

**JFKS High School Faculty Meeting**  
**Nov. 21, 2019 (8:00am) (Summary for Parent Council)**

**Main Topics:**

• **Report from ED Reps**

- Teacher handbook is still being finalized and will then be sent to Frau Orgis.
- American principal candidates will be here Jan. 15<sup>th</sup> and 23<sup>rd</sup> for interviews and final candidate selection.
- Schulvertrag – Paper which outlines the agreed upon school goals/strategy will be done by the end of the year.
- NEASC accreditation team will be coming to JFKS Feb. 17-20<sup>th</sup>
- Subcommittee to be formed to brief parents who are newly arrived from US on special needs and IEPs (Individual Education Programs).
- Ricoh, the ISP servicing the school's network, will install new switches and routers over the winter break, to be completed by April 1<sup>st</sup>.
- The number of children attending Hort continues to increase, increasing the space required for afterschool care.
- The ED will perform a self-assessment process.
- ED has reviewed the criteria used to assess the social skills of grades 3 – 6 which are included in ES report cards.
- Mr. Lee recommended dropping AP Environmental Science from the HS curriculum and replacing it with an Introduction to Advanced Biology. This was approved.
- Leistungskurs (LK): A request was made to the administration to identify the minimum number of students required to have an LK. The administration does not want to establish a hard criteria for an LK course and would like to maintain flexibility in scheduling.
- Security: By the end of June 2020 the security booth, campus lights, and locks are expected to be installed.
- The Berlin Senate is trying to officially take over the Hort property in the next few years.
- Finances – There was a lengthy discussion about finances and the difficulty of getting a school budget from the Senate. The transfer of accounts from Bezirk Zehlendorf to the Senate has not been completed and is complicating the budgeting process.

• **School Conference report from teacher representatives**

- ES only has one special needs teacher, which is especially an issue when the teacher is out sick.
  - Food Committee – Chris Weiss is the HS teacher rep. There are too many students having to be served at once. Lunch for HS students with lunchtime activities scheduled is very difficult as students do not have enough time to eat. It is urgent to find a solution.
  - US Principal candidates will be interviewed on Jan. 14<sup>th</sup> and 22<sup>nd</sup>.
  - American ES teacher reps highlighted the issue that American teachers may be unfairly disadvantaged financially since their credentials can only be upgraded to a higher pay scale if they teach in their mother tongue only. Some ES teachers are sometimes required to teach in both languages though, which makes them not eligible for an upgrade and thereby financially disadvantages them. German teachers' salaries are upgraded from E11 to E13 though.
- The administration recognized the commitment teacher representatives make as part of the SK and ED and reinforced how critical and appreciated that teacher participation is to the school.
- Delia Simons – Kontaktlehrerin, presented her role and focus on drug prevention at JFKS.

- Delia discussed whether or not teachers should approach students who are smoking in the park and are under 18 years of age. She advocated that teachers should proactively approach student and she reinforced the fact that teens need limits and guidance.
- One role of the Kontaktlehrer is to connect all constituents and ensure there is communication among parents, teachers, administration, Haus Reil and homeroom teachers. She will work toward having a presence on the website with information about drug abuse and with links to further resources.
- She would like to present to the parent council and student council to make them aware of her role.
- Plans to create a flow chart / poster similar to the one for anti-bullying so that people know what to do and where to go if they have a drug incident to report. She also wants to establish a tracking method for drug incidences on campus.
- Electronic Device Policy Feedback from teachers.
  - It is going surprisingly well. Students have accepted it.
  - Some students seem to be slipping back to old habits and need to be reminded.
  - Question: When is “after school”? Is it after 3pm or 4pm? What is the “campus” defined as?
  - Shouldn’t parents be a role model and not use phones on campus?
  - Lunch is very loud with 7<sup>th</sup> and 8<sup>th</sup> graders now. Students seem to be talking and laughing now.
  - SC is asking about having additional board games, ping pong paddles, ...
  - The campus seems to be more peaceful and calm, without distractions.
  - A student may ask a teacher if a student has an issue and really has to use his/her phone.
  - Reminder that this is a pilot policy and is evolving.
- Lockdown Drill with students
  - Previously the lockdown drills were not done with students. The US Embassy requested a more stringent drill with students involved. Drill will be done with K-12. Teachers will talk about it and prepare students. Drill lasts on average 10 minutes with a 6-8 minute lockdown period. Dec. 18<sup>th</sup> at 10:45am.
- HS Course Catalog- Teresa Gebhardt
  - Parent council has requested a HS course catalog with course descriptions. Descriptions will be collected and synthesized in a google doc, shared with the faculty heads with editing rights, and shared with all faculty with commenting rights. This will be a living document.
- 5 year NEASC report Feb. 17-20<sup>th</sup>
  - This visit is a mid-way check point in the 10-year accreditation to see how we are doing. There will be a half day workshop on Feb. 17<sup>th</sup>. David Krupski will lead the committee.
- Anti-bullying Survey results were presented. The workshop following this meeting will focus on anti-bullying. In addition a working group will meet Dec. 9<sup>th</sup> at 19.00 in the film room.
- A new volunteer is needed to be the Brandschutzbeauftragter.
- Attendance at events (commentary by a teacher) – Years ago approximately 250 people attended JFKS musicals, now only around 150 people attend. Earlier, parents and teachers would show up at sports events. Now few teachers and parents go to events, for whatever reasons. It is important to show kids that we do care about them, outside of the classroom too. We care about them as people and not just about their grades. Show them we care about the things they care about. Kids like recognition and walk taller when we recognize them and what is important to them.
- Bilingualism Committee – Melissa Wiltzius is starting a faculty working group to focus on ideas and solutions to foster a more bilingual environment.