

John F. Kennedy School, Berlin

Verein Board Meeting, Wednesday 6-25-2025 - JFKS Room B118

Opening: 19:03

Present: Robert Lenk , Jacqui Bespolka, Theresa Luss, Haley Scribner, Steve Hoffman, Puviy Manickam, Carsten Casper.

Students:

Parents: (3 Fun Day Committee: Carissa Tazoo, Johanna Vannett, Carlotta de Vivanco)

Approve Agenda -

Yes: 7

No: 0

Abstain: 0

Admin Report - pass - reporter is out sick.

Student Council - N/A - But from Haley: inter-school dance was canceled last minute w/ no communication. Many grade levels (7th -9th) then created their own dance run by parents with Admin support.

Approve of May Minutes: Haley moves to table this - needs discussion and an update.

Evolving Agenda Template - Carsten - idea is for each person to add their own content via an online living document, and include estimated time required.

Fun Day - Three committee members present. 19:09 - 19:34

Carissa: Looking good so far - the chatter is good but actual booth sign ups are a bit behind - 16 booths committed.

Question from a parent: how to handle outside vendors? (How to balance club booths vs commercial vendors) -

A: We don't plan to have vendors except perhaps ice cream. (We'd take 25% of that).

Verein: handles platforms, security, first aid, etc (logistics) — Clubs run their booths.

25% of booth sales planned to go to the Verein, even though Carsten indicated we don't need the money. Puviy suggested we should aim to recover some money to cover costs and possibly break even.

Booth such as dentist: Info booth - how much to charge for this advertisement opportunity?

American Women's Club - they raise money - do we charge ~60 euro flat fee or 25% of what they raise...?

Carsten: Board is backbone of event but committee should have the latitude to plan and operate as they see best, without excessive oversight from the Board, just for decisions when needed.

The Verein will secure a booth! - Will have an Info booth.

Fun Day Link is in the school bulletin -

Security: Culture event security cost €2,700, but Fun Day is shorter, estimated need is €1,400 — Committee requests additional budget to cover security. Robert will provide a contact to the committee. The Verein Board will vote on this later tonight.

Presidents Report - Robert: 19:34 - 19:43

Culture Fest invoicing: biggest delay is school admin.

Leftover drinks from CultureFest were sold at Fleamarket Cake Stand, costs are covered, remaining drinks now are a surplus.

We've learned that about "250-300 units" of drinks were sold at the Culture Fest and Flea Market - (burgers, drinks, etc).

Fleamarket - 2,000 visitors, 111 stands.

Air Quality Action - making progress as planned.

PCB- Algorithmics - international standardized coding "school" - Robert met engaged and motivated leaders and students.

Theft - Robert filed a report - there is a theft pattern on campus, other organizations are also affected.

Flea Market - Benedikt - 19:43 - 19:53

132 sold stands - 21 no-show = 111 operating stands - ~2,000 visitors -

Financials: income online €2,260, total €3.411, (Carsten shows a bit of a higher number).

Expenses: under 500 - so over 3000 in profit.

Feedback overall was very positive.

Benedikt created a guide on "how to" set up and run a successful Flea Market, as a resource for future years.

Fee for members €15, non-members €20, In order to encourage membership, and this did lead to a handful of new members.

Q: What did sellers think of the fee level: Benedikt: Nothing negative heard.

The team should be larger next year- more people needed. Cake Stand should be run by others, not the Verein Board, which is also leading the whole event.

Q: Robert: what do you think of "obligating" 1st grade parents to run it? Benedikt: Helpful to have someone with a longer history w/ school and know the school better, have the contacts, etc - Benedikt has been with school for 15 years... perhaps have senior leaders and then "train" 1st grade/newer parents ..

Shop Update - 19:53 - 19:55

Many new faces- about 6 current volunteers. Kim has a good team.

Budget for Team Building: Tabled until Ben is back.

Spreadsheet to track requests - 19:56 - 20:02

Generally positive reception by Board. Jaqui agrees, but thinks this needs more discussion, but in the end requests should primarily be discussed in-person by the entire Board at an official meeting.

Jaqui - VP Report 20:02 - 20:26

Jean Hagen - plaque (Elisabeth Hoedt's mother - one of the pioneer teachers of JFKS, who taught in Haus Reil rooms and when JFKS was still a community school. A plaque with Jean Hagen's name to be hung in the ES hallway once she has recovered.

Side discussion: more presence on 1st week of school to generate buzz and gain new members.. (??)
Lockers: - ~25-29 6th graders who have not yet registered for their lockers. — the whole project is a ton of work and mostly over the summer, so we need to ensure the Verein leads this - headed and chaired by someone on the Board, as it is also our main source of income. Toby Keller will take over - Jaqui away over the summer - “status quo” for now...

Fun Day: (pass - already discussed.)

Budget Approvals: approximately €4,000 for all of the below? As a ballpark... Will spend smartly, not overdo.
— (added to request section later in meeting)

New sound system, etc:

Coffee pump dispenser:

Tents:

Lockable cabinets in the basement:

Sustainable propane tank storage: Hausmeister says tanks have to move out of the basement. Perhaps a dedicated outdoor storage cabinet. TBD.

AGM 2026 — move the date - proposed 3-18-2026

Membership status - Carsten 20:26 - 20:36

We have now 720 members and about 20 will leave at the end of the school year (July 31,2025).

Using Lernmittelfond for Bettermarks. Theresa: It should be used for this, but Jaqui is hesitant. She noted in reference to the Board Meeting 4/12/2024: The Board voted unanimously (8 in favor, 0 against) to donate the funds from the Lernmittelfond to the HS Library. This explains why Jacqui expressed hesitation and insisted on conducting another vote to determine the allocation of the €5,000 from the Lernmittelfond. Carsten Casper, Verein treasurer and deputy delegate for the Schulkonferenz (SK), reports one particular item from the SK meeting on June 18th, 2025: “The school conference recommends that the money that is leftover in an old Lernmittelfond account be used to pay for a subscription for Bettermarks for the coming school year.” Carsten Casper, who has access to that Lernmittelfond, has no objection to this decision and will execute this payment of about €5000. “

*** Vote to use Lernmittelfond for Bettermarks ***

Yes: 7

No: 0

Abstain: 0

Haley: 20:37 - end (21:00)

Process for Minutes / Requests — generally “need to do better”

Meeting attendance - too many last minute no-shows / cancels - take a poll to ensure attendance?
WhatsApp Poll?

Robert: says commitment is quite high and discipline of the board is quite good.

Haley: We login to an online meeting, and no one is sure who is going to be there or if enough people to run votes.

Jaqui: Perhaps a WhatsApp poll is best.

Haley: will run the poll going forward -

Future Events needing volunteers - paper sign up sheet was passed around - this will also be available electronically.

REQUESTS: FOR VOTING: (All were approved, 7 Yes, 0 No, 0 Abstain)

1. Welcome baskets for teachers, €250 - for 8 new teachers and their families. Yes: 7, No: 0, Abstain: 0.

2. School shop, up to €300. Yes: 7, No: 0, Abstain: 0.

2a: (side discussion: ComerzBank terminal - 30 euro fee to start): Yes: 7, No: 0, Abstain: 0.

3. Orientation Day, €200 - Myriah - vote €541 (plus 9 extra) = 550 euro, as a block (item 3-7): Yes: 7, No: 0, Abstain: 0. - file under "elementary guidance" vs "Myriah Day" -

4. New student cafe, €145

5. Middle school, €36

6. Leaving student pizza party, €85

7. Care corner, €75

8. Graduation, €550 - routine event - Yes: 7, No: 0, Abstain: 0.

—> Fun Day add security up to €4000: Yes: 7, No: 0, Abstain: 0.

Budget "up to" €4000 for "lost/stolen" items, includes security for the items... Yes: 7, No: 0, Abstain: 0.
(but not Amazon tents)

9. The Board voted (outside the gate) - to approve the €4718 for the two music instruments. This is to be recorded under a new (different) budget line item that would "free-up" the current budget for instrument repairs and maintenance for the music dept. Yes: 7, No: 0, Abstain: 0.

10. Ms Amann Akkordeon Concert, € 247 (corrected to €300) — (E-Mail from Robert) - late approval of her concert, it is documented - Yes: 7, No: 0, Abstain: 0.

Meeting end: 21:00