membership shall be approved by a vote of the APC board annually.

SECTION 3. Committee Chair Responsibilities

Committee chairs are responsible for:

- a. Designating a committee secretary/scribe for the purpose of maintaining records, writing minutes, and addressing correspondence
- b. Providing committee updates to the APC at least once per month during the school year
- c. Soliciting volunteers to serve the remaining term of a vacated committee position

SECTION 4. Standing Subcommittees

Standing Subcommittees may be chaired by an APC member, parent, school staff member, or member of the community at large. These subcommittees act as working groups to accomplish specific work for the APC. Standing subcommittee membership shall be approved by a vote of the respective parent standing committee, within thirty (30) days of the parent committee's membership being approved by the APC.

Subcommittee chairs are responsible for:

- a. Soliciting qualified and interested volunteers to serve on the subcommittee
- b. Designating a committee secretary/scribe for the purpose of maintaining records, writing minutes, and addressing correspondence
- c. Providing committee updates to the parent standing committee at least once per quarter during the school year
- d. Soliciting volunteers to serve the remaining term of a vacated subcommittee position

SECTION 5. Other Special and Ad Hoc Committees

The APC may, by a resolution adopted by a majority of the APC, designate and appoint one or more special or ad hoc committees to perform specific tasks assigned by the APC. The APC shall appoint a committee chair and receive monthly updates from the committee chair. Special/ad hoc committee chairs have the same duties and responsibilities listed elsewhere in these bylaws for standing committee chairs.

SECTION 6. Instruction and Responsibility

Each committee shall be clearly instructed that each member is being asked to serve for the period of one (1) year, the service the APC wishes each committee to render, the extent and limitations of the committee's responsibility, the resources the APC will provide, and the approximate dates on which the APC wishes to receive reports.

SECTION 7. APC Powers and Prerogatives

All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any special or ad hoc committee at any time during the life of the committee.

SECTION 8. Committee Meetings

Special committees to the APC shall comply with the requirements concerning public meetings as described elsewhere in these bylaws.

ARTICLE VIII: Contracts, Bank Accounts, Checks, Withdrawals, and Accounting

SECTION 1. Contracts

The APC has the authority to enter contracts, execute and deliver instruments, and otherwise legally bind the school. With a majority vote, the APC may delegate this authority, either in specific instances or in general, to the principal or his/her designee, or to any officer of the APC. The APC shall strive to obtain at least 3 bids for any work related to this section.

SECTION 2. Bank Accounts, Checks, Withdrawals, etc.

Withdrawals or transfers from any and all ASD monitored school funds, bank accounts, budget transfers, and any expenditures over two thousand five hundred dollars (\$2500) shall be approved by both the APC treasurer and the principal, with APC approval obtained for expenses and budget changes over \$5000. Any expenditures or changes in the budget less than \$2500 require only the approval of the principal.

SECTION 3. Accounting

The principal or his/her designee shall present a written financial report to the APC three days prior to each regular APC meeting. The APC may also request a ledger itemizing all income, expenses, and budget transfers since the previous regular APC meeting, and, as needed, copies of all accompanying bank account statements. The APC may at any time cause a full or partial independent audit of all school monies to occur.

Each Board (RSI & RSV) is responsible for their own financial reporting to be presented to the APC Board at least twice a year; once before winter break and again before the end of the school year.

ARTICLE IX: Indemnification

SECTION 1. Duty to Indemnify

Subject to the sections below, the school shall defend, indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the school) by reason of or arising from the fact that the person is or was an APC member of the school against costs and expenses (including attorney's fees) of the suit, action, or proceeding, judgments, fines, and settlements actually and reasonably incurred in connection with the action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, did not know and had no reasonable cause to believe the conduct was unlawful.

The termination of any civil action, suit or proceeding shall not in and of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the school. The termination of any criminal action, suit or proceeding shall not in and of itself create a presumption that the person did not know and had no reasonable cause to believe that their conduct was unlawful.

SECTION 2. Denial of Right to Indemnification

Subject to the provisions of Sections 5 and 6 below, or unless otherwise ordered by a court, indemnification and defense under Section 1 of this article may only be made by the organization upon a determination by the board that defense and indemnification of the APC member is proper under the circumstances because the person has met the standard of conduct set forth in Section 1 of this Article, provided however, no person may receive defense or indemnification in those matters in which that person was adjudged to be liable for negligence or misconduct in the performance of corporate duties.

In the case of any challenge to the propriety thereof, the person shall be afforded a fair opportunity to be heard as to that determination. Defense and indemnification payment may be made, subject to repayment upon ultimate determination that defense and indemnification is not proper.

SECTION 3. Determination

The determination described in Section 2 shall be made:

- a. by the APC by a majority vote, or
- b. by independent legal counsel, if directed by the APC by a majority vote of disinterested members or in the absence of a quorum.

SECTION 4. Successful Defense

Notwithstanding any other provisions of Sections 1, 2 or 3 of this Article, but subject to the provisions of Section 5 below, if a person is successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 of this Article, or in

defense of any claim, issue or matter therein, the person shall be indemnified against costs and expenses (including attorney's fees) actually and reasonably incurred in connection therewith.

SECTION 5. Condition Precedent to Indemnification

Any person who desires to receive defense and indemnification under this Article shall notify the school reasonably promptly that the person has been named a defendant to an action, suit or proceeding of a type referred to in Section 1 and that the person intends to rely upon the right of indemnification described in this Article. The notice shall be in writing and mailed via registered or certified mail, return receipt requested, to the APC chair at the principal office of the school or, in the event the notice is from the chair, to the APC secretary. Notice need not be given when the APC is notified by being named a party to the action.

SECTION 6. Insurance

The APC members, at their discretion, may purchase insurance coverage for the risks described in this Article. To the extent that such an insurance policy (or policies) provides coverage where this Article does not, a director seeking indemnity shall have the benefit of that coverage, and the rules set out in this Article shall apply to any deductible or coinsurance requirement, or to any claims in excess of policy limits.

SECTION 7. Former APC Members, Etc.

The indemnification provisions of this Article shall be extended to a person who has ceased to be an APC member as described above and shall inure to the benefit of the heirs, personal representatives, executors, and administrators of such person.

SECTION 8. Purpose and Exclusivity

The defense and indemnification referred to in the various sections of this Article shall be deemed to be in addition to and not in lieu of any other rights to which those defended and indemnified may be entitled under any statute, rule of law or equity, agreement, vote of the APC members, or otherwise. The purpose of this Article is to augment, pursuant to AS 10.06.490(f), the provisions of AS 10.20.011(14), and the other provisions of AS 10.06.490.

SECTION 9. Limitation of Liability

No APC member of this organization shall have any personal liability to the school for monetary damages for the breach of fiduciary duty as a director except as provided in AS 10.20.151(d) and (e).

ARTICLE X: Amendments to Bylaws

SECTION 1. Amendments

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a vote of at least six (6) voting members of the APC board at any regular meeting,

provided that the proposed change in the bylaws has been submitted in writing to all the members of the APC and posted publicly in the school's office and on the school's website at least two (2) days prior to the meeting at which the proposed change will come up for a vote. Proposed changes must be read publicly at two successive regular APC meetings.

Proposed changes to the bylaws may be submitted by any member of the APC, by parents with students currently enrolled in the school, or by the principal or staff, each then under contract with the school, for consideration by the APC.

SECTION 2. Bylaw Reviews

Every three years, the APC shall appoint an ad hoc committee to conduct a complete review of the bylaws. Bylaw reviews shall occur between October and January every third year, with all recommended changes due to the APC by the end of that January for public notice. The APC shall vote to approve all, some, or none of the proposed changes at the annual meeting.

KNOW ALL PERSONS BY THESE PRESENTS: That the undersigned secretary of the Academic Policy Committee of Rilke Schule German Immersion School does hereby certify that the above and foregoing bylaws were duly adopted by the Rilke Schule APC on the eighteenth day of October, 2024.

Amanda Thompson, Secretary

Appendix D: APC Members and Meeting Minutes

Board Members

Rebecca Colvin

Chair

colvin_rebecca@asdk12.org

Katie Kelly

Vice Chair

kelly_katherine@asdk12.org

Mark Truog

Treasurer

truog_mark@asdk12.org

Maggie Weyrens

Strategic Planning Committee

weyrens_maggie@asdk12.org

Jason Hotch

Facilities Committee

hotch_jason@asdk12.org

Amanda Thompson

Secretary

thompson_amanda@asdk12.org

Akara Anglin

Performance Committee

anglin_akara@asdk12.org

Robin Phillips

Teacher Representative

phillips_robin@asdk12.org

Jill Doniere

Teacher Representative

doniere_jill@asdk12.org

The Rilke Schule APC meets the third Thursday of each school month from 6:00 pm to 8:00 pm. Annual meetings are held each February.

APC Meeting Minutes

Below are February 2024 annual meeting minutes. Monthly meeting minutes are available on Rilke Schule's website from October 2016 through present. Prior minutes are available in hard copy upon request. <https://www.asdk12.org/Page/11255>



Rilke Schule
Academic Policy Committee Minutes
Thursday, February 15, 2024
6:00PM @ Rilke Schule

In accordance with Alaska State Statute, the Rilke Schule APC, under contract with the Anchorage School Board, operates this charter school. The purpose of the Academic Policy Committee is to provide strategic governance for the school and its future. The board meets publicly to conduct the business of the school. The board is comprised of voting and advisory members representing parents, faculty and staff. Parent-elected representatives serve staggered, three-year terms with elections every February. The Academic Policy Committee values public comments and encourages all interested parties to submit written public comments on any subject to apc_rilke@asdk12.org. Fifteen minutes are reserved at the beginning and end of each regular meeting for public comments. *Next scheduled meeting 21 March 2024*

Present: Connie Jessen, Mark Truog, Rebecca Colvin, Herr Strauch, Maggie Weyrens, Lisa Robertson, Robin Phillips, Katie Kelly
Excused Tardy: Jason Hotch
Excused Absent: Megan Olson
Present Via Zoom: Herr Vincent Lang
Guest of the Board: Frau Stacey

- I. Call to order & Adoption of Agenda and Minutes from 18 January 2024 Regular Meeting. Call to order at 6:04 P.M. Vice Chair Kelly moved to adopt agenda and minutes from January 18 Regular Meeting. Frau Robertson seconded. Chair Colvin moved to add new business item between D and E for Executive Session for Principal Evaluation. Upon motions duly made and seconded with all members present voting in favor, Agenda amended and Agenda and Minutes adopted.
- II. Public Comment: *Members of the public are allowed 2 minutes each and comments must specifically pertain to items on this agenda. We respectfully request that commenters refrain from all identifying references to Rilke Schule teachers/staff/students.*
- III. Partner Organizations
 - A. RSV- formed teacher appreciation committee. Discussed sign up genius renewal- last year RSV split this cost with Rilke, want to do that again. Talked about the show case for RSV Rilke gear, and we will now donate it to the school. It hasn't been used since December. Talked about Fur Rondy, plan on being in parade again with our new trailer. Need volunteers to decorate and walk in parade. Did a partnership with travel club with Kino Abend, huge success 58 kids ages 3 and up, sold out within 2 days, so will do it again first Friday of every month for the rest of the year for travel fundraiser. Kinderlauf fun run second Saturday in May. Other fundraisers we discussed will be put off until next year. Treasurer Truog requests a budget report from them before May.
 - B. RSI- no representative available. Their next meeting is on 22nd February. Full agenda. annual elections will be at their April meeting. 4 positions on the board, board needs 7 members. Treasurer Truog requests a budget report from them before May.
- IV. Reports
 - A. Officers
 1. Chair Colvin- signed up for charter school fair that is on the 28th Feb. There is a sign up genius for it. Working on charter renewal group, helping a bit with strategic plan and supporting other board members as necessary.
 2. Vice-Chair- also working with charter renewal. attended new business partnerships committee. Meeting again tomorrow. Hoping to get something for the Kinderlauf tshirts. want to start

opening lines of communications. Have also been getting elections completed and helping with annual principal evaluation.

3. Secretary- working on charter group and helping to get grants workgroup up and running.
 4. Treasurer- see report. Even with 3% student growth this year, we are expecting less money from ASD next year. Had high level meeting for grants workgroup, good selection of parents. Went to Business of Commerce luncheon. Good information there, RSV president and past RSV president were there. Presentation helped with thinking about who to reach out to for business partnerships.
- B. Principal- see report.
- C. Teachers- see report.
- D. Schülerrat- no representative.
- E. Committees:
1. Facilities/Outdoor- not present. By Chair proxy report, he is waiting on building manager to put together a report on the load bearing capacity of the roof. Verbal confirmation- they said it is fine, it is less than capacity at this time.
 2. Strategic Planning- 3 hour session Feb 1, for mission, vision, and goals with Tiffany Jackson from ASB. Principals have taken on details with objectives and goals.
 3. Performance- Principal surveys have been open since January and they closed today at 1700. We will be going through results in executive session this meeting.

V. Old Business

VI. New Business

A. Mission and Vision

- a. Vision- Rilke Schule students are biliterate, globally aware, and locally engaged.
- b. Mission- Provide a culturally enriched, **German immersion** learning environment with a focus on academic excellence and student success.

Discussion on these two. Vice Chair Kelly moved to adopt Vision and Mission as edited above in red typeface. Herr Phillips seconded. No discussion. Upon motion duly made and seconded, with all present members voting in favor, the motion passed.

- B. German Curriculum and 4th/5th Grade ELA Curriculum- Start with English curriculum. See curriculum report with meeting materials. Discussion on English curriculum. Chair Colvin motioned to table English curriculum until the next meeting. Treasurer Truog seconded. Upon motion duly made and seconded, with all present members voting in favor, the motion passed and the discussion English curriculum is tabled to the next Regular Meeting.

German curriculum- For grades 1-4 German language arts curriculum - Niko. Looking to align German curriculum. Frau Stacey and Tarrant piloted Niko curriculum this year. Just like CKLA, it focuses on developing foundational literacy. Many benefits, including that it is used by German immersion schools across nation. Cost is a little over \$14,000 with recurring cost of \$3,500/year for student workbooks. This has already been budgeted for.

Guest Frau Stacey- German teachers also have to make sure K-3 follows AK Reads Act. This program really works as well as the English curriculum. German side is also responsible for reading and understanding and phonics. Teachers can decide what the students' needs are and get them on their level. There is continuation year to year of the curriculum, and teachers and students know what to expect. We have specific measurables with this curriculum. Teachers will still have time to focus individual attention to personal science, social studies, and other content areas.

Facilities Chair Hotch moved to adopt the Niko German curriculum, Vice Chair Kelly seconded. Upon motion duly made and seconded, with all voting in favor, the motion passed.

- C. Rilke ASD Budget Communication- We have talked about this in several different meetings and workgroups. Legislature is in session. ASD has sent feedback to them and are now asking the community to provide input to legislature. We have talked about Rilke sending out a communication to legislature,

but also put a call out to our community to call for action, and for the school board to advocate for immersion schools in general. **ACTION ITEM**-Herr Strauch and Colvin will work on official communication to the legislature advocating for increased BSA and a communication to ASD regarding Immersion.

Katie Kelly left at 2000.

- D. Ad Hoc Committee- Grants- We are not a committee. There is no school business partnership committee, no votes or approvals have happened. All we have had is an outreach to see who is interested in helping work on grants. In bylaws there are standing committees and standing subcommittees. This already fits in sub of budget and finance or strategic planning subcommittee planning. Treasurer Truog motioned to extend meeting for no more than one hour. Facilities Chair Hotch seconded. Upon motion duly made and seconded, with all present voting in favor, the motion passed.

VII. Executive Session- Personnel matters- started at 8:05 ended at 8:26. Herr Phillips left at 2005.

VIII. VIII. New Business continued

E. Principal Evaluation- Survey results finished at 1700. We have not received all of the results that are factored into the score. We have received all staff, community, and APC evals. We will work on reading through all and work with Herr Strauch to see what improvement recommendations we have. After initial review, all of the calculations based on scoring received to date lead to extension of Herr Strauch's contract, with term to be determined based on final calculations. Facilities Chair Hotch moved to approve Herr Strauch's principal contract for a term TBD, based on the current contract criteria, once final calculations are completed. Treasurer Truog seconded. Discussion. Upon motion duly made and seconded, with all present voting in favor, the motion passed.

F. Election Results and Seating of New Members- 134 votes, 22% student population voted. Akara Anglin and Amanda Thompson received the most votes. Seating for Officer and committee roles will commence at the next Regular Meeting.

1. Candidate- Akara Anglin- 93 votes
2. Candidate- Mary Hopkins- 70 votes
3. Candidate- Amanda Thompson- 78 votes

IX. Public Comment- 5 commenters.

X. Executive Session- no call for an additional executive session.

XI. Adjournment- Chair Colvin moved to adjourn. Treasurer Truog seconded. All members in favor. Upon motion duly made and seconded, with all members voting in favor, motion passes. Meeting adjourned at 8:37 P.M.

Appendix E: School Specific Policies

Administrative Policies

Rilke Schule follows the ASD administrative policies and regulations as they apply to charter schools and the provisions of law and school board policy with the following exceptions:

- Rilke Schule may alter current District in-service days to enable and accommodate program needs. If applicable, this will be submitted in advance for approval to the ASD.
- Rilke Schule requests the same waiver as the ASD for the parent-teacher conference schedule.
- Rilke Schule employs a full-time principal. Members of the APC may be given waivers of confidentiality to review appropriate principal personnel files for screening applicants prior to interview.

Intellectual Property

Rilke Schule and the ASD shall retain the rights to intellectual property developed by staff using school and contract time, professional development, materials, resources, and facilities. Rilke Schule's primary educational philosophy is immersion language; therefore, significant time and resources shall be committed to professional development, planning, and developing curriculum. Any longitudinal projects and ongoing research shall remain with Rilke Schule regardless of changes in staffing during the project.

Appendix F: Statewide Assessment System (Instructional Program/Curriculum)

Curriculum

All curriculum decisions at Rilke Schule are led by the ASD and State of Alaska content and performance standards, in conjunction with current knowledge of best practices in education and dual language immersion programs.

German Language Arts

Standards for German are based on the National Foreign Language Standards, which include the Alaska and the ASD world language standards. Students begin developing their German oral and aural skills in kindergarten as teachers immerse students in language and culture and gradually add reading and writing as appropriate. Students are also expected to remain in German during class, resulting in early fluency. German foundational literacy is taught in 1st through 3rd grades and formal grammar is thoroughly taught beginning in 4th grade, which allows students to engage in social studies, science, and literature in the German language. Students in 1st through 4th grade will be instructed using the NIKO German curriculum, which focuses on foundational literacy skills and uses instructional practices that are based on the science of reading. Students in 5th and 6th grades utilize PRIMA German Language Arts curriculum. Students are annually assessed to monitor progress and language proficiency.

English Language Arts

The English Language Arts at Rilke Schule was developed using best practices in all areas of language arts including but not limited to: phonemic awareness, phonics fluency, vocabulary, comprehension and writing skills. The curriculum comes from Core Knowledge Language Arts (CKLA), Cengage, and Springboard. Targeted interventions come from Amplify, Mclass, SIPPS, Heggarty, UFLI as well as replacement curriculum like Phonics for Reading and Reading Mastery. Rilke Schule also uses external resources and includes reading and writing in both German and English. Students compete in ASD activities, including Battle of the Books and Spelling Bee.

Science

Rilke Schule follows the ASD science curriculum content guidelines. In kindergarten through 8th grades, the ASD science kits, grade level expectations, and science pacing guides are utilized to form the basis for science education primarily taught in German. Additionally, 7th and 8th grades use the STEM program: Project Lead the Way to prepare students for College and Career readiness.

Social Studies

In addition to meeting State of Alaska and local standards, which include geography, history, economics, Alaska history, American history, and American government, Rilke Schule's social studies program also emphasizes the German language experience through history, economics, and geography. Social studies concepts are integrated into English Language Arts instruction through CKLA and Springboard.

Technology

Technology use and instruction is integrated into curriculum and lessons. Core ELA and Math curriculum utilize online technology based opportunities for differentiated instruction.

Math

Rilke Schule uses the ASD approved curriculum, *i-Ready Classroom Mathematics*, in its daily instruction for kindergarten through 8th grade. Furthermore, advanced math is offered to 7th and 8th grade students who meet requirements.

Art and Music

Fine Arts at RS are taught via class time by a visual arts specialist and a music specialist in addition to after school enrichment activities and classes. RS uses the approved ASD curriculum for both visual arts and music.

Physical Education and Health

Rilke Schule uses the ASD approved curriculum for physical education and health education. Wellness and Health is integrated into both language sides of the curriculum. Rilke Schule follows the ASD and State of Alaska requirements, including the Alaska Safe Children's Act (AS14.30.355 and 14.30.356) and Alaska Physical Activity in Schools Law (AS14.30.360).

Intervention

Academic intervention follows the MTSS model. Rilke Schule utilizes a universal screener for progress monitoring: Currently NWEA's MAP or the Dynamic Indicators of Basic Early Literacy Skills (DIBELS 8th Edition). Intervention and support decisions are based on multiple data sources including universal screeners, State assessment, program assessment, and teacher and parent/guardian observations. Placement is fluid, based on frequent student performance reviews. Kindergarten through 3rd grades receive scheduled daily interventions for foundational literacy skills for 30 minutes four days a week. During this time, students are placed in small leveled groups to receive targeted interventions using UFLI, mClass Interventions, Phonics for Reading, or Reading Mastery. Students in 4th through 8th grades receive intervention support through an inclusion model within the classroom or in small leveled groups.

Appendix G: Admission

Admission Policies and Procedures

- Rilke Schule uses the same calendar of registration as other alternative programs in the ASD. In addition, Rilke Schule offers early pre-registration in the spring to existing/returning families.
- Rilke Schule employs the ASD online lottery system with a recruitment goal of reflecting the diversity of the whole district. Lottery dates may be added if school and community needs require.
- Lottery applications and admissions procedures at Rilke Schule follow the ASD Lottery Admission Procedures for Special Education Students dated 10/07/2010.
- All students enrolled at Rilke Schule are automatically re-enrolled for the following school year.
- Enrollment policies, access to curricula, services, and activities of the program are non-discriminatory with regard to religion, language, physical handicap, sexual orientation, marital status, gender, or national origin of children and their parents.
- Once the lottery process is complete and the waitlist has been exhausted, students who demonstrate grade level German language proficiency, and/or at the discretion of the principal and based on the needs of the school, are offered placement dependent upon available space.

Appendix H: Lottery Admission

Lottery admission

As described in Appendix G, Rilke Schule employs the ASD online lottery system and follows all policies and procedures therein.

Recruitment and Enrollment

Rilke Schule offers school tours and visits throughout the school year, advertises to the community through various media, hosts multiple events open to the community, and attends multiple school fairs

to share information with prospective families who are invited and encouraged to attend.

Enrollment and Waitlist Numbers

Year	Average Daily Membership	Wait list
2020-2021	432	NA
2021-2022	443	NA
2022-2023	436	NA
2023-2024	467	NA
2024-2025	485	NA

Appendix I: Projected Budget

Fiscal Year	Allocated Funds	YTD Expenditures	Encumbrances	Remainder
2021	5,832,892	4,955,717	877,176	(2.07)
2022	5,460,967	4,637,948	823,018	0.21
2023	5,578,245	3,939,972	1,638,271	1.91

Appendix J: Transportation

Student Transportation Policy

Parents/guardians of students at Rilke Schule shall be responsible for their student’s transportation to and from school, including any transportation needed for students to participate in the middle school sports program.

Rilke Schule coordinates with neighborhood schools and the ASD Transportation services to coordinate bus services within existing bus routes.

Rilke Schule coordinates with parents and the Municipality of Anchorage to facilitate access to city bus services if they are available.

Appendix K: Charter School Assurance Page

By signing this document, the school district files its assurance that the statements, documents and/or information listed below is in compliance with all state and federal laws and regulations.

The charter school bylaws previously submitted to the department in the initial application or previous renewal applications have not changed. 4 AAC 33.110(a)(4)

The charter school administrative policy manual submitted to the department in the initial application or previous renewal applications has not changed. 4 AAC 33.110(a)(13)

The charter school follows all district approved practices to account for receipts and expenditures. AS 14.03255(b)(1)(c)(6), 4 AAC 33.110(a)(14)(B)

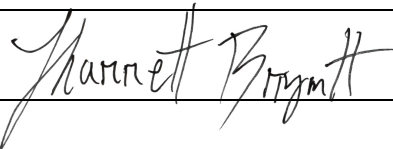
The charter school has been successful in ending each year with a zero or positive fund balance. AS 14.03255(b)(1)

All audit reports to date indicate the charter school has met its obligation to ensure the fiscal integrity of the school's financial operation. AS 14.03255(b)(2)(c)(13)

Name of the School District: Anchorage School District

Name of the Charter Program: Rilke Schule German Immersion School

Name of Superintendent: Dr. Jharrett Bryantt

Signature of Superintendent:  Date: 12/06/2024

Appendix L: Food Service

Student Nutrition Needs

It is the responsibility of parents/guardians to provide daily lunches and snacks. Rilke Schule students bring their own lunches and eat in the multi-purpose room.

Appendix M: Facility

Current Facility

Rilke Schule holds a 10-year lease agreement with Kiska, LLC. at 1846 E. 64th Avenue, Anchorage, AK 99507, which expires August 31,2025. The lease and facility layout are attached in Appendix K. Rilke Schule's facility consists of approximately 39,500 square feet. Currently all of our classrooms are within the building, but limitations exist to grow our student population, hold all of our specialists' classes, and allow no space to service a student nutrition program.

Future Facility and Projected Growth

Rilke Schule continues to explore options for a campus and facility that will meet the needs and align with the mission and goals of the school. Rilke Schule seeks to maintain an enrollment of 500 students for the duration of the charter. A future school facility shall be within the Anchorage bowl. The building would have all classrooms needed under one roof. Support spaces would include a principal's office, administrative office space, Special Education room, workroom, staff lounge, storage space, server room, janitorial closets, and a nurse's office. Additionally, a playground space with equipment and a space for running and games would be provided.

Appendix N: Complaint Resolution

Rilke Schule Policy 005 –

Complaints

General Purpose: The purpose of this policy is to define Rilke Schule's complaint process as a charter school within the Anchorage School District. This policy provides additional clarification and procedures not addressed in the school district's student handbooks relative to charter schools. Any student, parent, guardian, Rilke employee, or other concerned individual or entity may use it. This policy details the formal complaint process, the only authorized process to formally submit a concern to the APC and have it be entered into the official record. Concerns or complaints raised to the APC in any other format are informational only and will not initiate the formal investigatory, response, and resolution processes contained in this policy. The APC recommends that all complaints be resolved at the lowest level possible.

1. Responsibilities
 - a. Rilke Schule staff shall attempt to resolve the matter at the lowest possible level and

inform the principal of the outcome. Staff will inform grievant that matter shall be elevated to the principal for review and resolution before a formal complaint can be submitted to the APC. If the matter directly involves the principal, staff shall advise the grievant to directly contact the APC chair.

- b. Principal shall attempt to resolve the matter at the lowest possible level and inform the APC of the outcome at the next regularly scheduled APC meeting. If the matter directly involves the principal, the principal shall advise the grievant to directly contact the APC chair.
- c. If complaint proceeds to the APC level, the APC Chair and Secretary shall acknowledge receipt of the complaint in writing to the grievant within two working days and refer the matter to the chair of the Performance Committee for further action. APC Secretary shall record the final resolution of the matter in the official APC record.
- d. As per Anchorage School District Policy 618(h)5 – Any member of charter school staff (classified or certified) who serve on the Academic Policy Committee shall recuse themselves from any votes, discussions, or other Academic Policy Committee proceedings pertaining to the principal’s salary, contract, evaluation, and termination.
- e. Performance Committee Chair shall provide instruction to the chair of the Ethics and Inquires Subcommittee of the Performance Committee (or such committee as shall subsequently be charged with such responsibilities) to substantiate and/or investigate the matter. The Performance Committee Chair further reviews reports of findings, providing a written response to the APC and grievant in cases of non-concurrence, maintains awareness of status of investigations and the response timeline established in this policy.
- f. Ethics and Inquiries Subcommittee Chair makes an initial determination whether the matter is substantiated and warrants further investigation, then conducts investigations as needed and writes reports of findings containing recommended courses of actions or remedies.

2. Timeline

- a. Formal complaints must be filed using the Rilke Complaint Form and be submitted in hard copy or electronic copy to the APC Chair and Secretary within ten (10) days of the grievant becoming aware of the event/issue .
- b. The APC Performance Committee’s Subcommittee on Ethics and Inquiries will review the complaint within five (5) working days and provide written response to the grievant and APC whether or not the matter is substantiated and warrants further investigation. If it is not substantiated, the written response will outline the reasons and the matter will be considered closed. This decision may be appealed.
- c. If the matter is substantiated, the subcommittee will launch an investigation, which

shall be concluded in thirty (30) days or less. If additional investigatory time is needed, the subcommittee chair may request an additional thirty (30) day extension from the Performance Committee chair. Upon the conclusion of the investigation, the subcommittee will provide a written report of findings and recommended remedies to the Performance Committee chair.

- d. The Performance Committee chair will review the report within five working days and either concur, concur with comments, or not concur with the findings. If the chair concurs, the chair will add the report to the Performance Committee's overall report at the next regularly scheduled APC meeting for consideration by the APC board. If the chair does not concur, the chair will provide a copy of the subcommittee 's report along with a letter detailing the non-concurrence, with a copy to the APC and a copy to the grievant. At this point the matter is considered closed. This decision may be appealed.
- e. The APC chair will provide a copy of the report of findings and a letter detailing the resolution and/or corrective actions taken within five (5) working days after the next regularly scheduled APC meeting. The APC secretary will maintain a copy of these documents and a copy will be provided to the grievant. The matter will be considered closed at this time.

3. Appeals

- a. All appeals must be made in writing to the APC chair and secretary within five (5) days of the grievant receiving official APC response.
- b. Appeals as to whether a matter is substantiated or not will be referred to the Performance Committee chair. Appeals concerning the Performance Committee chair's decision will be elevated to the APC at the next regularly scheduled meeting. The APC will support or reverse the Performance Committee chair's ruling with a majority vote. If the APC supports the committee chair's ruling, the matter will be considered closed and no further appeals may be made.
- c. If APC reverses the ruling, the report will be returned to the Performance Committee for reconsideration and reconciliation with the subcommittee for action within two (2) weeks or less. The amended report will be added to the next regularly scheduled APC meeting for a board vote. No further appeals may be made after this point.

Appendix O: Dress Code and Nutrition Policies

The existing Dress Code and Nutrition Policies are removed from the charter and will become APC policies.

Rilke Schule Dress Code

Approved 22 July, 2010

Rilke Schule expressly does not have a school uniform intended to make all students look the same. We have a dress code that aims to promote a sense of belonging and pride in our school, respect for our educational environment, and to reduce any sense of inequality of personal dress. Faculty and staff need not abide by this dress code, but are expected to dress in a business professional manner.

Basic Dress Code

Students shall wear solid colored clothing without contrasting logos. This includes any color shirt, blouse, or dress with a collar and sleeves; and pants, shorts, skirts, skorts or jumpers that are black, brown, grey, olive, navy blue, or khaki.

Exceptions

- **Students may wear any solid color clothing with a Rilke Schule logo of any kind on any day.**
- **Students in grades 6,7, and 8 may wear collared shirts with stripes and plaids.**
- **Traditional appropriate Dirndls, Lederhosen and Kniebundhosen may be worn on any day.**
- **Dress Code rules are suspended on monthly Theme Days.**
- **Students and staff may wear blue jeans one designated Friday a month.**
- **One Friday a month is Dressy Friday.**
- **Boy Scout and Girl Scout uniforms are allowed on meeting days.**

Theme Days, Blue Jean Fridays, and Dressy Fridays

The student council will define monthly theme days with the Principal's approval. The dates for Theme Days, Blue Jean Fridays, and Dressy Fridays will be posted with at least two weeks notice. On Theme Days, students may dress in either standard dress code clothing or according to the theme chosen for the day. On Blue Jean Fridays students may dress in either standard Rilke Schule dress code bottoms or wear blue jeans. On Dressy Fridays students may dress in either standard Rilke Schule dress code clothing or more formal attire including dresses, skirts and suits with patterns or designs. For all exception days, ASD dress guidelines of modest, non-offensive apparel and proper appearance still apply.

Field Trip Days

Students are encouraged to wear tops with Rilke Schule logos when their class participates in a field trip outside the school.

Clarifications

- **Clothing must be clean and, if torn, well-mended.**
- **All clothing must be appropriately sized, not more than one size larger or smaller than the student actually measures.**
- **Hats or other headgear (hoods, caps, visors, and bandanas) must be removed from the head upon entering the building and may not be carried during the school day. Hooded clothing is allowed as long as the hood is down inside the building.**
- **Clothes that drag on the floor, posing a tripping hazard are not allowed.**
- **Extra wide/long/baggy/saggy clothing is not allowed.**

- Mesh, fishnet, spandex, sheer, see-through, shiny, or noisy fabrics are not allowed.
- Clothing that exposes the back, chest, shoulders, or midriff is not allowed.
- Display of undergarments is not allowed.
- Skirts, skorts, shorts, jumpers, over-alls, and dresses cannot be shorter than four finger-widths above the knee.

Shirts and Tops

- Shirts, blouses, and dresses must be a solid color with sleeves and a collar, unless they are any Rilke Schule t-shirts.
- Shirt hems that extend past the bottom of the back pants pockets must be tucked in.
- Shirts should be buttoned above the chest line.
- Solid colored, long and short-sleeved t-shirts can be worn underneath collared shirts.
- Solid colored over shirts with no contrasting logos are allowed. This includes sweaters, vests, cardigans, and sweatshirts with or without a hood.
- Solid colored turtlenecks are allowed.

Bottoms

- Bottoms include pants, skirts, shorts, skorts, and jumpers.
- Bottoms must be worn at the waist and completely zipped or fastened.
- All bottoms must be black, brown, grey, olive, navy blue, or khaki.
- Capris and cargo pants (with side pockets) are allowed as long as they are fitted, not baggy.
- No jeans (denim), track, or sweat pants are allowed during the regular school day.
- Leggings may not be worn as pants.

Footwear

- Children are expected to have weather-appropriate footwear securely attached to their feet.
- Shoes must be tied or appropriately fastened for safety reasons.
- Shoes must have hard soles and be sturdy enough to withstand an evacuation drill.
- Blinking sneakers are not allowed in the classroom but are acceptable as athletic shoes for Phys Ed.
- Heeleys are not allowed.
- Excessively high or spiked heels that are unsafe are not allowed.

Accessories

- Medical alert bracelets or necklaces are allowed.
- Light, solid colored nail polish is allowed. Bright, vibrant, or dark nail polish and nail art is not allowed.
- Light make-up is a privilege reserved for students in grades 6, 7, and 8.
- Tights or socks of any color, design, or pattern should be worn at all times.
- Leggings of any color, design, or pattern can be worn underneath skirts, skorts, dresses, and jumpers.
- Ties of any color, design, or pattern may be worn.
- Accessories must not be a safety hazard or distracting.
- Chains, dog collars, or bracelets and necklaces with spikes are not allowed.
- Tattoos and facial jewelry are not allowed.
- Sunglasses or contact lenses which obscure the eyes are not allowed indoors.

Hair

- Hair dye or bleach is not allowed.
- Hair styles or excessive hair decorations that are obvious distractions are not allowed.
- Hair should be neat and clean and not covering the eyes.

Appendix O

4
More healthy lunch suggestions...



- ◆ Ants on a log (celery stick with peanut butter and raisins)
- ◆ Plain pasta (better: whole wheat pasta) with olive oil and parmesan cheese
- ◆ Wrap sandwiches - soft whole wheat tortilla with, for example, chicken, shredded carrot, spinach leaves, shredded cheese and ranch dressing
- ◆ Cheerios (plain or multigrain) and raisins - possibly to mix with

yogurt or just eat from a bag, or other healthy dry cereals and some types of granola

- ◆ Whole grain bread with lunchmeat and/or cheese, or peanut butter and "spreadable fruit" jelly (this kind has no sugar added)
- ◆ Mini bagels—they, too, come in whole wheat—topped with cheese
- ◆ Whole grain bread, whole wheat tortillas, whole wheat English muffins
- ◆ Waffles, pita bread (whole wheat/whole grain are available in stores)
- ◆ Granola or cereal bars - sometimes these are loaded with sugar, so check ingredients carefully.
- ◆ Crackers—Triscuits, wheat thins, whole grain crackers, goldfish.

Need more ideas? Check out: <http://kidshealth.org/>

Check out our Nutrition page on our school website at www.rilkeschule.org for other helpful ideas. Send in your ideas for healthy lunches to info@rilkeschule.org and we will add them to the school website!!

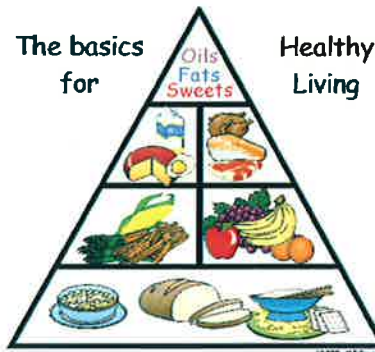
Prepared by Antje Carlson, Ann Weese, and Liz Crafford



Rilke Schule
German School of Arts & Sciences

Eat smart! Be healthy!

Guidelines & Ideas for Preparing
Nutritious & Healthy School Lunches



Rilke Schule Nutrition Policy

Students bring their own lunches and eat in either their classrooms or a multi-purpose room at the school. Rilke Schule advocates and promotes a healthy food policy. No candy, cookies, cake, puddings, other sugary food or fried chips are allowed in lunches or snacks. Milk, 100% fruit juice, and water are acceptable drinks; no soda pop is permitted.



Appendix O

FOOD PYRAMID'S NEW DIMENSIONS



At Rilke Schule we believe in healthy living through eating nutritious food and engaging in regular exercise.

We have created this pamphlet to help our parents prepare healthy snacks and lunches for their children. The goal of our nutrition policy is to help parents develop lifelong healthy eating habits with their children.

Teach your children about healthy foods—whole grains, vegetables, fruits and milk as the foundation of their diet for healthy living. Important things to avoid are foods high in corn syrup, sugar, sodium, fat and other processed ingredients. There are many great resources out there to help you learn about food labeling and healthy food. Be sure to check out <http://www.fda.gov/Food/LabelingNutrition/ConsumerInformation/ucm078889.htm> and other resources on the school web site for more information.

If children bring inappropriate food for lunch to school, teachers will ask children to return it to their lunch boxes and save it for the afternoon after they have left Rilke Schule.



What should I pack in a Rilke lunch?

Here are some suggestions you can try!

- ◆ Fresh fruit (apples, melons, grapes, orange slices, bananas, strawberries...)
- ◆ Canned fruit - look for the kind packed in natural juices instead of syrup
- ◆ Dried fruit - such as apricots, raisins, figs, plums...
- ◆ Applesauce - look for the kind without added sugar or corn syrup
- ◆ Apple slices or chunks with cinnamon to hide any browning.
- ◆ Cheese: sticks, cubes, slices, or shredded
- ◆ Tuna, or other delicious fish, like smoked salmon
- ◆ Cottage cheese
- ◆ Sliced lunchmeat (ham, turkey, roast beef, chicken), in a sandwich or just rolled up by itself, or rolled around a cheese stick.
- ◆ Chopped chicken, ham, turkey, or slices of pepperoni or salami
- ◆ Peanut butter (on whole grain bread, or as a dip or spread for apples or crackers)
- ◆ Hard-boiled eggs
- ◆ Yogurt - look for all natural or organic kinds, they have less sugar and sometimes no corn syrup.
- ◆ Cream cheese spread for bread or crackers (herbed or plain)
- ◆ Mini-carrots, broccoli, celery, cauliflower, etc. with ranch dressing)
- ◆ Olives, whole or sliced