

**Minutes of the School Conference Meeting on  
Wednesday, February 12, 2020, at 15:15, in room W125**

**In attendance:**

Administration: Brian Salzer, Jenny Hoenicke

Teacher Representatives: Elisabeth Hoedt, Daniel Lazar, Timm Jones, Gabriele Jendretzki, Christian Neumann

Student Representatives: Lena Marzona, Josephine Mueller, Isabel Tscherniak, Johannes von Kleist, Lauri Eckle

Parent Representatives: Kristen Winkler, Nelly Heidbrink, Kristina Pedersen, Stefan Berger, Alexandra Albanese, Katrin Voelkner

Hort Guests: Bettina Heyelmann, Clara Hertel

proSchul Guests: Frau Gabbei and Frau Guessow (both until 16:15)

Guest: Racso Cortinas (until 16:20)

Voting Members present: 14

It was agreed among the voting members present that the meeting should end by 17:15.

**1. Approval of Agenda**

- Correction was made to point 2: the Minutes to be approved are from November 7, not 11.
- point 7 regarding ES Report Card Addition on the Agenda has been resolved.
- point 8 regarding Achieving a Cleaner School has been postponed.
- The Agenda was approved with these modifications.

**2. Approval of Minutes from November 11 (corrected: 7), 2019**

- The last sentence of point 3 should read as follows: “Decisions of the SK based on its right to make decisions (Entscheidungsrechte) can be overruled by the superintendent ~~or the ED~~ only in situations of administrative hiring.”

- The Minutes were approved with this correction.

### 3. Guest: proSchul - Representatives of Task Force: Present Goals

- The Task Force formed at the beginning of this school year, with representatives from proSchul serving as moderators of the process (not of the content). proSchul is part of Berlin's Senatsverwaltung fuer Bildung, Jugend und Familie. Members of the Task Force consist of the stakeholders in the issue of Double-Usage of Entrance Class classrooms: Mr. Cortinas on behalf of the administration and as leader of the Task Force, as well as teacher representatives, Hort-administrators, and parent representatives. Frau Gabbei and Frau Guessow attend the Task Force meetings on behalf of proSchul to support the school's administration in reaching a satisfactory solution for all stakeholders. Frau Gabbei and Frau Guessow have been invited to and are in attendance at this School Conference meeting.

Mr. Cortinas presented the goal of the Task Force as follows: "Goal: Optimize double room usage for our children and teachers. 1. Gather input from parent community and teachers. 2. Create criteria based on input. 3. Investigate improvements/alternatives." Since the Task Force began meeting twice per month at the beginning of this school year, it has focused first on finding common ground among its members as the basis and then on optimizing double usage of classrooms. The Task Force has not considered alternatives to the current situation (which the superintendent Frau Waldschuetz originally requested as a one-year 2018-19 trial period, subject to review), and it does not yet have a survey in place to gather input from the parent community and teachers. By contrast, the School Conference had understood up until that point that the Task Force is charged with surveying the teachers and parents of the affected students and looking into alternatives to the current situation, while maintaining that time is an important factor in finding a solution. At this pace, parents are worried that there will not be a solution in place by the end of this school year.

In the meantime, the administration has made some accommodations for the Entrance Class teachers this school year by canceling Early Care to give teachers access to their classrooms before instruction begins in the morning; teachers do not have access to their classrooms after class is dismissed in the afternoon when Hort begins, and this lack of access has been hindering necessary preparation work for their students' ongoing projects. Working together with Hort, the administration also ensured that the children get introduced to the rooms as classrooms first. However, the change in the program remains visible to the teachers involved.

Teachers and parents have been communicating en masse (through their representatives) their experience that the double usage of the classrooms affects the educational program for the Entrance Class children. If this is officially determined to be the case, then according to the School Law, the administration's task of assigning classrooms shifts to a different category than that of simple logistics.

The Hort representative stated that there are currently 130 more children registered for Hort than the official space available - 470 children are registered and Hort officially has space for 330. Additionally, Hort is expecting a surge of registration next school year when third and fourth grade pupils receive free after-school care.

A teacher representative reminded that for a solution to the issues of double-usage to work, it has to occur before the expansion of the number of classrooms available to after-school care. The School Conference members urged the Task Force to set a timeline and target dates for its mission, including drafting and administering the survey and reaching a solution.

The following Motion was passed (11/1/2):

*The School Conference requests the Double Usage Task Force to present the criteria for its solution to the problems of double usage of classrooms and to describe the implementation by April 1st, 2020, and to include the projected implementation dates for presentation and discussion at the next School Conference meeting scheduled on April 1st, 2020, starting at 15:15.*

Der folgende Antrag wurde angenommen (11/1/2):

*Die Schulkonferenz beschliesst wie folgt: Das Gremium "Double Usage Task Force" wird aufgefordert, die Kriterien fuer eine Loesung des Problems der Doppelraumnutzung bis zum 1.April 2020 vorzulegen, und einschliesslich eines Zeitplans zur Umsetzung in der naechsten regulaeren Sitzung der Schulkonferenz am 1. April 2020 ab 15:15 Uhr zu praesentieren und zu diskutieren.*

#### **4. Digitalpakt-Antrag**

- The Digitalpakt was approved unanimously by the School Conference (14/0/0).
- The Senat has offered 630,000 Euros to update the school's technology, although Mr. Salzer added that the details are not yet final. The School Conference and Educational Directorate will still need to vote to approve this sum so that action can be taken to move forward. This amount is similar to a grant. Since no expenditure deadline was given to Mr. Salzer, the understanding is that this amount will be available until fully spent. The school's allocations committee will decide where and how the amount will be spent; recommendations and amendments may be directed to them. Orders and payments of invoices will go through the school's contact person in the Senat's IT department.

#### **5. Update: ES Interim Assistant Principal and Recruitment**

- After recruitment finished, two American teaching positions opened up. These two positions will be advertised. Interviews of applicants will be conducted via Skype.
- There was one internal candidate applying to fill the position of the American ES Interim Assistant Principal for one year.
- The American HS Assistant Principal's position will be filled while Mr. Krupski is on parental leave, and three candidates are applying to start on March 24th.

#### **6. Update: German Principal Position**

- From the five applicants for the position of German HS Principal, the superintendent will decide which of these applicants qualify for the next step of the hiring process. The applicants that the superintendent chooses to advance will then come before the School Conference and the Educational Directorate. The position should be filled by August 1st of this year.

### **7. ES Report Card Addition**

- This matter has been completed and approved by the Educational Directorate.

### **8. How to Achieve a Cleaner School: Dr. Neumann**

- Postponed to the next meeting of the School Conference due to today's full schedule.

### **9. Candidate interviewing and voting procedure; possible formal exit interview of principals and VP.**

- A suggestion of conducting formal exit interviews for departing teachers and administrators is being considered for the School Conference and Educational Directorate.

Sarah Gross, the ED's chairperson, has called for an informal meeting of the School Conference and Educational Directorate together. This informal meeting will take place on Monday evening immediately following the NEASC meeting, at which time this suggestion of exit interviews could be added to the agenda for discussion. Such an exit interview, were it to be approved, would be both informal and optional for departing teachers and administrators.

### **10. Transparency of admissions process for non-EC children**

- The application deadline for admission starting in school year 2020-21 is on March 31st. Mr. Salzer described the administration's internal procedure in dividing and sorting the applications according to grade, nationality, and availability. When the number of equally qualified applicants surpasses the number of spaces available, two witnesses are called in to attest to the random selection. Those families whose children do not get a spot for the Entrance Class may reapply every year for new openings in higher grades. Many who are already familiar with the school are also aware that the class sizes increase after Entrance Class, creating more spots available, making it worthwhile to apply again. The application process is fair and ethical, and School Conference members were urged to correct any false rumors they may have heard to the contrary.

### **11. JFKS website update**

- There are no current updates to the status and condition of the school's website. Suggestions were made to include website maintenance as part of the media plan or have it offered either as an elective to high school students or within the scope of the computer class. The condition of the school's website was

addressed during the last NEASC accreditation process five years ago, not only for the need to update, but also to reflect the bilingual nature of the school by having the website accessible in both languages. The school's website may be an issue at the NEASC's progress-report meeting on Monday, February 17.

## 12. Committee reports:

### a) Food Committee

- Frau Hoenicke explained that BIM is in charge of the Ausschreibung to get the school a new catering contract, but there have been miscommunications and problems, not the least of which is the inability to find the original contract with the current caterer. No one seems to know which conditions and criteria will be required for the new contract. A meeting with the current caterer Herr Liemann is planned for tomorrow (13.02.) to discuss a possible one-year extension of the current catering contract, along with criteria, conditions, and whether he has a copy of the original contract he signed with the Bezirksamt. It is currently unclear if the Senat can extend a catering contract originally signed by the Bezirk. The current catering contract is valid until the 31st of July. The BIM favors extending the current contract by one year to gain time and insight in how to proceed.

### b) Finance Committee

- The Finance Committee is setting up the budget for this calendar year, with books for the next school year to be purchased in the summer. With the information on the school's running costs already gathered, the relevant spreadsheet will be presented to the Senat. The Senat will then inform the administration how much will be approved. Regarding feedback about Special Needs, the Embassy finds the issue important but no action has been taken yet.

## 13. Action Item review

-2020-01: done // -2019-23: in process with individual discussions with affected teachers. // -2019-22:done // -2019-21: referred // -2019-20: done; correction to text: *Brian to ~~revert~~ report...* // -2019-19: done // -2019-17: still open, Brian will invite Senat lawyers to SK meeting once questions are ready; Timm has not received any questions yet. // -2019-15: Place this issue of EMD Policy Review on the agenda of SK's next meeting on April 1st.

## 14. Misc.

- The students propose assigning one gender-neutral restroom per floor, starting with the White Building where such an adjustment is easier to make than in the Blue Building. The students will add this topic to the next agenda.

- Security: The back gate's security staff is neither consistent nor always present during their shift. There is now a temporary security booth near the front gate, and the school will get a new security company by March 1st. The new company will bring new shifts and new expectations with it.

- An elementary school class may apply for public funding to undertake a new art project to create No Smoking signs to install at the school's perimeter.

- The meeting ended with an open question about the water fountains.

NEXT MEETINGS : - April 1st  
- June 3rd  
- TBA for principal interviews

Meeting Adjourned at 17:25

Respectfully Submitted,

Nelly Heidbrink

Alt.Am. Parent Representative