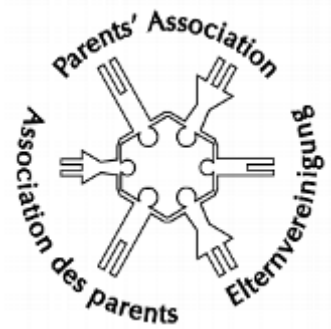


# Parents' Association of the European School Munich



## Minutes of the Board Meeting of 23<sup>rd</sup> January 2019

The meeting was held in the premises of the EPO, Bayerstr. 34, Room 3468 from 18:45pm until 9:30pm

Minute writer: Adriana Vera-Merz

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### Attendees:

**PA Board members:** Gerry van Woensel, Caroline Müller, Martin Ratcliffe, Roberto Trimarchi, Antje Stoller, Wayne Smith, Katia Sittler, Irene Rosin, Flavio Carsughi, Germana Baldisseri, Mohan Chennupati, Julien Jacoby, Stéphane Fraissé, Rupert Plenk, Marina Conte, Giorgios Lazaridis, Esteban Hernández Castelló, Sofia Macieira, Adriana Vera-Merz

**Observing members of the Educational Council:** Mark Robinson (EN-HS), Maciej Madaliński (ER Kindergarten)

**Absent PA Board Members:** Anna Cattani-Scholz, Jean-Luc Dupuis

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### 1. Approval of the agenda

The vice-chairman opened the meeting at 18.45. The agenda was approved

### 2. Approval of the minutes of the last board meeting

The minutes of the board meeting held on 5<sup>th</sup> December 2018 were approved.

### 3. Chairman's report

Jean-Luc Dupuis excused himself for not attending the meeting due to personal reasons. Therefore, this point on the agenda was skipped.

### 4. Report on administrative board meeting

Roberto Trimarchi reports on Administrative Board meeting of 18<sup>th</sup> January. The PA was represented by him and Gerry Van Woensel.

The school budget for 2019/2020 was agreed on. It is expected that it will be approved as the school planned it [REDACTED] **(figure not for publication)**.

Multiple parties in the Administrative Board are in favour of the revision of the admission policy. Mr. Ensing has a particular interest on it because of the situation in Fasangarten; the teachers because of the pedagogical point of view. The secretary general of the European Schools, Giancarlo Marcheggiano, would support a new admission policy, if the EPO is ready to negotiate on it.

Only the Board of Governors can decide on a new admission policy. Therefore, a written procedure needs to be brought for discussion/decision to this administrative body. It seems too late to have a decision that can be applied for the admissions of the next school year. The next meetings of the Board of Governors are in April and December 2019.

The board decided to build a working group on this topic. Martin Ratcliffe, Flavio Carsughi, Roberto Trimarchi and Adriana Vera-Merz agree to join this group. Flavio Carsughi mentions that Enrico Fedrigo would also like to join this group. The goal is to prepare a letter bringing forward our arguments and send to the different stakeholders.

## **5. School calendar 2019-2020 - vote for an extra free day: Fr 4th Oct, Fr 20th Dec, or Wed 20th May**

The school direction asked for our preference amongst 3 possible dates for an extra school free day in the next school year. The preference of the board members is Wednesday 20<sup>th</sup> May:

Fr 4th Oct 6 votes  
Fr 20th Dec 3 votes  
Wed 20th May 9 votes  
1 abstention

## **6. Results of recruiting process for two positions**

Irene Rosin, Antje Stoller, Marina Conte and Jean-Luc Dupuis interviewed seven of the nine candidates for the open positions in the PA office.

Given the following reasons:

- There are enough candidates now and we would like to avoid a second recruiting process in July.
- A higher amount of queries due to the opening of the Fasangarten site are expected.

The board decided unanimously:

- To hire two employees instead of one with indefinite mini-job contracts for 8 hours a week (€ 450 monthly). The effective work hours per week during school days are 10.

After the new employees are contracted, the office will open Mo-Fr from 9:00am to 12:00m.

Julien Jacoby, PA treasurer, assured the EV can finance the new hires.

## **7. Information about transport – Fasangarten site**

The school direction has decided that the Kindergarten and primary school will move to Fasangarten.

Irene Rosin will arrange meetings with the school direction, the MVG and the city and the neighbors.

Currently the 5<sup>th</sup> grade pupils may use the school bus exceptionally, if they have siblings. Irene will try to change the existing agreement to extend the service to the 5<sup>th</sup> graders with the same conditions as for the 1<sup>st</sup> to 4<sup>th</sup> graders. The service cannot be extended to the Kindergarten children, because of their age. The exception for the siblings might still be in place next year.

There are logistical problems with the parking of the buses at the new site. The only access to the school is a narrow street. A request for a prohibition to park on the street will be filed. The parents that bring their children to school by car will be instructed in order to avoid traffic chaos at school.

The parking lot is for 22 big buses. Currently the transport service is provided by 35 medium- and small buses. Irene wants to make a "parking test" before the first day of school. This might not work because it is difficult to coordinate the many service providers that work for us.

Regarding the security at the parking lot, the school will check if it is possible to have more personnel for supervision.

A public service bus line connecting the Neuperlach and the Fasangarten sites will be requested. Otherwise, there will be a shuttle bus for the children with a booking system.

The EV will issue a Newsletter with important information about the transport situation of the Fasangarten.

## **8. Development of the new web portal**

Flavio Carsughi asked the board to decide among two graphical proposals for the new website: DEMO1 with a horizontal menu bar, DEMO2 with a vertical menu bar and the central sliding picture. Prior to the meeting, he provided three screenshots of each proposal. The board decided to adopt the vertical layout with these results:

Vertical – 10 votes  
Horizontal – 6 votes

The deadline to provide the texts for website according to the previously distributed list was set for 15<sup>th</sup> February. There is no standard information/format for the texts of the particular language sections. The language section representatives have the freedom to communicate the information they consider to be relevant.

## **9. Newsletter policy**

Flavio Carsughi requests an official guideline for the issuance of the newsletters to assure that they comply with the corporate design and layout.

The board members suggest that the process is as follows:

- The newsletter is approved by the chairman
- It is then sent to the information officer to check its design/format
- The information officer sends it to all the board members (FYI)
- Lastly, the newsletter is sent by the office to all parents
- The Newsletter is not to be sent with a regular frequency, but when there are news to distribute

This topic will be in the agenda of the next meeting to formally decide on it.

## **10. Publication of minutes of the board meetings/communication outside the board**

Adriana Vera-Merz, minute writer since November, asks if Article 6 (6) of the "Geschäftsordnung des Vorstands" from 1998 is still in place.

Gerry van Woensel clarifies, that years ago the general assembly of the PA decided that the minutes should be published. The minutes are published without personnel, financial and sensitive data.

In the next meeting the board will discuss if the article mentioned above should be changed, left as it is, or if the whole "Geschäftsordnung" should be checked and changed. A change in the "Geschäftsordnung" does not require the agreement of the general assembly.

## **11. Extracurricular activities**

Antje Stoller mentions that the planning of the extracurricular activities at Fasangarten is difficult because of uncertainty regarding issues such as the rooms, the supervision, and the transport. There is a meeting on 4<sup>th</sup> February with the primary director, Alexia Giannakopoulou. Perhaps there will be more concrete information then, probably later.

This year some courses that normally were fully booked couldn't run because of organisational issues. Therefore, the income from NSA might be lower than last year.

Most of the courses we offer are for primary and kindergarten children. Maybe next year we will have less courses than currently due to organisational issues at the new site, thus less income.

It has happened that parents receive a confirmation for a course and in the end it doesn't take place (e.g. badminton). In the future, the courses will be confirmed only if all the factors are confirmed (e.g. room, teacher, enough registrations).

## **12. Financial issues**

The treasurer observes that currently there is no calculated budget for our income/expenses. He would like to budget our expenses. Regarding our income, the NSA bookings may decrease in the next school year due to the primary school and the kindergarten moving to the new site.

## **13. Any other business**

Canteen: a draft contract was provided by Il Cielo. This contract includes conditions with which we don't agree. A lawyer will work on the contracts to be signed by the three parties: Il Cielo, EV, school.

We expect the meal prices increase. Il Cielo wants to pay for water and electricity. We would like to avoid this to have arguments against a raise in prices.

## **14. Next board meeting**

The next board meeting will be on Wednesday 20<sup>th</sup> February.

The meeting ended at 9:30pm

Minute writer:

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Adriana Vera-Merz