

Final Agenda
For the School Conference Meeting on
Wednesday, May 22, 2019 at 15:15, in room W125

1. Approval of Agenda
2. Approval of Minutes from April 3, 2019
3. Review of Action Items List
4. Vote to Recommend Continuing the EC Double Room Usage for Hort
5. High School Smartphone Policy
6. Elementary School Lunch – New Plan and Organization
7. 2 Minute Updates:
 - a. anti-bullying
 - b. security/campus access
8. SAT prep course for HS students
9. Lernmittelfond - former SK motions
10. Building Project - Water Fountains
11. Survey Approval

In attendance:

Administration: Brian Salzer, Jenny Hoenicke
Guest: Steffen Schulz

Teacher Representatives: Liz Geary-Müller (until 17:30), Timm Jones, Anne de Tarr, Gabi Jendretzki (until 16:45)
Alternates: Elisabeth Hoedt (voting rights after 17:30), Christian Neumann (voting rights after 16:45)

Parent Representatives: Lars Bespolka, Kristen Winkler, Marion Patt
Alternates: Nelly Heidbrink, Kristina Pedersen, Anja Hollmann (voting rights)

Student Representatives: Isabel Tscherniak (until 16:55), Lars Brown-Heidenreich, Christine Cook, Johannes von Kleist

Hort Guests: Betina Heyelmann, Julia Spieß

Guest Presenters: Susie Dawi (agenda point 4)
Sarah Gross (agenda point 11)

Voting members: 14 until agenda point 5 (then 13) voting members present

1. Approval of Agenda

An additional point "c. Finance Committee" was added to the agenda under topic 7. "2 Minute Updates". The Agenda was approved unanimously including proposed change. (14, 0, 0).

2. Approval of Minutes from April 3, 2019

The minutes were approved unanimously. (14, 0, 0)

3. Review of Action Item List

The list was reviewed and it was noted that there are two older items that have not yet been acted upon:

Action Item # 2018-11: **ACTION POINT** Regarding the division of responsibilities between the ED and SK committees, it was decided that a small group of SK members should meet and discuss the responsibilities with members of the ED. Volunteers to partake in these discussions from the SK side include: Steffen Schulz, Anja Hollmann, Kristen Winkler and Timm Jones.

Action Item # 2019-02: **ACTION POINT** The SK members once again requested that a first meeting of the Finance Committee be called. Members include Frau Hoenicke, Anja Hollmann, Marion Patt, Kristen Winkler, Gabi Jendretzki and now a new student volunteer Isabelle Tscherniak.

4. Vote to Recommend Continuing the EC Double Room Usage for Hort

It was agreed to invite Susie Dawi to speak to the SK concerning the Entrance Class room usage. (12, 0, 2)

The Hort Guest representatives presented the number of children enrolled in the Hort after school program compared to how many actually attended (one sample day selected). Additional numbers were provided showing how many children were still in attendance at 15:15 and 16:30. Approximately 12-15 children leave each group (5 groups) to take the 15:15 bus. A majority of the children are picked up from Hort at 16:00. (See attachment "Kinderzahlen Hort".) At 16:45, any EC children are brought from the schoolrooms over to the Hort building. In addition, the 3 sqm per child required by law for the Hort has been revoked Berlin wide. The school space must also be taken into consideration for after school use.

Members asked about alternatives to using the Entrance Class rooms. The whole process was quite rushed last year and the SK was not given the opportunity to vote on the matter. Last year the subject was seen as a question of room usage, which is an administrative issue. The selection of the EC rooms has brought about an interruption of the JFKS program and is therefore now being addressed in the SK.

Susie Dawi spoke to the SK about the changes that the double usage of the rooms have made to the Entrance Class program. For the past school year, the EC rooms have been used for school during the morning and Hort care in the afternoon. The teachers reported that the double usage is having a negative impact on the EC learning program and is ultimately causing changes in the JFKS concept. Rather than focusing on academic learning with intermittent play, the children are experiencing a play day with small islands of learning. The role of the teacher has changed, taking a secondary position to that of the Hort Erzieher who is there all day with the children. It is currently hard to establish rules and to get the kids into learning mode. The book corner, a quiet area where the children can focus on the written word is now used for play too. She also stressed that a KITA program is different than a school program.

Due to the high number of children enrolled in Hort, the use of schoolrooms in the afternoon is necessary. It was suggested that older Hort children use space in the school as they are released one hour later and are generally more mobile than the small EC children.

Parents reported that several families have been unhappy with the situation and have enrolled their children in the Late Birds. They stressed the importance of the EC program and the large impact it has on the children. Teachers reminded the committee that the JFKS fought to keep the EC when all other “Vorschules” were removed from the Berlin schools. It is such an important part of the school and our bilingual concept. The students questioned that the small children should remain in the classrooms the entire school day and asked about alternatives. The administration requested that the committee please remember that the children will need playing materials to be kept in a central location for use in the afternoon.

MOTION: We, the School Conference, feel the one-year trial period of the double room usage of the Entrance Class is having a negative impact on the learning program. We recommend the return to the original single usage of EC rooms. We advise that administration investigate and assign other room options for August 2019.

The motion requires a 2/3 majority (or 10 yays) to pass. The parents found this to be somewhat turned around. Usually such a high threshold is required to make a change, but the committee is only voting to return the program to its former status.

The Hort representatives believe August 2019 is too short notice. However, the topic had been included on each agenda starting in December 2018 and kept getting pushed back.

The motion passed. (11, 1, 2)

5. High School Smartphone Policy

An electronic media device (EMD) policy was submitted by the faculty requesting a ban on the use of all such devices on school campus by all high school students. (There is already a policy in place that does not allow devices to be used by ES students on campus.) Exceptions would be made if teachers specifically allowed the use in class. Use in the library would also be possible for educational purposes.

The administration pointed out that the policy is strongly supported by the faculty. Not only is gaming and social media being used quite intensely on campus, there are also problems with photos and films being made without consent. Some students have a strong need to check their phone constantly, also going to the bathroom or their lockers to be on their phones during class. They believe the upper grade levels (11 & 12) should act as role models to the younger grades. In some schools, students themselves have requested such a policy.

The students agree there is a problem in the lower high school grade levels, but question if banning all use of EMDs is the solution. Responsible phone usage should be taught and banning EMDs all together only avoids the issue. Technology is a part of our lives. Electronic communication is often used for school extracurricular activities (BERMUN, Student Council, etc.). They also worried about the librarians who would have to try to oversee that phone use was for educational purposes only.

The SK agreed with the policy in principle, but questioned the blanket application to all age groups.

The policy was not approved (4,9,1)

The SK requested that the faculty consider differentiation based on age and involvement of the students in the creation of the policy.

11. Survey Approval

Due to the arrival of our external guest, this agenda point was moved up.

A survey to assess bullying at JFKS was created by the SK's subcommittee together with the University of Potsdam. The 5th through 11th grade students will fill out the survey during school before the summer break. Permission slips have already been sent home. Only those students with signed slips will be able to partake in the survey.

Sarah Gross provided an overview of the survey explaining some of the questions and the language that had been used. The committee felt the term "race" was not proper or politically correct and requested it be changed to "ethnic background". Additionally, "another ethnicity" was added so students would not have to choose between predefined options. It was stressed that this information needs to be gathered to provide a somewhat "mathematical" or numerical overview of the make-up of our student population.

In general, the survey was seen positively. The results will be analyzed over the summer and presented to the school in the fall. It is completely anonymous.

Similar surveys for the parents and faculty are also currently being planned.

The student survey was approved as presented including the small changes requested above. (12,1,0)

6. Elementary School Lunch – New Plan and Organization

The administration announced that hot lunch will be offered free of charge to all Elementary School children as of the start of next school year. Neither the school nor the caterer has an overview of how many students will actually take advantage of the free lunch. Therefore, although there is no cost involved, students are still requested to register with the caterer. The administration is currently looking at ways to improve the flow of the hot lunch line. This could involve closing the snack counter and using it for additional hot lunch distribution. The kids will continue to be able to decide ad hoc which lunch menu they would like to eat. There may also be problems with the number of seats available for the students in the Aula, therefore new folding tables may need to be ordered. High school students and faculty members can continue to buy snack items from the café in the high school.

ACTION POINT: Frau Hoenicke was requested to please call a Food Committee meeting.

7. 2 Minute Updates

a. **Anti-Bullying** See Survey Approval under point number 11.

b. Security

The Campus Access plan submitted by the School Conference has been accepted without changes. The Berliner Immobilien Management (BIM) and the US Embassy have met with the school administration to discuss its implementation. The planning is ongoing.

c. Financial Committee

This topic was discussed under the agenda point 3. Review of Action Items List. The SK feels that the motion passed to create a Finance Committee is still valid. Although a Lernmittelfond (book fund) will not be collected from the parents for the coming school year, there is still a wish and need for transparency and clarity with the financial processes.

ACTION POINT: A meeting of the Finance Committee should be called as soon as possible.

It was reported that the ED has also discussed a joint financial committee including SK and faculty members.

8. SAT Prep Course for HS Students

Parents requested that high school rooms be made available to SAT study groups. Although online courses and tests are available, a class is sometimes helpful. Perhaps the school counselors would be interested in sponsoring these groups.

The administration explained that these SAT prep courses are being offered by private businesses. They are allowed to use the schoolrooms, but not free of charge. The companies are allowed to rent the space over the district. An elective course used to be offered at the school, but the interest was so low that the school is no longer able to offer it.

9. Lernmittelfond – former SK motions

The SK approved motions in school year 2015/2016 concerning the use of the parent book money for items other than books. This was not in accordance with the Berlin book fund regulation (Lernmittelfond Verordnung). A motion was made to void these prior resolutions.

MOTION: The School Conference herewith nullifies all previous motions made broadening the JFKS administration's authority to use the parent book funds (Lernmittelfond) for purchases of items

other than strictly books and learning materials for our students, as exclusively specified in the Berliner Lernmittelfond Verordnung from December 2010. This includes the following motions:

September 3, 2015: The school conference approves that the ADMIN, in cooperation with the PCB, may make decisions about spending the 'Lehr- und Lernmittelfond' (learning materials fund) also on digital and electronic formats and devices.

March 9, 2016: The School Conference approves that the ADMIN, in cooperation with the PCB, may take decisions about using/spending the monies in the Bookfund for the benefit of the JFKS students.

April 21, 2016: The School Conference approves that the ADMIN, in cooperation with the parents, may take decisions about using/spending the monies in the Bookfund for the benefit of the JFKS students.

All three motions were unanimously nullified (13,0,0)

10. Building Project – Water Fountains

Frau Neumann's 5th grade class is working on a project to reduce plastic and help the environment. They would like to install a water fountain in the front area of the Elementary School between the Aula and the bathrooms. Funds have been raised over an external foundation and the Verein. If this project runs successfully, it was discussed to build further fountains on campus. The Verein will pay the \$200 /year fee for cleaning and maintaining the fountain.

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

Miscellaneous

A special thanks to Anne DeTarr and Lars Brown-Heidenreich for their service on the School Conference. Ms. DeTarr will be retiring and Lars will graduate this year.

A proposal for the Ganztagschulentwicklungs concept was sent to the committee, but was not included on the agenda. All schools have such a concept, which needs to be reviewed and updated every three years. It was suggested that the concept be edited and proof read one more time. Also, that it would be prudent for the Elementary School faculty (teachers and Hort Erzieher) to agree officially to this debut concept before it is sent to the SK for a final vote.

Meeting adjourned at 17:50.

Minutes submitted by Kristen Winker

One day

Kinderzahlen Hort

Team	Anzahl Kinder 15.15 Uhr	Anzahl Kinder 16.30 Uhr	Anwesende Kinder insgesamt	Angemeldete Kinder insgesamt
EK	52	14	64	68
Team Süd 1 st	61	21	74	85
Team West 2 nd	73	16	81	89
Team Nord 3 rd	61	13	74	84
Team Ost 4-6	50	28	78	107

TOTAL

297

92

371

433