



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

Tuesday, September 13th, 2022

JFKS Aula

Board Members Present: Jacqui Bespolka, Lia Rigamonti, Tanja Maka-Magill, John Mask, Eva El-Alfy, Robert Erlbaum, Shannon Callahan

Board Members Excused: Lisa Ward (John has proxy), Kim Douglass (Shannon has proxy), Vanessa Lestingi (John has proxy), Theresa Helou (Eva has proxy), Kasia Esteves (John has proxy)

Members Present: Mark Fritzenschaft, Nelly Heidbrink, Lynn Brinda, Hollis Vaughen, Meg Harney, Katy Williams, Lauen Kelleher, Sarah Martin, Juli Sickels

Meeting started: 19:06

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. Note from the Administration – Mark Fritzenschaft

- a. Thank you Verein members for all the work you are doing. I have a question regarding a request from the Administration for IT equipment.

RE: This request is proceeding. There was a meeting in August to verify requirements. The Board has discussed the request internally and will approve once the final details of the request can be verified.



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- b. Student Council elections will be held this week. The Verein will likely see representation from the SC at the next Verein Board Meeting.

4. Note from the Student Council –

[Representatives not present due to pending elections. This point was skipped during the meeting.]

5. Report from the President – Jacqui Bespolka

- a. Orientation Day – successful day signing up new members from the new admissions and of course, 6th Graders. Thank you Lisa and Tanja for updating our Verein notice Board outside the Aula, Vanessa for organizing the snacks and Shannon for setting up. Tanja also did a great job with our membership flyers. I want to give a special appreciation to Kristen Winkler, our locker committee chair, who spent many hours with her group of parent volunteers including her son, Benedikt, preparing over the summer vacation to ensure the locker allocation went as smoothly as possible when school started.
- b. ES Planners – many planners have been purchased but there are still many parents and students that are not aware of this special JFKS ES planners. I am happy to have Simon Russel who is also our auditor, taking over the task and responsibility of the ES planner from this year onwards. I am confident that Simon will bring many new ideas to the production of the planners. The remaining planners are now sold in the school shop
- c. Coffee Morning – was a great success. Thanks to Lia, Robert and John for being there. The Coffee Morning was not just a great platform to introduce the Verein, but also of the different volunteer and legal bodies/committees that help govern our school. Quite a few parents joined both new and returning, and we look forward to organizing a few more.
- d. ES Parent Evening – it's unfortunate that we weren't able to go from class to class to talk about the Verein and the many ways we support our students, administration and school. I would like to thank our Board members-at-large, Nelly, Lynn and Jennifer for helping us out since most of our Board members themselves are attending their child's parent evening
- e. Info Abend – we had a stand together with the school shop and received



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positive response from parents. The pre-Halloween American candies that Lisa brought was a huge attraction. (School shop sold 500 Euros worth of merchandise) and the Verein signed – more members and volunteers

- f. Einschulung - The Verein appreciates the recognition for helping fund the 2nd graders tie-dye t-shirts (and the school shop made 400 Euros that day)
- g. Haus Reil – renovation is moving along, slowly but surely. The Verein has just transferred close to 20.000 Euros, our pledge to furnish Haus Reil.
- h. Verein Events - No Fun Run nor Meet and Treat, but if all the stars align, we will organize a community event. The Board will get together and brainstorm soon. Fun Day is scheduled for next fall
- i. Vison/Goal for the year – working towards digitalizing of memberships/cancellations/files and signing up more members especially in ES

6. Report from the Treasurer – Robert Erlbaum

- a. The new bank account is up and running. The old bank account will remain active until such time that it is deemed ready for closure.
- b. The Verein is now looking for a new tax advisor as the previous tax advisor has declined to provide service due to shortages of personnel.

If any Verein member knows of an available tax advisor, they are encouraged to provide contact information to treasurer@theverein.com.
- c. In light of this year's push to digitize all elements of the Verein work, the Executive Committee has reviewed and determined that an App for all members would serve as the best method for communication, managing membership status, organizing events, and general organization of Verein activities. This app, Tuurio, is locally based in Berlin, thereby following GDPR requirements for data security and as well the developer is available for contact.

A motion is made by the Treasurer to the Board for vote on pursuing this App further for widespread use among Verein Members.

The motion passes with 12 yes votes.

- d. In many organizations which manage financial and other important responsibilities, there is normally an insurance coverage established to cover any unfortunate situations, whether caused by the existing board or a previous



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board. This is referred to as a “Directors and Officers Insurance”, or D+O for short.

The estimated cost for such an insurance is currently around €1.800.

The Treasurer makes a motion to the Board to acquire such an insurance to cover the board for any unforeseen or unfortunate circumstances.

The motion passes with a vote of 12 yes votes.

- e. Question to the Administration: Would it be possible to establish a Wifi (or WLAN) connection to be made available for use by the Verein during monthly Board meetings on campus.

MF: Yes. I will look into this. There should at least be the possibility to provide a Wifi extension to what already exists for the purpose of use by the Verein Board.

7. Report from the JFKS School Shop – Jacqui Bepolka on behalf of Kim Douglass (not present)

- a. The school shop had successful sales figures during three events to start the school year: Verein Coffee Morning, Einschulung, and Info Abend. Total sales for these events were around €1.000.

8. Requests

- a. Ralf Müller - 8th Grade Ski Trip Deposit Funding Request. This amount will be reimbursed to the Verein as it is simply to make the deposit in advance. Total cost of request is €2.800.

12 yes
0 abstention
0 no

- b. Ralf Müller - 8th Grade Ski Trip Funding Request. Total cost of request is €1.700.

12 yes
0 abstention
0 no



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- c. Katy Williams – ES Science Department request for science activities. Total cost of request is €629.

12 yes
0 abstention
0 no

- d. Sarah Martin – Music department request for instruments. Total cost of request is €2.887.

12 yes
0 abstention
0 no

- e. Sarah Martin – Music department request for instruments. Total cost of request is €1.505,40.

12 yes
0 abstention
0 no

Members of the Verein Board noted during the voting process that the overall insurance situation for various elements of the JFKS Music Department requires further clarification. The current insurances for the Music Department are paid for by the Verein, yet the Verein does not have clarity on what is included in the insurances being paid for by the Verein.

RE will seek further clarification from Dr. Curtis, the Head of the JFKS Music Department.

- f. Yvonne Cupp – Field Trip to Gemäldegalerie for AP European History. Total cost of request is €90.

10 yes
2 abstention
0 no

Approval for measure “f.” is conditional. If the trust fund provides funding for this request, then the Verein sees no need to fund this with Verein resources.



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9. Miscellaneous

- a. EE: The Verein continues to support each department in the HS with up to €200 of discretionary funding. A request such as the one above from the AP course on European History should seek funding through the discretionary funds which the Verein has historically established.
- b. JB: All members are invited for a social gathering at a local restaurant following this meeting to discuss current topics and hear feedback from the members.

Meeting adjourned: 20:10