

Rilke Schule Inc.
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Rilke Schule Inc. Minutes
Thursday, February 22, 2024 6:00 PM
Rilke Schule Conference Room

Attendees: Shawna Popovici (Chair), Katherine Riling (Vice-Chair), Rebecca Colvin (Secretary), Francheska Bass (ED), Branden Strauch (principal), and members of the public

Excused Absent: Conor McCutcheon (acting Vice-Treasurer)

- I. Call to order 6:07 pm. Shawna motioned to adopt the agenda and approve 11-16-2023 minutes. Katherine 2nd. Passed unanimous.
- II. Reports
 - a. Chair / Vice-Chair
 - i. Shawna drafted job descriptions to be voted on later in the meeting. She's developing short-term goals for ED.
 - ii. Katherine has been helping Shawna with various projects.
 - b. Treasurer / Vice-Treasurer
 - i. Budget vs Actual Report
 1. Report did not take into account ~\$26,000 net income from 2023 Jump Into German camp. Per actuals report we are in the positive by approximately \$10,000 compared to our budget. We are effectively \$36,000 in the positive.
 2. Board goal is to have 3 months of operating expenses in our accounts for emergencies, which we do not currently have. This target amount will be part of our 2024-25 budget planning in April.
 - c. Executive Director
 - i. 221 students are enrolled in clubs for the 2nd semester. Clubs Manager position is vacant again. Francheska is evaluating with other staff what can change in this high stress position to decrease turnover.
 - d. RSV
 - i. RSV: Kinderlauf planning is underway. Rilke will have our usual float in the Fur Rondy parade this weekend.
 - e. APC
 - i. Two new board members were seated: Amanda Thompson and Akara Anglin. They finalized a new mission and vision as part of revising the strategic plan.
 - ii. APC is beginning two new long-term initiatives that they would like RSI to be part of: a grants work group and a school business partnership program. Both of these programs would bring in donations to the school. Having RSI as the recipient would be beneficial as the donations would be



tax deductible for donors, and it would avoid the overhead costs of them being processed through the district's financial system. After discussion RSI and APC are both interested in pursuing working on this together.

Action Item: The boards will work on formalizing the terms into an MOU/MOA, determining a separate accounting system for the funds, and developing the processes for school business partnerships.

III. Old Business

- a. Bylaws Review - tabled

IV. New Business

- a. Rilke library funding request – \$1,500
 - i. Rebecca motioned to approve the library committee's request for \$1,500 for the Jo Sander's Memorial Library. Katherine 2nd. Motion passed unanimous.
- b. Review and approve job descriptions – Chair/Vice-Chair, Treasurer/Vice-Treasurer, and Executive Director
 - i. Revised and finalized Chair/Vice-Chair and Treasurer/Vice-Treasurer descriptions. **Action Item:** Shawna will continue to draft the ED description for the board to review at the April meeting.
- c. Club staff presence discussion
 - i. Increase staff presence in morning for early start
 - 1. It was reported that a handful of students are consistently dropped off between 7:00-7:15 am and have to wait in the school vestibule as the doors must remain locked until 8:00 am. Smart Start club has no waitlist. There are no official requests from families to join. Finding an additional teacher for only one hour will be difficult, and there is no documented need at this time. No action taken.
 - ii. Increase staff at presence in afterschool transition hour
 - 1. Students are released at 3:00 pm, but clubs do not start until 3:15 pm. There has been contention over whose responsibility they are under. Francheska has worked to bring in some club operators, who are able to take their students earlier but not all of the operators are able to do this. Herr Strauch is working with teachers to ensure clubs' students are supervised until 3:15.
- d. 2024 clubs planning
 - i. End-of-year parent survey to gain feedback on clubs
 - 1. We'd like to begin an annual, end-of-school year survey asking for parent feedback. **Action Item:** Francheska is working to create one and expects to have this ready to implement this year.
 - ii. Registration dates, enrollment projections, staffing needs, etc.



1. Registration for fall 2024 opens in May. Francheska will give a clubs overview at the Kindergarten Roundup on April 26th. At the Open House on April 30th, she will demonstrate how to enroll for current and incoming families.
2. This year we've served around 230 students and are ramping up our staffing to serve our pre-pandemic norms around 270.
- iii. Plan to ensure spots for incoming kindergarteners
 1. Francheska has implemented a system where a quarter of each kindergarten-applicable club will be reserved for late registering kindergarteners. They need to be reserved because new students come and go throughout the 1st quarter due to the lottery process, and we want to ensure new families are able to access clubs. Late registration will be in September when we will use any of the remaining, reserved spots.
- e. Jump Into German summer camp planning
 - i. Pricing, dates, staffing, parent interest
 1. Camp will be held July 22 – August 2 for \$300 per week from 8:00 am – 3:00 pm. \$25/day for after care and \$25/day before care options are available. We are planning for four instructors and have confirmed two already. There will be a maximum of 16 students per teacher. Projected net income is approximately \$26,000.
- f. 2024-25 Budget discussion – tabled until April meeting.
 - i. Request to transition Fun Friday away from German intern staffing
 - ii. Fund Intern Coordinator position in 2024-25
 - iii. Rate comparison to other club programs
- g. Monthly meetings as opposed to quarterly
 - i. Board discussed the benefits of monthly as opposed to quarterly meetings. We'll schedule a meeting for May to help with on-boarding new members elected in April.
 - ii. Beginning in August, we'll implement monthly meetings throughout the school year. We'll also stream the meetings on Zoom to allow for more public participation; however, it is expected that board members will be present in person.
- h. Executive Direct evaluation (April) and future contract (2025-25)
 - i. The ED has never worked under an official contract. We will begin this practice, as it's beneficial to the position and the board to have it formalized.
 - ii. We had not established goals for the ED. Shawna worked with Francheska to create the following goals:



1. Evaluate program growth, such as reviewing fees, how can we serve more students, expanding Jump Into German, etc.,
 2. Work on after school transition and bringing in contractors earlier,
 3. Create a smooth process for kindergarten registration, and
 4. Professionalism, including:
 - a. timely communication responses to board and families,
 - b. employee dress code,
 - c. drafting the ED contract and helping to establish goals.
 - d. developing an inter-relations policy: an ethics structure to set boundaries for when there are people in a relationship working for the club, such as family operating a club and being related to the ED or a board member. As we are a small community, several of these situations have occurred and will continue to occur, and we would like clear boundaries in place for them.
- i. Annual elections (April)
 - i. Intent is to fill Chair and Treasurer/Vice-Treasurer positions (3 total)
 1. Shawna intends to step down from the Chair position but will remain on the board to complete her term until 2025. Treasurer position is vacant with Conor as acting Vice-Treasurer.
 - ii. Require at least one additional board member with 3 total vacant
 1. We have seven positions total and would like to have at minimum five positions filled.
 - j. Cub Scouts
 - i. Katherine motioned to approve Francheska as the keystone executor allowed to add or remove accounts and also add or remove board members to the RSI bank accounts and RSI savings accounts. Shawna 2nd. Passed unanimous.
- V. Executive Session - personnel
- VI. Adjourned 8:34 pm