

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



Rilke Schule Inc. Minutes
Thursday, September 14, 2023 6:00 PM
Rilke Schule

Attendees: Shawna Popovici (Chair), Katherine Riling (Vice Chair), Conor McCutcheon (acting Treasurer), Rebecca Colvin (Secretary), Francheska Bass (ED), and members of the public.

- I. Call to order - 6:08 pm
- II. Adoption of the Agenda and approval of 04-06-2023 Minutes. Unanimous approval.
- III. Reports
 - a. Chair – Our February 2020 strategic planning session with Foraker provided us with a basic report, but it was never developed into a full plan. **Action:** Shawna will work with other board members to draft our strategic plan.
 - b. Vice Chair – no report.
 - c. Treasurer
 - i. Update on transition from GoDaddy to Microsoft – After investigating this opportunity, we are unable to migrate at this time. The effort level is high and would result in us having an email outage for an indeterminate amount of time. Connor will look at other options to accomplish it.
 - ii. Budget vs Actual Report – reviewed FY22-2023 report. Net income was \$14,587.73
 - d. Executive Director – Reviewing and renewing various board and club insurance. Streamlining QuickBooks setup to better track finances and generate reports. Francheska is meeting with Herr Strauch on October 3rd at 2:00 pm to discuss registration issues this year. Katherine will attend as well. Separately, Francheska requests a list of school events that the ED or Clubs should attend each year. **Action item:** Rebecca will email other members a list of events to finalize it.
 - e. RSV / APC – RSV September meeting was well attended, discussed events through the year, and noted that several members are reaching term limits. There will be several open positions for their annual October elections. APC's focus for the school year is the strategic plan update, possible business plan, and charter renewal. Our charter expires June 2025, and the renewal application must be submitted by September 2024 at the latest. Our lease also ends June 2025, so our facility will also be under discussion.
- IV. Old Business
 - a. Bylaws Review – Item will remain in old business until board member position descriptions are finalized as they are a building block for the bylaws.

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V. New Business

- a. Board Recruitment: 3-4 additional board members are needed to reach our 7 member standard. Our goal is to fill the positions by our April 2024 annual election meeting. We specifically need a Treasurer but anticipate other new board members would not be in Director roles.
- b. Review Job Descriptions – Shawna sent draft ED job description to board and is working with Francheska to draft descriptions for Clubs Director, Clubs Manager, and other clubs' positions. **Action:** Shawna will work with other board members to draft position descriptions for each of them and is working to finalize evaluation forms for ED and Club Director.
- c. Clubs Update – We are currently serving 280 students, including 32 kindergarteners. Late registration closes Saturday with a few spots open. All registrations have been processed at this time. We started a new process to transition students at the end of the school day from classrooms to clubs. We're moving from students staying in the classroom to congregating in the gym before being distributed to clubs. The process is still rocky.
- d. Jump Into German summer camp – This was our first year offering this two week camp with a focus on students speaking and hearing German. When this camp was offered many years ago, teachers reported students had a faster transition to German classes. Week 1 enrolled 20 students and week 2 enrolled 21 students. 5 -8 students participated in the before and after care program. Net income from the program was \$6,648. The feedback from families was positive with one comment that they would prefer no school dress code requirement. At least one teacher has indicated they would like to participate again next summer. Our plan is to expand the offering for summer 2024.

VI. Adjournment – 7:21 pm