



TO: Members of the School Conference

FROM: Brian L. Salzer, Managing Director

Final Agenda

**For the fifth meeting of the School Conference on
*Wednesday, May 16, 2018 at 15:15, in room W125***

1. Approval of Agenda
2. Approval of Minutes
3. Gründung einer Schülerfirm: presentation given by T. Sherwood
4. Discussion of order of procedures for Administrative interviews
5. Double usage of Entrance Class classrooms for after-school care –
 - i. Special Guests invited: Dagmar Opitz, Elizabeth Hoedt
 - ii. Special presentation or report given by ES teachers and Hort
6. Mittagessenausschusses/Lunch Committee
7. Geschäftsordnung / By-Laws
8. Presentation of Curriculum for „Vocational and Post-Secondary Orientation” given by Hr. Schulz
9. Schedule conflict between HS Orchestra performance and French LK trip
10. Future access to the school campus from the back gate
11. Miscellaneous

**JOHN F. KENNEDY SCHOOL
DEUTSCH-AMERIKANISCHE GEMEINSCHAFTSSCHULE
GERMAN-AMERICAN COMMUNITY SCHOOL**

**Minutes of the School Conference
May 16, 2018 at 15:15 h**

In attendance:

Administration: Brian Salzer, Steffen Schulz, Rasco Cortinas, Jenny Hoenicke
Teacher Representatives: Andrew Rockenstein, Heather Rising, Malte Schroeder, Timm Jones, Phil Blessman, Christian Neumann
Parent Representatives: Kimberley Schneiderei, Lars Bespolka, Anja Kamradt, Kristen Winkler, Klaus Hentges, Nelly Heidbrink
Student Representatives: Maya Lugani, Tillmann Sherwood, Susanna Heidbrink Miles Grant
Hort Representative: Julia Spieß

Guests: Christina Schmock, Frau Blank, Frau Waldschütz, Julia Wachs, Dagmar Opitz, Elizabeth Hoedt, Moritz Rappold

1. Approval of Agenda

The Agenda was approved unanimously.

2. Approval of Minutes

The Guests were unanimously approved. The minutes were not approved and will be approved later in the meeting. (Minutes were not approved. Need to be approved at the next meeting).

3. Gründung einer Schülerfirm: presentation given by T. Sherwood

Start-up of a student company: Key Activities were presented. Selling recycled merchandise (nachhaltig einkaufen) for a profit to donate to environmental organizations. Details regarding the start-up were presented. Mr. Lee is the teacher who is supporting the group. Questions regarding bank account, loss of profits and general questions occurred. Brian Salzer recommends and the SK members decided to table the approval until next meeting with the request for Mr. Lee to attend the meeting for further questions.

4. Discussion of order of procedures for Administrative interviews

Question of the new process of the hiring of the principal positions was presented. Frau Waldschütz explained the hiring process (Stellungbesetzungsverfahren). She had the process examined and explained how the last hiring process transpired. The John F. Kennedy School law has precedence regarding the selection of the principal. In the past, the school had interpreted the school law differently than now. A new review of the school law determined that the SK interviews the candidates first, gives their recommendation to the ED, who in turn, approves the SK's selection. In order to be able to give their approval, the ED must interview all candidates in a similar manner to the SK. It is also possible for the ED to override the suggestion of the SK

The JFKS law changes need to be approved through the correct channels in the Berlin government. As changes to the law are required in connection to the move to the Senate, it may also be possible to make other changes. Possibilities discussed by the SK members included adding teachers and students to the ED personnel committee when deciding on principal positions and requiring the ED to provide a reason to the SK when deciding against their recommendation.

Frau Waldschütz stated that such suggestions for changes in the law can be submitted by our administration to the ED.

5. Double usage of Entrance Class classrooms for after-school care –

Special presentation and report given by ES teachers and Hort.

Elisabeth Hoedt and Dagmar Opitz presented the view of the lower elementary teachers in both English and German. The teachers in the lower elementary are opposed to the double usage of the classrooms. The EC program will suffer greatly under the double usage. Ms. Hoedt explained at length the program. The teachers need the time before and after school to prepare for the children's program on a daily basis. The early care which takes place at the moment is already proving to be difficult. The teachers request the SK to review the decision to use the room for afternoon daycare. Attached to the minutes is a page provided by the teachers

Tina Schmock from the Friendship Center and Racso Cortinas from the school administration presented the view of the Hort. The numbers of children attending the Hort were presented. As of August 2019, Hort will only cost 37 Euros per child for food and there will be no requirements of need for childcare anymore, which means more children will be attending Hort. The space required for each child is 3 square meters. The Hort does not have the space available per child at this time. Cooperation with the Hort was renewed in September 2016. Lower elementary has age appropriate toys and books. The hallways are large which can be used for various activities. The children are very flexible and can adapt to using their classroom during school hours and for after school daycare. Mr. Cortinas assures that no one wants to get rid of the EC. He realizes that it is a challenge for the teachers, but is positive that we can come up with solutions for the

teachers to be able to accept this change and work with the Hort for the betterment of the children.

A complete Ganztage concept needs to be developed for the school and kids.

Frau Waldschütz. Very interesting to hear the various sides. She is appreciative that a move in this direction is taking place and feels that it has been long awaited. School and after school care should go hand in hand - teachers and caregivers should work more closely with another. The District decides about room usage and although a double usage is not ideal, it is sometimes necessary especially when the number of children increase. The approval of the operating license is binding, that the rooms must have double usage. It doesn't necessarily need to be the entrance class rooms however, they are the most suitable for the smaller children. In the coming years, there will be the need to build but it will take a long time for construction to begin.

A discussion took place with questions and answers. Ms. Schmock spoke about the sense of using the EC rooms because the kids are small and keeping them in a certain area is the safest for supervision. Frau Waldschütz encourages that a long term concept needs to be developed, but it does not negate the fact that we need to make some kind of immediate change. She suggests at least to try using the rooms for a year and see how things work out. If it doesn't work out, then another suggestion needs to be made. But as it is right now the Cooperation Contract and the license of operation (Betriebserlaubnis) are binding. We don't have the right to use the rooms for oneself, they need to be shared.

Frau Blank doesn't see that there is a better solution than the EC rooms. When specifically asked by Frau Opitz whether there was the option of finding other classrooms other than the EC classrooms, both Frau Waldschütz and Frau Blank said no, the Entrance classrooms are the only option. Frau Blank mentioned that other schools do not have an EC and the students are still able to achieve the Abitur.

The steering committee was trying to work on a concept, but there doesn't seem to be enough time to do it until the beginning of the next school year. Mr. Cortinas mentioned that this double room usage is only a small portion of the whole concept of the All Day School (Ganztagschule). He pleads that everyone have an open mind to try to work on this to work for the new school year.

6. Mittagessenausschusses/Lunch Committee

Who is on the lunch committee? Luisa Weiss and Lisa Spencer are chairing the committee. At the beginning of the school year each group should elect new members and then the SK can approve the new members, as soon as possible. The lunch committee will have the task to select a new caterer in 2019 and present their recommendation to the SK.

7. Geschäftsordnung / By-Laws

Will be postponed to a further date. It was suggested to call an extra meeting in June specifically to address the by-laws, which will be Wednesday, June 13.

8. Presentation of Curriculum for „Vocational and Post-Secondary

Orientation” given by Hr. Schulz

Curriculum Framework (Rahmenlehrplan) 1-10 (taking into account grades 11-12). Inclusion: All schools are obligated to comply. Basis curriculum: Language development, Media development, Updating school internal curriculum, Concept for further education, Overlapping subjects, Career and Study orientation, and 10 further subjects. The school wants to move the internships to the 9th Grade instead of currently 10th Grade. Pro and Contra discussion took place.

9. Schedule conflict between HS Orchestra performance and French LK trip

K. Schneiderheit described the problem and conflict, as depicted by the 11th/12th grade parent reps. Dr. Neumann added that the French course trip was originally scheduled for Saturday but had been moved to Friday because the flight was much cheaper that day. The organizers had asked the administration to give their permission to leave already on Friday, and they got the authorization. At that point, nobody was aware of a possible conflict with the music department. The music department would not give permission to the students to make up the concert as it is a performance exam (Klausur). The students mentioned however, that the music department lets students who are sick make up the concert, in that they perform a solo for the teacher. A remark was made that parents should have checked the schedule a head of time before they signed their student up for the trip. The concert dates were given to the students at the beginning of the school year, however, the HS concert was not on the Klausur calendar in November when the trip was planned, therefore the French teachers did not realize that there was a conflict and they acted in favor of the parents to make the trip cheaper. The students and the parents feel that the music department is not flexible, although the students get excused from other Klausur exams in order to take honor choir, band and orchestra trips. The students, parents and teachers ask that the music department put their “Klausur Concert” on the Klausur schedule to avoid conflict in the future.

The question arises whether anything could be done to compensate the parents of the nine students who had to pay the extra fee to get the flight rescheduled. Dr. Neumann said that one of the nine families has asked for financial support and has been compensated by the Fun Day money of the French Department. Other families did not apply. However, if there still is another family in financial need, they can contact the French Department to discuss if a support could be granted.

10. Future access to the school campus from the back gate

Mr. Salzer understands that the back street is difficult because it is very congested, however it is not realistic to close off the back gate because of the logistics of getting the students on campus. Suggestion to ask for a drop off zone in the back to try to get the drop off to flow better.

11. Miscellaneous

The five EC teachers for next year and the five afternoon care givers will meet May 29 to discuss the double usage of the rooms.

The Ganztags AG steering committee will meet again June 11th to continue discussions of the concept.

Submitted by: Kimberley Schneidereit