

PROTOKOLL
der Vorstandssitzung der EV
am 19.01.10

14 present members:

Tom De Baker
Sandra Crivelli-Daief
Marie-Claude Donnelly
Tessa Donovan
Philippe Herman
Cécile Lombardot
Andreas Orlandi
Manolis papastefanou
Cruz Ramos Flores
Rudi Römisch
Vito Spinelli
Gerry Van Woensel
Dimitrios Varelas
Georg Weber

Guest:

Jean-Luc Dupuis (auditor)

1. Establishment of the correct convocation of the Board and of the deciding competence

The correct convocation of the board and of the deciding competence is established at 18:43.

2. Approval of the agenda

The agenda is unanimously approved with an additional TOP 12. Finances.

3. Approval of the Minutes of meeting of the 15.12.09

Any comments and/or corrections for the minutes of the 15,12.09 to be sent to the secretary via email by Friday. If nothing comes the minutes of the 15.12.09 are unanimously approved.

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4. Customer satisfaction survey: Analysis of the results and proposed actions

see email in the annex.

5. IT System for the office

Ca. 2 years ago, a member of the board developed a new IT system for our office with the aim to centralized the work and the data at one place and also to simplify and systemize the services. All employees became a training for this new system but then requested that the introduction of this system shall be postponed.

Concerns/suggestions of the employees are:

- Possibility of error if parents make mistake in registering (e.g. false bank account). >But error also possible with 'old' system.
- for NSA need for the parents to make preferences

Another training will in short be offered, first to one employee only and then the suitability of the system will be evaluated. Deadline to test (again) and evaluate the new system is the next board meeting 23rd feb.

In the board meeting of march, we will decide if we wish a new and digital system for our office. In the case that a new the system will be adopted in the office, we will need a tender.

6. New canteen

a. current situation

- A lot of positive feedback from the pupils, the teachers and the parents: the quality is very good, the quantity not always enough for HS. Pupils have to be informed again about the possibility to ask for more food.
- Questions from the parents regarding the fees as there were a misunderstanding on how to calculate the price for a semester. Il Cielo first wanted to make the same price for WS and for SS but SS is much shorter, so the PA requested Il Cielo to adjust the price to the real number of meals offered.
- Like in the last year, there is no possibility to cancel a meal and get it refund.
- The communication with and from Il Cielo has to be improved. Two members of the board will send suggestions for improvement until next Friday.
- If wishes, RUF shall request bread/snacks for the afternoon, and the parents will be charge for it.
- The school management requested Il Cielo to serve alcohol to the teachers during lunch time. The PA does not support this request. A meeting will be organized to discuss this issue with the school
- A discussion is also needed about the opening hours of the cafeteria (for HS pupils of grade 4th to 7th only) because the foreseen window on the patio is not open yet. So all pupils of the HS shall have access to the cafeteria.

b. offer of EDV Schaupp (see email attached to the agenda)

The Bavaria state bought 2000 cards instead of the requested Transponders. Il cielo asked the PA if we could buy the transponders, which are easier and safer to use.

The board unanimously agreed to delegate a group of members of the board to clear if it is possible to replace the already ordered cards with transponders, and if yes, how much would be the additional costs (Chips + reader + programming + ?)

7. Mobbing in ESM

Several cases of mobbing were reported to the PA from parents who then took their children away from the school. The PA wants the school to take this problem very seriously. A group of members of the board and parents (Marie-Claude, Philippe, Cathy) will provide information on the mobbing issue to put on our website.

The Board will send an email all parents:

- to point out them to the information on our website and
- to designate the Chairman and the vice chairman as 'help coordinator' in a case of mobbing

8. Frequentation; offer prices; opening hours of the Canteen kiosk

Some complaint upon too high prices but some prices mentioned are not true, need for information. The list of the prices will be hang out at the cafeteria and publish on <my esm> website.

Parents asked the BUS kiosk to open longer. This issue concerns the Educational Council and the school management.

9. Finance of the PA. See attachment to mail

See attachment to mail.

Progress with the contract of our employees.

10. Recommendation auditors: Progress

The implementation of the Recommendation is on progress. The treasurer is getting information to invest the money of the PA in a different way (during last years invested in funds).

The other Recommendation will be discussed step by step during the next meetings.

11. Lecture for the parents: Progress

In progress. Edoardo will inform the board.

12. Concept for badges for next school year: Progress

From January 2010, the school management requested all parents entering the school to have a card with a photography. The PA office is issuing the cards for the board members and the helpers.

13. Reorganisation of the PA office: Call for ideas, concepts, thoughts, remarks, ...

If any suggestions, please per email to the chairman.

14. Next PA Meeting

23.02.2010

15. Miscellaneous

The PA supports the french video club financially

a. PA Calendar

b. summary of decisions

Die Protokollführerin:

Cécile Lombardot