

**PROTOKOLL**  
**der Vorstandssitzung der EV**  
**am 21.01.09**

**14 present members:**

Tom De Backer  
Marie-Claude Donnelly  
Tessa Donovan  
Paul Giroul  
Inés Gonzalez  
Philippe Le Guay  
Cécile Lombardot  
Andreas Orlandi  
Raquel Sommer  
Mike Spillane  
Vito Spinelli  
Dimitrios Varelas  
Georg Weber

**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 18:45.

**2. Approval of the agenda**

The agenda is unanimously approved with one additional point.

**3. Approval of the corrections of the minutes of 18.11.08 and of the minutes of the 16.12.2008**

The corrected version of the 18.11.08 is unanimously approved. The minutes of the 16.12.09 is unanimously approved.

**4. Canteen**

**a) New canteen**

The board members responsible of the canteen met different experts who all stressed the importance of involving all persons interested and /or concerned in the new canteen project. The canteen responsible now selected one expert: Herr Fänderl and suggest organizing with his help:

- An evening for all parents and school employee (teachers ...) to inform about the possibilities and the challenge of the new canteen
- A workshop with a limited number of parents, teachers and pupils who are interested to work actively on the project

It is unanimously decided to hire the selected consultant Herr Fänderl for a period of 4 days in order to help in organizing workshops around the new canteen.

The board is aware that the possible changes in the schedule of the primary school (in preparation at school) might involve change in the eating time.

#### **b) Canteen**

Some canteen employees are leaving. A job advertisement will be put on the website of the PA.

#### **5. Einführung eines Mentorenkonzeptes für die Mitarbeiter der Elternvereinigung.**

The board unanimously agreed about the necessity of a mentorship to manage problems/questions that might occur between our employees and the PA. The mentor shall then interfere and facilitate communication.

A member of the board will make suggestions for rules for a mentor (when he has to act, what he shall do and what he shall not do ...) sent them by mail before our next meeting.

#### **6. School Photographer**

The photographer was initially organized by the school. Last year the school decided not to organize it any more and forward it to the PA.

After discussion the board decided with 11 for and 2 abstentions not to organize the photographer.

The president of the PA will communicate this decision to the school.

#### **7. NSA**

The board unanimously approved that all NSA teachers for next school year shall provide a certificate of good conduct (Führungszeugnis). For smaller NSA courses the PA could take over the costs for this certificate. The PA asks the contractors to make sure that all their employees have such a certificate.

The office manager will be asked to check where German and non German citizen can address to get their certificate.

Bearbeitungsgebühr: until now parents subscribed to a course and were able to cancel it (after the office of the PA already processed the request) without paying any cancellation fee. The responsible for the NSA will check with the office if introducing a (small) fee will be worth of the work to be done to collect it afterward.

#### **8. Events**

### **Faschingsessen**

No Faschingsessen this year because of a lack of rooms at the school.

### **30th Anniversary PA**

It has been unanimously decided that a small committee of board members will make suggestions for the celebration by the end of February.

### **9. Preparation of the Dienstleistungsbroschüre**

Because we do not know exactly when the new canteen will be ready, it seems appropriate to have a separate newsletter for the canteen only in May or June 2009.

The regular Dienstleistungsbroschüre will be printed out in April (deadline 30 march!). The pages about the shuttle bus will be included again.

### **10. Presentation of the current IT System of the PA**

A member of the board has presented the first steps of a possible IT system for the PA. The board has to think of what the situation could be after the developer of the system would have leave the board, before deciding about the system.

### **11. ESM: info extra Educational Council regarding new school hours**

A special Educational Council is convoked to decide about a new schedule for the primary school. The PA is open to any change as long as there is a pedagogical need (means a need for the children).

A committee will prepare 3 proposals which will then be submitted to the PA in order to check the sustainability with our services (transport, canteen, Garderie, extra curricular activities). By the end of march the final proposal shall be ready.

### **12. Working group legal affairs**

A long meeting with very interested people took place; the current group will now be split into several working groups.

### **13. Complaint management**

Postponed.

### **14. Recommendation auditors**

Postponed.

**15. Reorganization of the office**

Lot of candidates applied. After interviews a new employee for the office has now been selected and hired for one year from the 01.02.09.

**16. Next PA meetings (see PA calendar on the agenda)**

Tuesday 10.02.09

**17. Miscellaneous**

**a. Info on Garderie**

It is tradition yet, there are problems with rooms for next year, the responsible for the Garderie is in contact with the school.

**d. Geschirr PA**

**e. EC and Interparents**

Please see the website of Interparents

Die Protokollführerin:

Cécile Lombardot