

Rilke Schule Inc.
1846 E. 64th Ave.
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(409)333-2582



Rilke Schule Inc. Minutes
Thursday, February 9, 2023 6:00 PM
Rilke Schule Conference Room/Zoom

Attendees: Shawna Popovici, Conor McCutcheon, Marisa Wang, Rebecca Colvin, Francheska Bass, Katherine Riling

- I. Call to order 6:03 pm. Adoption of the Agenda & Approval of 11-16-2022 Minutes. Katherine motioned. Rebecca 2nd. Passed unanimous.
- II. Reports
 - a. Chair
 - i. We have been working with the APC on an MOU for clubs' operations, including a request of \$60,000 due to our reserves being exhausted over the course of the pandemic. Via email on January 17, 2023 **Shawna motioned** to retract our request of \$60,000 listed in the MOU. New information of APC's financial uncertainty, resulting from reduced enrollment, played a factor in the motion. We reviewed actuals vs budget for 1st semester clubs' earnings, which showed a notable increase over projections. Lastly, it appears at this time that we may not need to pursue childcare licensing and our exemption remains in place. Yes: Shawna, Katherine, Conor, and Marisa. Abstained: Rebecca. Motion passed.
 - ii. Alaska Afterschool Network started a workgroup of various afterschool programs to discuss and address any changes to childcare licensing at the state or municipality level. Shawna and Francheska attended the initial meeting. The workgroup will follow potential changes in state or municipality childcare licensing regulations. Francheska will be the representative for RSI and will report back to the board.
 - iii. Shawna will attend the Foraker executive director training with Francheska on February 13-14, 2023. She's working on staff and ED evaluation and development. She requests a board member's help with these activities.
 - iv. Shawna proposes to hold a series of work sessions with at least two members to work on various initiatives: 1) Board recruitment: finance, future leaders, licensing, strategic planning, grants, etc., 2) Review, draft, and edit board job descriptions, and 3) Review and update bylaws.
 - b. Vice Chair
 - i. Katherine represented RSI at the February APC strategic planning work session. Group questioned how are we meeting "arts and sciences" in our

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school's name. The discussion revealed that attendees viewed Rilke Clubs as doing a great job contributing arts to our students. There will be more work sessions scheduled that we're all invited to attend.

- c. Treasurer
 - i. Marisa, Conor, and Francheska will meet for a routine review of the budget. Francheska will send the board a report for January.
 - d. Executive Director
 - i. The student discipline process for clubs is a verbal-only process at this time. After a discussion, we determined we need to create a more formalized process to include a written element with parent signatures.
Action Item: Francheska will work to update these procedures.
 - e. RSV / APC
 - i. APC is focusing heavily on marketing for increasing student enrollment for the 2023-24 school year. There are two upcoming events where we'll have a booth and all three Rilke boards will have volunteers staffing it.
 - ii. APC Treasurer and principal are working on a draft budget to be submitted to ASD for approval.
- III. Old Business
- a. Bylaws Review and Board Position Descriptions - tabled
- IV. New Business
- a. Rilke Clubs MOA
 - i. The draft MOA was revised to remove any funding requests and defines the roles of RSI and APC for clubs' operations. **Conor motioned** to approve the revised MOA. Marisa 2nd. Passed unanimous.
 - b. Summer Camp
 - i. RSI has wanted to host a German summer camp since pre-covid. The board expressed support to pursue one for 2023. A rough idea is 1 – 2 weeks for Rilke-only students the first year. Francheska was tasked to investigate what is needed, and is it feasible, to host camp this summer.
- V. Adjourned 7:05 pm