

## GLK on Thursday, 6th June 2013

**\*Venue\***: Room 108

**\*Time\***: 14:45h – 15:45h

**\*Keeper of the minutes\***: Alexandra Laule

Excused are: Janna Müller, Dirk Stepf, Renate Loof

### **\*1. Minutes of the secondary meeting from 21 February 2013:\***

The minutes have been uploaded to the fileserver by Sabine Langrehr.

Approval of the minutes.

### **\*2. 2012-2013 in retrospect:\*** by Michael Gschnaidner

MG reviews the school year 2012/13 with a slideshow and thanks everybody for what they all accomplished this school year. Special thanks go to the Schulleitung, Johanna and Khun Oy.

### **\*3. Preparation Week / First School day 2013\***

Johanna gives an update on the organization of the first days of the upcoming school year.

#### Preparation week: 5<sup>th</sup> to 9<sup>th</sup> of August

- Detailed information about the contents will be given at the end of July.
- Monday to Thursday: start 9am until 4pm (lunch break 12am to 1pm).
- On Thursday afternoon there will be a team building event for everybody.
- Friday: individual preparation day.

#### Concerning end of this school year:

- School provides boxes if teachers move class-rooms.
- Everybody gets a check out form from Khun Oy in which teachers have to write if students (from secondary school) want to keep their painted walls as they are. If not the walls in the rooms will be painted new.

#### First day of school:

- JV asks teachers to already think about if there are students in their classes who could perform something at the first day of school and that all teachers should be involved in the preparations for the first day of school.
- The first two lessons on the first school day, the students will be with their homeroom teachers.
- The opening ceremony will start at 9.20 am.

-There will be a 'parents coffee' and a 'parents information stand'. JV asks the subject teachers to please sign in the list that will be hung up in advance, to help out.

**\*4.\* New Colleagues in 2013/14\*** Michael Gschnaidner informs.

The new colleagues in 2013/14 are:

- \* Dominique Tellenbach: Principal
- \* Monika Eberl: Vice Principal and Head of Secondary School
- \* Stefan Nyffenegger: Primary School
- \* Ladina Pinton: Primary School
- \* Natan Brand: Special Education
- \* Manuela Kast: Primary School
- \* Liv Lange Rohrer: Secondary School, Music
- \* Gonzalo Broto: Secondary School, Spanish
- \* Anita Schwarz: Secondary School, French/English
- \* Tanja Zwicker: Secondary School, French/English, to replace HH until she comes back.

**\*5.\* News from student representative** Phyllis Hoffmann

-Phyllis thanks everybody who gave support with the charity project. Students would like to continue the project next school year. Emily Nyffenegger will take over/be the contact person.

-Students representatives are still looking for a new president of student representatives to replace Phyllis.

-What the students representatives would like to have improved the upcoming school year is the contact/communication with the principal.

**\*6\*. News from teachers representatives** Silke Börner

-SB asks to hand in remaining bills from the Asian Games until June 7<sup>th</sup>-SB informs about HH's situation

-if colleagues would like to help with money to cover the costs, put it in an envelope und then put it in SB's or RL's box in the teachers' room.

-The Sanuk Team (i.A. AL) asks for permission to take an amount of 10 000 Baht of the 'Freud and Leid' Kasse to support HH.

-The Sanuk Team asks further to take an amount of about 2500 Baht of the 'Freud and Leid' Kasse to buy a voucher for RH for her fantastic support of our colleague HH.

**\*7. \*PQM\*** Remo Nyffenegger gives a status update on the survey on school quality.

- RN informs that the PQM group consulted all the groups after the survey.
- Before the holidays the PQM group will send the evaluation report to all teachers
- The teachers are asked to read it before the new school year.

-The PQM group informs that JV will join the PQM group as MG leaves.

-There are three important events during the upcoming school year:

1. Peer Review, most likely in November
2. BLI Inspection, most likely in March
3. Herr Lustenberger from Luzern visits the school (especially primary section), most likely in February.

**\*8. \*News from further training:** Sabine Langrehr

There is a further/professional development program that might be of interest for the German speaking community of the school.

- SL pins the information at the Fortbildungen board in the teachers' room
- SL will inform during the first week of school.

-English speaking teachers can as well apply for professional development events. If they wish to and have information about suitable offers they can address SL.

**\*9. Report cards 2013\*** by MG and JV

Concerning the yearly report cards, Michael asks you to mind the following procedure:

**\*Friday, 14th June, 12 o'clock\*:** All grades and remarks have been entered into the grade server by the homeroom teachers as decided by the class conferences.

**\*Monday, 17th June, 7:30\*:** The homeroom teachers will find the report cards in their boxes in the teachers room.

**\*Wednesday, 19th June, 12 o'clock\*:** All report cards have been processed as described in the form in the attachment (Zeugnisabgleich.pdf).

**\*Friday, 21st June\*:** the homeroom teachers hand out the report cards to the students after the end-of -the-year event.

-The grades that will not be present during the last week of school will get their report cards before Monday 17<sup>th</sup>. Report cards will be handed out to the teachers of those grades on Friday 15<sup>th</sup> by noon.

**\*10. Upcoming events:\*** by organizers

**Graduation and Jubilee Ceremony, June 14<sup>th</sup> :**

- After the Graduation Ceremony all students from grade 5 upwards are invited for the Aperó in the inner school yard.
- Younger students can only stay if their parents stay.
- There will be no afternoon courses on that day.
- Children who stay will take the school bus at 2pm.
- A letter will be sent to the parents to confirm if they will take part.

**Climbing Competition, June 12<sup>th</sup>:** by Emma Rawlinson

- 19 students have signed up
- Sports hall will not be available for other students to play in on Tuesday and Wednesday during lunch time.
- On Wednesday the climbing competition will take place between 1.35 and 4.05 pm.
- Teachers of the students who take part in the competition are asked to release those students a couple of minutes before 1.35 pm so that the competition can start in time.

**Theater Grade 4** by Matthias Staehli

- On Friday 14<sup>th</sup> the grades 2 to 7 are invited to see the performance of grade 4
- Also the students of grade 8 upwards are invited.
- The performance starts at 7.45 am in the music room.

**"Parents Morning" Basis Level**

- On Wednesday 12<sup>th</sup>
- Parents will join their children in their classes first.
- Breakfast in the inner yard for students and parents of basis level

**BBQ Lernzwerge** Michaela Thimm

- On Saturday June 8<sup>th</sup> for Lernzwerge and their parents at the Lernzwerge house.

**Flea Market, June 13<sup>th</sup>**

- From 11.10 to 12.45 in the inner yard.

### **Special Week Secondary: SL**

- There will be different projects.
- Everything is organized.

### **Last Schoolday, June 21<sup>st</sup>**

- The program will be sent out in advance.
  - The first two lessons the students are with their home room teachers.
  - Then all classes proceed to the PAC for the end of the year event.
  - After that the teachers and students go back to their class rooms where the report cards will be handed out.
  - End of the school day at 11.55 am.
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- The Sanuk Team will order Pizza for all teachers at the teachers room, around 12.00.