

## Minutes of the Board Meeting of 25<sup>th</sup> October 2022

The meeting was held as an online conference via MS Teams from 19:05 pm until 21:45 pm.

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### Attendees

**PA Board members:** Antje Stoller, Katia Sittler (chair), Julien Jacoby, Sofia Macieira, Maciej Madaliński, Daniel Pinilla Ariza, Magda Vecchi, Désirée Kandolo, Xenia Tene, Elise Chapoy, Anne Ridings, Esteban Hernández Castello, Flavio Carsughi, Fabrizio Marrone, Vannessa Doublier Pritchard, Catherine Jenewein, Mike Marqués, Karsten Röski

**Absent PA Board Members:** Roberto Trimarchi

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### 1. Approval of the agenda

The chairwoman opened the meeting at 19:05 pm. The agenda was approved with one addition in AOB relating to the count of the votes of the members of the SWALS section and one postponement (BAC 2022 report and statistics of the SWALS sections postponed to the joint Board meeting with the Pedagogical Council representatives).

### 2. Approval of the minutes of the Board Meeting of 21<sup>th</sup> September 2022

The minutes of the Board Meeting held on 21<sup>th</sup> September were approved.

### 3. Team presentation to new members

Each member of the PA quickly introduced themselves.

### 4. Chairwoman's report (**Not for publication**)

...omissis...

### 5. Email communication

(**Not for publication**) ...omissis...

Board members stressed that it was important for parents to be able to contact the PA to express their concerns or opinions, even if the PA may have a different point of view.

Flavio Carsughi said that a regulation of the PA emails would be too complicated but that some common sense and professionalism should apply.

Katia Sittler concluded that board members should always respond to messages with politeness and that parents should always be encouraged to contact their language section representative first.

### 6 Booking system access rights

Katia Sittler explained that the booking system of the PA didn't include a "read-only" access because of the too-high development costs and that only the office team and members in charge of services have direct access to the system. Antje Stoller added that the system includes sensitive information and that users must be trained in the tool. Julien Jacoby said that extractions of information are possible if the chairwoman agrees, for example in view of an email communication or a newsletter. The office team has the possibility to filter email addresses and send an email to a specific group.

Board members agreed to maintain access only to the employees and the members in charge of services.

## **7. IT update**

Flavio Carsughi mentioned that Com21 was currently in a transition period due to a change in the team in charge of the PA booking system. He replied to Julien Jacoby that penalties might apply if the delivery of the developments provided for in contract 4 wasn't completed by the end of March (to be confirmed).

## **8. InterParents**

Katia Sittler said that as the PA did not find candidates for the 2 Interparents positions during the general assembly, she would prepare a newsletter which explains the missions of InterParents and its representatives. Antje Stoller specified that a candidate could be appointed outside the General Assembly and be named by the Board. The name of the new representative would be official after the publication of the Board meeting minutes.

Sofia Macieira pointed out that the PA would have to follow up on important InterParents topics in the meantime, such as the regrouping of SWALS classes or the publication of the 2022 BAC results. Antje Stoller and Daniel Pinilla Ariza suggested that Sofia Macieira could be in charge of the Interparents topics relating to SWALS. She finally accepted to present herself as a candidate for the second InterParents position, specifically dedicated to SWALS subjects.

Board members unanimously elected Sofia Macieira as second InterParents representative.

## **9. Any other business**

Katia Sittler mentioned that SWALS families should vote to elect the SWALS representatives. Even if they take part in the meetings of the English or German sections, the current rule would be that they shouldn't have 2 voices, one to elect the SWALS representatives and one for the English or German sections.

## **10. Next board meeting**

The next board meeting will take place on 22<sup>th</sup> November at 6.30 pm (face-to-face, ESM Neuperlach) with the office team of the PA and the representatives of the Pedagogical Council.

Board members decided to alternate between Tuesdays and Wednesdays for future meetings.

The meeting ended at 21:45 pm.

Minute writer:

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Elise Chapoy