



Verein der Eltern und Freunde der John-F.-Kennedy-Schule zu Berlin e.V.  
Society of Parents & Friends of the John F. Kennedy School Berlin e.V.  
Deutsch-Amerikanische Schule / German-American School – Berlin

THE JFKS VEREIN • Teltower Damm 87-93 • 14167 Berlin

**Minutes Verein Meeting  
June 14<sup>th</sup> 2012, 7.00 – 10.00 pm**

**JFKS, Teltower Damm 87 -93, 14167 Berlin, room GR 117**

Susanne Volkmer, Katharine Doeringer, Susanne Vogel-Küntzle, Marion Greeves, Jennifer Guethoff, Dagmar Hoppe, Caroline Maas, Isolde Streit, Leah Hecker, Theodora Schnauck, Eavan Schmidt-Bleek,  
Frau Röschel, Herr Roth, Kimberley Schneiderei

excused: Birgit Parr, James Bell, Bettina Moegelin, Mr. Kelly, Tanya Buchwald

minutes: Susanne Vogel-Küntzle

The chairperson Susanne Volkmer opens the meeting at 7.15 pm.

**1. Approval of agenda**

Addition to requests: fächerübergreifendes Projekt (Mathematik / Musik)  
Frau Freymadl

Addition to miscellaneous: graffiti in HS bathrooms (letter from Fr. Lopocz)

**2. Approval of minutes from Board Meeting Mai 7<sup>th</sup>**

approved

**3. Requests**

» Kimberley Schneiderei and Herr Roth explain the need for **small white boards** in front of every class room. Kimberley got three offers, the cheapest is € 466,90 for 70 boards.

**> approved**

(As it turned out after the meeting, the actual costs are **€ 536,90** – € 7,67 per board. The mistake happened due to a typo on the calculator. Since it is still the cheapest of the three offers, the approved sum was adjusted internally.)

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» **Welcome Baskets** for new teachers.

Every year Frau Kirsten Schäfer puts together a little basket for new teachers and their families. This summer there will be 11 new teachers plus 15 family members. Frau Schäfer asks for **€ 464. > approved**

With each basket there will come a letter about the importance of the VEREIN and a voucher for the shop (shop team).

Susanne V.-K. and James Bell will talk at new teacher orientation.

» An 8<sup>th</sup> grade student asks for support for his **Eagle Scout project**. He would like the VEREIN to step in if he fails to raise the required sum for the project. **> denied**

This project is not directly related to the school and only one student would profit from it. (Katharine will write to him.)

» Frau Freymadl (HS music) together with Frau Moeller (HS mathematics) are planning a **Fächerübergreifendes Projekt: Monochorde**. Frau Freymadl asks for a support of **€ 1000** to have students build monochords together with a violin maker.

To come to a decision, more information is needed (cost of labour, cost of material, value for other students). Frau Freymadl will be invited to next meeting.

(Susanne V.-K. will write to her.)

#### 4. Lockers – status quo

On their last meeting the PC was informed about the new procedure of locker allocation. Frau Röschel says that once the new system is up and running the incoming HS deputy will take over 100%.

PC sends out information about book money to parents together with the report cards, VEREIN will share the page and add infos about lockers.

Not only lockers have to be given out anew but also locks, planned timeframe: one grade level per week day during first week of school.

Locker team: Susanne V., Katharine, Jennifer, Theodora, Eavan.

For helping students contact Chris Weiss (community service students).

#### 5. Miscellaneous

President Susanne Volkmer says that she will mark future e-mails with „please comment“ or with „read only“ in order to avoid unnecessary mail box congestion.

- credit line for shop

has to be postponed, treasurer absent due to illness

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- supply kits and welcoming committee

PR team wants to revive the buddy system and plans on different kinds of assistance for new parents in close cooperation with PC and Annika v. Maydell.

There is no good map of the school grounds (security reasons?) - has to be checked with administration.

The VEREIN flyer has to be updated and printed for the beginning of the school year.

It is important to be present at every event at the beginning of the school year, also to go into the first parent evenings after the summer break. As soon as the dates are out a list can be set up of who is going where.

On BOSS day the VEREIN will share an info table with the PC: PC provides drinks, VEREIN cake (Tanya Buchwald).

So far Leah Hecker has quite a number of parents (mostly Americans) being interested in the supply kits. There will be kits for ES and HS, to spread the info kits should be mentioned on school's website. If people order the kits they have to pay in advance until a given deadline. For easy handling of the payments Leah will ask Sonia Weese and Birgit Parr for the possibility of a sub-account to the VEREIN account. Leah will calculate the prices for the kits so that the VEREIN does not have any costs and VEREIN members can get a discount.

- Caroline and Leah are now responsible for the VEREIN website.

Board members, please think about the possibility of having a VEREIN e-mail account.

- security situation in shop

A private lock for the shop's door is not possible, every room in the school has to be accessible with the pass key. Isolde now always takes the cashbox home.

Sometimes staff members take merchandise from the shop without leaving a note. It is then not possible for Isolde to keep her books correct and in order.

A solution to this problem could be that each member of the administration gets a handful of popular items for his/her office for administration and teachers to give away as presents if needed.

Susanne V. and Katharine will talk to the administration.

- parent handbook (brought up by Kimberley)

To avoid high costs of hundreds of color copies, the parent handbook is mentioned on the first page of the JFKS website, so that parents can look at or download the information they consider most important for them.

Whenever there is a question for the handbook, please refer to the website!

- the meeting dates for the remaining year are:

**August, 28<sup>th</sup>** - **September, 20<sup>th</sup>** - **October, 18<sup>th</sup>** - **November 15<sup>th</sup>**

Please mark your calendars!

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- new logo for VEREIN

Whatever you think the VEREIN needs with the new logo (stationery, name cards, stickers, ...) please e-mail your ideas to Marion who will take them to Sabine Widmaier for an estimate.

- buying VEREIN laptop and software

For working with the school's database, filter out lists for VEREIN needs and working with the locker software the VEREIN wants to buy a computer and ACCESS software.

Katharine will take care of that while on holiday in the States, the limit is **€ 800**. Computer and software will stay within the board and be handed down to whoever takes up the database job in the future.

**> approved**

- budget for board members

Susanne V. will ask Sonia about previous regulations and/or possibilities of reimbursement of certain expenses (printer cartridges, paper, ...)

- competition ES: class with the most VEREIN members wins a prize

Most board members don't like the idea.

- infoletter together with class money for ES teachers

Katharine and Susanne V.-K. will come up with a letter

- Sport Club t-shirts in School Shop

The idea of raising money for a defibrillator is highly appreciated. Administration and VEREIN have to work together with whoever wants to contribute in order to acquire a sufficient number of defis in the school. However selling merchandise other than the VEREIN's in the shop is not feasible (Marion will talk to Amanda Halgrimson-Walzer).

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