

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



Rilke Schule Inc. Minutes
Thursday, November 16, 2023 6:00 PM
Zoom

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

- I. Call to order 6:03 pm. Adopted agenda & approved 09-14-2023 minutes.
- II. Reports
 - a. Chair / Vice Chair
 - i. Completed draft job descriptions for Chair, Vice-Chair, Treasurer, and Vice-Chair. These will help with board recruitment and transitions for new members. **Action:** All board members review and provide feedback via email.
 - ii. Principal Strauch requested the German interns no longer work Fun Fridays club, in order for them to participate in staff development with other Rilke staff. Shawna noted we are unable to accommodate this request this school year, as we don't have the staffing to replace them. Shawna will continue to work with Herr Strauch, Francheska, and Kodi to try to accommodate this for the 2024-25 school year.
 - b. Executive Director
 - i. Developing spring clubs list with club director. Planning to bring back all current fall clubs and adding new ones.
Continue to have kindergarten students on the waitlist. They will open an additional club solely for kindergarteners and are coordinating with Herr Strauch to secure an additional room.
Herr Strauch spoke to Francheska about Rilke being part of ASD, who is experiencing budget shortfalls due to inadequate funding from the legislature. Rilke would like to work with RSI to further the sustainability of the school. This is a developing topic that will include all of RSI.
 - c. RSV
 - i. Rebecca reported from their October meeting that Oktoberfest was a success with all tickets sold out. They were able to raise funds for 6th grade Washington D.C. travel club and for 7th/8th grade Germany travel club.
 - ii. Working hard on Christkindlmarkt on December 9th. They've requested APC have representatives available to talk to families about Rilke, as last

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year they had several requests on it. **Action:** RSI agreed they can also be available to man a booth for this purpose.

d. APC

- i. Board is working to update Rilke's strategic plan and will include a first ever, community survey to collect input for it. A work group is working on the renewal application as our 10-year charter expires June 2025. APC voted to submit to ASD a letter of intent of Rilke's desire to explore alternate facilities, such as an ASD building. Rilke's 10-year lease expires August 2025.

III. Old Business

- a. Bylaws Review – no discussion

IV. New Business

a. Board Recruitment

- i. Once board job descriptions are finalized by the board, Shawna will coordinate with Herr Strauch to advertise our available board positions to grow the board back to 7 members.

b. Review Job Descriptions

- i. Executive Director, Club Director, Club Manager descriptions will be emailed to the board for review and seeking feedback.

c. Clubs Update

- i. Enrollment Numbers -285 students
- ii. Club list available November 28th. Registration opens December 3rd.
- iii. Increased front desk staff to four this year, which is having a positive impact on the club instructors behind the scenes. Looking to carry this forward into future years.
- iv. We have two staff members not continuing into spring clubs. Francheska is working on finding replacements.

V. Adjournment 6:56 pm