

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



Rilke Schule, Inc. Minutes
Tuesday November 12, 2024 6:00 PM
Rilke Schule Conference Room and Zoom

Attendees: Katherine Riling, Joslyn Blanchard, Conor McCutcheon, Shawna Popovici,
Francheska Bass (Program Director)

Excused Absent: Rebecca Colvin

- I. Call to order (6:11 p.m.). Adoption of the agenda and approval of October 8, 2024 minutes

Joslyn would like to amend agenda to include a nighttime custodian discussion in new business. Conor second; motion passes. Joslyn moves to approve the minutes from October 8, Katherine second, motion passes.

- II. Public comment

Branden Strauch- parent/principal of Rilke Schule speak on behalf of the evening custodian, third party (as soon as possible, already have employees)- part/time position with ASD- (working within union, lots of maintenance positions open); winter time to include snow clean up & snow inside the building. asking for RSI to cover the nighttime

- III. Reports

- a. Chair / Vice-Chair

- b. Treasurer/Vice-Treasurer

Joslyn walked us through her treasurer's report. Higher than budgeted income; lower payroll than budgeted but higher contractor fees; Joslyn provided a YTD Profit & Loss comparison comparing this year (24) vs. last year (23); Joslyn secured our insurance, coming in under budget, only one company which will take us; would like to move \$25,000 to savings to hit our \$90,000 savings goal!; Katherine & Joslyn became key executors on all accounts.

Conor: off of Fastmail; glitch with RSI email and has fixed it. More updates about document management to come in Executive Session: cancel Dropbox, cancel zoom, and we will exist in the Microsoft Nonprofit.

- c. Program Director: Francheska will provide a child abuse training to our staff in compliance with our new insurance policy; up to date on parent payments; upcoming Band & ORFF performance in December. We lost an employee in the last month, gained 2 additional employees, & still need more employees especially on Fridays. 1 desk person on Fridays and 1 <18 year old. Only one



intern in spring. Will current session 1 instructor stay on for the second semester? Working to redistribute Fun Friday students.

d. RSV / APC

nighttime custodian

Lindsey reported on RSV: new director, logo shape change, new logowear items, Beartooth teacher appreciation; updated date for auction gala.

IV. Old business

a. 2025 Auction Update

Joslyn reported on auction committee: Meeting on Thursday 2 p.m. @ the Anchorage Museum. First walk through of new venue with caterers, auction people, dj, current budget to put this on \$24,000. 220 attendees; selling tables; changing reason for auction to include budgetary needs (funding purpose). Goal is to raise over \$150,000 (Request from Aliko Joannides requesting some sort of donation from RSI).

b. Bylaws Update- Katherine moved to table until bylaws people are here, Joslyn seconded **Action Item:** set up work session, Microsoft 365 collaboration

V. New business

a. Spring Clubs Scholarship

b. MS365 and File Locations

Folder system in Onedrive. This is for the future board, so that these items live forever there and not in people's individual drives. Anything for RSI should go in there, we are all own owners, be mindful of future employees' access. Teams going forward (posted agenda, full packet in meeting). Microsoft poll, doodle poll. Sharing documents in one drive w/ link better than forwarding an attachment. **Action item:** Create a shared calendar with meeting dates, club dates.

c. Glance at 2025-26 School Budget: made reserve of \$90,000;

\$20,000 intern coordinator

\$32,000 nighttime custodian

scholarships, admin assistant, nighttime custodian

i. Nighttime Custodian

3 quotes; we will hire a nighttime custodian; not hiring an employee but could fire them if the relationship is not serving the school. \$4000/month was a previous quote from a third party associate. \$4,000 x6=\$24,000 Joslyn motioned to get bids for a nighttime custodian for the remainder of the 24-25 school year. Katherine seconded. Motion passes

ii. Administrative Assistant job description

Virtual assistant, contracted position, set projects & costs, Joslyn stated there is ongoing Quickbooks & accounting tasks.

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\$25-\$30/hour for no more than 20 hours per week.

Shawna moves for the board to seek a contractor or employee for the 24-25 SY not to exceed \$20,000. Danielle seconds. Motion passes.

- iii. The board discussed increasing our available scholarship dollars for the spring semester after the demonstrated need in first semester. At this time, we will iron out the details as to how this will be funded (an increase to our budgeted scholarship line or a decrease to our overall profit). Shawna moved to approve an increase, Katherine seconded, motion passes

VI. Public comment

VII. Executive Session

VIII. Adjournment

Katherine moved at 8:14 p.m., Joslyn seconded. The meeting is adjourned.