



TO: Members of the School Conference

FROM: Brian L. Salzer, Managing Director

Final Agenda

**For the second meeting of the School Conference on
Thursday, December 6, 2018 at 15:15, in room W125**

1. Approval of Agenda
2. Approval of Minutes from October 10, 2018
3. Review of *Action Items* List
4. Drafting a Plan for the Entrance to the School Grounds for the Students
5. Sub-Committee Reports:
 - a. Security Plan Update
 - b. Finance Subcommittee Update
 - c. Food Committee Update: Water Fountains
 - d. Anti-Bullying Update
 - e. Ganztage Update
 - f. Traffic Update
6. Creating a Building and Maintenance Committee
7. Changes in the Administrative Structure of the FC: Svetlana
8. Hort and Entrance Class Situation Update
9. Drug Use, Sexual Harassment and a Safe School Environment
10. High School Cell Phone Policy
11. Building Project – Water Fountains
12. Conflict with Teachers
13. Substitution Policy

**Minutes of the School Conference
December 6, 2018 at 15:15 h**

In attendance:

Administration: Brian Salzer, Jenny Hoenicke
Alternate: Steffen Schulz

Teacher Representatives: Heather Rising, Gabriele Jendretzki, Timm Jones,
Alternates: Malte Schroeder, Phil Blessman (voting rights)

Parent Representatives: Lars Bespolka, Kristen Winkler, Stefan Berger (from 16:45), Marion
Patt
Alternates: Nelly Heidbrink, Kristina Pedersen, Anja Hollmann
(voting rights), Katrin Völkner

Student Representatives: Lars Brown-Heidenreich, Isabel Tscherniak, Johannes von Kleist
Alternate: Johanna Fietz (voting rights)

Voting members: 14 voting members present

Brian Salzer opened the meeting at 15:15.

1. Approval of Agenda

The Agenda was unanimously approved (14,0,0).

2. Approval of Minutes

The Minutes from October 10, 2018 were approved (14,0,0).

3. Review of Action Item List

All outstanding action items on the list were completed.

4. Drafting a Plan for the Entrance to the School Grounds for the Students

Agenda item was discussed following agenda item #8 to accommodate the later arrival of Frau Orgis. (See below)

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

5. Sub-Committee Reports

a. Security Plan Update (Herr Schulz)

Herr Schulz reported that the Senat is currently reviewing the three bids submitted for hiring a security firm. No timeline has been provided by the Senat. The decision for which company will receive the bid lies with the Senat.

Next concrete step in regard to security measures will be the replacement of all outside and selected critical interior locks, which should be completed by the end of January.

Mr. Salzer reported that the 2nd school-wide lock-down drill ran smoothly. 97% of teachers said in a survey that the lock-down went well or very well.

Action Item: Mr. Salzer will communicate to the school community (potentially via the Parent Council Board or directly) that there is no given schedule yet for implementing the security plan (including access via the back gate) and will encourage PCB to send an email to parent representatives and to post this information on Facebook as well.

b. Finance Subcommittee Update (Frau Hoenicke)

The Finance subcommittee has not yet convened. The administration provided a copy of the 2018 budget to the SK members. The main responsibility and oversight functions currently lie with the ED (as spelled out in the Gremiumkompetenzen SK/ED paper). A brief discussion followed whether the oversight of the budget should be the ED's or the SK's responsibility. In accordance with Berlin school law, it is the SK's responsibility but in JFKS practice this task has been in the hands of the ED.

Action Item: Kristen Winkler suggested to add a review of the respective responsibilities of the ED and SK to the agenda for the next meeting.

c. Food Committee Update (Frau Hoenicke)

The food committee added new members and is still accepting new members. It was pointed out that some members of a group that existed last year have not been folded into the current committee but would like to be included. There is still a need for elementary school students to be represented on the committee. Herr Jones suggested that elementary school teachers can help recruit students.

Action Item: Frau Hoenicke will contact all interested parties to schedule the next meeting.

Water fountains: A parent initiative approached Kristen Winkler and signaled interest and willingness to bring drinking fountains to the school. Anja Hollmann is connected to a foundation that might support the installation of water fountains financially (Stiftung Bildung, call for submissions is attached). SK student representatives expressed great interest in water fountains for the high school as well and are willing to pass on the

information to the student council and the environmental club. Timm Jones said he is interested in the project, Beate Neumann is the contact person for the ES. More information needs to be assembled in order to find out which steps would have to be taken to install water fountains school-wide. (For example: who needs to grant permission? The Senat?)

Action Item: Kristen Winkler to set up contact between interested parties (parent, students, environmental club, teachers, and administration.

d. Anti-Bullying Workgroup Update

Brian Salzer emphasized the current existence of structures, policies and efforts should bullying occur. New initiatives can enhance this foundation.

Steffen Schulz reported that the high school held successful workshops for teachers in November. The workshops were well received and resulted in follow-up activities that are to create a new anti-bullying policy.

The new school-wide anti-bullying workgroup has had two meetings with around 25 participants each. Parent interest is great and more teachers have joined the group as well. The group would still welcome more elementary school teachers. Someone commented that an exchange of information between the group of teachers working on the new policy and the members of the working group might be useful.

As the working group would like to conduct a school-wide survey on bullying. The following motion was made:

The SK entitles the anti-bullying sub-committee to move forward in the creation of a survey. The SK requests to review the final draft before the survey is released to the JFKS community.

The motion carried. (13,0,0; one voting member was not in the room)

e. Ganztage Subcommittee Update

A workshop was held on November 5th for all ES teachers and Hort Erzieher that discussed issues such as joint rules for social conflicts, distribution of Hort Erzieher hours among grade levels, and bullying prevention. There will be a follow-up workshop on February 14th. Additionally, the subcommittee is working on a brochure that explains how the school day at JFKS works.

f. Traffic Subcommittee

There was no update as the subcommittee is waiting on information from the Bezirk.

6. Creating a Building and Maintenance Committee

With the change of school Trägerschaft from the Bezirk to the Senat starting on January 1, the BIM Berliner Immobilienmanagement is now the new contact and responsible party for building and maintenance related matters. Renovations in the range of 40-50 million Euros are slated to

begin next year.

Steffen Schulz informed the SK that there has been no communication and no new development in regard to what kind of renovations will happen, what the priorities are and what the timeline will be. A discussion among some members of the SK followed whether this lack of information would make the work of a building and maintenance committee not feasible at this point. Several people argued that a committee can help advise and plan proactively.

A motion was made to form a Building and Maintenance Committee.

The motion carried. (10,1,3)

Members of the new committee: Kristen Winkler, Anja Hollmann, Lars Bespolka, Heather Rising, Lars Brown-Heidenreich

7. Changes in the Administrative Structure of the FC

Julia Spieß informed the SK that due to increasing numbers of children at the Hort, one more general manager at the Friendship Center and two Hort administrators are being added to the administrative team. Beginning in January, Julia Spieß will be responsible for the EC-2 grades and Svetlana Ostojic for 3-6 grades.

8. Hort Update

Julia Spieß asked to postpone a detailed update to the next SK meeting.

Concerns by other members of the SK were raised in regard to the rising numbers of children and resulting space constraints. Heather Rising pointed out that the elementary program and its curricular needs could be affected by the double-usage of some rooms for elementary and Hort activities.

Replying to remarks about space, Julia Spieß said that Hort should be able to accommodate an increase of about 50 children.

Action Items: Hort report at the next SK meeting. Solicitation of feedback from elementary school teachers.

4. Drafting a Plan for the Entrance to the School Grounds for the Students

Frau Orgis (member of the Berliner Senatsverwaltung für Bildung, Jugend und Familie, and main contact person for the school during the transition time to the Senat; she is also a member of the ED) joined the meeting at 16:45. She acknowledged receiving a petition signed by more than 300 people which expressed a strong objection to closing the school's back gate as part of the new security plan. She also outlined how this topic was discussed in the ED. Frau Orgis stated that the Senat is not prescribing the closure of particular gates and that it is the school's task to develop a security plan that includes measures to regulate how students enter the school in the morning. The Senat is expected to provide the funds for two security guards, but the school has

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to devise and implement the security plan, including the access plan. A SK member inquired whether the school can expect any additional support for devising and implementing a feasible plan. Frau Orgis reminded the school that it may use school funds to obtain outside expertise, and she would be available for guidance throughout the process.

A discussion about the details of a possible entrance plan followed. It included questions involving the role of teachers in the process, how it would affect students, and how access to school grounds may work during vacation time.

Due to the complexity of the topic, it was suggested to form a working group that will take steps to develop and implement a plan for entrance to the school grounds. The following motion was made: Establish a new working group that creates a plan for the entrance to campus. (9,2,3)
The motion passed.

Members of the working group are: Brian Salzer, Lars Bespolka, Kristen Winkler, Phil Blessman, Heather Rising, Lars Brown-Heidenreich, Johannes von Kleist, Isabel Tscherniak

9. Drug Use, Sexual Harassment and a Safe School Environment

10. High School Cell Phone Policy

11. Building Project – Water Fountains

12. Conflict with Teachers

13. Substitution Policy

Around 6 pm, Mr. Salzer suggested to move agenda items 9-13 to the next meeting of the SK, which was unanimously supported.

14. Miscellaneous

- One of the student representatives inquired about a new cell phone policy. Mr. Salzer said that no new policy is in place. A group of teacher is working on creating a policy.
- Agenda items 9-13 are to be on top of the list for next meeting's agenda.
- Nelly Heidbrink reminded everyone that bikes need to be walked up the ramp.

Meeting adjourned at 18:05.

Minutes submitted by Katrin Völkner:

Approved by Brian Salzer: