

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

The meeting was held as an online conference via MS Teams from 19:30 pm until 21.50 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, Daniel Pinilla Ariza, Magda Vecchi, Desiree Kandolo, Sten Harck, Sonja Schrey, Xenia Tene, Elise Chapoy, Anne Ridings, Esteban Hernández Castello, Flavio Carsughi, Mihail Tzekov

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

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

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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 15th June 2021

The minutes of the Board Meeting held on 15<sup>th</sup> June were approved.

### 3. Chairman's report

- Roberto Trimarchi reported on the start of primary and secondary schools on Thursday September 2. The Parents association initially encountered some problems with the canteen and transport but everything went back to normal quickly.
- Preparation of the General Assembly:
  - The date of 19/10/2021 was proposed for the holding of the General assembly and accepted. An invitation with the agenda should be sent to the members in the next few days. Like in 2020, the general meeting would be held online via Teams. The platform Adoodle should be used for online votes.
  - Positions on the PA board: Roberto Trimarchi mentioned that the positions of representatives of the French and Dutch sections are vacant and that a vote would have to be organised within the language sections. He also mentioned that there are vacant positions of language representatives at the educational council and that some sections have planned an assembly before the PA general meeting to elect their representative.

Roberto Trimarchi informed that he wouldn't stay chairman any longer and that Katia Sittler would apply for the chairman position while he would apply for the position of vice chairman. Julien Jacoby and Flavio Carsughi would apply to keep their positions (Treasurer and Information Policies). On the other hand, some positions would be open without already known candidates (Canteen, Kindergarten, Health and Security).

An official position of office employee's manager has been created and was held since then by Katia Sittler. This candidacy should also be approved by vote during the general assembly.



- Roberto Trimarchi pointed out that the rules of procedure or “Geschäftsordnung” (Article 3) of the PA has to be modernized. These rather small changes would consist in removing positions in the board that no longer exist or adapting their titles. The new version of the document should be put to a vote at the assembly.  
Flavio Carsughi suggested an addition to the rules of procedure, namely that a former Chairman could automatically get a position on the board. The PA members did not consider that such an addition was necessary. If advisable, a former chairman could always be invited by the board members to participate in some meetings.  
Sofia Macieira pointed out that it could be useful to have an elected representative for each SWALS language. The PA members considered that SWALS members of each L1 should rather appoint representatives on an informal basis, as it is done for class representatives.
- Roberto Trimarchi said that he and Antje Stoller drafted a new version of the “Wahlordnung”. They worked on small corrections and edited the document with a new layout.
- Roberto Trimarchi said that the Helene Habermann Gymnasium started classes at Fasangarten on 14.9.21 and it was too early to get any feedback.
- Katia Sittler informed about the progress of work at the office since the start of the school year. The new employee Madeleine Vrielink started well with NSA on September 1<sup>st</sup> and is working with Nathalie Scheib. She also said that office employees were a little overwhelmed at the beginning of the school year by the large number of questions and calls with parents.

#### **4. IT update**

Roberto Trimarchi informed that Kim Mayser disabled the former PA system and that he sent to him the backups from the last 5 years.

Flavio Carsughi provided an update on the new PA system. He said that it was running fine and the transport module used successfully. The NSA module was still not functioning optimally, but the EV couldn't expect to get a lot of time from the company in the next few weeks. He also informed about the invoice module that was delivered and tested by Jens Gerhardt.

Daniel Pinilla Ariza raised the question of privacy options in the system regarding family's information. In fact, parents could already restrict or prohibit access to personal data on the system. It seemed that the pupil's directory is not shared or available between the primary and the secondary level.

Antje Stoller mentioned that office employees couldn't easily send an email to a list of people that booked a specific course thanks to the new system. It also seemed that the system sent emails from a no-reply Email address, but parents weren't aware of that. Flavio Carsughi answered that it was decided to use 2 completely different systems for the booking and the office systems, and that emails sent from the booking system might contain an automatic message warning that it is a “nonreply-Email”. He said that he would work on that.

Antje Stoller pointed out that office employees should be able to access emails sent from the system. She added that without this option they were wasting a lot of time reconstructing what others who work on the same service have done the day before. Flavio Carsughi suggested that each email be automatically sent by the system with office in CC. Filtering options should be implemented from the office mailbox to prevent the messages generated by the system from overloading the office inbox.

#### **5. Services update**

NSA: Extracurricular activities should all start on Monday, September 20. Antje Stoller mentioned that the main difficulty remained that lists from RUF children weren't available in our system. Desiree Kandolo replied that RUF employees would complete this task by the end of the week (19/09).



Garderie: Desiree Kandolo said that RUF and Pauker started after-school care and that everything was running according to the plan. Children from different sections were mixed again as allowed by the Bavarian rules. Nevertheless, the Kindergarten initially kept the groups separate and have mixed them since September 17.

Mensa: Kattia Sittler said that she was positive about how the service is running. Difficulties were encountered at the beginning of the school year in HS due to the high number of "Spontanesser" pupils. It was therefore decided to ask the "Spontanesser" to order food in advance (the day before). She also said that IL Cielo decided to let the children eat the first day without checking their status to avoid a huge queue. As a result, they didn't get payment for more than 100 lunches. She recalled that the price of a meal with a subscription in HS was 5 euros and not 4,9 euros as displayed by mistake on the system. In Fasangarten the HHG would also use the canteen facilities, but the students would come at 1 pm after the P5 pupils have left the canteen. Katia Sittler added that the HHG would have its own caterer and cooking utensils.

Transport: Maciej Madaliński reported on the transport service since the start of the school year. 25 taxis and 21 buses provide daily service. He informed that children had difficulty finding their taxi in the car park because they all look the same, but taxi drivers were finally hanging small signs on their windows and the problem has been solved. Maciej added that parents who had to buy MVG tickets before receiving the MVG card should keep them for a future reimbursement.

Julien Jacoby gave an update on the financial situation of the association and said that the covid crisis has not significantly impacted the situation. He added that the accountant Jens Gerhardt already sent the books to PWC in view of the annual audit.

## **6. Any other business**

Magda Vecchi presented the pedagogical project of the Italian section for primary school. This project will be led by a teacher and 2 musicians to introduce children to opera and lyrical singing. She explained that the project is structured around 4 workshops and a final performance during which the children will sing. 2400 € are required for the whole project. It was unanimously decided to finance the project up to 2000 €, the maximum amount for a language section.

Sofia Macieira thanked Roberto Trimarchi for his work as chairman and his commitment to SWALS projects. She also mentioned that she would send a SWALS newsletter soon.

Roberto Trimarchi said that a representative position for Cat 2 members seemed to appear on the PA "Geschäftsordnung". The matter was to be confirmed (or otherwise) by further analysis of the legal texts of the association ("Geschäftsordnung", "Satzung" and "Wahlordnung") and, if this was finally the case this position could be opened so that all non-EPO members are represented as such (Cat 3 or Cat 2). It would also be possible for the representative of Cat 3 to represent Cat 2 parents at the same time.

## **7. Next board meeting**

The next board meeting will take place after the general assembly, probably on October 27, 2021 at 7.30 pm.

The meeting ended at 21:50 pm.

Minute writer:

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Elise Chapoy