



The Verein Board Monthly Meeting - Minutes

Date & Time: October 8, 2025

Location: in-person

Minute-taker: Ben Bowers

Moderator: Haley Scribner

(revised by Haley Scribner)

Board members present: Robert Lenk, Haley Scribner, Ben Bowers, Puviyarrasan Manickam, Carissa Tazo'o, Carlotta de Vivanco

Virtually Present: Jamie Turner, Lia Rigamonti

Attendees: Rebecca Asmus, Jennifer Freeland-Wieder

Agenda Approval

Motion to approve the agenda for October 8, 2025 as presented.

Vote Total: 7 Yes, 0 No

Approved

Previous Minutes Approval

Proposed approval of August and September meeting minutes.

Discussion about the status of the minutes, the format of the minutes and timeliness of the minutes was had. The decision was made to continue the talks outside of the meeting.

Vote Total: X Yes, X Abstention

Tabled Until Next Meeting

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:

- ~ Discussion around the STEM/IT Program "Train the Future" took place as Angelika Ecke was able to gather more information since the August meeting. The goal is for students to learn to use computers in a child-friendly environment. Admin is potentially seeking funding for this pilot program.
- ~ Many Board members expressed questions and concerns and ultimately asked Angelika Ecke to gather even more information and report back to us once it is gathered.
- ~ It's possible that other funds from the Senat could be used for this program in future years, but would need Vereिन support to get it off the ground.

Action items:

1. Angelika Ecke will meet with the Train the Future team and gather additional information to bring back to the board at a later meeting.

President's Report

Presented by: Robert Lenk

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Robert Lenk, Vice President: Haley Scribner, 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.



Key Updates/Discussion:

- ~ Robert Lenk welcomes our three newly voted in Board Members: Jamie Turner, Carissa Tazo'o and Carlotta de Vivanco.
- ~ A need to rewrite our bylaws was stated. Other board members mentioned that this was already a topic of discussion and that a working group should be formed.
- ~ At the next JFK Flea Market, Jack Busta (not present, the idea was presented by Robert Lenk on his behalf) is hoping to organize a container which will be sent to Angola. He would like to be able to fill it with things for the people there. Some members of the Board expressed questions and concerns, and asked Robert Lenk to invite Jack Busta to a future meeting to elaborate on his plan and detail the support needed from the Verein.
- ~ There is a parent interested in the Outdoor Classroom initiative. Robert Lenk will speak with her and see how she can get involved.

Action items:

1. Ask Jack Busta to attend a future meeting to discuss Flea Market plans.
2. Form a committee to rewrite the bylaws.

Vice President's Report

Presented by: Haley Scribner

Key Updates/Discussion:

~New Request Form has been sent to Admin and needs to also be added to the Verein website. Ben Bowers volunteered to add it to the website.

~ Jamie Turner offered to help Haley Scribner put together a clear view of how family needs requests are currently being processed to be shared with the board at a future meeting.

~ Babysitting during Verein Meetings: the idea is that we could potentially attract new families to meetings by providing babysitting services. Haley Scribner suggested 40 EUR per meeting, at 10 EUR per babysitter per hour, from January to June next year as a trial phase. Discussion tabled until the request portion of the meeting.

~ Teacher Appreciation Budget: Kim Douglass presented an option of ordering T-shirts for staff members as Holiday Gifts for 2,250 EUR. There was concern about the increased budget. A Gifting Committee was formed consisting of Haley Scribner, Carissa Tazo'o and Carlotta de Vivanco. This group will put together an alternative proposal that fits within the already approved 2,000 EUR budget and present it to the board within 1 week. At that time, the board will then vote on the increased budget to cover the t-shirts, or the proposal from the Gifting Committee.

Action items:

1. The Gifting Committee will put together and share (within 1 week) an alternative proposal for Holiday gifts for teachers.
2. Haley Scribner will find 2-3 Red Cross certified babysitters to cover January - June Verein Meeting babysitting.

Treasurer's Report

Presented by: Carsten Casper (not present, but shared the information ahead of the meeting)

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Robert Lenk, Vice President: Haley Scribner, 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.



Key Updates/Discussion:

~ Carsten Casper shared with the entire board the Cover Letter and Estimated Offer Letter from the potential new Tax Advisor, Torsten Wiedemann.

~ A vote is needed to decide if we enter a contract with the tax consultant to do the taxes for 2025. The cost estimate is €2295,39 and the actual amount will only be determined once the work is done. Tabled until the request portion of the meeting.

Action items:

Miscellaneous

Topic 1: Asset Inventory

~ An inventory of the Verein's assets need to be made. Following that, a decision on how to handle the items should be made.

~ Jamie Turner who was on the call virtually has now left the meeting.

~ 600 EUR in family needs requests have been approved this month.

Action items/tasks:

1. Create inventory of Verein assets. (currently unassigned)

Requests

Ten Mugs Filled With Candy

Name of the Person Requesting: Herr. Bartz
Vote Total: 7 Yes, 0 Abstention

Cost of the Request: 106.50 EUR

Approved

Mugs will be put together and delivered by
Carissa Tazo'o

4th Grade Art Supplies

Name of the Person Requesting: Barrio
Vote Total: 5 Yes, 2 Abstention

Cost of the Request: 1,138 EUR

Approved, with modifier

Request modified to 600 EUR

Garden Planter Boxes

Name of the Person Requesting: Menzel
Vote Total: 7 Yes, 0 Abstention

Cost of the Request: 426 EUR

Approved

Veteran's Day Event

Name of the Person Requesting: Hansen
Vote Total: 6 Yes, 1 Abstention

Cost of the Request: 300 EUR

Approved

Babysitting During Meetings

Name of the Person Requesting: Scribner
Vote Total: 7 Yes, 0 Abstention

Cost of the Request: 350 EUR

Approved

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492,
Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Robert Lenk, Vice President: Haley Scribner, Treasurer: Carsten Casper, Secretary:
Ben Bowers Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBXXX

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



2 babysitters per meeting, 20 EUR each totaling 40 EUR per meeting. This is approved as a pilot program from January - June 2026. This budget also covers the potential need for 3 babysitters for the AGM.

Tax Accountant

Name of the Person Requesting: Casper
Vote Total: 7 Yes, 0 Abstention

Cost of the Request: 2,296 EUR estimate

Approved

Understanding that this is an estimate and could be more or less.

T-Shirts for Teacher Appreciation

Name of the Person Requesting: Douglass
Vote Total: 2 Yes, 5 No, 2 Abstention

Cost of the Request: 2,250 EUR

Tabled

Vote is pending the Gifting Committee's alternative plan to be delivered within 1 week.

Update from November 3, 2025: Denied

The Board voted via WhatsApp. Christmas budget remains at the previously approved 2,000 EUR

Community Bulletin

Name of the Person Requesting: Lenk
Vote Total: 4 Yes, 1 No, 1 Abstention

Cost of the Request: 2,137 EUR

Approved

Voted and approved at virtual meeting on September 24, 2025

Meeting Adjourned at: 21:00

Next Meeting Date: November 12, 2025

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Robert Lenk, Vice President: Haley Scribner, Treasurer: Carsten Casper, Secretary: Ben Bowers **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBXXX**

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