

**Minutes of the School Conference Meeting on
Wednesday, June 3, 2020, at 15:15, in room W309**

In attendance:

Administration: Brian Salzer, Steffen Schulz,

Teacher Representatives: Liz Geary-Müller, Daniel Lazar, Phil Blessman, Timm Jones, Malte Schröder, Christian Neuman

Student Representatives: Daniel Delfs, Lena Marzona

Parent Representatives: Lars Bespolka, Kristen Winkler, Kristina Pedersen, Stefan Berger, Carola Frege, Alexandra Albanese,

Hort Representative: Betina Heyelmann

➔ Meeting commenced at 15.15

1. Approval of Agenda

- 11 in favor, 1 abstention, 3 members not present

2. Approval of Minutes from May 6, 2020

- suggested to add who attended
- 10 in favor, 1 abstention

3. Ganztagskonzept

- Admin announces that SK should vote to approve the Ganztagskonzept in whole or vote to deny it in whole
- Betina from the Hort introduces into the Ganztagskonzept, which is supposed to reflect the actual state. The concept has to be presented to the Senate every three years. The idea of the concept says that it has to be updated constantly
- criticism comes from the parents, saying that we should not determine certain rooms and that the concept of “Doppelraumnutzung” should be more in general, showing guidelines instead of specific regulations
- another point of criticism says that the concept doesn’t seem to be very forward-thinking, rather it is only reflecting the actual state
- arguments from the Hort: the concept has been discussed in the chairs club and faculty meeting and has been accepted as a current situation
- SK agrees on that it has to be clearly stated, that the concept is only reflecting the current state
- Admin draws attention to SK, that the wording cannot be changed
- Voting: 2 in favor, 6 against, 3 abstentions ➔ denied

Changing schedule in order to have a 5 minute transition time after snack and homeroom at the end of the day:

- motion: 11 in favor
- we still need clarification for the entrance class, which has not been clarified yet

4. postponed

5. being discussed in 6.

6. Strategy for hybrid learning for next school year

During the last three and a half months, online learning has not been consistently implemented throughout grades, classes and across teachers. There are exemplary teachers, which offer their students regular live sessions as well as rigorous homework. Unfortunately, there are also classes, which received hardly any communication or homework, and others that demanded too much from the students. In order to support an effective learning experience for all our students the SK requests that the school creates and agrees on a comprehensive online learning policy. This should include guidelines on the amount of homework, contact hours, online presence, feedback and communication as well as a consistent platform. The guidelines should be differentiated by grade level groups, i.e. lower and upper elementary, middle and high school. A task force should be formed to assist with developing these guidelines and a quality management system should be put in place to assess and monitor online teaching. These guidelines, which the School Conference needs to approve, need to be in place before the start of the 2020/21 school year and be effectively communicated to the teachers, students, and parents prior to the start of the school year.

- Admin: No one really knows what is going to be at the beginning of next school year, guidelines are changing from day to day. Therefore, a concept for online-learning cannot be decided yet
- Parents and Teachers: Our school needs a human resources management concept and a concept for digital learning. The current situation shows that teachers cannot cover all duties, that are required to be done parallel
- Student Reps: We have to consider the academic and emotional needs of our students
- SK agrees that we have to think about a concept for the future, that considers a mix from online learning and face-to-face teaching
- Admin refers to the problems we are having for legal reasons: Video conferences are voluntary for all participants. We only can try to encourage teachers and students to benefit from digital solutions. The last weeks could have been a chance to improve in so many areas, but nothing has changed.
- JFKS can hardly be compared to other schools in Berlin, due to our system without „Klassenverbände“ → suggestion: grade levels are going to prepare weekly plans, where all teachers will put their assignments in.
- Teacher: We could take this opportunity for professional development of our colleagues and strengthen their digital competencies
- Parents state out, that they wish to have clear guidelines – how much is the right amount? What should parents expect?
- Parents are reading a motion requesting that the school creates and agrees on a comprehensive online learning policy. This should include guidelines on the amount of homework, contact hours, online presence, feedback and communication as well as a consistent platform
 - 7 in favor, 1 against, 3 abstentions

7. Proposal for teacher workshop days on digital learning tools

The School Conference requests that the Senat approves and the school administration schedules and implements a one to two day distance-learning workshop to provide the teachers and administration with an opportunity to learn about, exchange best practices, and develop guidelines for distance learning. This workshop should take place before the end of the current school year so that the school and teachers will have the opportunity to use the knowledge and experiences gained from the workshop for possible distance (or hybrid) learning in the next school year.

- Admin asks the SK to give one day for professional development
- SK votes on the proposal (11 in favor)

8. Return of 11d

- Scheduled and in process

9. Clarification of grading policy

- everything regarding this topic has been discussed before and has been published

10. Status of search for principals

It is critical to the continuing success of JFKS that the two principal positions on the German side (Elementary and High School) are filled as soon as possible. The positions have been vacant for many years. The School Conference requests that the Senate treats this as its upmost priority and proceeds with the hiring process so that both positions are filled before the new school year 2020/2021.

- German High School Principal position: the position is not going to become available this year, since the other candidates are not having their staff report (Beurteilung) yet
- David Krupski is becoming acting American principal for Brian Salzer
- Motion from the parents: *The School Conference requests that the Senate treats this as its upmost priority and proceeds with the hiring process so that both positions are filled before the new school year 2020/2021*
 - 11 in favor

11. Einschulung (has been additionally put on the agenda items)

- Proposal from the teachers: The „Einschulungszeremonie“ should be moved back to the first graders and no longer be in the entrance class. Reason: testing taking place at the end of 1st semester can sort out students that have attended the ceremony before
- SK decides not to vote on this proposal

The next SK meeting cannot be scheduled yet, suggestions are expected.

Submitted by Malte Schröder