



Rilke Schule, Inc. Minutes
Tuesday December 10, 2024 6:00 PM
Rilke Schule Conference Room and Teams

Attendees: Rebecca Colvin, Joslyn Blanchard, Shawna Popovici, Danielle Kalseth, Katherine Riling, Francheska Bass, and Katie Kelly (APC Vice-Chair)

Excused Absent: Conor McCutcheon

- I. Call to order 6:02 pm. Shawna motioned to approve the agenda. Joslyn 2nd. Passed unanimous. Joslyn motioned to approve the November 12, 2024 minutes. Shawna 2nd. Passed unanimous.
- II. Public comment - none
- III. Reports
 - a. RSV / APC
 - i. Katie Kelly (APC Vice-Chair): Board approved the 2025-26 budget which was built around the goal of retaining personnel. 1.4 FTE teachers are planning to leave, and these positions will not be backfilled. APC requested that RSI/auction fund various one-time purchases (see auction update below).
 - ii. Lindsey Wallace (RSV parent member): Christkindlmarkt was a great success. Over the next few months, they'll know the monetary results.
 - b. Chair / Vice-Chair
 - i. Katherine (Chair): Provided club registration support to Francheska. Built 2025 spring club sponsorship application. Worked on background check policy with the board.
 - ii. Shawna (Vice-Chair): Supported auction committee by creating flyers for each grades' classrooms. Each grade will receive donations to build a themed basket to be auctioned off, i.e. Harry Potter basket, etc.
 - c. Treasurer
 - i. Joslyn (Treasurer): Our transition to MS365 is going well. We've cancelled Zoom and DropBox.
 - ii. Account balances: Checking \$76,380.21. Savings \$90,253.29.
 - iii. At our November meeting, we approved hiring a night-time janitor for the school. Joslyn and Rebecca worked together to receive and review four quotes. We've hired Q-1 Services. Herr Strauch will be the primary contact for their day-to-day actions.
 - iv. We are working to collect overdue funds from Clubs fall 2024.



- v. Lindsey Wallace (part-time employee) has cleaned up our website with broken links, photos, etc. This work is ongoing, and new content will be added as directed by the board.
 - d. Program Director
 - i. Francheska: Finalized the clubs list. Registration opened on time. Club 268 registration requests spring 2025. All clubs are showing as 80-100% full at this point. She'll start processing registrations tomorrow and continue through the winter break. She'd like the board's help to start work on Jump Into German (JIG) camp.
- IV. Old business
 - a. 2025 Auction Update
 - i. Sales for individual tickets and entire tables are open now. We've received our first major donation of \$10,000 from Discovery Drilling. We received a \$3,000 donation for the Frau Sanders Fund specifically for student travel clubs.
 - ii. Herr Strauch has requested the auction fund items that were removed from the school 2025-26 budget: Chromebooks, textbooks, and professional development.
 - b. Bylaws Update
 - i. All board members should have reviewed the draft bylaws. **Action Item:** Shawna and Rebecca will work through the comments. If there are substantive items remaining afterwards, we'll schedule a meeting just for bylaws review. If there aren't, then we can add them to the January meeting for review and approval.
- V. New business
 - a. Background Check Policy Approval
 - i. The draft policy was revised with minor edits. Joslyn requested a signature line be added for every person receiving a background check to sign as part of hire. Shawna motioned to approve the revised policy. Katherine 2nd. Passed unanimous.
 - ii. We are seeking legal counsel regarding the process for denial of employment/contract and any related appeals to ensure we conduct this correctly if at any point the situation should occur.
 - b. Rilke Clubs' Parent Handbook Approval
 - i. Danielle led the work to update and revise the parent handbook. Joslyn motioned to approve the handbook. Shawna 2nd. Passed unanimous.
 - c. Spring Clubs' Scholarships Granted
 - i. The entire board met and reviewed all 15 applications. We approved partial and up to full scholarships for all applicants. The total dollar amount of scholarships will be determined after registration is processed.

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- ii. Shawna suggested club scholarships be an item added to the auction or future auctions. We should also investigate if we can modify our club registration checkout to add a donation option.
- iii. **Action item:** Joslyn will review the 2025-26 budget to determine if additional funds can be allocated toward scholarships.

- VI. Public comment - none
- VII. Executive Session
 - a. Katherine motioned to move into session at 7:32 pm. Joslyn 2nd. Session ended at 8:46 pm.
- VIII. Adjourned 8:50 pm.