



The Verein Board Monthly Meeting - Minutes

Date & Time: August 27, 2025
Minute-taker: Carsten via AI tool
(Revised by Haley Scribner)

Location: in-person
Moderator: Haley Scribner

Board members present:

Attendees: Haley Scribner, Jacqui Besselka, Robert Lenk, Puviyarrasan Manickam, Carsten Casper, Nella Klopotek von Glowczewski, Jamie Turner, Jennifer Freeland-Wieder

Present online: Steve Hoffman, Lia Rigamonti

Agenda Approval

Motion to approve the agenda for August 27, 2025 as presented.

Approved

Previous Minutes Approval

Motion to approve the meeting minutes from May and June 2025.

Approved

Student Council Report

Presented By: n/a

Key Updates/Discussion: n/a

Action items: n/a

Admin Report

Presented By: Angelika Ecke

Key Updates/Discussion:

- ~ A STEM and IT Talent program for kids aged 6-18 was presented.
- ~ Questions were raised about funding, implementation methods, asset management, and how these new classes would integrate into the current curriculum and IT systems.
- ~ A first grade teacher is requesting laptops. The discussion has been tabled until the request portion of the meeting.

Action items: n/a

President's Report

Presented by: Robert Lenk

Key Updates/Discussion:

- ~ Water Fountain Update: BIM has scheduled installation of water dispensers in the high school building with the plan for more to come throughout the HS and ES.
- ~ All of the leftover drinks from the Flea Market have now been sold so we can officially close that chapter.

Action items: n/a

Vice President's Report

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492,
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Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Robert Lenk, Vice President: Jacqui Besselka, Treasurer: Carsten Casper, Secretary:
Ben Bowers **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

Verein der Eltern und Freunde der JFKS zu Berlin e.V.

Presented by: Jacqui Besselka

Key Updates/Discussion: Verein presence

- ~ Info Fair is coming up and we need to register for it and decide if we will have coffee, tea, etc.
- ~ Fun Day - Can the Raffle sale be also done at the Verein booth? I have registered for a Fun Day booth for the Verein.
- ~ Petty cash for Fun Day Raffles beginning at the info fair is needed.
- ~ A desire to take the locker committee out to lunch to thank them for their hard work was presented and will be voted on during the requests portion of the meeting.
- ~ Moving forward, the Locker Committee should secure space in school for the "knitting party" over the summer. The knitting party is when a group of volunteers gets together to check the usability of the locks and get them all unlocked and ready for the new school year.
- ~ Discussion was had about whether to charge the fun day booths the standard 25% or make a change for this year. Discussion tabled until the next meeting when the Fun Day committee is present.

Action items:

1. Jacqui Besselka will register the Verein for a table at the Info Fair
2. Jacqui Besselka will coordinate with the parents/teachers putting on the Einschulung Cafe to see what they need.
3. Decide who will run the booth at the Info Fair
4. The locker committee will have a debrief meeting and Jacqui Besselka will report back to the board on the process for next year, pros and cons from this year.

Treasurer's Report

Presented by: Carsten Casper

Key Updates/Discussion:

- ~ Suggestion to terminate the bank account for Lernmittelfond and save €15,90/month (=€190,80/year).
- ~ Recommendation to transition until EOY from SumUp to Commerzbank Global Pay for the school shop card payments. Kim Douglass at the school shop has no issue with this, so we will move forward as this change would allow funds to be transferred directly into a school account.
- ~ Steve Hoffman and Puvij Manickam's audit of the SAF account has been finished. The group reviewed audit procedures for the student activity fund (SAF) and noted concerns about ensuring the proper external audit process and signatures are in place. Discussion around this was had with a decision that we need to now send this to the Auditor's for their review.

Action items:

1. Carsten Casper will close the Lernmittelfond.
2. Carsten Casper will switch The Verein from SumUp to Commerzbank Global Pay for the school shop.

Miscellaneous

Topic 1: Upcoming Events:

- ~ Haley Scribner shared a list of upcoming events that require support and attendance from the Verein Board members.

Topic 2: New Request Form for 2025/2026 School Year

~ Haley Scribner presented a new request form months prior and would like to move forward with adopting it. There is not enough time to discuss this at tonight's meeting. All board members will review the New Request Form between now and the next meeting and we can vote on it then.

Topic 3: Balloon Arch

~ The 10th grade had a balloon arch that they no longer needed and would like to donate it to the Verein. We will store it in the basement for future use.

Topic 4: Meeting invites & agendas

~ Ben Bowers is not present to cover this agenda point so we will table it for a future meeting.

Topic 5: Budget for Team Building (tabled from June)

~ Ben Bowers is not present to speak on this. We will shift this to the next meeting's agenda.

Topic 6: "Boostering the Booster" from Jamie Turner

~ The idea that we could better serve our community, encourage more families to be involved and potentially change the way we do membership was discussed. Haley Scribner offered to meet with Jamie Turner between now and the next meeting to discuss and present a plan at the next meeting.

Topic 7: Peerket Online Market place from David Kim

~ The idea is that Peerket would serve as a school-based, trusted secondhand marketplace for parents. The marketplace would also provide a passive fundraising mechanism for the booster club by donating a portion of each transaction. Related discussions touched on the benefits of such a system alongside suggestions to integrate a lost-and-found function.

Topic 8: Updates before the requests

~ The Admin and teachers have used 350 EUR out of the 5,000 EUR budget for a welcome back breakfast.

~ Instrument repair costs totaled 2,516.85 EUR.

Action items/tasks:

- Haley Scribner will post in the WhatsApp group a list of events and the Board Members will indicate which events they will attend.
- The entire board will discuss whether or not Peerket is a suitable fit for the Verein Board.
- Jacqui Bepolka will arrange with the 10th grade parent to store the balloon arch in the basement.
- All board members will review the New Request Form between now and the next meeting
- Haley Scribner and Jamie Turner will meet and discuss "boostering the booster" between now and the next meeting to discuss and present a plan at the next meeting.

Requests

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Book Bags for 1st Grade

Name of the Person Requesting: Goethe
Vote Total: X Yes, X Abstention

Cost of the Request: 100 EUR

Tabled pending questions

Ladder for 1st Grade

Name of the Person Requesting: Goethe
Vote Total: X Yes, X Abstention

Cost of the Request: 100 EUR Maximum

Tabled pending questions

10 Tablets for 1st Grade

Name of the Person Requesting: Goethe
Vote Total: X Yes, X Abstention

Cost of the Request: 1,500 EUR Maximum

Tabled pending questions

Haley Scribner will email for additional information.

Locker Committee Lunch

Name of the Person Requesting: Jacqui Bepolka
Vote Total: 2 Yes, 4 Abstention

Cost of the Request: 100 EUR, 50 EUR per person

Denied

Many board members found this to be too expensive and a larger discussion about volunteer budgets needs to be had.

Einschulung Cafe

Name of the Person Requesting: Hoedt
Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 300 EUR Maximum

Approved

Meeting Adjourned at: 21:00

Next Meeting Date: September 10, 2025

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