



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

Minutes
Wednesday, April 27th, 2022
JFKS Aula

Board Members Present: Vanessa Lestingi, Lia Rigamonti, Tanja Maka-Magill, John Mask, Eva El-Alfy, Robert Erlbaum, Shannon Callahan. Kim Douglass, Lisa Ward

Board Members Excused: Jacqui Bespolka (John has proxy) Kasia Esteves (John has proxy), Theresa Helou (Eva has proxy)

Members Present: Erin Hale, Clemens Schmid.

Meeting started: 19:07

1. Approval of Agenda

12 yes
0 abstention
0 no

2. Approval of Minutes of the last meeting

12 yes
0 abstention
0 no

3. Report from the Vice President – Vanessa Lestingi

- a. Verein Meeting Dates must be decided for the next school year. We must choose a different day of the week than Tuesday.

The board agreed that the best way forward is to determine the calendar of meetings for the PCB, SK, and ED, and then find the **Tuesdays** which fit into a monthly cycle.

- b. Student Council – Clemens Schmid



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A water fountain should be installed in the school. Can the Verein support such an initiative?

EE: This project was suggested before. Drainage was the issue. We could potentially go with a water dispenser.

RE: This must be possible, and should also be capable of receiving Senate funding. I will look into it.

c. Notes from the Administration - Erin Hale

The administration greatly appreciates the Verein's support in purchasing the Biohort garden shed.

Currently, Haus Reil is awaiting electrical work and is expected to be completed in August.

What is planned for Teacher Appreciation Week?

SC: Monday through Friday activities for teachers including food, massages, and thank you cards.

What is happening with the Flea Market? Is there any student involvement?

TM: Yes. The 6th grade class plans to have a stand.

EE: We currently have 60 tables reserved, and expect about 100 to be reserved for the Flea Market. There are a variety of activities being represented so far. The Flea Market opens for setup at 8am, then opens to the public at 10am, and closes/ends at 3pm. The event will follow the hygiene plan which the school also abides by, which currently means 2G rules apply. I (Eva El-Alfy) will be the main point of contact for the administration regarding the Flea Market.

Thank you for your efforts.



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4. Report from the Treasurer – Robert Erlbaum

a) Cash Flow Report

a) Account balances as of **31 December 2021**:

Sparkasse:	€ 80,462,66
PayPal:	€ 3,043.47
Totals:	€ 83,506.13
Total authorized expenses:	€23.327,04
Projected balance after planned outlays:	€68,314.09

Access to the bank accounts following the change of Treasurer remains an issue due to difficulties with administrators at the bank.

b) Report on membership: Currently membership 756. Reminders have been sent. Projected remaining membership fees for 2021-2020: €10,950.00.

b) Membership Database

a) I have spoken with Linear, the company who manages our financial database, and there is a plan in the works to adjust things so that we can combine our membership information and the financial information.

b) We may need to mandate SEPA as a requirement for members as the management of the individual financial is not feasible as a volunteer. There is too much data to manage.

5. Report from the JFKS School Shop – Kim Douglass

a. New tie-dye t-shirts are available in the shop.

b. Kim, Melissa, and Robert plan a meeting to discuss the planning and cost of operations for the school shop.



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6. Requests

- a. Frederike Ablang – Design of ES Planner. One-time charge of €150 (for several years of work)

12 yes
0 abstention
0 no

- b. Flea Market Costs (Eva El-Alfy & Lia Rigamonte) – Money is required up front to pay for preparatory activities. The majority of the funding requested is for personnel, marketing materials, and cleaning materials. Total cost of request is €1.500.

12 yes
0 abstention
0 no

- c. Teacher Appreciation Day Costs (Shannon Callahan) – Request for funding of costs associated with teacher appreciation day. The major cost factors are catered lunch for teachers on the Thursday. This same plan was executed last year. Request amount is €2.600.

RE: I would like to make a note that €7/person is a lot for a lunch. In future a less expensive alternative for food should be found.

12 yes
0 abstention
0 no

- d. Verein Website Changes (Jacqui Bespolka) – Peter Harris is a JFKS parent who is willing to provide a 10% discount on his work to improve and update necessary changes to the Verein Website, plus an investigation into connecting the website to the membership database for management of SEPA payment information for member sign-ups. Total cost of offer €428,40.

Request Change: The board expressed a desire to reduce the work to just the necessary updates, thus resulting in a 40% reduction. The total cost for the website updates and changes is thus reduced to €257,04.

12 yes
0 abstention
0 no



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- e. Noah Delfs – Quiz Bowl Buzzer System. The student activity requests a new buzzer system at a total cost of €350.
- 12 yes
0 abstention
0 no
- f. Laura Martinez-Fonts – Support for new students from Ukraine arriving at JFKS. The support is in the form of school supplies available in the School Shop. The total cost of the request is €400.
- 12 yes
0 abstention
0 no
- g. HS Year Book Ad and Year Book Gifts for departing HS Teachers – There are an estimated 12-15 teachers departing this year from the HS. The Ad from the Verein will cost €15 and each Year Book will cost €15. The total cost of this request is €300.
- 12 yes
0 abstention
0 no
- h. Email (Mail-Merge) Tool for Secretary (John Mask) – In order to send attachments for mass-mailings – which is required when the AGM invitation and agenda must be sent as attachments in the email to members. Total cost of request is €99.
- 12 yes
0 abstention
0 no
- i. [Email Vote immediately following meeting on 28 April] Jocelyn Barrios – 4th Grade Class Trip – The 4th Grade class trip will incur an additional cost per person of €5 due to the steep rise of fuel prices this spring. Total cost of the request is €340.
- 12 yes
0 abstention
0 no



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7. Miscellaneous

- a. JFKS Flea Market. This event requires much more advertising. Flyers should be put up everywhere.

JM agreed to send an email to all Verein Members prior to the event.

RE and EE will be in touch about specifics of funding to be provided.

- b. Continuity Files for Events – In her absence, the President endeavors to remind all board members and volunteers to be sure to capture all relevant information for events like the Flea Market and Teacher Appreciation Week so that in future years this information is easily repeatable.

SC: I can attest that this year's Teacher Appreciation Week was not planned until late in the game and we used just such a file from last to execute an excellent plan on short notice.

JM: Please remember that a Google drive is to be created where these files will be stored for the Verein Board.

Meeting adjourned: 21:05