

Minutes of the School Conference Meeting

Wednesday, April 3rd, 2019, 15.15h

Attendees: Brian Salzer, Rasco Cortinas, Steffen Schulz, Andrew Rockenstein, Timm Jones, Malte Schröder, Anne DeTarr, Gabi Jendretzki, Lars Brown-Heidenreich, Isabel Tscherniak, Johannes von Kleist, Kristen Winkler, Lars Bespolka, Nelly Heidbrink, Kristina Pedersen, Marion Patt, Katrin Völkner, Anja Hollmann, Betina Hegelmann, Clara Hertel

13 voting members present up to and including topic 5, after that 12.

	Topic	Vote Y – N - A	Document/ To do
1.	Approval of Agenda		
	Topic 8 (High school Cell Phone Policy) was adjourned to next meeting and taken off agenda	13-0-0	
2.	Approval of Minutes from February 20, 19		
	Approval including the suggested changes submitted via email to the SK members by Lars Bespolka plus the following changes in the minutes: 2 (1) Timm Jones is not the contact person for food committee. Beate Neumann is contact person for the water fountain project. 5 A. ES Teacher: We lost Heather Rising. See a pattern of losing all teachers..... 5 A ES Teacher: Mentioned Rechnungshof that looks into anything to do	13-0-0	Updated minutes
3.	Review of Action Items List		
	Item #2018-11_ Discussion of ED/SK responsibilities within ED was substituted by a statement made by Dr. Jürgens and the presentation of a paper, which divides the responsibilities. Item #2019-2 Call finance-subcommittee to discuss further review steps of LMF and district money and redraft LMF letter, was first cancelled by the admin due to the statement of Dr. Jürgens above. For the rest see attachment		Updated Action Item List
4.	Counselor’s Presentation on Drugs, Alcohol, Sexual Behavior (harassment/assault) Prevention, Intervention		
	The school counselors explained the procedures in which Intervention and Prevention take place at JFKS (see attachment 2).		Hand out presentation

	<p>It was emphasized that the trained counselors are specialized in recognizing assaults and treating every case individually. A big part is the training of the teacher staff. It's the schools policy to address outside help in severe cases or in cases which occur outside the school premises.</p> <p>The police officer supporting our school stated that the JFKS does not have more problems than other schools and the problems have not increased over the last years. The difference at JFKS is, that the school community is acting accordingly and trying to prevent.</p> <p>Studies have shown that big drug prevention programs do not help as much as personal intervention.</p> <p>It was common agreement that the parents have an obligation to play their part and oversee where their kids are and what they do.</p> <p>A parent noted that the paper presented had limited references to sexual assault and harassment and the school needs to help make sure the school provides a safe school environment for all students, and in particular victims of such behavior.</p> <p>The counselor's may be invited to the next PC meeting in order to address the parents again.</p>		<p>Invitation of the counselors to next PCM</p>
<p>5.</p>	<p>Clarify Lernmittelfond (LMF)</p> <p>Mr. Harz, Head of the Working Group 4 in the department of School Finances, joined the SK meeting to discuss the school finances and especially the Lernmittelfond (LMF or parent book fund.) He was informed that the LMF has to be reformed, since last year the money of the LMF was used for different things than books. No further explanation was possible, since Mr. Harz remarked that "this is a crime". He laid out that in a similar case a school principal in Berlin Charlottenburg was sentenced to jail. Since the LMF is a surrogate for the parents obligation to buy books (Eigenanteil) which might be changed in the upcoming years, he first suggested to no longer use a LMF, but rather require parents to purchase books privately using a booklist.</p> <p>He did not mention if the Senate would be willing to take over the costs of the LMF for this coming school year.</p> <p>After Mr. Harz was informed that at JFKS, booklists for individual students are nearly impossible to create in a timely manner due to all subjects being taught in both languages, complicated class schedules, and last minute language tests resulting in class changes, he made the following suggestions:</p> <ol style="list-style-type: none"> 1. Money should be collected by the Verein into a Verein account and then transferred in full to the Senate. As an open question remained who should actually sign the letter and/or send it out. Herr Harz recommended the school to do it, but it could be the Verein or any other committee as well. (Questions were raised whether the 		<p>Clarification who can/should</p>

Verein has access to all addresses due to data protection laws.)

2. The school can order books and the Senate oversees the spending, etc.
3. There shouldn't be any money left after purchasing the books. If there is money left it would have to be reimbursed to the parents.
4. The calculation of the LMF amount requested from the parents must be precise and based on books, which are actually planned to be purchased for the upcoming year. The calculation has to take into account the money the school receives for books from the district. This needs to be deducted from the total book purchase price to come to the amount the parents need to pay. It's not convincing, if for every grade level the same amount is due.
5. The JFKS has to come up with a booklist per grade.

The HS teacher mentioned the need to be more flexible since some demands within the curriculum are not made known to the teachers in the beginning of the school year.

It was asked whether this discussion should be continued in a more private surrounding or delegated in the finance subcommittee. It had been announced that the subcommittee did not belong within the SK and therefore the discussion needed to take place in the general meeting. This led to a discussion concerning the responsibility to oversee the finances in the JFKS.

Mr. Harz said he had read the law: the Schulgesetz and the John-F.-Kennedy Law and a paper he can't classify, but might be considered as Verfahrensvorschrift ("the Schmidt-Papier"). Reading the law it is clearly the Schulkonferenz. The John F. Kennedy School Law (the only law who could overrule the Schulgesetz) doesn't say it differently. But he needs to talk to the author of the other paper, since he has seen many inconsistencies where that paper is not in accordance with the laws above.

The administration said that the competencies were regulated in the "Gremiumkompetenz paper" which the ED had voted on in spring 2012. One parent voiced the opinion the SK had voted on it, too.

Mr. Harz didn't know of such paper, but said it surely can't overrule the law. But the John-F.-Kennedy law is under review anyhow and he will be in close contact with the administration about this.

sign the LMF letter

Scheduling a LMF 2019/20 meeting

	<p>It was agreed to form a working group in order to set up a new and legally correct Lernmittelfond for next year. Kristen Winkler is to forward an e-mail requesting new members.</p> <hr/> <p>Addendum:</p> <p>During the review of the minutes from the last meeting (topic 2), Mr. Harz was asked about the function of the Rechnungshof.</p> <p>He said the Rechnungshof can asked upon his (the Senate's) request to look into the school's finances; to check if payments in accordance with the laws rules and tender regulations and if invoices have been paid timely, etc.</p> <p>He'll be in contact about this with the administration.</p>		
6.	<p>Restricted Campus Access</p> <p>The concept (see attachment) for a restricted campus access was sent to SK members in advance of the meeting. The concept had already been presented to Mrs. Grit Orgis (Senate). She agreed on it with the change that the video recording may only be stored for up to 24 hrs instead of 30 days.</p> <p>With that change the concept was approved.</p>		<p>(one student left) 11-0-1</p>
7.	<p>Hort and Entrance Class Situation Update</p> <p>This school year the rooms have been used in the afternoon for Hort after school care.</p> <p>The teacher representative presented the collected "feedback" from teachers concerning the double usage of the Entrance Class (EC) rooms:</p> <p>Due to the feedback, the double usage of the classrooms has resulted in a change of the Entrance Class program. Through the morning and afternoon use for Hort care, the teachers do not have adequate time to prepare and set up the necessary materials and tools for their lessons during the short school day.</p> <p>Addition problems include:</p> <ul style="list-style-type: none"> ● No place for meeting parents ● No time for cleaning ● No place/time for preparing projects and math programs and therefore influence/change of program ● That Erzieher don't have room and time for preparation either ● High noise level ● Etc. <p>In detail in the attached paper</p>		<p>Feedback from staff (hand out)</p>

	<p>The “Hort” administration presented their experiences how they make the best out of the situation. Other than the lunch break which takes place in the Aula, the EC children are in the classrooms from 6.30 until 16.00 h. After that they go over to the Hort building.</p> <p>In the afternoon the classrooms are dedicated to a special activity (art room, costume room, etc.).</p> <p>The Hort representatives stated that the communication between Hort and teacher is about to be improved and hadn’t been smoothly so far. A joint concept is in progress.</p> <p>It was stated that the legal requirement of 3qm/child doesn’t exist anymore. The Hort was asked to present data about the actual usage of the Hort (not how many are officially signed in but an average overview how many kids are present at which days and times.)</p> <p>Alternatives were discussed as that another grade may stay in that building, which isn’t an easy solution either.</p> <p>Parents expressed concerns that the program and importance of the Entrance Class concept at JFKS was at risk through the double usage concept.</p> <p>A voting about the double usage was postponed to next meeting though the Hort representatives mentioned that it might be too late to react accordingly for the next school year.</p>		
8.	High School Cell Phone Policy		
	Taken out of minutes (see 1.)		
9.	Building Project – Water Fountains		
	The leader of the project will be asked to present their plans to the next School Conference		Invite water fountain representatives

Attachments:

1. Updated action item list
2. Hand out presentation school counselors
3. Restricted school campus access concept
4. Hand out presentation teachers feedback “double usage of EC rooms”
5. Gremienkompetenzen SK/ED

Minutes taken by Anja Hollmann (parent alternate)