



Verein der Eltern und Freunde  
Berlin

John-F.-Kennedy-Schule Teltower Damm 87-93 • 14167

der John-F.-Kennedy-Schule zu Berlin e.V.  
Society of Parents and Friends  
of the John F. Kennedy School Berlin e.V.

## MINUTES

Wednesday, November 13, 2019

**Meeting started 19:05 hrs. in the film room (GR117)**

**Board present:** Tracey, Katrin, Buck, Eva, Vanessa, Karrie, Nelly  
(Vanessa has the proxy vote for Lynn, Tracey has the proxy vote for John, Katrin has the proxy vote for Theresa)

**Board absent:** John, Theresa, Lynn, Vinh

**Also present:** Robert Eakins, Ashok Khosla, Veronique Knobloch, Christine Steele, Jaqueline Bespolka, Veronica Strange, Lia Rigamonti, Melissa Cattarins, Nancy Wolke, Stephanie Attreed

### 1. Approval of Agenda

Tracey asks for the following additions to change the agenda:

A request from Mr. Salzer

An update on the Interrupting Oppression workshop

The Verein's Christmas party/December meeting

**Change of agenda**

**10 yes**

### 2. Approval of Minutes of the last meeting, October 23, 2019

**9 yes**

**1 abstain**

### 3. Report from the Student Council - David-Simon Nelle

The Student Council has sent out a Fun Run survey.

David-Simon reports several ideas that have come up during the last Student Council meeting: Maybe get a table-tennis, a kicker (foosball) from the Verein - but this is all in Haus Reill and could be gotten from there.

Student lounge: it is too small and only for 11 and 12 grade, so maybe there should be another lounge for the younger grades - or maybe just a room which could be used from 11:20-13:15 (the film room?), maybe the Verein could buy board games. So far these are only ideas and David-Simon will ask for more specific requests.

Another idea was to ask if the Verein would support a yearbook for every grade. Here are still a lot of points, which need to be clarified. David-Simon will go back and speak about the details, f.ex. who would put the yearbook together, a club or committee? Jacqui will be the Verein's contact person for this.

### 4. Report from the school administration

Brian Salzer is on a training project all week. He sent in a request, but besides this he



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has nothing new to report on.

## 5. Report from the Verein's President - Tracey Tober

### a) Spooktacular

Thank you to everybody, especially the high school clubs.

### b) Verein meeting in December

On December 18. This is traditionally the Christmas party with only a short "business meeting part" and a potluck. Drinks will be provided by the Verein. It is essential to RSVP, whether you attend or not. The location is still to be determined.

### c) Teacher Thank-You Reception

It is planned for Friday, March 13. It will start at 5 pm until 8 pm. This will be part of the 60-year anniversary. A few different committees will be needed to organize this.

### d) The 60th year anniversary

Only the Teacher Thank-You Reception and Fun Day will be official Verein events.

The dance will be done by the alumni organization, the other events are school events.

### e) New dates for the Verein meetings in 2020

Wed, Jan 22

Wed, Feb, 19

Wed, Mar, 11

no meeting in April

Wed, May 13

Fri, June, 19

### f) Verein/Alumni-Party - May 16

Tina Frankenheim is the president of the JFK alumni organization. Vanessa will hand in a short report about the planning so far.

The Aula will be used for the dance, 8 pm-12 pm. Tickets will include food and one drink for 20 EUR. Hopefully we will get a big donation from Brunch at School for the buffet. There will be a DJ. It is a fundraiser, more ideas are needed. Coordinators needed for tickets sales, clean up and set up, volunteer coordinators, this will be done by us. Posters, ads, invitations are to be done by Jason. Finances will be done by the alumni organization.

## 6. Treasurer's Report – Buck Chisolm

### a) Account balances

#### Balances as of 13 November 2019:

DKB:	€89,137.43
Sparkasse:	€4975.00
Postbank:	€7,897.49
PayPal:	€ 3,043.47



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Totals:	€105,053.39
Total authorized expenses:	€15,420.00
Projected balance after planned outlays:	€89,633.39

Internal audits are set for January 28<sup>th</sup> for the Verein (DKB, Postbank, Sparkasse and Lernmittelfond (LFM)) and with Lori Cook to audit the Student Activity Fun (SAF).

#### **b) SEPA draw**

Successful draw against 350 members accounts this year. Only four chargebacks with under €10 in fees. Goal for 2020 is to have approximately 600 members using SEPA-Mandate. Note: historically between 175 and 200 families will not utilize the SEPA option and will only pay using a manual bank transfer.

#### **c) Transition to Sparkasse**

Account is open and planned for deposits only through end of 2019. Plan is to close the Postbank account by December 31st and the DKB account by August 31, 2020.

#### **d) Search for bookkeeper**

Continues. Ideal candidate would be a JFK Parent who can commit to a part time position and invoice for hours worked for tax purposes. Buck will continue as I do good work and am cheap (as in free)!

#### **e) Report on membership**

Currently membership 791. We have 18 families that are in non-dues paying status. Projected annual income: €58,200.00

#### **f) Report on lockers**

For planning purposes:

The high school lockers continue to be one of the key benefits of membership to families with children in the HS. We currently have 214 (of 852) very old lockers that



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are approaching their end of useful life for which we do not have spare parts and when broken are unusable.

The locker committee is proposing a two-year replacement cycle to be implemented beginning in either summer 2020 or 2021. Plan is to replace one floor in a school year with the second following.

- Projected replacement cost for 106 lockers on 1st floor: €11, 849.71.
- Projected replacement cost for 108 lockers on 2nd floor: €12,072.24.

## 7. Requests

### a) Subscription for "Storyworks", a magazine - Mr. Prough

Monthly magazine, covering every aspect of reading - vocabulary, debates, poetry, paired with an on-line version, so it can be used by all the students and all the other sixth grade teachers. It also has videos, audio version of the articles, many teaching resources, material for different comprehension levels and tools for the teachers.

Mr. Prough plans to get it and show to the other teachers how he uses it. The subscription includes a hardcopy magazine and an online magazine and resources; also access to all the older magazines online.

This magazine is targeted also to 4th, 5th and 6th grade, but he will first use it for 6th grade.

He recommends having enough copies for two classes.

He is willing to bring in some kids of his class in after a couple of months to re-evaluate how much it is getting used.

**168,30 \$/6 months for 30 copies**

**10 yes**

### b) Teacher Christmas gift - Mr. Salzer

Brian Salzer asks for 200 gifts for the teachers. Last year we gave t-shirts, this year we want to give tote bags with a Verein logo. Jason already did a design.

It will be given to the Hausmeisters, administration and all the teachers (and all the board members will get one this year as well as a Christmas gift). They would get ordered tomorrow by Melissa.

**1.417,50 Euro for all the bags (6,30 per bag)**

**10 yes**

### c) Buying reusable cups and forks - Fionnula Hoffmann

Will the Verein buy 90 reusable cups 89,97 and 120 forks 1, off 2nd grade parents?

They were bought for the Einschulung; we are now being asked if we would buy them off them. For the future these could be re-used for the Einschulungsfeier.

The cups look smaller than the one we already have, the cutlery is metal.

We will get the receipt.

This will be approved as an exception, because usually we do not approve afterwards



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when the money has already been spent.

**229,87 EUR**

**10 yes**

**d) Subsidizing a bus trip to the musical "Die Hexe und der Zauberer" for 20 students in EC and 22 students in 3rd grade and 2 teachers - Franziska Schumann and Viola Rigney (resubmission)**

The Verein was asked for 100 Euro, but a no was already given to the teacher who asked, this is why there was no vote this time. The majority voiced concern that this request did not meet our guidelines.

**8. Miscellaneous**

**a) Report from the committee to review the rules of granting requests - Nelly Heidbrink**

The committee has started its work. Nelly asks for more and older minutes. She urges everybody to read the constitution, to make it clearer how the money should be spent.

**b) Membership Drive (Poster) and content of the webpage - Eva El-Alfy**

A draft for an informational poster (about what the Verein does with the membership fees and the money raised) has been sent to the board and has been passed to Jason Ablang (graphic designer for the school shop). This can be used for the information boards around school and printed in the Parent Newsletter. It should be laminated. Tracey will talk to the Hausmeister to fix the noteboard in front of the music room.

Secondly the website should be used more: the plan is to have an ongoing and comprehensive list of all the projects that are and have been supported by the Verein. On the website Buck has created a tab to let members see a bit about the Verein's work and our list of things / benefits we have brought to the school recently. You can find this by going to the main page – click on "Imprint" and double click on "About the Verein". Once we agree on content we can make this a main tab on the homepage. Also: the Minutes of our meetings are now available on the webpage - that is why this time the board members only got a link and not a pdf attachment. Thereby anybody who is interested can go and read our minutes - and it is also for us easier to find them if we want to go back and read something up, like Nelly's committee does now while working on the revised guidelines for granting projects.

A committee/spokesperson/PR responsible could be a position worth considering as an addition to the exco.

**c) Interrupting Oppression Workshop**

Is going to happen as planned; seems to become a successful and good event.

**d) Bike shed for the Verkehrsschule**



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Money has already been earmarked for the new shed, but now the foundation alone will cost 1.951 Euro. Maybe next year the traffic lights will come (Senate will pay for it, but no date yet, approx. 14.000); we will get a huge donation of bikes (from the districts, no date yet). The company Alvus putting in the foundation will start within the next weeks.

**1.951,40 Euro for the foundation**

**9 yes**

**1 no**

**(Buck with expressed objections about how this was brought before the board)**

Vanessa suggests that we buy the traffic lights and get reimbursed f.ex. through the dance, have this as the fundraiser theme (red light - green light). Nancy Wolke says that the BIM (Berliner Immobilienmanagement) comes in January to look at what needs to be redone at the school; maybe the traffic light issue can be addressed there as well

**e) Ideas for big projects the Verein could fund this year:**

Water fountains?

Traffic lights

New turf for the track

Veronica: asks if there is a percentage of how much money is paid for high school and how much goes into elementary. Buck will give an answer to this.

Question at end of meeting: Any updates on balls approved for purchase by White House up to €600. We need to get the invoice with Verein info on them when purchased.

**Verein meeting adjourned: 20:41 Uhr**