



Rilke Schule Inc. Minutes
Tuesday September 9, 2025 6:00 PM
8427 Lake Otis Pkwy and Teams

Attendees: Katherine Riling, Joslyn Blanchard, Sydney Osbourne, Hannah Dieckgraeff, Danielle Kalseth, Conor McCutcheon, Francheska Bass.

- I. **Call to order** at 6:08. **Motion:** Katherine motioned to modify the agenda to add online votes and discuss Foraker into New business. **Motion:** Joslyn motioned to adopt of the agenda and approval of the August 12, 2025 minutes. Danielle 2nd. Passed unanimously.
- II. **Public comment:** none
- III. **Reports:**
 - a. Chair / Vice-Chair: Chair Katherine has been assisting with planning the tri board meeting. Vice Chair nothing to report.
 - b. Treasurer/Vice-Treasurer: Treasurer Joslyn reached out to Foraker in regards to getting an accountant for RSI. Currently the accounts are business account is 156k, auction is 138k, and savings is 90k. The accounts are showing more inflated due to contractors have not been paid out yet.
 - c. Program Director: Program Director Francheska reported that late registration is now completed and closed. All students who requested clubs have been placed and the only club closed due to low enrollment was Friday Kung Fu. There are 296 individual students enrolled in clubs for the fall semester which is over average by 10 students from previous semesters. All scholarships have been applied except 3 and are waiting for the go ahead to apply those on the accounts. Created additional column "amount applied to account". Katherine and Joslyn will take a look at the documents. Lindsey has placed the radio order. We are waiting to hear if the company charges the school or how the charges are made so we can reimburse the school. Lindsey is making a sign for clubs to place out front. Contractor payment will happen on Monday September 15th. Some parents are waiting for the scholarships to be applied and some need a few more days to pay for financial reasons. Francheska received a question from a past Rilke student parent who is now homeschooling. About them being able to use the afterschool clubs, The board declines this request. Francheska has received positive remarks from parents and from contractors about the club's start-up this semester. Working on a more

efficient pick-up systems for the spring semester. Currently RSI is fully staffed. Talking about implementing a 2 location pick up: one location at the front and a curbside pick-up location. Francheska will follow up with Frau Brewer about the radio's payment.

- d. Administrative Assistant: none
- e. Intern Coordinator: none
- f. RSV / APC: Hannah attended RSV meeting and reported that RSV is working on Oktoberfest is 10/4 and 10/5. Joslyn attended the APC meeting and reported they are approving some budget items. APC asked Branden to reach out for professional development because they are not willing to put into their budget. They approved a position for a janitor. Upcoming meetings: Conor will attend APC meeting and Sydney will attend the RSV meeting. The Tri-board meeting might be the 22nd or the 30th.

IV. Old business

- a. Green Light Cards: Hannah and Lindsey were going to figure out info on how to pay the interns. **Motion:** Joslyn motioned to approve that Lindsey and Hannah will obtain a payment method that has no fees for the interns and they will update us before executing before the next intern payment which is October 1.
- b. Board Retreat: On the agenda for the retreat is telegraph team building, forming of committees and developing employee structure.

V. New business

- a. Principal request for teacher development funding. The board declined this request. RSI has paid for many things for the school such as textbooks, chrome books and the janitor. We would like to propose a dollar for dollar match from the APC. Katherine will draft up a letter to the APC board from RSI board stating that we are asking the APC to match dollar for dollar the RSI contribution. **Motion:** Katherine motioned to approve a 1:1 matching donation up to 10k for professional development to the APC. Joslyn 2nds. Unanimous vote. Discuss with Branden a system for requesting.
- b. Foraker accountant information: There is a fee structure based on time spent and varies within \$70-\$140 per hour. They do not manage finances, or give financial advice. The next steps would be filling out the Foraker financial accounting needs form, payroll, processing accounts. Joslyn would like to take the next steps and fill out the form.

VI. Public comment: none

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- VII. Executive session**
- VIII. Adjournment : 7:47pm**