



Meeting Information

- **Date**

23 September 2026, 19:00 – 20:45

- **Location**

JFKS Library Quiet Study Room, plus one remote participant

- **Moderator**

Haley Scribner

- **Minute Taker**

Sally (AI) and Jack Busta

- **Board Members Present**

Haley Scribner, Robert Lenk, Jack Busta, Rodrigo Valades, Nella KvG, Carissa Tazo'o (remote)

- **Other Attendees**

Addison Scribner, Katrin Rustici, Oskar Kant, Noel Bush, Robert Bartz, Heather Sinclair, Helene Wunderlid

Meeting Topics

- **Recording approval**

The use of recording and Sally to draft minutes was approved unanimously.

- **Agenda approval**

The agenda was reviewed and approved with the addition of the Traffic Committee item.

- **Reports and student support update**

The Admin Report, Robert Bartz: noted that the school received funding for a class trip and that an assistive device (referred to as "Avatar") is now in heavier rotation and has materially improved a student's participation and well-being. The device loaned from the district is unavailable until January, so the Verein-provided device is being used.

The Student Council Report, Oskar Kant & Addison Scribner: reported on upcoming event ideas (Spooktacular, an interschool soccer tournament, and a scaled-up Christmas market) and noted no concrete funding requests yet. The council will need to assess internal resources and may request funding via email if timing prevents a board vote. The board shared upcoming meeting dates (internal board meeting on 7 October 2026 and a board meeting on 14 October 2026) so the council can plan funding requests accordingly.

- **Topics of Discussion:**

1. **Traffic safety pilot and data-collection proposal:** A proposal was presented to run a pilot "traffic safety partners" program to collect documented observations of traffic violations around the school and to provide visibility through volunteers wearing safety vests. The proposal includes a small web tool to coordinate volunteer shifts, record observations, and generate service certificates for National Honor Society (NHS) volunteers. The Verein was asked to act as the issuing body for certificates and to be listed in the website Impressum; hosting costs were estimated under €150/year and the presenter offered to cover costs if needed.

Key points and concerns raised: data protection and GDPR compliance (hosting, access controls, database location), the need for parental consent for under-18 volunteers, and the practical difficulty of recruiting high-school volunteers. The board noted that legal representatives were absent and deferred formal review to the internal board meeting on 7 October 2026. The presenter agreed to send detailed materials to the board for review.

2. **School shop renovation update:** An update was given on the school shop renovation: furniture was removed and claimed by teachers, ELFA shelving was professionally installed, IKEA deliveries arrived, and assembly and mounting work are scheduled. The team expects the shop to be operational before the upcoming break, though not necessarily by 7 October 2026.
3. **Fun Run - logistics and preparations:** A detailed status update was provided on Fun Run preparations: pledge cards and parent letters distributed, running schedule set and distributed to teachers and parents, t-shirts ordered and expected to arrive Monday, market stands and food vendors arranged, and a large influx of parent volunteers. Outstanding items include securing a first-aid team (the usual provider lacks capacity), finalizing a sports-field map and stand locations, and confirming fruit deliveries and quantities. The tech crew and music/entertainment schedule were confirmed, and a day-before rehearsal and power/equipment checks were emphasized to avoid last-minute issues.
4. **Website update:** The website update was discussed: content revisions and event information will be incorporated after the Fun Run, and the site will be taken live once

responsive design and high-level checks are complete. No immediate blockers were identified.

5. **SAF policy adoption and audit follow-up:** The board reviewed the finalized SAF policy documents prepared by the SAF working group and school administration. The documents aim to improve transparency, accountability, and annual reconciliation of SAF balances and to address audit findings (large balances, suspended accounts, and spreadsheet-based controls). The board discussed the need for annual reporting and reconciliation deadlines and for admin signatures to formalize responsibilities. The board agreed to adopt the documents and to circulate them for signatures, with an October 1 deadline referenced for certain submissions.
6. **SAF Governance and tax questions:** The SAF structure and governance were discussed: the Verein is the account holder and ultimate decision-maker, while a small committee (four members) provides operational support and day-to-day management. The committee composition and roles were clarified (finance manager, school administrator point person, a second person with account access, and a board liaison).

Tax and accounting questions were raised: whether SAF income is taxable, how event revenue (e.g., ticket sales, food and drink) is treated, and how to document tax-free status. The board wondered whether current activity levels are below thresholds that would trigger tax relevance, and if that larger public events would require different handling. Lori Cook tracks each group's tax burden in sub-accounts for audit readiness

- **Board votes and procedural follow-ups**

Several formal votes were taken and recorded:

- Board-only minutes from 9 September 2026: approved (5 yes, 0 no).
- Additional Growth Mindset stamps (€89.95): approved (5 yes, 0 no).
- Family needs request for an 11th-grade ELCA art trip (€450 contribution toward an €850 trip): approved (5 yes, 0 no).
- Cursive writing books (€570): not approved (3 yes, 3 no).

The board discussed procedural issues with the EasyVerein voting tool (inconsistent email delivery and voting glitches) and agreed to review voting practices and follow-up reminders to ensure fair and consistent board participation. The cursive writing item and related principles were flagged for further discussion at the November 14, 2026 meeting.

Next Meeting / Closing

- **Next Meeting**

Next meeting: 14 October 2026, 7:00pm in the Quiet Room in the back of the library. (same time, same place).

- **Meeting adjourned:** 20:45.