

## RSI Meeting Minutes January 23, 2019

### Attendees

- Marisa Wang (Chair)
- Ray Oakley (Member)
- Rebecca Colvin (Secretary)
- Laurie Orell (Member)
- Chelsie Kochanowski (Member)
- Josh Vandagriff (Co-Chair)
- Francheska Bass (Clubs Manager)

### Cross Board Coordination

The APC has requested RSI to hire the school's German Intern Coordinator as a contractor. They have agreed to transfer \$20,000 as wages to cover this school year. RSI must invoice ASD for this amount in order to receive the funds. This process is in flux and needs to be worked out between the two boards' Chairs. **Action Item:** Marisa will follow-up on it.

RSI is the designation school entity for naming rights for school property. Dr. Chris Dyke has made the final payment of \$5,000, for a total of \$10,000, for the naming rights to the teacher's lounge. Jason Storter (former APC Chair) and Herr Barr (principal) are handling the naming, plaque, and any possible ceremony for it.

### Clubs Operation Update

Francheska has begun sending bi-monthly reports to board. Board members reported this was a good system and was working well. The new checkout procedure was implemented at the start of 2<sup>nd</sup> semester, where parents checkout at the front desk and radio for kids to come down. This new procedure allows better control of where the kids are and prevents parents from wandering the building.

We are down to between 20 - 24 kids per class. This is well below our maximum of 28 kids last semester. There is less pressure on the homework clubs as more kids are enrolled in specialty clubs with contractors vs ASD teachers. We still need one teacher for one timeslot, but we are in much better shape than last semester.

A Disciple Referral Form was created. It will track any offenses by a student and the resulting action by club staff. These actions follow the club's discipline policy and procedure for progressive discipline actions. An Incident Form was created which notes any accidents or harm to a student in our care.

Revenues and expenses for the 1<sup>st</sup> semester of club operations are still coming in and being paid. These are slowly being compiled with final numbers to the board at a future date.

The program needs a phone for front desk staff. The board authorized up to \$500 for Francheska to purchase a phone with text ability.

### Next School Year Registration

Pre-registration for 2019-20 school year opens in February. There will be a second registration closer to the start of school, which will also target incoming kindergarten parents.

There are open school tours in February for potential lottery kindergarteners. This would be a good time to have a list of the current clubs for parents to see. **Action Item:** We will coordinate with Herr Barr on this and update our club list on our and the school's websites.

### Emergency Enrollment

We discussed if the board want to accept an emergency enrollment, if needed. There is a current situation that a parent needs daily morning enrollment for 2 weeks only. The board agrees to emergency enrollment depending solely on capacity. Francheska will work this into our policies/procedures.

### Non-payments

We have some families that are late in payments. These totaled several thousand dollars at one point. All but one family has been contacted and are now on a payment plan. Plan options include continuing payments throughout the summer. Separately we have a situation where one late payment family is no longer enrolled in clubs and will not return our communications. We discussed a process for this and future such occurrences. **Action Item:** We will create an official letter stating payment is expected with consequences listed if not paid.

We will also create a sliding fee scale for families with economic hardship. For a long-term goal, we want look into creating a scholarship program. Pacific Northern Academy and Trailside Discovery Camp have models that allow parents to contribute to a scholarship fund when they register. We should investigate these programs.

### Club Costs

The cost for Fun Fridays is lower than other clubs as the charge is \$60 for 1.5 hours and other clubs are \$60 for only 1 hour. We will increase the cost of Fun Fridays to match the other clubs' hourly rates for the start of next school year.

ASD teacher clubs are \$60 per hour and specialty clubs are \$80 per hour. Francheska will approach the board before opening registration in February with a proposal for raising the all clubs to \$80 so they will be balanced. This will make it easier for parents to evaluate which club to place their kids and result in additional funds for the program.

### Licensing

RSI has no childcare license with the Municipality of Anchorage. We are operating under an exemption for Smart Start and Fun Fridays as the exemption allows a child to be under our care for no more than 6 hours per week. ASD teacher clubs fall under the authority of ASD and contractor clubs operate under their individual contract.

Currently ASD teachers work under an addendum through the school, which means they can only make the set wage under their union contract. Teachers have the option of becoming a contractor of RSI

which would allow them to be paid more. They would need a business license and possibly their own insurance to be a contractor. No teacher has chosen to be a contractor. If we pursue licensing, we would likely increase teacher wages which could result in a need to increase club costs.

With no childcare license we can't operate summer camps, in service days, or other days the school is closed. This was a possible benefit of having the license. However, there are many other opportunities for parents that already exist for these times.

#### RSI Direction

Over the past year, RSI has learned quite a bit about childcare licensing. There are pros and cons with pursuing one vs operating as is. We need a meeting solely focused on making a final decision if we will pursue licensing. The result will be a document stating our position and reasoning. We will also review the results of the parent survey at this meeting.

This meeting will be in March so there is a final decision before our annual April meeting. We need to put together any written documents of benefits and negatives of a license before the meeting for everyone to review. This will allow us to focus more on evaluating the items rather than creating the list from scratch. **Action Item:** Rebecca will create a Doodle poll to schedule this March meeting. Attendance is voluntary and is open to others such as APC members.

#### Annual Meeting

RSI's annual meeting is in April and includes elections and officer appointments. Three members' terms end in April (Ray, Rebecca, and Marisa). **Action Item:** Rebecca will create a Doodle Poll to set a date for this meeting.