



The Verein Board Monthly Meeting - Minutes

Date & Time: December 3rd, 2025, 7pm

Location: (in person)

Minute-taker: Carlotta de Vivanco

Moderator: Carsten Casper

Board members present: Haley Scribner /Carsten Casper/ Puviyarrasan Manickam/Jamie Turner/Carissa Tazo'o/ Carlotta de Vivanco

Virtually present: Robert Lenk

Attendees: Angelika Ecke (school administration), Jack Busta, Olaf Graf (guests)

Agenda Approval

Motion to approve the agenda for 3 December 2025 as presented.
Odyssey of the mind request added.

Vote Total: 7 Yes, 0 No, 0 Abstentions

Approved

Board information

Moderator informed membership that the Secretary had resigned. Decision on way forward will be voted on in later part of the meeting.

Board agreed Carlotta de Vivanco will take minutes for this meeting.

Vote Total: 7 Yes, 0 No, 0 Abstentions

Approved

Admin Report

Presented By: Angelika Ecke

Key Updates/Discussion:

Admin introduced the cura (?) model. At faculty meeting, teachers showed interest in a new language model. Admin is looking into supporting staff to attend workshops. ***Admin will explore funding opportunities and return to Verein with a request if needed.***

Train the future program.

Admin provided an additional update on the train the future program. It is already linked to the Senate and the curriculum has been approved by the Senate. Admin further elaborated on how discussions have developed and that the program could start in the 2026/2027 school year. Cost ca. 9000, JFKS would be first school and there may be scope for a reduced price. It would align with digitization goal of the school. Would start with 5th and 6th graders – possibly an elective. ***Admin will return with a proposal in due time.***

Topics of Discussion

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: Jacqui Bespolka, Treasurer: Carsten Casper, Secretary:
Ben Bowers **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

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Topic 1: Community Communication

- A Whatsapp community was discussed as an additional channel of communication. The Board recognized it would require curation and content. Working groups and committees tend to set up own Whatsapp groups as a communication channel.
- ***Board determined it is not a priority at this moment.***

Topic 2: Inventory Plans

- The Verein has recently received several requests about items owned by the Verein. There is a clear need to catalogue items and their location.
- ***Carissa Tazo'o to take lead on preparing an inventory. A working group will be formed. (Robert Lenk and Jamie Turner have volunteered to support.)***

Topic 3: ES Planners

- The Board sought to understand if the ES planners are still a product the community values. If so, they need to be purchased in February. Admin indicated they are valued by teachers.
- ***Admin (Angelika Ecke) will seek teacher feedback on whether ES planners should be continued either by email or through teacher bulletin.***
- ***Board will collect some data on numbers ordered and purchased.***
- ***ES planners to be added to January Agenda.***
- ***Verein website to be updated to clarify that ES planners are still available in the school shop.***

Topic 4: Governance discussion

- Recent board resignations have evidenced gaps in rules of procedure. Executive Committee has worked on a draft document "Verein Board Rules of Procedure" that has been shared with all board members for review and comment. First draft of document is an initial attempt to address gaps.
- Discussion highlighted some key areas for clarification in future rules of procedure, including clarification on meetings, communication channels.
- A request by a board member to add a verbatim statement to the minutes was discussed, but ultimately turned down by the requestor.
- ***Board members to review draft documents and share comments.***

Requests

Secretary Role Proposal & Vote

Secretary Role Proposal: replace internally until AGM, do not backfill but distribute tasks within the Board. no ONE is secretary. The delegation of tasks will be repetitive until AGM (i.e. minute taker for the meetings, agenda emails, etc.) assigned by name for accountability.

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Vote Total: 7 Yes, 0 No, 0 Abstention

Approved

Haley will approach board members to complete tasks. A formal announcement will be made at next meeting.

(Robert Lenk left the meeting total votes from this point on are 6)

Ski Trip

Name of the Person Requesting: Andreas Nagel

Cost of the Request: 3,000

Approved

Vote Total: 6 Yes, 0 No, 0 Abstention

Haribo Gummies

Name of the Person Requesting: Katalin Aust

Cost of the Request: 76,72

Approved

Vote Total: 6 Yes, 0 No, 0 Abstention

Requestor will be asked to consider other avenues in future years to source from broader community.

Board will explore fundraising additions to request forms.

OM T-Shirt Request

Name of the Person Requesting: Vanessa Hansen

Cost of the Request: 1,000

Not Approved

Vote Total: 3 Yes, 3 No, 0 Abstention

Requestor will be asked to consider other avenues to source from broader community.

School Shop invoice - email vote

Name of the Person Requesting: Kim Douglas

Cost of the Request: 6,547.38

Approved

Vote Total: 8 Yes, 0 No, 0 Abstention

By email vote on November 26th, 2025.

Meeting Adjourned at: 21:00

Next Meeting Date: 17.12.2025

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