



Rilke Schule  
Academic Policy Committee Minutes  
Wednesday 24 August 2022  
6:00PM @ Rilke Schule

In accordance with Alaska State Statute, the Rilke Schule APC, under contract with the Anchorage School Board, operates this charter school. The purpose of the Academic Policy Committee is to provide strategic governance for the school and its future. The board meets publicly to conduct the business of the school. The board is comprised of voting and advisory members representing parents, faculty and staff. Parent-elected representatives serve staggered, three-year terms with elections every February. The Academic Policy Committee values public comments and encourages all interested parties to submit written public comments on any subject to [apc\\_rilke@asdk12.org](mailto:apc_rilke@asdk12.org). Fifteen minutes are reserved at the beginning and end of each regular meeting for public comments. *Next scheduled meeting September 15, 2022.*

Present: Colvin, Olson, Hotch, Strauch, Truog, Weyrens, Vincent-Lang  
Excused Tardy: Parker  
Excused Absent: Wileman

- I. Call to order at 6:02 PM. Treasurer Truog moved to adopt Agendas and Minutes from 9 May 2022 Meeting, 4 August 22 Executive Session and 5 August 22 Emergency Meeting. Facilities Chair Hotch seconded. Upon motion duly made and seconded, Agendas and Minutes adopted.
- II. Public Comment: *No comments.*
- III. Partner Organizations
  - A. RSV- Frau Brewer, Staff Representative
    1. RSV met several times this summer.
    2. They revised and re-wrote their Mission Statement.
    3. Worked over the summer to make some classroom improvements.
  - B. RSI- Marisa Wang, Acting Treasurer
    1. RSI is not back to pre-pandemic enrollment levels currently.
    2. They are processing Kindergartens registrations and waitlists, and they have 236 current enrollments. This means over half of the school population is utilizing Rilke Clubs.
    3. They are expanding some clubs in order to accept more enrollments, and are are working to hire more staff for the increase.
    4. First meeting of the year on 25 August. They will have a better idea of their budget for the year after that meeting.
    5. They anticipate having two open Board seats in the Spring.
- IV. Reports
  - A. Officers
    1. Chair
      - a. Chair Colvin thanked Vice Chair Olson and Performance Chair Parker for their tremendous work in hiring a Principal

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over the summer with short notice. Chair Colvin thanked Principal Strauch for stepping up and diving in during the hiring process and after his hire, in particular for contracting qualified individuals into numerous open positions in Rilke Schule.

- b. The annual MoU with RSI for Rilke's Intern Program has been signed and is with ASD for approval. It includes funding for the Intern Coordinator (Ann Weese) and interns' stipends as set by Amity International.
- c. The one-time payment MoU between RSI and APC has been signed, and is also with ASD for approval. This payment is for \$65,500. The purpose is to make RSI 'whole' again after the COVID-19 losses. During COVID, they refunded all parents whose children were not attending classes, and they also continued to pay their employees.
- d. Chair worked with Facilities Chair Hotch over the summer to transition Facilities to him.
- e. Chair would like for the Board Officers and Committee Chairs to create documents that will detail their roles so that any time a position transition is made, it is streamlined and institutional knowledge is not lost.

## 2. Vice Chair

- a. Met over the summer with Parent Engagement Committee Members from the Boards.
- b. Sign-up Genius is up and running to help the Rilke community with volunteer opportunities. More communication will be forthcoming to the Rilke community regarding events and volunteering opportunities at various events. Vice Chair Olson thanked RSV Director Danielle Ayers for her work and time to develop the Sign-up Genius volunteer pages for Rilke.
- c. Website was restructured over the summer for ease of use and clarity for end-users. Marketing videos that were made at the end of the 2021/2022 school year are now on the website. Chair Colvin thanked Joslyn Blanchard, Rilke Parent, and Parent Engagement Committee Member, for her time spent in working on the Rilke website and getting this marketing material created and posted.

## 3. Secretary

- a. Revising Member contact lists and information that should be updated and published on the school bulletin board and the school website.
- b. Working to create name plaques for the Board Meetings.
- c. Reviewing and updating paper files where needed, and working to update Member printed materials. Will upload most current APC materials to a Shared Google Drive for the

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APC. Teacher Rep Vincent-Lang will create the Shared Google Drive.

4. Treasurer- See Treasurer Report.
  - a. Worked diligently over the past two weeks with Principal Strauch and ASD Representatives to ensure an efficient close for FY22 and that all purchase requisitions were processed in a timely manner.
  - b. The final revenue adjustment by ASD that was finalized within the last week resulted in a reduction to Rilke's final revised budget. Because of this, Rilke's expenditures from the general fund were slightly over budget for the 2021-22 period.
  - c. Rilke has unallocated funds totaling \$823,000 as of June 30, 2022.
  - d. The adopted FY23 budget is essentially a copy of the FY22 budget. Principal Strauch and Treasurer Truog continue to work on obtaining a full understanding of Rilke's needs for FY23 in anticipation of building the FY24 budget later this calendar year.
  - e. The revised budget will be known after the Oasis count which is the period October 3 – October 28, with final numbers calculated in November by ASD, and payment to or reimbursement from schools in December.
  - f. There are two COVID-19 general relief grants remaining to be utilized by Rilke, and the bulk of this funding expires June 30, 2024. Principal Strauch and Treasurer Truog are working on a plan to most effectively utilize the grant funding over the next two fiscal years.
  - g. Vice Chair Olson thanked Treasurer Truog for giving the APC and Rilke Community a fresh approach to understanding the financials and budgeting for Rilke.

B. Principal- Principal Strauch- as submitted. Principal Strauch thanked the whole APC team for their time and dedication in service to the school.

C. Teachers- Staff Representative Vincent-Lang- as submitted. Staff Representative Vincent-Lang reported a great feeling of camaraderie in Rilke in the first week of school, including a great response from parents in substitute teaching already the first week and others showing interest in how to get started substitute teaching.

D. Committees:

1. Facilities/Outdoor-

- a. Facilities Chair Hotch reports a great turnout of approximately 90 people from the Rilke Community for the two Grounds Clean-up days. Planning another one before the winter starts. Facilities Chair Hotch thanked community member Jeff Johnston for bringing a skid steer for Rilke to use.
- b. The outdoor classroom/community picnic shelter is in process, using proceeds from a grant and donation match. Rilke is pushing to complete the space using funds that would

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come from a 2023 Parks Bond as it will be located in Meadow Park, and not on Rilke Schule grounds.

2. Performance- Performance Chair Parker is memorializing the new Principal contract, working with Treasurer Truog on the budget, keeping in consideration strategic goals.
3. Strategic Planning- Strategic Planning Chair Wileman being absent, Vice Chair Olson reported that the Strategic Planning Committee will be kicking off very soon to update Rilke's Strategic Plan, with great opportunities for Rilke community participation in setting goals for Rilke's future. This plan is updated on a three-year basis.

V. Old Business

- A. MOU with RSI- As discussed earlier in the Chair Report. These were signed in June and August. Some of this funding was included in APC's budget allowance. In the future, Treasurer would like to evaluate the RSI budget in conjunction with the APC budget and RSI's financial goals for self-sustainability. Performance Chair Parker recommends including RSI financial goals into Strategic Planning. Chair Colvin concludes by noting the importance of maintaining support for RSI as a significant value added to the Rilke community.

VI. New Business

- A. Set APC Meetings for 22/23 School Year- Meetings set for September 15, October 20, November 17, December 15, January 19, February 16, March 23, April 20, May 18, in consideration of APC policies.
- B. Strategic Plan Update- As discussed earlier in the Vice Chair Report.
- C. Review Bylaws- These are set for review, and must be submitted post-review and editing to ASD Director of Charter Schools Hlasny. The Rilke Community also has the opportunity for input during the review process. Chair Colvin calls for volunteers to participate in Bylaw review work sessions. Performance Chair Parker volunteers to head the work sessions, Vice Chair Olson, Treasurer Truog, and Secretary Weyrens volunteer for the work sessions.

VII. Public Comment- Commentors were given two minutes each.

VIII. Executive Session- No executive session was held.

IX. Adjournment- There being no further business to be transacted, the meeting was adjourned at 7:57 P.M.

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