

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



Rilke Schule Inc. Minutes
Thursday, April 6, 2023 6:00 PM
Rilke Schule Conference Room

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

- I. Call to order 6:12 pm
- II. Adoption of the Agenda & Approval of 02-09-2023 Minutes – Shawna motioned. Rebecca 2nd. Motion passed unanimous.
- III. Reports
 - a. Chair / Vice Chair
 - i. Shawna and Francheska attended Foraker’s Executive Leadership training, which includes Chair and ED learning roles and responsibilities. **Action:** Shawna will rewrite the Chair and ED position descriptions over the summer.
 - b. Vice Treasurer
 - i. Microsoft offers non-profits free email for 10 members, which includes One Note and the full Microsoft Office suite. **Action:** Connor will begin the process to transition us from Go Daddy to MS with the plan to be completed before August 2023.
 - c. Executive Director
 - i. Planning is well underway for 2023-24 club offerings. Registration will be sent out in May to existing families with a second opening in August, which will include kindergarten families.
 - ii. ED began Foraker’s Executive Leadership training with Shawna. She is learning how to build her position into a full ED from the previous role as Clubs Director. Training will continue through May.
 - d. APC / RSV
 - i. APC: First lottery will run tomorrow. At last count we had 117 kindergarteners and 10 1st graders in the queue. We’re targeting 90 kindergarteners.
 - ii. RSV per Rebecca’s notes: The yearbook needs someone to take it on since the previous volunteer teacher/parent no longer works at Rilke. A yearbook club is needed to take it over. They’ll put together information for it and find an instructor. Francheska noted that RSI has around 4 cameras that were bought for a previous club that can be used.



IV. Old Business

- a. Bylaws Review – tabled until fall meeting

V. New Business

- a. Paid Time Off (PTO) – Executive Director and Clubs Director
 - i. Both these positions are budgeted as full-time but have not included paid PTO. Conor motioned to allocate 2 weeks PTO for these positions. Shawna 2nd. Motion passed unanimous.
- b. Intern Stipends MOU
 - i. MOU with APC to document that RSI pay intern stipends with their funds, as happened pre-pandemic. APC reimbursed RSI for these funds for 2 years post-pandemic. Shawna motioned to approve the MOU as currently presented. Conor 2nd. Motion passed unanimous.
- c. Club Fees Review
 - i. A review of comparable programs reveals that we are far under market rates. Board agreed to raise rates but continue to remain below comparable programs' rates. Increasing the rate will provide us additional funds to offer discounts or scholarships for families in need. Conor motioned to increase base rate from \$110 to \$130 for 2023-24 school year. Rebecca 2nd. Motion passed unanimous.
- d. 2023-24 Budget
 - i. Our budget must be balanced based on an 85% club occupancy rate. The proposed budget meets this criteria. Shawna motioned to approve the budget to include the \$130 club rate increase. Conor 2nd. Motion passed unanimous.
- e. Jump Into German - Summer Camp
 - i. Inaugural offering of German camp for Rilke's incoming 1st – 6th graders only. We're starting small with only two classes of 12 students with the intent to expand in subsequent years. It will be held July 24 – August 4.
- f. Schedule Next Meeting
 - i. Board discussed that APC meets the 3rd Thursday and RSV meets the 1st Wednesday of each month. To ensure we're not meeting the same weeks, we'll host our quarterly meeting the 2nd Thursday. Meetings for 2023-24 school year are September 14, November 9, February 8, and April 11.
- g. Elections
 - i. Shawn, Rebecca, and Marisa's terms expire 2025. Conor and Katherine's terms end 2024.
 - ii. Shawna motioned the following roles for 2023-24. Rebecca 2nd. Motion passed unanimous.
 - 1. Shawna – Chair

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2. Katherine – Vice Chair
 3. Conor – Treasurer
 4. Rebecca – Secretary
- iii. Marisa submitted her resignation as her last student at Rilke graduates in May. She has served at least 9 years on the RSI board and was a key partner in helping Rilke get into our current building. Thank you greatly for your many years of service to RSI and Rilke!!
 - iv. We are left with 4 members and must have 5 per our bylaws. The urgent request to all board members is to solicit additional board members.

VI. Adjournment 8:26 pm