

## RSI Meeting Minutes 10/23/2018

### Attendees:

- Marisa Wang (Chair)
- Gretchen Weiss (Treasurer)
- Josh Vandagriff (Vice Chair)
- Laurie Orell (Secretary)
- Rebecca Colvin (RSI member)
- Chelsie Kochanowski (RSI member) – excused absence
- Ray Oakley (RSI member) – excused absence
- Kjersti von Wichman – attendee

### Record of Email Votes

Marisa motioned that RSI purchase \$500 of gravel for the playground as this was a deficiency of the playground inspection. We need a passing inspection for the license. By an email vote five “yes” and two no comment, the motion passed. (10/18/2018)

### Secretary

Laurie requested to step down as secretary, but would like to remain on the board. Rebecca was nominated and voted in as secretary.

### Accounting/Finance

We met with our RSI accountant - Katya. Already she's done an excellent job cleaning up our accounting and generating reports for us. Once we have created a budget she can generate reports for us to evaluate how operations are running financially. **Action Item:** Marisa and anyone else with receipts need to send them as soon as possible to Katya to keep our records current. Marisa will send W-9 and contractor agreements to Katya, and Marisa will file our taxes by the November 15 deadline.

We reimbursed the school for the teachers' 1<sup>st</sup> quarter salaries on 10/2/2018. This initial payment was an estimate based on previous years' of club operations. The payment was \$8,500 with any remaining money being held by the school to apply to the 2<sup>nd</sup> quarter payment.

### Insurance

We are bound for general liability coverage and for board of directors insurance. **Action Item:** Josh is filling out one more application for accident and health coverage, then all insurance will be in place.

### Communication

Laurie presented a draft parent survey regarding clubs use, times needed, and requests to host a club. **Action Item:** Laurie will modify it per our suggestions and work with the APC to send out school-wide to parents.

We need to do an additional email to registered parents about the checkout procedures and the PIN. It sounds like parents didn't understand it well or didn't read it. Parents must also upload alternative

pickup people. They need to understand that each person will have their own personal PIN and they cannot use anyone else's. **Action Item:** Francheska should write and send this email.

Gretchen noted that our email to parents sent out this month was far too long and text heavy. She highly suggested we format future emails in smaller bits of information and to use bullets for the important parts. Noted for future communications.

### Licensing

We have the Parent Handbook for the 1<sup>st</sup> semester distributed to parents. We have a draft, longer Parent Handbook for the 2<sup>nd</sup> semester. We have draft Personnel Policies written. Both of these are required for licensing. We are still confused as to the requirements for instructors. It almost feels like a moving target. Laurie recommended we contact Thread *again* to help us work on licensing. Jen Clark, a Rilke parent who's volunteered to help us, works at Thread. **Action Item:** Rebecca will contact Jen for help with licensing.

Per new State regulations, every person in contact with students as part of our license must have annual trainings from an approved list of trainings, must be pediatric CPR/First Aid certified, and must have a background check. We have to pay staff-time for the hours it takes to complete the annual training. These have to be in place before our license can be issued.

### New Structure

We will be moving time blocks to approximately 4:15 – 6:00 pm for licensing. Licensing will not allow a single activity for students, such as only performing homework. They require students to have alternate activities. We will then use our exemption to cover 3:15 – 4:15 pm which will allow for specific clubs and only our staff qualifications and ratios.

### Registration

We have quite a bit of work for registration changes, such as embedding medical and other forms, changing the time structures, etc. These should result in simplified registration for parents. There are a limited number of board members who know CampSite software to be able to perform these changes. **Action Item:** Marisa will contact CampSite to see if we could pay them to do these changes as we're all very busy.

We cannot make the time changes until we're sure we'll get a license. This will likely result in a push back of our anticipated registration opening on November 1<sup>st</sup>.

### Contingency Plan

Licensing is a major hurdle that we're unsure if we can complete to have it in place for 2<sup>nd</sup> semester – despite the many months that we've put into it. There was discussion of contacting YMCA and CampFire to see what it would take for them to run an afterschool program at Rilke. **Action Item:** Gretchen will contact both of them to see what they could offer, if we're unable to figure out licensing.

RSI could still offer a piece of the clubs under our current Muni exemption, which allows for a student to be in our care for up to 6 hours per week. We could run Smart Start, Fun Fridays, and an additional time block up to the 6 hours. The additional time block would allow for a broad range of enrichment clubs, specific to Rilke Schule, that could be run by parents and other community partners.