

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



Rilke Schule, Inc. Minutes  
Tuesday August 13, 2024 6:00 PM  
Rilke Schule Conference Room and Zoom

Attendees: Katherine Riling, Shawna Popovici, Conor McCutcheon, Joslyn Blanchard,  
Francheska Bass

Excused Absent: Rebecca Colvin and Danielle Kalseth

- I. Call to order 6:17 p.m. Joslyn motioned to amend the agenda to include business sponsorship and technology update to new business. Conor 2<sup>nd</sup>. Approved unanimous. Shawna motioned to approve the July 23, 2024 meeting minutes. It was seconded and the minutes were approved unanimous.
- II. Public comment-none
- III. Reports
  - a. Chair / Vice-Chair
    - i. Katherine and Shawna met to discuss Francheska's contract and goals for the year.
    - ii. Katherine has spoken with Francheska multiple times over the past month regarding registration issues, clubs hiring, filling gaps in coverage, contractor questions & requests, and answering parent questions via email. For the first week of school, additional coverage for Thursday/Friday was discussed to be augmented by Ana & Nate (potentially) or board members. Several board members expressed their support and willingness to chip in for needed coverage. Another issue with clubs is that there is no social club for 4-5 graders due to not having an instructor. Francheska will try to fill with club staff;
    - iii. High school start times changed and now end at 3:15 pm, and students are no longer able to work at 3 pm for clubs. We are exploring options to have clubs' work as part of their school day. Shawna has reached out to Dan Rufner (Service counselor) regarding Service students working for clubs and he responded that with information about volunteer hours for credits for Service students. Shawna will also be reaching out to STAR & Home programs. Joslyn asked about King Tech students, particularly those in the early childhood education program.
    - iv. Shawna met w/Rebecca regarding bylaws. They are very generic and need to be better aligned to RSI's goals and organization. They plan to focus first on Finance.
  - b. Treasurer/Vice-Treasurer

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- i. Quickbooks now has our updated budget for FY 24-25, Joslyn has made sure it is entered and broken out monthly. An additional \$50k has been moved to savings and our new savings total is \$65k.
  - ii. Joslyn has cleaned up most of the payroll issues except she is working through an audit of spring contractor payments and has found underpayments. She is working with Francheska to determine what and why that happened as well as to correct the errors.
  - iii. Joslyn has worked on a new club contractor contract w/ 4 exact payments as goal- 4 equal stipends. This will standardize payments for all contractors.
  - iv. Conor is migrating our email to Microsoft nonprofit and will work with us to schedule a synchronization. He talked us through the timing of switching. We are opting to keep rilkeclubs email. He emphasized that no mail will be lost it will just be inconvenient for us to check two accounts for a brief period.
  - v. We will extend go daddy for one month because our emails will expire Aug 18. Conor told us that he would not be able to complete the change-over before this date.
- c. Program Director
- i. Francheska has been processing changes for enrollment due to one of our contractors being unable to continue this year and letting her know last week. She is bringing on a new theater club. Due to understaffing curbside pickup will not be available the first few weeks of school. Space continues to be an issue, with the Girl Scouts looking for a room during Fun Friday.
  - ii. Francheska is setting up fingerprints and background checks for employees and asked whether we would want a secondary person on the state account. We also discussed how often are background checks done and what each of us experiences in our other jobs.
  - iii. Scott Bauer introduced himself to the board during this time. His position is supported by a federal grant to serve Migrant Ed students at Rilke Schule. The program will provide books, homework help, and will plan transition events. 9% of the district qualifies for Migrant Ed, with anywhere from 20-50 students at Rilke Schule. He would like space for after school homework help for tutoring 3:10-5 on Thursdays. We concluded that he and Francheska could discuss the particulars of him hosting after school space. **Action Item: Francheska will email Scott and work with him to get his after school homework help set up.**
- d. RSV / APC
- i. Toni Walsh reported on RSV. They had their first meeting on August 7, 2024. Popsicles with the Principal coincided with our meeting and was



well attended. RSV is planning Tears & Cheers for new kindergarten parents with coffee and donuts on the kindergarteners' first day, August 22. Another upcoming event is Oktoberfest. They also plan to make logowear available on website and some stock available in the lobby throughout the year. RSV's next meeting is September 4. RSV has a director position available.

- ii. Joslyn reported on APC: They are working on contracts & lease negotiations and there is a hopeful air. They received one-time state funding and are looking to hire two TAs & counselor with the funds. A night custodian is still wanted.

IV. ~~Old business~~ Neither of these items was ready for further action by our board.

- a. Job Descriptions – Front Desk Manager (formerly titled Clubs Manager)

**Action Item: Shawna needs to make final edits and will send to us for review before September;**

- b. Bylaws Review – Tabled until August

**Action Item: move Bylaws to new business for September;**

V. New business

- a. Review Final FY24 Budget vs Actual

- i. There are two items in our FY24 budget that Francheska needs to review and after that it will be ready for us to review. **Action Item: Joslyn will email us to review our final FY24 Budgets vs. Actual.**

- ii. Joslyn suggested that we do a mid-year budget review to determine whether we could reallocate funds or take on additional expenses for this school year.

- b. Club Scholarships

- i. Katherine summarized the boards' edits from the Club Scholarships document that was sent out after our last meeting. We all agreed that Alaska Youth Theater's application was a good place to start with modeling ours. We are in agreement that since this is our first attempt at a scholarship we would create an application, advertise, and review the applications before making decisions about scholarship amounts. It was suggested we use the word "pilot" for our application. We settled on a deadline of August 31, 2024, and letting people know by a certain date. A working group was scheduled. **Katherine action Item for form/website but need to get it out ASAP w/ a paragraph in the next Nachrichten email Branden & Scott Bauer (Migrant Ed).**

- ii. **Scholarship application workgroup: schedule a working through applications session (3) September 5 @ 6 p.m.**

- c. MOU for Intern Stipends

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- i. The MOU is purely a formal agreement between Rilke & RSI that RSI will pay the intern stipends. Shawna moved to approve the MOU and Joslyn seconded. Passed unanimous.
        - d. 2025 Auction "Pilot"
          - i. Toni joined us to talk about the auction fundraiser planned for **February 1, 2025**. A separate committee has been formed with RSI, RSV, and parent representation. Toni said they need \$4500 to get started with Alaska Premiere Auction and an additional, unknown, amount to put a deposit on a venue.
          - ii. We need to determine whether RSI is holding the funds or fronting funds for deposits and payments? Other questions included who gets to sign contracts? What are the funds intended for (interns, teaching continuing ed, clubs scholarships were some ideas) and who is making the decision? (Branden/Cameron/RSI/RSV)
          - iii. Joslyn moved to gift \$6000 to the auction committee. It was seconded by Katherine and unanimously approved. \$4500 of this is to sign with Alaska Premiere Auction and the additional \$1500 is to be used towards deposits for venues, catering, etc. The RSI board decided that Joslyn could have decision making privilege over the additional \$1500, but any additional amount should come back to the RSI board to be determined whether it is a gift or a loan.
        - e. Business Sponsors
          - i. Joslyn has created a pamphlet & thank you letter for our business sponsors. Shawna moved to approve sponsorship pamphlet for sponsor program. Joslyn seconded and it passed unanimously.
          - ii. We discussed the need for a business sponsorship committee, headed by someone ideally whose children attend Rilke and who doesn't mind asking businesses for money. **Action item: Need to form a business sponsorship committee in Nachrichten to help set up a sponsorship program. Action Item Katherine: Board calendar for RSI to have representation at program special events, subcommittees, and other board meetings.**
- VI. Public comment - none
- VII. Executive Session - none
- VIII. Adjourned