

Minutes of the Board Meeting of 18th November 2020

The meeting was held as an online conference via MS Teams from 19:00 pm until 21:15 pm.

Minute writer: Elise Chapoy

Attendees (up to 30 participants):

PA Board members: Rafael Baltanás y Jorge, Antje Stoller, Roberto Trimarchi (chair), Katia Sittler, Flavio Carsughi, Julien Jacoby, Sofia Macieira, Stéphane Fraissé, Maciej Madaliński, Mihail Tzekov, Daniel Pinilla Ariza, Marina Conte, Esteban Hernández Castelló, Desiree Kandolo, Stefan Unterstrasser, Sten Harck, Sonja Schrey, Xenia Tene, Elise Chapoy

Members of the Educational council (guests): Irene Rosin, Enrico Fedrigo, Aurelia Fitzpatrick, Marcela Frank, Inés Lampreia, Vanessa Doublie, Karine Leroy Masson, Inken Hanisch, Marita Kröncke, Karsten Röske, Vincenzo Altieri

Absent PA Board Members: Gerry van Woensel

1. Approval of the agenda

The chairman opened the meeting at 19:03 pm. The agenda has been approved.

2. Educational Council (EC) / Parent Association (PA): organisation and communication

The chairman Roberto Trimarchi welcomed the members of the Educational Council who joined the meeting as guests. He proposed to add the optimization of the communication between the two partners as a discussion point on the agenda. The EC focuses on pedagogical topics. It is part of the Parent Association and also has its own organisation. As such its members are invited to participate in the board meetings as guests.

The chairman mentioned that the efficiency of the communication could be improved by limiting the number of intermediaries and emails during the preparation of the EC meetings. He suggested that the Educational Council elects or chooses a coordinator who could collect the summaries from each language section, communicate with the chairman and forward information to the office. The representatives of the EC will discuss among them about the possibility of finding a coordinator and will inform the chairman of their decision.

It appeared that Daniel Pinilla Ariza already played an important role as a link between the two partners, being an active member in both of them. Daniel Pinilla Ariza explained that he is more involved in the primary school at the moment but managed to share and collect info from the high school thanks to Marcela Frank. He agreed on playing the role of coordinator in the future to facilitate the communication between PA and EC. Daniel Pinilla noted that the communication towards the parents and therefore the EC has already improved thanks to the PA newsletter.

Roberto Trimarchi and Flavio Carsughi mentioned 2 technical/IT points that affect the EC:

- The PA is working on a new internal mail system and a migration to the Microsoft O365 system is foreseen. In this context, only one O365 account will be provided per each ER language representative. If a language section consists of 2 people, a main representative and a deputy, only the main representative will have access to the assigned ER email address to join meetings on Teams once the migration is effective. The deputy representative will have to be invited as guest.

- [Language sections pages](#) on the PA website: these pages are under the responsibility of the language sections and EC representatives. When an update is required, the members can send the new content to Flavio Carsughi per email.

Roberto Trimarchi finally mentioned the ongoing WSI-update (Whole School Inspection update). After sending it to the school direction, with the recommendation to consult the EC members, the school sent it back. Now the EC is in charge of the final report, which will then be sent to the school.

The discussion about the PA/EC relationship raised various questions regarding the interactions with the school administration, such as:

- Effective importance of the EC considering the low level of information shared by the school
- The 2 months period required by the school for the release of EC minutes generates a lack of information: the EC members proposed to send by email a summary to the parents in the days following a meeting.
- Yearly list of class representatives: to avoid the difficulty of getting it from the administration, the PA proposed to send an email to the parents inviting the representatives to send their details.

The chairman thanked the EC members for their participation and their work.

3. Approval of the minutes of the last board meeting

The minutes of the board meeting held on 8th October 2020 have been approved.

4. Approval of the minutes of the last General Assembly

The minutes of the General Assembly held on 3rd November 2020 have been approved.

5. New Covid-19 Regulations: effects on services

Canteen

Katia Sittler explained that she has concentrated her effort on the primary school where the situation was critical regarding the distancing rules.

Since the 16/11/2020 lunch packs have been distributed alternately within the classes to minimize the number of pupils coming in the mensa at the same time (Monday: P1 and P2 with RUF, Tuesday: P4, Thursday: P3). The content of the lunch packs isn't displayed on the Il Cielo website at the moment. The price of a lunch pack remains the same as the one of a warm dish.

After a few days of implementation, the solution seems to work well.

It appeared that the situation at the high school could also be critical. Katia Sittler mentioned that she would from now on concentrate her work on it.

NSA

Antje Stoller reported that many courses have already been stopped and that a discussion of this political decision couldn't be delayed until the next Board meeting. Courses impacted by the cancellation are mainly sport courses where children from different classes are mixed and can't wear a mask or respect the distancing rules. The decision applies until the start of the Christmas holidays.

Transport

Maciej Madaliński pointed out a safety issue still to be solved with the school and the bus companies. It has recently occurred that pupils from the ESM have crossed the parking and have been found on Lincolnstrasse within short distance of the S-bahn railways.

There is a need for additional staff to supervise the children while they leave the school premises and go to the bus parking. The bus companies have made clear that they don't have to supervise the kids outside the buses. The school wants to have a clear procedure involving the different stakeholders. The school is apparently not liable for what happens beyond 15 minutes after the end of the courses.

Garderie

Desiree Kandolo has introduced herself to the RUF team.

A new type of contract is being prepared to meet the parents' needs. Some parents are searching for a garderie place for their children now that the NSAs have been stopped. The goal is to make it possible to terminate this new temporarily contract with the RUF without any additional cost for the parents in case the NSAs start again.

Interparents

Sten Harck attended his first Interparents online meeting. The discussion was mainly about the results of an internal audit of the schools carried out by the European Commission. The sensitive topic still to be discussed is the shared responsibility of the Parents Associations and the schools and the move towards a possible bigger liability of the PA.

6. IT update

New system

Flavio Carsughi gave information about the migration to the IT system now on its final stage. The delivery is expected in 3 weeks. The transport module was first available in the test environment.

The next steps are:

- the board members, the office members and probably some parents (whom Flavio will contact) are invited to register with their real information to test the system;
- Flavio manages the ticketing system for significant errors in order to avoid duplicates;
- board members get 2 accounts, one as parent, one as board member.

Migration to Microsoft O365

To optimize all the internal services (emails, desktop tools, files storage and sharing...) used by the office and board members of the PA, a migration to Microsoft O365 will take place in the week 4-6.12.

The Parent Association is recognized as a non-for-profit organisation and will thus benefit from a free Microsoft licence.

An online workshop will be held on Monday 7.12 9:00 AM.

7. Any other business

- Move of the PA office to Fasangarten: The office will soon leave the EPO buildings and move to the ESM site in Fasangarten. The office will thus be closer to the children, the parents and the services (NSA, garderie, buses and canteen). The office will benefit from the facilities and the IT installations of the school. Also, the entrance-security problems encountered at the EPO will be avoided. Even if the parents can't easily enter the schools buildings, particularly since the beginning of the corona crisis, the IT projects of the PA will help them by providing mainly online and paperless access to the services.

The chairman asked if members with EPO accreditation could help with the move.

- The chairman has been informed by the direction of the school that a four-day extension of the Christmas holidays (21/22 December and 7/8 January) is envisaged to accommodate potential quarantines. The 4 days could also be declared as home schooling days.

- School projects sponsoring: the PA will do its best to maintain a budget dedicated to the sponsoring of pedagogical projects within the language sections. Regarding the financial situation of the PA this year and

the potential impact of the current covid 19 crisis on the realisation of the projects, the PA will have to be careful. The amount dedicated to each section still has to be determined.

- End of PA membership: as mentioned on the status, article 9 'Austritt und Ausschluss', a member of the association can terminate the contract by writing to the board. Emails are also relevant. The annual fees can't be refunded once the yearly amount has been debited if the writing cancellation takes place after the debit.

8. Next board meeting

The next board meeting will take place on 15th December at 19:00 pm and will be held as an online conference via MS Teams.

The meeting ended at 21:15 pm.

Minute writer:

Elise Chapoy