

# Rilke Schule, INC. (RSI)

## Board of Directors – Regular Meeting Minutes

February 10, 2026

<b>Date &amp; Time</b>	Tuesday, February 10, 2026 – 6:04 PM AKST
<b>Location</b>	Rilke Schule / Virtual (Microsoft Teams)
<b>Duration</b>	1 hour, 55 minutes

### Attendance

Role	Name	Present
Secretary	Danielle	Yes – In Person
Treasurer	Joslyn	Yes – In Person
Board Member	Lindsey	Yes – Virtual
Board Member	Hannah	Yes – In Person
Board Member	Sydney	Yes – In Person
Chair	Katherine	Yes – In Person
Vice Chair	Conor	Absent (report submitted)

Staff & Guests Present: Francheska(Program Director), Dante, Ryan K (virtual), Vincent Lang Cameron (virtual).

### 1. Call to Order & Agenda Approval

Chair Katherine called the meeting to order at approximately 6:04 PM. A motion was made and seconded to approve the agenda as written. The motion carried unanimously.

### 2. Public Comment (First Session)

Chair Katherine read the board’s standardized public comment guidelines prior to opening the floor for comments.

Ryan K addressed the board to commend the club staff for their professionalism and dedication, noting that staff members have been actively cleaning, patrolling the building, and maintaining a high standard of conduct. The board thanked Ryan for his comments.

### 3. Reports

#### 3.1 RSV Report

- Lindsey’s club completed affixing 5,000 promotional stickers on gummy bears; the items are stored at the RSV office.
- The Fur Rondy parade is scheduled for February 28. Board members encouraged to participate.

- Kinderlauf was discussed at the RSV meeting; action steps to be followed up.

### **3.2 APC Report (submitted by Jason)**

- APC filled its vacant seat with Susie Frogler. Elections for three seats on the regular three-year cycle have taken place; results will be announced at next week's APC meeting.
- The APC is collaborating with the ASD Director of Choice and Charter Schools on the ROCA principal position. The posting is live, and applications are being received. ASD's initial review is expected the week of February 23.
- APC is monitoring the ASD budget proposal's impact on Rilke
- ASD is transitioning to a regional model for school nurses, raising questions about whether charters can retain union employees in nursing roles. Kara provided testimony at the ASD board meeting reinforcing the charter's right to govern its own budget.

### **3.3 Vice Chair Report (submitted by Connor)**

New technology has been purchased and deployed: two iPads and two MacBooks. All devices are currently in use with no reported issues. The new iPads have resolved prior technical difficulties at the front desk.

### **3.4 Chair Report (Katherine)**

The Chair reported significant activity this month, including managing a scholarship request, coordinating support for a community member, and preparing to launch the intern committee.

### **3.5 Treasurer Report (Joslyn)**

- Foraker (accounting firm) now has access to the organization's QuickBooks; transition of accounting duties is underway.
- The general account balance stands at approximately \$187,000. Significant upcoming expenditures of roughly \$50,000 are anticipated (interim coordination pay, contractor payments, technology purchases).
- Form 1099s have been filed. The Form 990 is in progress but delayed due to discrepancies between the campsite payment platform (which remits lump-sum payments minus fees) and the accounting software.
- A meeting with a financial advisor is needed to explore investing surplus cash in interest-bearing accounts. This remains a priority for the coming year.

### **3.6 Program Director Report (Francheska)**

- Contractor payments are scheduled to be processed on Friday, February 14, due to the Monday holiday.
- Hiring update: A recently hired employee (Sam) submitted a two-week notice due to personal financial circumstances unrelated to the organization. RSI now needs to hire two additional employees to reopen curbside services.
- Six in-person interviews are scheduled for Thursday, with one additional on Tuesday. Lindsey assisted with pre-screening calls.
- Open House discussion: The kindergarten roundup (May 1, 2:00 PM) will not work as a standalone open house date because clubs are in session at that time. The board agreed on a two-pronged approach: (1) an informational table with board members and flyers at the kindergarten roundup, and (2) a full open house with club instructors coinciding with Back-to-School Night / Popsicles with the Principal in August. This item will return on next month's agenda for further planning.

### **3.7 Board Member Report (Lindsey)**

- Volunteered to staff an informational table at upcoming parent-teacher conferences with club and JIG flyers.

- Maintaining regular contact with teachers to ensure satisfaction with classroom conditions and the club program.
- First aid training is needed for current staff due to turnover since the last training (March 2025). Lindsey will coordinate with Frontier Safety and Supply (~\$1,240 for 12 participants). Training to be scheduled after new hires are onboarded. Open seats may be offered to school teachers.

### 3.8 Intern Coordinator Report (Hannah)

Dante reported on efforts to build RSI's social media presence, including creating flyers in English and German and exploring Instagram content featuring club activities. Photo release waivers are on file for club students. Intern recruitment is ongoing, with outreach to local universities; applications are anticipated but volume may be lower than prior years.

## 4. Old Business

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### 4.1 Scholarship – Online Vote Report

The board reported that an online vote was conducted to approve a full scholarship of \$900 for a student's spring semester club enrollment. All board members voted in favor. This is in addition to scholarships previously awarded this semester.

### 4.2 AEA Teacher Contract – 3% Back Pay

The AEA teachers' union ratified a new agreement with the Anchorage School District (ASD) that includes a 3% retroactive pay increase on all salary payments for the current year. RSI's teacher-contractors worked a total of 560.5 hours in the fall semester at \$30.00/hour, for total compensation of \$16,815. The 3% increase results in an additional \$504.45 owed in back pay.

Going forward, the hourly rate will be rounded up from \$30.90 to \$31.00/hour for ease of accounting. Francesca will email Brewer (ASD payroll representative) with the hours calculation and request an invoice for the \$560.50 back-pay amount. Jocelyn and Francesca will be CC'd on all correspondence.

**MOTION:** To approve the 3% retroactive pay increase for teacher-contractors in accordance with the AEA/ASD ratified agreement, resulting in \$504.45 in back pay and an ongoing rate of \$31.00/hour.

Moved by: Board Member | Seconded by: Board Member

**Result: Approved – Unanimous**

### 4.3 Club Staff Pay & Longevity Program

The board discussed the challenge of recruiting and retaining club staff at current pay rates. Current hourly rates range from \$16.00 (teen employee) to \$25.00 (club lead). Comparable employers (e.g., fast-food restaurants) offer \$16.00–\$17.50/hour with full weekly hours, making RSI's limited-hour positions less competitive.

After discussion, the board agreed on the following:

- An immediate \$2.00/hour raise for all front desk staff currently earning \$20.00/hour or less who have been employed since the beginning of the current semester, effective this pay period.
- The adult starting rate remains \$18.00/hour.
- A longevity incentive structure will be developed: after the first semester, staff move to \$20.00/hour; upon returning for a second year, staff move to \$22.00/hour. A cap will be determined.
- Francesca will provide employee start dates so the board can identify who qualifies for each tier.
- The maximum annual cost of the longevity program is estimated at approximately \$7,000, though actual cost is expected to be lower due to natural turnover.

**MOTION:** To grant a \$2.00/hour raise to all front desk club staff earning \$20.00/hour or less who have been with RSI since the beginning of the semester, effective this pay period. A formal longevity pay plan to be developed and presented at a future meeting.

Moved by: Danielle Kalseth | Seconded by: Board Member

**Result: Approved – Unanimous**

#### 4.4 JIG (German Immersion Summer Program) Planning

Francesca presented current enrollment numbers:

Week	Students	Before Care	After Care
Week 1	11	6	6
Week 2	15	8	8
Week 3	22	10	10

Confirmed instructors: Leilani (all 3 weeks), Frau Jacobs (all 3 weeks), Kayla (TA/floater, all 3 weeks). Additional outreach planned to Molly Johnson, Fran Ringenberg and German-speaking teachers at Rilke.

Staffing goal: 1–2 front desk staff plus one additional TA for break coverage and playground supervision.

The JIG budget has been updated to reflect three weeks of programming plus one planning day at \$300. Revenue data for the previous three years (2023–2025) will be emailed to the board. The full JIG budget will be brought to the board for approval at the March meeting.

#### 4.5 Payment to Rilke – \$20,000 Check

The board discussed the outstanding \$20,000 check written to Rilke that has remained uncashed. After reviewing prior discussions and confirming that APC has not provided specific direction on how the funds should be applied, the board decided to cancel the check. APC is invited to submit a formal request when they are ready to receive the funds.

#### 4.6 Arctic Winter Games Funding Request

The board reviewed a request from Frau Sanders on behalf of a Rilke 8th-grade student selected to represent Team Alaska in table tennis at the Arctic Winter Games in Whitehorse. The participation fee is \$2,000. The student has attended the club program for over four years but is not currently enrolled.

After discussion, the board determined that the request falls outside RSI’s mission (“ensure sustainable access to German immersion and cultural education”) and expressed concern about setting a precedent for individual athletic sponsorship. The Chair will respond to the family with the decision and may suggest alternative funding sources.

**MOTION:** To decline the Arctic Winter Games funding request, as it does not align with RSI’s mission and scope.

Moved by: Katherine | Seconded by: Board Member

**Result: Approved – Unanimous**

## 5. New Business

### 5.1 Intern Committee – Formation & SOP Development

The board established an Intern Committee to develop a Standard Operating Procedure (SOP) and updated contract for the intern coordinator positions. The current contract is outdated (2022) and does not reflect current practices or payment structures.

Committee members: Francesca, Hannah (Intern Coordinator), Dante, Lindsey, and Joslyn (advisory role on financial matters). Shawna and Rebecca were nominated as additional members given their experience with the intern program.

Key objectives for the committee:

- Document the duties and responsibilities of each intern coordinator by season (spring, fall).
- Restructure coordinator compensation from a lump-sum mid-contract payment to monthly payments on the 15th, consistent with other RSI contractors.
- Produce a finalized SOP and contract by May/June 2026 in time for annual budget planning.
- Hannah will coordinate scheduling the first committee meeting.

### 5.2 Herr Downey – Music Club Continuity

The board was informed that Herr Downey, the Orff Ensemble and Choir instructor, has announced his retirement from teaching at Rilke Chair Katherine reached out to him regarding continuing as a club contractor. Downey is leaning toward continuing with the program, potentially two days per week, pending confirmation from the APC that it would not create conflicts with the incoming music teacher.

The board noted that if Downey transitions from an addenda-paid position to a contractor role, the current model of using club profits to purchase instruments will need to be re-evaluated. This matter will be revisited once Downey provides a firm commitment.

### 5.3 Upcoming Vacant Board Seats

Secretary Danielle two-year term expires in April 2026. In addition, one board seat is currently vacant. The RSI board (typically seven members) is appointed, not elected. The board discussed potential recruitment, emphasizing the value of regular meeting attendance and a gradual onboarding into officer positions. Interested parties are encouraged to contact the board.

### 5.4 Standardized Public Comment Statement

The board reviewed a proposed standardized statement to be read at the start of each public comment period and printed on future meeting agendas. The full text was read into the record.

**MOTION:** To adopt the standardized public comment guidelines as written and incorporate them into all future meeting agendas.

Moved by: Board Member | Seconded by: Board Member

**Result: Approved – Unanimous**

## 6. Public Comment (Second Session)

Vincent Lang Cameron addressed the board to commend them for being an engaged and positive group. No other public comments were offered.

## 7. Adjournment

There being no further business, Chair Katherine adjourned the meeting at approximately 8:00 PM AKST.

## Summary of Action Items

Action Item	Responsible	Deadline
Email Brewer with teacher hours and request invoice for \$560.50 back pay; CC Jocelyn	Francheska	ASAP

Implement \$2.00/hr raise for eligible front desk staff	Francesca / Jocelyn	This pay period
Provide employee start dates for longevity plan analysis	Francesca	Next meeting
Email JIG revenue data (2023–2025) and updated budget to board	Francesca	Before March meeting
Cancel \$20,000 ROCA check	Jocelyn	ASAP
Reply to Arctic Winter Games funding request	Danielle	By February 20
Schedule first Intern Committee meeting	Hannah	Before March meeting
Schedule first aid training after new hires are onboarded	Lindsey	TBD (post-hiring)
Add open house planning to March meeting agenda	Danielle	March meeting
Prepare registration flyers for parent-teacher conferences	Francesca	Next PTC date
Follow up with Herr Downey on club continuation	Danielle	Ongoing
Recruit candidates for vacant board seats	All Board Members	Before April

*Minutes prepared from meeting transcript.*

Board Secretary / Recorder	Date