

## **ES Teilkonferenz - Faculty Meeting**

John F. Kennedy School  
Summary for Parent Council  
16.11.22

### **Professional Development Days**

Agenda revisions are in process. Content is facilitated and created by teachers. Topics are driven by multiple surveys, general goals and accreditation goals. Key topics include NEASC and a strong focus on the bilingual concept. Concerns regarding internet bandwidth were discussed as BERMUN is taking place simultaneously.

### **Student Council**

Food drive is underway, ending on Tuesday. Emphasis was placed on keeping the class contest focused on fun. Kindness week will take place in January for grades 3-6 with an assembly on 11 Jan 23.

### **Parent-Teacher Conference Discussion and Feedback**

The scheduled dates are not set by admin. Teachers stated it was difficult to handle meeting volume over consecutive days and would like to have input on schedule. Teachers would like to know if it is possible to request date changes and how far ahead those requests must be made.

Scheduling challenges include the timing of fall break and short weeks that occur in November. Scheduling ES + HS conferences on the same day makes it difficult for parents with students in both schools to find time slots. New challenges came with the WebUntis scheduling tool rollout for some parents and some teachers.

In spring 2022, ES admin was told that "MyConference" software license (provided by Senat, not JFKS admin) would not be active for 2022-23 school year and implemented WebUntis. As it turns out, the software license was not canceled so the high school used it. By the time this became known to ES admin, Webuntis was already being implemented.

### **Staff Code of Conduct**

A documented staff code of conduct has been in process for approximately 18 months. Administration, faculty and Senat representatives discussed the goals and concerns of the document.

The goal is to define a plan to safeguard students and teachers that is clearly outlined in English and German. It seems that teacher employment contracts (available only in German) refer to child protection laws in Germany and teachers are bound by those. However, specific information regarding how staff and students can ask questions about and report concerning behavior and situations are unclear. Various scenarios were discussed to outline different needs for different groups. Example: in an EC classroom, a child may more likely need to be physically picked up and moved if they are a danger to themselves or others so a code of conduct would need to address a variety of circumstances.

A code of conduct may be implemented but a signature of agreement may only be voluntary, not required. It was noted that students and teachers alike should understand how to report a situation of concern between any combination of parties. There is currently a student reporting system in the high school.

### **WebUntis**

There will be a vote in the spring about whether staff would like to continue with WebUntis. Participation for this school year is voluntary. There are other online tools available but it seems the Senat most heavily subsidizes Webuntis. The ES uses the tool differently than the HS. ES currently uses only modules for attendance and scheduling. Individuals encouraged colleagues to try to learn and see benefits of the system. Discussion of additional modules available within WebUntis that may benefit the ES setting. A brief WebUntis FAQ/learning session and demo was provided. Office hours and other support resources have been and will be available to staff.

During the discussion of the attendance module, it was noted that all ES students require a written note from their guardian after any absence upon return to school. This is in addition to the email to be sent to the teachers and ES office on the day(s) of the absence(s). Without this note, absences may be noted as unexcused. (A note from a doctor is required after three consecutive days of absence.)

### **Rainy Day Student Supervision**

Plans for various grade levels were reviewed.

### **Odyssey of the Mind**

This program has had strong support and participation in the past but is not currently very robust. A teacher expressed interest in reinvigorating the program.

### **Open Forum**

In addition to the open forum portion of the meeting there is a call for agenda items ahead of time. Individuals with concerns to be discussed are encouraged to submit agenda items ahead of time to ensure adequate time can be allotted.

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