

Rilke Schule Inc.  
1846 E. 64<sup>th</sup> Ave.  
Anchorage, Ak 99507  
(409)333-2582



Rilke Schule Inc. Minutes  
Thursday, September 30<sup>th</sup>, 2020 5:00PM  
Zoom

Attendees: Laurie Orell, Marisa Wang, Shawna Popovici, Rebecca Colvin, Conor, Katharine

- I. Call to order
- II. Adoption of the Agenda
  - a. Rebecca moved, Shawna 2<sup>nd</sup>. Passed unanimous.
- III. Approval of August 26<sup>th</sup>, 2021 minutes
  - a. Marisa moved, Laurie 2<sup>nd</sup>. Passed unanimous.
- IV. Reports
  - a. President's Report
    - i. Defer to ESSER discussion
  - b. Vice-Chair's Report
    - i. Outdoor committee is wrapping up building a German flag flower bed. We'll bring a proposal to RSI in the coming months for a fundraising effort to construct an outdoor classroom/picnic shelter in Meadow Park.
  - c. Treasurer's Report
    - i. Discussion under operating budget
  - d. Executive Director's Report
    - i. We're fully staffed, but it's very tight for coverage when staff call in sick. Fee collection is going well.
    - ii. Club's enrollment increased to 206 students with a few registrations in progress. Girl Scouts are transitioning to be operated under RSI registration instead of an independent contractor. Payroll has changed to a bi-weekly event and is running smoothly.
    - iii. Francheska is scheduling first aid certification training as many club instructors are approaching their 2 year expiration.
    - iv. Francheska is setting up background checks for instructors. There are no standards for how often we have to have them performed. **Action:** Francheska will look at other afterschool programs to see what standard they have and bring this information back to the board to establish a procedure on it. She'll find out if RSI board members should have them as well.
    - v. Francheska is establishing monthly staff meetings with instructors.
    - vi. The annual contract with Rilke's Intern Coordinator, Ann Weese, needs to be signed then payment can be processed to her.
- V. Old Business
  - a. Operating Budget
    - i. The budget hasn't been approved as usual before the school year starts, as we weren't sure if we'd operate the clubs program this year. We recognize it is a negative budget due to pandemic operations; however, we have

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some savings to cover it this year. **Action:** Marisa and Francheska will finalize the budget and send for email approval this weekend.

- b. ESSER III Proposal
    - i. Board members have provided feedback on the draft electronically over the last week. Board agrees with the direction and overall content of it. **Action:** Marisa will look it over this weekend and work with Francheska to craft a matching budget to send to the board for approval this weekend. The goal will be to submit it to Herr Bearss by Tuesday.
- VI. New Business
- a. Additional Board Members
    - i. Marisa nominated Katharine and Conor as board members. Rebecca 2<sup>nd</sup>. Passed unanimous.
- VII. Adjourned 7:15 pm