



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, January 16, 2024
JFKS Aula

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

Board Members Not Present: Eva El-Alfy, Kasia Esteves

Members Present: Alison DeSantis, Courtney Metzler (PCB), Christina White (PCB), Clemens Schmid (SC)

Meeting started: 19:05

Secretary/Schriftführer: John Mask

1. Approval of Agenda

9 yes
0 abstention
0 no

2. Approval of Minutes of the November meetings

9 yes
0 abstention
0 no

December Meeting Minutes approval postponed.



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3. Remarks from the Student Council – Clemens Schmid

- a. No projects in planning which would require Verein funding.
- b. We are looking forward to the planned events by the Verein, such as the Flea Market on June 2nd.
- c. Minor projects are coming up:
 - i. Mittelhof will be improve with a microwave.
 - ii. We endeavor to install clocks in every classroom where one is missing or fix the existing ones which no longer work.

JB: Can't students use the HS Student Lounge? The Verein has spent a lot of money to ensure that lounge is available and suitable for common use.

CS: The HS Student Lounge is only for 11th and 12th graders, whereas the Mittelhof is available to all high school students.

4. Report from the President – Jacqueline Bespolka

- a. Happy to be back. I just returned from a long trip and have nothing major to report. Thanks.



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5. Report from the Treasurer – Robert Erlbaum

- a. Bookkeeping for 2023 is complete.

- b. We have roughly €4.820 in our account. Member dues have not yet successfully been collected. I will speak with Linear to obtain an export of the data which we have uploaded in order to provide this again to Commerzbank. Commerzbank must still provide us with the letter for this process – which is proving challenging and frustrating.

TM-M: Do we need to support to execute SEPA?

RE: First we should try with Linear.

TM-M: Can you please capture this process in written form once you've figured it out that if/when someone else attempts to run this process that they know what to do and what to expect?

RE: Yes.

- c. We received a letter from Vauth asking what we spent their donation on. This letter will be answered shortly.

CM: You mentioned a donation. What was the amount and how was it solicited?

RE: It was about €4.000 and is through a contact of the alumni.

CM: How was this solicited? Did you reach out to the Alumni Association.

JM: We are in contact with alumni but we don't do broad donation soliciting with them. This was an initiative by the alumni for which are thankful.

- d.



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6. Report from the JFKS School Spirit Shop – Kim Douglass

- a. Jean-Marie McKinney, myself, and Hollis Ball have done inventory last week. We aim to have an inventory list with corresponding investment amounts by the AGM in March.

7. Vote on Digital Registration requirement and SEPA requirement for Verein membership.

JM: To provide a little clarity what this vote is about, I will provide some background information. The board is made up of a handful of volunteers who work full-time. The administrative requirements since the implementation of GDPR have increased significantly, as have the limits to our sources of information. In years past, the board was able to verify data about members by comparing against a spreadsheet with all data for all JFKS families. With GDPR this is no longer possible. Additionally, the financial industry has created more efficient methods of reducing workload to keep up with the demands of GDPR. One such innovation is the SEPA mandate. In order to collect and manage data safely and efficiently, the board sees opportunity in the continued use of a digital platform – whether Tuurio or another platform. As well, the board sees opportunity to optimize membership dues collection via the use of SEPA mandates. These two changes will require both a vote at the AGM in March and a change to the Satzung. The vote we will now take is about whether the board wishes to pursue this course of action officially and put these two points on the AGM agenda for a vote by the membership in March.

- a. The Board will now vote on whether a change to the Satzung should be proposed for the upcoming AGM in order to facilitate that:
 - i. Vote 1: All members must be willing to make use of a digital platform for the purpose of registering their membership with the Verein (signing up), and that

9 yes
0 abstention
0 no

- ii. Vote 2: All members must submit a SEPA Lastschriftmandat for the collection of membership dues

9 yes



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0 abstention

0 no

As a result of this board decision, Tanja Maka-Magill has agreed to work with a lawyer to prepare the wording of the changes to be included in the AGM invitation to be sent three weeks prior to the AGM (in accordance with the Satzung).

CM: What are the breakdowns of ES vs HS membership in the Verein?

RE: We should be able to provide such a view on these figures by next fall.

CM: It seems like the ES is underrepresented.

RE: It is nearly impossible to know the exact figures because we do not know the upper limit or potential for our membership, since we are not provided any information from the Administration about the number of total families in the school. We can only say with 95+% certainty the number of high school students because most have obtained lockers via their membership in the Verein. For the elementary school this is much more difficult to ascertain.



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8. Miscellaneous

- a. JM-M: Regarding the reconciliation between Tuurio vs. Non-Tuurio members I would like to provide an update. This work is progressing slower than I would like. I am still trying to create a pivot or macro in excel to process the member data out of Tuurio to show the overall number of families. Mainly, I want to make this process repeatable so that it is easy and not time-consuming anytime we want to have this information. A key element being that members can sign up or quit in Tuurio at any time, so pulling a data export of Tuurio data to obtain quick numbers is a matter of creating such a pivot table or macro.

RE: I can help.

- b. JM-M: Regarding my request to administration about their stance on where the limits to their funding of teacher supplies lies, I have not yet received a response. I will continue to work on this because getting an official response is the only way to ensure that we have a workable standard that can be adhered to and enforced. Otherwise, teachers will maintain various opinions about how the process works with no official process for obtaining supplies to point to. Through the establishment of a single standard for sourcing teacher supplies, we will ensure that we avoid duplicate work where multiple entities like the Verein are being asked for funding for similar items. The follow-on to this is then that multiple entities have to research where the limits of their scope for funding is. This can all be avoided by allowing the Administration to establish their standard for funding, and then the Verein can see where the gaps remain.

CM: I have been working with Carolin Borschel and can provide you with a spreadsheet of items which she has made available.

JM-M: This is good. Thank you. However, I – or we as the Verein – are taking a much longer view on this. We want this process to be clarified. We have been dealing with misunderstandings for well over a year now, and even though it will be an unpleasant wait until this process is clarified, it will ensure that the process is clarified once and for all.

For example, defining the criteria for supplies and the budget for those supplies is the responsibility of the Administration. For anyone else like the Verein, the PCB, or even the teachers, to attempt to define supply requirements and budget for teachers will end in either overlap or gaps with



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what the Administration has defined.

It is paramount that the Administration take the lead on this, and this is what I will ensure.

- c. JM: Regarding Courtney's request from December, we owe you (Courtney) feedback on this. The request was submitted late but we discussed some of the elements of it in December.

JM-M: Yes. This is why I contacted the Administration for clarification, as just mentioned.

JB: Yes. I believe that some of the items on your list should be funded by the Senat.

CM: The teachers need the money which they used to get in cash to purchase all these items on my list of requests. There is no process for funding these items.

JM: There is a process which many teachers have followed for years. The teachers anticipate their needs, fill out a Funding Request Form, have it signed by the Administration to indicate it is a legitimate need, and submit it to the Verein in advance of any board meeting for approval.

CM: But you (Robert) said you will provide reimbursement. So the teachers can purchase the items and then be reimbursed, right?

RE: The teachers must submit their request, and then when it is approved we can reimburse a purchase.

JM: We have to adhere to accounting principles [in order to maintain our non-profit status]. The vote on any request serves as the mandate for distributing funds from the Verein. If a purchase is made prior to a vote, then the purchase was not mandated for funding by the Verein. Reimbursement happens if there is a 'Yes' vote for a request and THEN the teacher makes the purchase afterwards. The other option is that the board votes 'Yes' and then the Verein directly purchases the item so that the funding does not run over the account of the teacher. This is what Robert meant by reimbursement.

JM-M: We want what you want. We need clarification [from the Administration]. The Administration has not clarified what they provide



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funding for and how much. I don't want to duplicate efforts, and I don't want anyone to get in trouble [for funding items which are covered elsewhere or for funding one person and not another for the same thing].

We are in the midst of pushing to get the Administration and all parties together to understand who funds what and how much. We want answers and clarity.

- d. The Verein Flea Market will be on June 2nd, 2024. This later than usual date is due to the number of long weekends in May which make it not possible to hold the Flea Market in May.
- e. The Fun Run will take place on September 20th, 2024.
- f. All members are reminded about the upcoming Annual General Meeting of Verein on Tuesday, March 19th, 2024. There are several positions on the board which will be up for a vote.
 - i. President (1. Vorsitzende)
 - ii. Vice President (2. Vorsitzende)
 - iii. Treasurer (Schatzmeister)
 - iv. Secretary (Schriftführer)
 - v. 3 Board Members At-Large (Wahlberechtigte Vorstandsmitglieder)
 - vi. 2 Auditors (Kassenprüfer)



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9. Requests

- a. Family Needs: Waive fees for year 2023-2024 for one member due to financial difficulties. This request has been vetted and recommended for approval by the Family Needs Committee.

9 yes
0 abstention
0 no

- b. Courtney Metzler – Consolidated requests from ES and HS teachers for school supplies.

The board voted to postpone the vote on this request until the process for general funding of supplies can be clarified with the Administration.

- c. Funding for lawyer to address withholding of Verein account funds by SumUp (the payments service provider of the School Spirit Shop). Estimate to be obtained and voted on. This vote is for the acquisition of a lawyer.

9 yes
0 abstention
0 no

- d. Funding for bicycle repairs. Estimate has not yet been provided and the provider cannot submit an invoice, therefore a new provider must be sought as all Verein expenditures must have a valid receipt or invoice.

Motion is made to fund this round of bicycle repairs with the aim to identify a service provider by the end of this academic year who can properly invoice for their work.

9 yes
0 abstention
0 no

Meeting adjourned: 20:54