

## Meeting minutes

### For the School Conference Meeting on

**1 March 2023 at 15:30 in the Quiet Study Room**

In attendance:

Administration:	Hr. Bartz, Ms. L. Rolle, Mr. Fritzenschaft (guest), Ms. Hale (guest) Fr. Hoenicke (guest)
Teacher Representatives:	Fr. Diemer, Ms. Moser, Ms. Martin, Fr. Evers, Fr. Freytag (alternate)
Parent Representatives:	Mr. Berger, Ms. Winkler, Fr. Ferrary, Ms. Vogel
Student Representatives:	Ms. C. Rolle, Mr. Winkler (via telephone from Muskat, Oman)
Hort Guest:	Ms. Heyelmann
External member:	Fr. Mattig-Krone

*Voting members: 12 voting members present*

### 1. Approval of Agenda

The agenda was amended to move points 6 and 7 (code of conduct, homework policy) and point 9b (food committee) to be discussed under point 3 (action item list). The amended agenda was approved by unanimous vote.

### 2. Approval of Minutes from 12 December, 2022

It was unclear whether all members had received the minutes. They will be distributed and voted on at the next meeting.

### 3. Review of Action Item List

**Bus lane letter:** The letter has been sent to the Senate. There has been no response.

#### **Code of conduct:**

--Ms. L. Rolle: The child protection team attended a Senate-sponsored training session where they learned tools and lesson plans they can implement with staff. This will be shared with all staff in the coming months.

--Based on feedback from the Senate, the code of conduct will likely be changed into a set of "safeguarding tools." The child protection team has also been looking at examples from other schools, both international and local. Some resemble the JFKS proposal. Others have more specific guidelines for special situations such as class trips, sport classes where physical contact is necessary (gymnastics), and use of social media, email or messaging apps.

--The child protection team hopes to have a new version of the document ready to present to staff, SK and ED in the coming months. If approved, it could then take effect at the start of next school year.

--The document will include clear steps for reporting a possible issue. The team will also get input from students on this. Ms. Hale noted that the high school has a reporting system in place. It is not clear whether this will need to change in some way.

#### **Homework policy:**

--Ms. Winkler: The elementary school policy is finished, with approval from students and teachers.

--High school teachers and students met last week to discuss their differences. The main point of contention is whether to establish an upper time limit guideline. Because different people often need very different amounts of time to complete the same assignment, students have proposed using “a reasonable amount” as a guideline. Parents noted that this may be too vague to be useful.

--Ms. Moser: Some teachers are concerned that some parents and students expect to receive top grades although they spend very little time completing assignments or studying for tests.

--At the student-teacher meeting, Hr. Witte noted that according to Berlin law, the school conference sets general homework policy, but the class conference (*Klassenkonferenz*, made up of all teachers that teach a class plus student and parent representatives) is in charge of setting detailed policy for a given class.

Hr. Bartz advocated for taking this approach, since further discussion of the issue is not moving the issue forward. Fr. Mattig-Krone noted that this approach allows teachers and students to address issues specific to the class schedule, which is often where conflicts arise.

--Ms. Moser noted that a policy should also include a standard way that students can raise concerns about the amount of homework being assigned.

**Committee members:** High school teachers still need to choose their members at the next faculty meeting.

#### **Food committee:**

--Fr. Hoenicke: The food committee has filed all the requested information with the Berliner Immobilienmanagement (BIM), in charge of the bidding process. This was mainly statistical information regarding the number of meals served per day and the physical setup of the kitchen and serving area.

--The school also noted three key requests in their submission: 1) That the caterer have sufficient staff for the number of meals served (1 staff person per 100 meals); 2) That there be a system in which students can give feedback on the meals; and 3) That the school’s food committee can have input on the menu choices, taking into account cultural aspects such as Thanksgiving celebrations.

--Fr. Münzberger, BIM representative, also told Fr. Hoenicke that special requests from the school, for example that allergy information and menus be provided in both German and English, might be

mentioned in the bidding process, but there is no guarantee that such requests will be included in the contract.

--Fr. Hoenicke noted that the current contract with Die Schulköche has simply been extended for several years, without taking into account the fact that the free lunches have drastically increased the number of meals served, the minimum wage has increased and food prices have also increased.

--As part of the process, an architect firm examined the current kitchen capacity. The situation was described as “desolate,” and the firm said it was unreasonable to expect a caterer to take on a new contract without major changes to the facilities. Fr. Hoenicke noted that this did not address how the current caterer is supposed to deal with the current facilities.

Based on this, Fr. Hoenicke emphasized that the school can be thankful for the work the current caterer is doing under extremely difficult circumstances.

--The food committee has explored the other options available that meet the basic preferences of the community: a regionally-based company that has a good reputation. There are very few (if any) other options. She recommends that the school find ways to better support the current caterer—including renegotiating the contract to better reflect the current situation—rather than focusing on trying to find someone new.

--Fr. Mattig-Krone and Fr. Ferrary both noted that based on their experiences at other schools, the current caterer is one of the best.

--Next steps will bring more students into the process to take their request and ideas into the process.

--Fr. Ferrary asked if it is possible to install water fountains. This is an issue that has been addressed in previous years, but there are technical difficulties that have prevented installation so far. Fr. Hoenicke said she would check the point again with BIM.

**Baupiloten:** Hr. Bartz reported from Hr. Schulz that a report is complete. It is being translated and then will be shared with the community.

**Ganztags:** This issue will be discussed under the separate agenda point.

#### 4. Elementary school report

--Ms. L. Rolle: The professional development day last Thursday focused in the morning on the school’s bilingual program from ES-12<sup>th</sup> grade. [Dr. Nathalie Topaj](#) served as an outside facilitator. Teachers discussed instructional practices that encourage and excite students about learning language and language acquisition.

The afternoon sessions focused on equity, including student presentations from the IDEAS group and the School with Courage group.

The Verein provided breakfast and lunch, which gave teachers time to connect more informally as well, which was very beneficial.

--A group of elementary students are attending junior Model United Nations in Frankfurt this week.

--Last week the school celebrated Fasching with costumes, a parade of ES, 1<sup>st</sup> and 2<sup>nd</sup> grade students through the 3-6<sup>th</sup> grade classes, and lots of jelly donuts.

--Parent-teacher conferences for targeted students in grades 3-6 were on Monday.

--The chairs club and faculty meetings are discussing how they want to use WebUntis (ie attendance, lesson plans). Faculty are scheduled to vote on a policy in May.

--The equity steering committee held a joint meeting yesterday (28 Feb.) with parents and faculty from HS and ES.

## **5. High School Report**

--Mr. Fritzenschaft: The professional day generated lots of positive feedback and some important questions to work on.

--BERMUN2 was last week and went very well, with special credit to the tech team.

--Honor choir students are in Muskat, Oman this week.

--Hr. Bartz noted that he was informed that he will be the Abitur Prüfungsvorsitzender (Abitur test committee chair) this year, since Dr. Bauer from Nelson Mandela is needed elsewhere. Fr. Mattig-Krone noted that usually this is an external person but because of corona, many principals are still taking on this role at their own school.

## **6. Ganztagschule**

--Hr. Bartz: The working group collected a list of things that should stay the same in grades 7-10 at JFKS and possible things that could be changed or improved. Each stakeholder group (students, parents, faculty, student support staff, administration) are all going through the ideas and prioritizing them. At the next meeting on 22 March, these priorities will be discussed and developed into a framework. This framework will then be presented to the superintendent to see whether it could fulfill the Gebundene Ganztags requirements. Hr. Bartz will invite representatives of all the stakeholder groups to attend this meeting, likely at the beginning of April.

--It is clear from the response so far that the school community does not want to extend the mandatory school day past 3 pm, so it is expected that continuing the 8-3 school day will be part of the framework presented to Fr. Orgis. Depending on the outcome of that meeting, the working group could then further develop the framework into a more detailed proposal, which would then go to the SK and ED for approval before being submitted officially to the superintendent.

--Ms. Moser noted that student input was solicited during high school announcements this week. It was noted that 6<sup>th</sup> graders should also be included in the process.

## 7. Committee reports

**Special needs:** Student members need to be invited to the next meeting, which will be on 30 March at 16:00.

Next week (9 March) is a session with Doc Martha aimed at special needs families.

The name has been changed to the JEDI committee (Justice, equity, diversity and inclusion). This is to make sure that all aspects of students with special needs are being addressed. However, the committee still includes, for example, Fr. Groth, who coordinates accommodations for special needs students.

There is a high school special needs information evening for parents on 8 March.

## 8. Miscellaneous

**WebUntis:** Dr. Fritzenschaft met this week with Ms. Winkler and Ms. Vogel to discuss communication via WebUntis and Google Classroom, especially regarding test schedules.

**Security:** Ms. L. Rolle: Parents are being asked to use the front gate when entering and exiting the school. The side gate is locked from the outside after 7:30 am. (It still opens from the inside without a key, to allow emergency exits.)

There have been no specific threats or incidents, but area schools are being asked to keep track of who is supposed to be on school grounds and who is not.

Embassy security representatives will visit the school next week for a walk-through.

Ms. Rolle noted that security cameras have revealed both parents and students jumping over the closed gates. This behavior is strongly discouraged. (The cameras do not record, but allow the building and grounds to be monitored.)

The meeting adjourned at 16:55.

Minutes submitted by Gretchen Vogel