



TO: Members of the School Conference

FROM: Brian L. Salzer, Managing Director

Final Agenda

**For the first meeting of the School Conference on
Wednesday, October 10, 2018 at 15:15, in room W125**

1. Approval of Agenda
2. Approval of Minutes from June 13, 2018 and August 22, 2018 (attached)
3. Geschäftsordnung / By-Laws (attached)
4. Short Presentation about the School Conference
5. Informing Members of Confidentiality Clause in School Law (§120 Abs. 3 Schulg)
6. Security Concept Update
7. Back Gate Entry
8. Traffic Committee Discussion
9. Steps Taken: Antisemitism
10. Establish a Finance Sub-Committee
11. Role of the School Conference as decision maker at the John F. Kennedy School
12. Study on inclusion and special needs: next steps
13. Food Committee: approval of members of the sub-committee
14. Announcements/Miscellaneous

NOTES: Voting results always shown as (yays, nays, abstentions)

**Minutes of the School Conference
October 10, 2018 at 15:15 h**

In attendance:

Administration: Brian Salzer, Jenny Hoenicke
Alternate: Steffen Schulz

Teacher Representatives: Heather Rising, Gabriele Jendretzki, Anne de Tarr

Parent Representatives: Lars Bespolka, Kristen Winkler, Stefan Berger, Marion Patt
Alternates: Nelly Heidbrink, Kristina Pedersen, Anja Hollmann,
Katrin Völkner

Student Representatives: Lars Brown-Heidenreich (until 16:30), Christine Cook, Isabel
Tscherniak, Johannes von Kleist

Voting members: 13 voting members present (12 voting members after 16:30)

Brian Salzer opened the meeting at 15:15 and requested everyone introduce themselves to the group before moving on to the agenda points.

1. Approval of Agenda

The Agenda was unanimously approved. (13,0,0)

2. Approval of Minutes

The Minutes from June 13th, 2018 were approved (12,0,1).

The Minutes from August 22nd, 2018 were approved (12,0,1).

3. Geschäftsordnung / By-Laws

All members were provided the by-laws in German and English in advance by e-mail. The by-laws may be updated and changed as necessary and will be voted on by the Conference in the beginning of each school year.

The by-laws were approved. (13,0,0)

4. Short presentation about the School Conference

Kristen Winkler presented a short overview about the School Conference: who the members are, when and where they meet, and what rights and responsibilities they have. A copy of the power point presentation will be provided to all members per e-mail for reference purposes.

5. Informing Members of Confidentiality Clause in School Law (§120 Abs. 3 SchulG)

The Confidentiality Clause from the Berlin school law was shared with all members by e-mail ahead of time. In accordance with the law, Mr. Salzer reviewed the clause with the group stating that information in the SK is discussed in confidence. The general message can and should be carried out and shared with our community, but the details need to stay within the group. Additionally, no personnel information should be shared outside the group.

6. Security Concept Update

Brian Salzer gave a brief overview of the security concept that is under discussion: increased lighting, cameras, unarmed security guards with booth, limited access to the school via only the front gate, and new locks. The concept has been created with input from both the US Embassy and the Berlin Senate. Unfortunately, nothing has been acted on yet.

Isabelle Tscherniak asked if student IDs would always need to be shown or only during off hours. Mr. Salzer replied that the plan is to only require IDs once the gate has been closed in the mornings (ca. 8 am).

Gabi Jendretzki asked if parents coming after 8am would need to sign in at the office. The details are still being worked out, but parents entering campus will most likely be required to sign in and out with the front guards.

The SK created a security sub-committee last year. Remaining members are Brian Salzer, Steffen Schulz and Lars Bespolka. Lars Brown-Heidenreich volunteered to join the group.

7. Back Gate Entry

The Senate would like to close the back gate entrance to the school. Currently it is open in the morning from approximately 7:30 to 8 am.

Lars Brown-Heidenreich begins the discussion by stating that the students are very interested in keeping the back gate open.

Kristen Winkler reported that the parents feel the same way. Parents are also concerned that this gate will not remain an emergency exit requiring the youngest students (EC-4th grade) with classrooms along the back of the building to walk further in case of an emergency. The administration assured the gate would remain as an emergency exit.

Families living behind the school are also very unhappy of the idea of the new route to school. The park next to the school is very dark during the winter months and somewhat dangerous for young children. Walking completely around the block on the sidewalk significantly increases the time required to get to school. Additionally, there is the problem of the large amounts of traffic on Teltower Damm. It was noted that closing the back gate would not necessarily materially relieve the traffic and noise along the streets behind the school as many parents would still avoid Teltower Damm and continue to drop their children off there (and then they would need to make the walk through the park to the front of the school).

Nelly Heidbrink offered on behalf of the Traffic Committee to contact the neighbors along the back of the school to discuss possible solutions for the morning traffic problems.

All members were in agreement that the back gate should remain open. The SK decided to write a letter to Frau Orgis, Senate representative, and Frau Waldschütz, superintendent, to inform them about the opinion of the community. The SK has a right to be heard on issues concerning safeguarding the way to and from school for our students.

ACTION POINT: Kristen Winkler and Anja Hollmann volunteered to draft the letter. It will be circulated amongst the SK members for comments and changes. The letter will be shared at the ED meeting on November 27th.

8. Traffic Committee Discussion

Nelly Heidbrink reported about the serious accident involving a four year old boy and a bicyclist right in front of the school during the morning drop off.

A questionnaire is being developed to gain information about methods of transportation to school and accidents from the students.

The NHS has offered to help escort younger children from the drop off zones on Teltower Damm up to the school campus.

The Verein has offered to sponsor speed sensors, but the district has not yet approved them. The district keeps passing us along to a different department.

9. Steps Taken: Anti-Semitism

Mr. Salzer distributed a letter, which was sent out to faculty and staff, describing the steps taken in the past, present and future in connection with the anti-Semitic bullying that took place in the 9th grade last school year. Frau Gomis, the anti-discriminatory representative, will be at the school October 16th to conduct an analysis of the school climate. Teachers will be offered further training about how to deal with bullying during the professional development days in November.

A long discussion ensued about how best to move forward. The following was decided:

ACTION POINT: Brian Salzer to communicate with the student body about steps taken concerning the bullying.

ACTION POINT: Steffen Schulz to provide SK with the guidelines given to faculty from Frau Müller.

A sub-committee to analyze, clarify and define future policies and procedures concerning bullying was formed. Stefan Berger was named chairman (11,0,1). Further members include Steffen Schulz and Isabelle Tscherniak. A teacher will be found outside of the SK members. Approximately 15 parents have shown interest in becoming involved with this topic. These parents together with interested students and teachers will be organized into working groups to support the work of the committee.

10. Establish a Finance Sub-Committee

In accordance with the Berlin School Law, the school budget should be voted on and reviewed by the SK. Additionally, the SK is allowed to make recommendations and take influence over the way money is spent.

A sub-committee was agreed upon with Jenny Hoenicke as chairperson. Other members include Marion Patt, Gabi Jendretzki and possibly Timm Jones.

Brian Salzer explained that money earned by student clubs are handled separately by Lori Cook over the Student Activity Fund, which is audited on a regular basis and falls under the Verein organization.

11. Role of the School Conference as decision maker at the JFKS

The School Conference has been disregarded and excluded from decisions in several situations. This is not in accordance with the Berlin School Law.

The upcoming changes in the JFKS law were also questioned in this regard. What changes are being planned and will the SK have a chance for input before the ED votes?

ACTION POINT: Kristen Winkler to contact Sonja Fietz regarding the JFKS law; what laws will be changed and where are we in the process?

12. Study on inclusion and special needs: next steps

Brian Salzer explained that the points raised in the inclusion study have become part of the strategic plan of the school. Currently the school has increased its level of services and has been able to internally fulfill most hours required by the students. The school has hired additional teachers to help with special needs and sent other teachers to training about differentiation. An open ended discussion ensued concerning additional help perhaps being needed in the high school and the possibility of offering non AP high school diploma classes.

13. Food Committee: approval of members of the sub-committee

Brian Salzer announced that the contract with the caterer went until the end of the school year 2019. Due to the move to the Senate, the contract was extended one year until July 2020. Issues raised by the parents were noted: quality of the food and the long lines.

ACTION ITEM: Brian Salzer to provide the Food Sub-committee with a copy of the caterer contract.

The following sub-committee members have been approved: Luisa Weiss and Lisa Spencer (parents), Jenny Hoenicke (admin), Julia Spieß (Hort), Timm Jones and Heather Rising (teachers), Johannes von Kleist (student).

ACTION ITEM: Johannes and Frau Hoenicke to find elementary students to be part of the sub-committee. Approval to be given at the next SK meeting.



14. MISCELLANEOUS

SK meetings for the coming school year: December 6th, February 20th, and May 22nd.

The HS German principal position has been posted for applicants. The interview process will potentially take place in January 2019.

ACTION ITEM: To be included on the agenda for the next SK meeting is an update on the Hort situation and the changes to the Entrance Class Hort.

ACTION ITEM: Svetlana Ostojic to please provide current number of children attending afternoon Hort program per grade level for discussion at next meeting.

ACTION ITEM: To be included on the agenda for the next SK meeting is a discussion about a parent initiative for water fountains in the school.

Meeting adjourned at 17:50.

Minutes submitted by Kristen Winker:

Approved by Brian Salzer:

Voting members

ANWESENHEITSLISTE - SCHULKONFERENZ 10.10.2018

	NAME	FUNKTION	UNTERSCHRIFT
	ADMINISTRATION		
X	Mr. Brian Salzer	Admin HS - US	<i>Brian Salzer</i>
X	Frau Jenny Hoenicke	Admin ES -- D	<i>J. Hoenicke</i>
	LEHRERVERTRETER		
X	Ms. Rising, Heather	ES Rep - US	<i>H. Rising</i>
	Ms. Rockenstein, Andrew	ES Rep - US alt	
	Herr Jones, Timm	ES Rep - D	
	Herr Malte Schroder	ES Rep - D alt	
X	Ms. de Tarr, Anne	HS Rep - US	<i>A. de Tarr</i>
	Ms. Blessman, Phil	HS - US alt	
	Frau Jendretzki, Gabi	HS - D	<i>Gabi Jendretzki</i>
	Herr Neumann, Christian	HS - D alt	
	SCHÜLERVERTRETER		
X	Mr. Brown-Heidenreich, Lars	US	<i>Lars Brown-Heidenreich</i>
X	Ms. Cook, Cristine	US	<i>Cristine Cook</i>
	Ms. Gschwind, Emily	US alt	
		US alt	
	Frau Tscherniak, Isabel	D	<i>Isabel Tscherniak</i>
X	Herr vo Kleist, Johannes	D	<i>Johannes Kleist</i>
	Frau Fietz- Johanna	D alt	
	Frau Heidbrink, Susanna	D alt	
	ELTERNVERTRETER		
X	Ms. Winkler, Kristen	US	<i>Kristen Winkler</i>
X	Ms. Bespolka, Lars	US	<i>Lars Bespolka</i>
	Ms. Heidbrink, Nelly	US alt	<i>Nelly Heidbrink</i>
	Ms. Pedersen, Kristina	US alt	<i>Kristina Pedersen</i>
X	Frau Patt, Marion	D	<i>Marion Patt</i>
X	Herr Berger, Stefan	D	<i>Stefan Berger</i>
	Frau Völkner, Katrin	D alt	<i>Katrin Völkner</i>
	Frau Holmann, Anja	D alt	<i>Anja Holmann</i>
	HORT		
	Frau Svetlana Ostojic	EFöB - JFK FC	
	Frau Julia Spieß	EFöB - JFK FC	