



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

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

**Verein Board Meeting Minutes**  
**Wednesday, October 27<sup>th</sup>, 2021**  
**in the JFKS Aula**

**Present:** Jacqui Bespolka, Buck Chisolm, Lia Rigamonti, Kim Douglass, John Mask, Eva El-Alfy, Vinh Pham-Beinhold, Shannon Callahan, Katrin Drakulic, Clemens Schmidt, Sebastian Schmid, Nelly Heidbrink, Tanja Trauernicht, Woraphan J., and Dennis Desantis.

**Excused:** Theresa Helou (John has proxy), Kasia Kedziora (Kim has proxy),

**Meeting started: 19:06**

**1. Approval of Agenda**

**Proposal to Add JFKS School Shop after the Treasurer's Report**

*11 yes*

**2. Approval of Minutes of the last meeting**

*10 yes*

*1 abstention*

**3. Report from the President - Jacqui Bespolka**

a. Meet and Treat.

25 JFKS families responded to support our event! Some families have also donated candies. Thanks to Theresa and Katrin for collecting and distributing the candies and pumpkins. Questions on non-JFKS children participating - invitations are sent to JFKS families and community, and the mapped out 25 homes will only be given to registered participants. We current have [ ] no. of participants and we expect it to increase. All efforts are being made to purchase more candies and will be offered to the 25 families should they feel they need more.



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b. Money for ES teachers

Money for ES teachers will be handed out latest Friday. Proposed to combine Q3 and Q4 to assist with all the holiday expenditure and activities.

Question: How much money is given to ES Teachers? Answer: €2.225 per quarter.

**4. Report from the Treasurer – Buck Chisolm**

a. Account balances as of 27 October 2021:

Sparkasse:	€ 55,921.94
PayPal:	€ 3,043.47
Totals:	€ 58,965.41
Total authorized expenses:	€17,566.04
Projected balance after planned outlays:	€41,399.67

b. Report on membership: Currently membership 756. Projected remaining membership fees for 2021-2020: €41,625.00.

c. SEPA-Mandate deductions on 29 October will draft 382 accounts.

d. The remaining families not paid as of 1 November 2021 will be sent a reminder.

e. ES Homeroom quarterly cash:

i. Based on adjustments to the number of ‘subject teachers’ the quarterly outlay will be €2,225 for school year 2021-2022.

ii. This is subject to change as the school makes adjustments to the number of teachers assigned/receiving.

iii. This week we will complete the distribution of Q3 and Q4 funds.

**5. Report from the JFKS School Shop – Kim Douglass**

a. Renovation/Repair of School Shop in October due to the water damage. No repairs were completed during the fall break. February will be the new timeline for repairs. The school shop will move back into the space until the time when the repairs are scheduled. This is a lot of work moving goods in and out of the room. Volunteers are appreciated.



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- b. Including the Shop Link in the Verein meeting invitation email was a source of increased sales this month.

## 6. Requests

- a. Parent Newsletter

The PN layout expert has moved on. This person had software on their computer which was used to do the layout of the PN each month. Overall purpose for this request is to provide a solution to the PN dependence on a volunteer who possesses the specialized software that allows us to format/layout the PN issues before delivery to the printer. SOLUTION: Funding not to exceed €400 to purchase a (1) refurbished Lenovo T450s notebook, (2) licensed version of Adobe In-Design CS6 and (3) 8GB RAM update module (optional).

One of the factors hindering the continuity of the publication process is having the correct software (In Design CS6). Currently we rely on a volunteer who not only will do our DTP but who also has this software. Lose either or both and we are dead in the water. The proposed solution should provide a good path to overcome these bottlenecks for the next 4-5 years and afterwards the notebook can be repurposed to be given to the ES IT group for issue to a student needing a basic computer.

*11 yes*

- b. Halloween Meet and Treat Candy costs

A cost ceiling for the Meet and Treat event should be voted on to allow for ease of decision making and last minute arrangements. The proposed sum is €3.000.

*11 yes*

## 7. Miscellaneous

- a. Question from Verein to SC rep, Clemens Schmidt: Are there any events which the SC would like the Verein to fund? Answer: Clemens will inform the Verein in due time about any such requests.

**Meeting adjourned: 19:43**