



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  
August 28<sup>th</sup> 2012, 7.00 – 9.30 pm**

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

Susanne Volkmer, Katharine Doeringer, Birgit Parr, Susanne Vogel-Küntzle, James Bell, Marion Greeves, Jennifer Guethoff, Dagmar Hoppe, Caroline Maas, Bettina Moegelin, Isolde Streit, Leah Hecker, Tanya Buchwald, Theodora Schnauck, Eavan Schmidt-Bleek, Stewart Schmidt-Haake

Kimberley Schneidereit, Herr Roth, Mr. Kelly, Mr. Anderson, Herr Heinsohn  
Esther Freymadl, Ulrike Möller,  
Al Smith (interested parent)

minutes: Susanne Vogel-Küntzle

The chairperson Susanne Volkmer opens the meeting at 7.15 pm.  
Since there are quite some new faces at the meeting, all persons present introduce themselves.  
After a certain time of getting used to their new area of work the two new HS vice principals will inform the VEREIN about their allocation of responsibilities and tasks.

### **1. Approval of agenda**

Addition to miscellaneous:

- Projekt Bürgeraktiv (Bettina Moegelin), painting of four park benches
- Fun Day update (Dagmar Hoppe and Caroline Maas)
- BOSS Day feedback
- inventory list of VEREIN items

### **2. Approval of minutes from Board Meeting June 14<sup>th</sup>, 2012**

approved

### **3. Requests**

» Frau Freymadl (Music) and Frau Moeller (Math) explain their idea for an interdisciplinary project. Together with a violin maker their students want to build

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monochordes. These monochordes can be used in Music, Mathematics and Physics to demonstrate the close relationship between these subjects. Once the monochordes are built they will remain in school for further use.

Expected costs are € 400 for material for 10 monochordes plus € 400 for the violin maker's labour. Herr Roth points out the possibility to pay the violin maker through the PKB (Personalkostenbudget). Costs for the VEREIN are then € 400 + MwSt. = **€ 476**  
**> approved** (Fr. Freymadl/Fr. Möller have already been informed)

» Herr Roth announces a request to come soon: the light boards in both aulas are hardly working anymore, they are old and in bad shape and need to be replaced. A first estimate calls for € 3.000 – € 5.000, more information is to come, Mr. Dallas Becker is already working on a detailed list of costs.

#### 4. Locker allocation

Overall there was a very positive feedback on the locker allocation. The whole process went smoothly and most students were cooperative. There were some glitches (e.g. students with make-up exams were not on the list) which can easily be avoided next year. Of course there were a few complaints but - as Mr. Kelly points out - it's a fact that 50% of the lockers are bottom lockers. Speaking for the administration he is pleased with the successful allocation and thanks all those who were involved.

Bettina Moegelin organized the removal of old and partly broken lockers on the top floor, 12 of the 19 lockers will be removed and picked up during the next days.

#### 5. Miscellaneous

(topics were dealt with in a different order than on the agenda)

- „Berlin – unsere saubere Stadt: Mach mit!“ Aktionstag

Bettina Moegelin suggests a project beyond the school ground borders:

On September 15<sup>th</sup> there will be a Berlin-wide initiative for voluntary involvement in improving public spaces. In the park next to the school where many students spend their lunch break there are four benches which are in need of a new coat of paint. Bettina already spoke to the Bezirksamt and got permission to go ahead. Material will come from the OBI account, and she will need eight people for approx. two hours. Students helpers could come from Chris Weiss' community service students, and Eavan Schmidt-Bleek will ask among the scouts.

- supply kits

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Leah Hecker sold 53 supply kits (45 to ES parents, 8 to HS parents). Thanks to her calculation the project didn't cost the VEREIN anything. As expected this service was

mainly used by families from the US (47) who were grateful for the offer and happy about the first personal contact that came with it. Leah received many nice e-mails and is now a kind of contact person for many new families. She also monitored all payment procedures and bank transfers in close contact with Sonia Weese.

If done again next year there are two things that could be improved:

- \* link sign-up process for VEREIN membership with order of supply kit
- \* make payment from US easier (pay pal?)

- feedback on Orientation Day (BOSS Day)

The VEREIN team was well prepared (locker allocation, shop, information and membership and supply kits). Unfortunately some people were not present (bus companies, Annika v. Maydell, caterer) so that many questions of new parents could not be answered.

The organization of this important day could be improved, the whole process could be tightened up in order to avoid spells of idleness. A program is essential so that everybody involved knows what is going on at what time.

Dagmar, Caroline, Leah and one member of the locker team want to meet up with Annika v. Maydell and Kara Krull to find a better solution for next year.

- credit line for shop

Shop people will come up with a suggestion for a reasonable sum. Everybody agrees that a certain cap is needed.

- security situation in shop

The situation has not changed, Isolde is still taking the cashbox home. Some staff members cooperate nicely and leave a note when they take merchandise from the shop. The goal must be that nobody takes anything from the shop without notifying Isolde in advance. Further talks seem to be necessary.

- OBI permit for Kimberley Schneiderei

**> approved**

All receipts have to be handed in to keep track of the expenses.

OBI permit for Vanessa Hansen will be cancelled, there were too many problems with missing receipts.

At one of the next meetings there will be an update on the OBI account which has of course been reduced considerably by this summer's HS renovation.

- VEREIN presence at upcoming events

It is important that the VEREIN shows its face(s) on every possible occasion.

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To find staffing for the Info Fair and all upcoming ES parent evenings Susanne Volkmer will set up a doodle list.

- new VEREIN items with new logo

Sabine Widmaier will now start working on these items.

- budget for board members  
postponed to next meeting

- tax receipts for Fun Day donations

There are no problems with giving out tax receipts. Donors will receive them at the end of the calendar year.

- infoletter together with class money for ES teachers

Katharine and Susanne V.-K. will have a letter ready to be handed out together with the first class money of this schoolyear.

- Fun Day update

Any ideas for decorating the VEREIN booth? Shouldn't be too lavish since it's only used once. VEREIN info booth wants to be together with the shop, preferably in front of the shop window. Details of food and drink to be discussed with PC.

The fundraising theme for Fun Day will be the technical improvement of the big aula (new lighting board, new sound system, new curtains).

- fundraising idea: selling Christmas trees

> **denied**

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