



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

Meeting Minutes
Tuesday, August 29th, 2023
JFKS Aula

Board Members Present: Jacqui Bespolka, Lia Rigamonti, Tanja Maka-Magill, Robert Erlbaum, Lisa Ward, Kim Douglass, Theresa Helou, Jean-Marie McKinney, John Mask

Board Members Excused: Eva El-Alfy, Kasia Esteves

Members Present: Sabrina McGrew, Candace Martin-O'Connor, Courtney Metzler, Sandra Doca, Kristin Tovson, Haley Scribner, Florian Schlehofer, Laura Martinez-Fonts

Meeting started: 19:06

1. Approval of Agenda

- a. Motion to amend agenda is made: Theresa Helou would like to add Fun Day as an Agenda Point.
- b. 2nd Motion to amend agenda is made: Robert Erlbaum would like to move the Report from the Treasurer to the beginning of the meeting.

The motion to amend the agenda is approved unanimously with 8 yes votes.

2. Approval of Minutes of the last meeting

- a. Motion is made to post-pone approval of May and June meeting minutes due to further clarification required.

The motion to post-pone approval of May and June meeting minutes is approved unanimously with 8 yes votes.

3. Report from the Treasurer – Robert Erlbaum



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a. Account Balances as of August 28th, 2023

Commerzbank:	€ 2.641,42
PayPal:	€ 3.043,47
Interactive Brokers:	€ 27.246,20
Interactive Brokers:	\$ 2.879,17
Total (Euros):	€ 32.931,09
Total (Dollars):	\$ 2.879,17
Total authorized expenses:	TBD
Projected balance after planned outlays:	TBD

b. We are evaluating making a move of our shop to an online platform to make sales easier.

c. Donations:

- i. €600 is expected from the Administration as reimbursement for their portion of the Glück Program.
- ii. We expect to have about €10k less in donations this year as typical donations will no longer be available.

KD: Did we send a thank you note for the donation from the AIEE? Should we send them a gift from the shop?

RE: We have been in contact, yes. We can send a formal thank you with a gift.

JB: We need to reconsider sending gifts as we have never typically done this before.

RE: All donors receive a thank you and a tax exemption letter. Kim, would you please send the letter to the AIEE?

KD: Yes.

CM: What is the plan to fund classroom supplies going forward?

JB: We will reevaluate this subject and include Carolin Borschel in the discussion.



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CM: Is there a plan to fund the teachers this year?

JB: No specific amount.

TH: All teacher can submit a request for funding anything they need for the classroom which isn't covered by another source.

TMM: We should clarify.

TH: Can we move this to miscellaneous?

RE: Briefly, what was done previously was not legal. The only way to do it as in the past is if all teachers provide a receipt for each and every item purchased with the entire amount they receive.

CM: So you're going to find another way?

TMM: Yes. We must find a process that works for everyone. We will accept all ideas and will coordinate with the Administration.

4. Note from the Administration – Candace Martin-O'Connor

- a. We finished our first week last week and we're excited to get the year started. All students, teachers, and staff experienced the positive feeling of going home tired in the good-kind-of-tired way.
- b. This is a lovely community. I saw children embracing after the long summer and older siblings helping younger siblings.
- c. The staff are doing a great job.
- d. The cooler weather in this second week has helped.

5. Report from the President – Jacqui Bespolka

- a. Good evening. Welcome back! I hope that you have had a lovely summer and all set for an exciting new school year.



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- b. Since last December, The Verein had started working towards digitisation and updating our outdated membership data. We are encouraged by number of members already registered on the digital platform. Evidently, most of the registrations are due to the HS lockers, which are provided, cleaned and maintained by the Verein. We will continue with our digitisation and database updating drive at upcoming school events, and urge all members (even those that are already members) to please help us by registering digitally.
- c. The Verein, on the administrative end, has also been digitizing. Thanks to Tanja and John, who has recently stepped in as secretary (thank you!) have spent hours creating folders and uploading files into our Dropbox account. Our goal is for better efficiency, transparency and ease of communication within current and future Board members.
- d. Fun Day is just around the corner Saturday, 23rd Sept. so please mark your calendar. Theresa has already been busy planning since June last year, and we will be needing many volunteers. It is one of our biggest events and we hope to see as many people as possible at this community event, so please spread the word around.
- e. The Board has decided, with the support of Administration, not to organize any Halloween celebration this year because:
 - i. Halloween happens (again) over the break.
 - ii. holding Fun Day and Halloween back-to-back, is too much for us volunteers and our faculty members.
- f. There will not be a Verein general meeting in September due to various school events happening that month.

Question: Do Verein members rent the lockers?

JB: No. Verein members receive the lockers as a benefit of their €75 membership in the Verein, and are asked for a €10 deposit to cover the cost of the locks – of which €5 of the deposit is returned when the locker is no longer required.

6. Report from the Vice President – Tanja Maka-Magill

- a. Good evening. My name is Tanja Maka-Magill. I was elected as Vice President in March and took immediately to looking into data protection standards and policies in order to bring our Verein up to speed.



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- b. Last spring we engaged with a lawyer to assess our level of compliance with data protection laws, with a particular interest in evaluating the Verein digital platform with regard to GDPR requirements.
- c. The terms and conditions (AGBs) and the Verein statutes (Satzung) have been evaluated and will be updated very soon to bring us in good standing with the requirements of GDPR and Vereinsrecht.
- d. I would like to form a committee for data protection. I am currently participating in a data protection seminar in my free time in order to develop expertise in this area.
- e. Regarding the newly implemented DropBox for the Verein Board, board members should please ask for a webinar or other meeting to learn how to use DropBox and to understand the folder structure we have created.

JM: The data protection committee which Tanja is proposing is related to a comprehensive recommendation sent to the board in May. The recommendation addressed the various areas which the board must address. These include:

- a) Policy Committee to cover the Satzung/Statutes and By-Laws as well as general policies of Verein decision making procedures.
- b) Finance/Budget committee to address the workload which falls on the Treasurer.
- c) Membership committee to address the registration process, the management of the member database.
- d) Community Engagement committee to address the various social media opportunities.
- e) Education committee to liaise regularly on important topics with the administration.

The point of forming committees is to prevent the work from falling on a single person – who then might be unavailable at some point to continue the work. Committees would facilitate continuity within the board.

TMM: Yes. Verein members are also encouraged to volunteer for these committees.



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7. Report from the JFKS School Shop – Kim Douglass

- a. The website is completely updated with new pictures of our current offering and prices are updated.
- b. Over the summer I created a checklist for shop volunteers.
- c. Sabina McGrew has volunteered to take pictures of students wearing shop apparel.
- d. Rompers will be available in the shop shortly.
- e. Shopify is still being looked into. Questions remain with regard to delivery, connection to Sumup, etc. We are still working through these challenges.
- f. The school shop still very much needs volunteers.

8. Requests

- a. Kristin Tovson – For Girl Scout Troop 13501: The request is for €1.000 to support an educational trip to Our Chalet International Scouting Center in Switzerland. The trip is for Sept. 1-4 2023, and includes 5 adults and 8 students.

7 no
1 abstention

The request is not approved.

Follow-up actions agreed to following the board discussion on this request:

- i. Assess all previous funding of clubs and activities based on what is written in the meeting minutes of board meetings.
- ii. Consolidate an overview of typical funding from the past 10 years
- iii. Create a clear policy on which clubs and activities can expect funding from the Verein.



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- b. Elisabeth Hoedt – Request is for €70 to cover the cost of coffee and cakes for an estimate 200+ parents after the Einschulung ceremony on September 8th. Lia Rigamonte has volunteered to procure the supplies and organize setup on that day.

7 yes
1 abstention

The request is approved.

- c. Theresa Helou – Request for funding for Fun Day infrastructure (Stage, market stands, electrical equipment, etc.). Total amount requested is €6.000.

7 yes
1 abstention
0 no

The request is approved.

- d. Kim Douglass – Canva subscription will require renewal in October. The total cost of this expenditure is €160.

7 yes
1 abstention
0 no

The request is approved.

9. Fun Day Update

- a. Fun Day will be held on September 23rd.
- b. Fun Day is a community event to bring communities together and to provide a platform to help student clubs and activities to raise money.
- c. The setup will be 60 market stands just like the ones used in Zehlendorf for the weekend markets.
- d. There will be a stage with live music.
- e. We anticipate that each stand operator will be offering various types of activities or food.
- f. Booth operators need to keep track of their costs and bring expense receipts to the Treasurer. If stands make more than €100, then they will keep a



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percentage of their profit. If stands make less than €100, then they will keep the entire amount.

- g. The Verein will front the costs for each booth.

10. Miscellaneous

- a. The Board held a vote on August 15th, regarding the implementation of a mandatory SEPA requirement for all members. The result of the board vote was 2 Votes in favor, 6 Votes against, and 2 Vote abstentions. The motion did not pass.
- b. The Board held a vote on June 19th regarding the hiring of a legal expert to review the data protection requirements for the Verein's use of a digital platform. 8 votes in favor. The motion passed unanimously by the eight members present.
- c. The Board also held a vote on June 19th regarding the establishment of a book of record for the membership database and making use of our Linear subscription for this database. While the topic of migrating the registration process away from Tuurio and onto the Verein website in combination with the use of Linear was discussed, it was not made clear that it was a part of this vote. 8 votes in favor. The motion passed unanimously to establish a book of record within Linear.
- d. JB: To explain the teacher funding topic more clearly there are two separate topics to consider. There are the ES classroom supplies and the teacher supplies request. Our funding policy for classroom supplies is forthcoming.

TH: Unfortunately, the Verein can only put a band-aid on a school administration problem.
- e. PCB Zoom Account. PCB Members present agreed that there is not likely a need for the large capacity subscription the PCB currently holds for the Zoom account. They will discuss this internally with the PCB how to move forward to reduce the cost of the account and a way for the Verein and PCB to jointly use one account.
- f. September Verein Event Coverage. JB: it is important that the Verein have representation at each parent evening, Info Night, and the PCB election meeting. Board members are encouraged to sign up in the doodle for their



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availability.

TH: I will be available for most parent evenings.

JMM: I will give an elevator pitch at the PCB election meeting for the Verein.

- g. JM: In order to address the problem of particular classrooms which cause the hitzefrei days, the Verein should consider funding air conditioners for a specific set of rooms in the school.
- i. Certain rooms are greenhouses – causing dismissal for the whole school
 - ii. Ability to concentrate in high heat is limited – Harvard 2016 study reports that an increase in temperature from 72F to 90F on exam days results in a 12.3% increase in likelihood of students failing those exams.
 - iii. To avoid the bureaucracy of making a request through the Senat, I recommend that further research be done to determine a proper type and number of stand-alone air-conditioners for specific classrooms in the school.

JB/LW/KD: We agree.

SM: Consideration should be made for how to route the exhaust from the air conditioners.

JM: The type and of air conditioners should be evaluated, and the exhaust pipe challenge, in the coming months that we can have a solution prior to the arrival of hot weather next spring.

- h. Book of Record update. JM: Although it was agreed in the June meeting that two board members would consolidate the member database in July, a large portion of these records was maintained on the Secretary laptop which was not available due to the Secretary's resignation in June. The data is now recovered and must be updated to include new registrations and the many cancellations which trickle in over the summer. Then the information must be combined with a complete export of the data maintained within Tuurio. Once this is combined, we will be able to upload the consolidated information into Linear for the establishment of our book of record. This book of record can then be used for the SEPA withdrawals. Unfortunately, in order to update the



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database within Linear, this extensive data compilation process is required each time we wish to update Linear. The only way to avoid this is to maintain a single database where users have the ability to change their data – as they currently do now in Tuurio.

Meeting adjourned: 21:00

Minute-take / Protokollführer:

John Mask, Verein Secretary