

## Minutes of the Board Meeting of 15<sup>th</sup> June 2021

The meeting was held as an online conference via MS Teams from 19:30 pm until 21:05 pm.

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### Attendees

**PA Board members:** Rafael Baltanás y Jorge, Antje Stoller, Roberto Trimarchi (chair), Katia Sittler, Julien Jacoby, Sofia Macieira, Maciej Madaliński, Mihail Tzekov, Daniel Pinilla Ariza, Magda Vecchi, Desiree Kandolo, Sten Harck, Sonja Schrey, Xenia Tene, Elise Chapoy, Anne Ridings, Esteban Hernández Castello

**EC member** (Guest): Vanessa Doublier Pritchard

**Absent PA Board Members:** Stéphane Fraissé, Gerry van Woensel, Flavio Carsughi

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### 1. Approval of the agenda

The chairman opened the meeting at 19:30 pm. The agenda was approved.

### 2. Approval of the minutes of the Board Meeting of 18th May 2021

The minutes of the Board Meeting held on 18<sup>th</sup> May were approved.

### 3. Chairman's report

The chairman Roberto Trimarchi welcomed the 2 recently elected language section representatives, Magda Vecchi for the Italian section and Anne Ridings for the English one.

#### ***Jour fixe (regular meeting with the ESM)***

Roberto Trimarchi reported on various subjects discussed with the school administration:

- The ESM has planned a return to normal for teaching from September but they would keep the double pack hours at High School in the event that the students must separate into groups again and come to school every other week. Roberto Trimarchi added that self-tests of children would probably remain in effect.
- S2 pupils should have the opportunity to make a school trip next year. It might also be the case for other classes.
- The vaccination of pupils over 12 years old shouldn't be made mandatory by the school. ESM will follow the rules put in place by Bavaria.
- Refunds for school trips cancelled in 2020 are expected to be completed by the end of the year. The ESM still encountered technical problems with the payments.
- November 8<sup>th</sup>, 2021 will be a pedagogical day at ESM and classes will be cancelled. Roberto Trimarchi said that he asked the school to make this day appear on the holiday calendar as soon as possible.
- Roberto Trimarchi reported on the probable move-in of the Helene-Habermann-Gymnasium (HHG). The stakeholders have been silent for the past 2 months because they were busy setting the financial conditions for the move. About 60 pupils would most likely use Haus 5 from September. The HHG would only slightly adapt Haus 5 and should introduce a passage between Haus 4 and 5. The PA should be allowed to use the kitchen and the ceramic room for NSA even after the move-in of the

HHG in Haus 5. Pupils would have to be registered to be granted access. The ESM plans to communicate with parents once they have obtained confirmation of the move-in from its partners.

### **PA office organisation - - not for publication**

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#### **"Send on behalf" function**

Roberto Trimarchi informed about the activation of the new "send on behalf" function for emails. This could be used when a representative needs to send an e-mail to a targeted parent's group. This new function allows parents who click on "reply" to send their answer directly to the representative and not to the office employee who sent the email on behalf of the representative. This avoids the back and forth of replies and ensures compliance with data protection rules.

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#### **Smartphone rules (High school working group)**

Roberto Trimarchi and Rafael Baltanás y Jorge are now part of the working group set up by the school to develop new rules for the use of smartphones by students. The group drafted recommendations that have to be deliberated by the Educational Council. New rules should be in effect from September and some restrictions might apply to the youngest pupils (S1-S3).

## **4. IT: launch of booking for RUF/Pauker and Transport**

Roberto Trimarchi first said that Flavio Carsughi couldn't attend the meeting and that he apologized. He also mentioned that bookings of services, transports and NSA, were running fine.

The PA and Comunicazione21 are now working on the Canteen module with Il Cielo without encountering any problem.

Maciej Madaliński added that concerning the transport module, only the booking of the shuttle bus had yet to be implemented.

Antje Stoller pointed out that there were still issues with the NSA module and more precisely with the confirmation of bookings to the parents and the activation of the courses. For this reason, office employees couldn't give any confirmation of registration to the parents. Another difficulty for NSA at that moment was the Covid situation. It was difficult to know precisely how many children would be allowed to participate in a course. In response to a remark from Daniel Pinilla Ariza, Antje confirmed that general information to parents would be given this summer if confirmations cannot be made.

## **5. Services update**

### **Transport**

Maciej Madaliński provided information about transport registrations for next school year. Bookings are running fine thanks to the new system. At the moment there are 100 less children registered than last year and 650 MVV cards have been ordered (vs 800 last year).

Bus numbers and bus stops will remain the same but the City of Munich has planned to provide taxis rather than buses for some routes when the number of children allows it.

Maciej added that the PA had to raise transport prices for families living outside Munich. The annual cost should be about 750 euros for each family regardless of the distance between home and the ESM. The reasons why the PA had to increase the price were that the City of Munich sent its invoice one year after the end of a school year with additional and increased costs and that contracts with bus companies are negotiated by the City. They committed to better control contracts and costs in the future.

### **Canteen**

Katia Sittler reported that the school management has decided to maintain the distancing rules even though they are no longer mandatory. From now on, Kindergarten children also have the possibility to eat in the Kindergarten premises.

## **NSA**

Antje Stoller reported that the PA encountered difficulty to take up NSA courses at high school because most of the students had no more lessons or were on an internship or project week away from school.

Antje Stoller pointed out that invoices have been sent to the parents but that the PA is not aware of NSA financial results after a year of covid crisis.

Julien Jacoby added that the PA made 2 important investments during the same time, the new booking portal and the IT system.

## **6. Communication with parents in urgent transport issues**

Maciej Madaliński informed the PA members about a possible new SMS system aiming at keeping the parents informed in case of buses delays or problems. When a bus is late, the school normally sends an email to parents but parents often get it too late. Parents expect to be informed quickly and using a SMS rather than an email may be a good solution to improve the communication. An SMS system would also be in compliance with the data protection rules, which wouldn't be the case with services like WhatsApp or Signal.

Maciej clarified that such an SMS service is not free and may cost 15 euros per month for 200 SMS. Antje Stoller answered that she wouldn't spend more money on a communication tool and that the parents have the possibility to read emails on their smartphones.

Rafael Baltanás y Jorge pointed out that the ESM already use an SMS service to inform parents about unjustified absences of pupils and Roberto Trimarchi added that the PA would first suggest that the school also use text messages to inform parents about bus problems.

## **7. Any other business**

- Roberto Trimarchi said that an end-of-year dinner for office employees and board members had been planned for July 1 at 19.00. An end-of-year dinner for the school management would also take place in the end of June with some PA members.

- Magda Vecchi asked whether the parents from S7 pupils had been informed of the appeal process in the event of a challenge to a BAC test. Vanessa Doublier Pritchard answered that the school sent a message informing about the appeal process and Sten Harck added that the new guideline from Interparent would be launched on June 28.

## **8. Next board meeting**

The next board meeting will take place on 15<sup>th</sup> September at 19:30 pm via MS Teams or in-situ depending on the Covid rules.

October board meeting may take place on 12<sup>th</sup> October and the Annual General Assembly on October 20<sup>th</sup>.

The meeting ended at 21:05 pm.

Minute writer:

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Elise Chapoy