

PROTOKOLL
der Vorstandssitzung der EV
am 18.11.08

Present members (14)

Sandra Crivelli-Daieff
Tom De Backer
Luis domingos
Marie-Claude donnelly
Tessa donovan
Paul Giroul
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 18:42 with 11 of 17 members of the board present.

2) Approval of the agenda

The Agenda is unanimously approved.

3) Action points

Action points still to be completed will be sent per email.

4) Recommendations auditors 2006/2007 and 2007/2008

Die meisten Empfehlungen der Rechnungsprüfer vom letzten Jahr 2006/07 sind schon berücksichtigt worden. Ein Vorstandsmitglied wird beauftragt, die diesjährigen und vom letzten Jahr noch nicht erfüllten Empfehlungen zusammenzufassen und sie an die Verantwortlichen weiterzuleiten.

Reorganisation of the Office of the PA

The Office is not manned daily; there is a strong division of responsibilities, no PA contact person at the ESM ...

The board decides unanimously to create an additional post for the office. The members of the board appointed will write the vacancy and publish it on the web page of the PA as soon as possible.

5) Working group legal affairs (proposal of Mr. Komlos)

During the AGM 2008 it was decided to create a working group on that topic. The working group will be published on the website of the PA to inform and collect the potential participants. The member of the board appointed will inform the board about the outcome.

6) Publication of the minutes of the meeting of the board

During the AGM the request of a member to be make public to all the minutes of the meeting of the board was accepted. The minutes will be published on the web page of the PA after being approved by the board. For evident reasons confidential information will be removed from the minutes before public publishing.

7) Complaint management

To improve the service to the parents, the board wants to introduce an email address for complaints/feedback of any kind. All employee + two appointed members of the board (not the responsible of Transport, Canteen, NSA) will be able to read the email and forward them to the concerned person.

Two appointed members make a proposal/scheme by December of the goals of this issue and guidelines to inform the parents about the new service.

8) Canteen - Result of workshop of 18 nov.

A workshop on the new canteen was held at the ESM with representative of the school, parents (pupils were invited but couldn't come) and auditors to inform about the new canteen concept and get feedback.

9) Email guidelines for personnel: setting up a team for drafting email guidelines for the PA

This topic will be handled with the complaint topic (see TOP 8)

10) Financial matters

Postoned.

11) Designation of a deputy for the external representation of the PA in the AC (administrative Council board), the school advisory committee

A member of the board is designed as a deputy for one member of the administrative board on the SAC in order to replace one member of the SAC if he is not able to go.

12) Insurance of the PA to be checked

A member of the board is appointed to check the status of the insurance of the PA and if necessary make proposal for improvement/adjustment.

13) New Webmaster (former responsible: Tom de Backer)

All information on the canteen will be published on the web by the responsible for the new canteen (Paul Giroul). A further member of the board will be appointed as webmaster during our next meeting (December).

14) Einführung eines Mentorenkonzeptes für die Mitarbeiter der EV

The discussion is adjourned to our next meeting.

15) Language section budget

The language section/SWALS budget is increased to 1000,00 €per section.

16) Next PA meeting on 16.12 08

17) Miscellaneous:

a. Meeting with the school regarding the 'Garderie'

The board will request information from the responsible of the school regarding the rooms for next year.

b. Eintragung ins Vereinsregister

The new board of the PA will be officially registered as soon as possible.

c. PA Calendar (Dinner, Neujahrsempfang ...)

Information will be send per email.

d. Anpassen Anzahl der Mitglieder bei der Haftpflichtversicherung

A member of the board will check and ask for adjustment if necessary.

e. Info on the Administrative Council (Verwaltungsrat)

-The school has now officially asked the municipality in order to open an annex of the school at Fasangarten.

- The school population is increasing every year. Actually 1 756 pupils are registered (Kindergarten: 124, primary school: 747, secondary school: 885).

f. Health and Safety audit on 26.11.2008

Following points will be put to discussion by the PA:

- Access to the Kindergarten: which changes are planned for the exit of the cars?

- Access to the Kindergarten: the grey barriers cannot be well seen on the grey ground, request for improvement

- Difficult and dangerous situation in the Rennertsstrasse: would it be possible to change it in one way street?

- Rennertstrasse: the construction vehicles shall not come during the time pupils come to school and the time they go home. Many parents witnessed that it occurred several time in the past weeks

- Need for another silent room. The actual so-called "Silentium" is unfortunately not quiet enough because of a lot of students' traffic under that area.

- Need for a school crossing guard (Schülerlotse) on the Putzbrunnerstrasse, crossing Cemetery – school

- Parents are concerned about one crane turning above the red school container. It seems to be no need for this as this crane could revolve northward.

g. Request Alpina Skischule

The Alpina Skischule requested to the school to distribute their advertisement to the pupils. The school can not accept private advertisement and forward the request to the PA.

For the same reasons and in accordance to past decisions the PA also refused the request. The school is informed.

h. 30. EV Jubiläum nächstes Jahr

The responsible for social event will be in charge of making propositions.

i. Rechnungen unterschreiben

Alle Vorstandmitglieder, die regelmäßig Rechnungen für die EV unterschreiben, sollten ihre Unterschrift im Office hinterlassen, so dass auch nach Jahren nachgegangen werden kann, wer was unterschrieben hat. Dies würde auch für die Rechnungsprüfer mehr Transparenz bedeuten.

j. Add of mothertongue if SWALS in PA enrollment form (delivered in the „Dienstleistungsbroschüre“) and corresponding update of office database

The change will be taken into account in the next 'Dienstleistungsbroschüre'.

k. Multiple sickness/absence notification per email

A member of the board proposes to centralize the notification of absence for school, Garderie and transport. Parents would only need to write to one email address and the message would be forwarded to all services concerned.

Unfortunately the PA can not take this responsibility as there is no guarantee that an email sent by the parents is arrived after short time or arrived at all.

l. Minutes of the AGM

Please notify any changes or comments to Inés by Friday 21.11.08.

m. Klage vor dem Amtsgericht München von einem Vereinsmitglied

Herr M. Bernhard hat bezüglich nicht vorgenommener Eintragung ins Vereinsregister im Jahr 2006 Klage eingereicht. Ein Budget für Rechtsanwaltskosten zwecks Verteidigung der EV wird genehmigt.

n. Interparent

For Information see: www.interparent.eu

18) End of the meeting

23h30

Protokollführerin:
Cécile Lombardot