

Minutes of the Board Meeting of 19th March 2024

The meeting was held on site at the ESM in Neuperlach from 18:30 pm until 21:15 pm.

Attendees

Parents' association (PA) board members: Michael Bölter, Flavio Carsughi, Elise Chapoy, Esteban Hernández Castello, Susanne Herrnberger, Evert Küppers, Inés Lampreia, Maciej Madaliński, Fabrizio Marrone, Daniel Pinilla Ariza, Konstantin Poullos, Karsten Röski, Katia Sittler (chair), Antje Stoller

Absent PA Board Members: Vannessa Doublier Pritchard, Marcela Frank, Désirée Kandolo, Narjess Kraiem, Muriel Lepage, Mike Marqués, Xenia Tene, Magda Vecchi

Members of the Education Council (EC) (guests): Kerstin Arenz, Irene Rosin

1. Approval of the agenda

The chairwoman opened the meeting at 18:45 p.m. The agenda was approved.

2. Approval of the minutes of the Board Meeting of 20th February 2024

The minutes of the board meeting held on 20th February were approved.

3. Chairwoman's report

Office team organisation (not for publication) ...*omissis*...

4. PA Board organisation

Karsten Röski and Katia Sittler asked if the Board members had read the proposal which must be voted on: "EC parents' representatives would choose every year one main parent representative for kindergarten/primary school and one main representative for secondary school who would attend the monthly PA board meetings, act as a liaison between the two institutions, have a voice in the PA meetings, but have no right to vote. Each main EC parents' representative at the PA Board would also have a deputy."

Irene Rosin and Kerstin Arenz said that EC representatives would like to have four EC parent representatives who act as liaison and that two of them, regardless of primary or secondary, might be able to join the PA board meeting.

PA Board members approved the proposal and the EC amendment with one abstention.

5. School Advisory Council (SAC) report

Daniel Pinilla Ariza reported on the SAC meeting of March 18th. He said that there was no discussion on the 2024-2025 budget. The following topics have been discussed:

- Use of iPads and computers: Parents, mainly from primary school, said that hours spent by pupils in front of screens during the classes were an issue of concern. The headmistress discarded the issue by saying that teachers at primary were all professional. The Educational Council would address this pedagogical issue.

- New admission policy: ESM organised a school presentation evening on March 7th for families interested in registering at ESM. More than 300 people joined the meeting and 70 pupils already confirmed their registration. The school is expected to close the admission process in mid-May, almost two months earlier than previous years. Budgetary aspects will be discussed in September

once the final number of pupils is known.

- M. Hrovath said that the extension of the Spanish language section to secondary was always current, and that ESM would submit a proposal in September. Inês Lampreia said that she would like to be part of the working group. Daniel Pinilla Ariza answered that ESM did not mention any working groups and that a working group was not required for an extension.

- ESM would like to update the nuts policy. The canteen and the cafeteria might remain nuts free, but pupils could bring snacks containing nuts.

Evert Küppers said that the working group on the future of the Dutch language section had a meeting on March 19th. A representative of the Flemish ministry, the inspector of the Dutch section, a teacher, the management of ESM, an EPO representative, and Evert Küppers for the parents met and agreed on a temporary maintenance of the section. They mentioned as a possible solution the maintenance of the Dutch section in primary and the switching of pupils to SWALS for secondary school. The group's work is still in progress.

6. Pedagogical Projects

Board members unanimously approved the following pedagogical projects and budget requests:

- English language section (primary): 750 € for the project "Illustrator Zehra Hick";
- Swals section (primary): 199 € to buy an inflatable globe;
- Greek section: 480 and 600 € for two theatre projects, 700 and 225 € for the "E twinning Project";
- English and Italian language sections (primary): 650 € and 650 € for the project "Opera Semplice";
- Kindergarten: 1705,5 € to finance a school trip "Wildpark Poing" (transport and tickets);
- Italian section (secondary): 200€ for the Latin classes, 400€ for the project "Women at war", 500 € for the project "Air we breathe".

Katia Sittler said that she did not have recent information on the "sunshade" project in primary. The project might require a budget of more than 10 000€. Participants approved the project, which would concern many pupils and be long-lasting. Katia Sittler said that she would contact the school as soon as possible.

Katia Sittler said that the primary school has requested financial support from the PA to finance the transportation of school trips for all classes. Katia Sittler added that the school could not yet provide a quote for all the costs, but the final budget could be 12000€. Board members voted in favour of a maximum budget of 6500€ to finance all school trips.

Fabrizio Marrone suggested financing the construction of new bike parking lots in secondary school.

7. PA Board positions to be filled

Katia Sittler said that from the next general assembly (October 2024), many positions will be filled on the PA board, such as Chairman/woman, NSA, Transport, Administrative Board, etc.

She added that she would send a newsletter in April to call for volunteers. Due to the difficulty of mobilising parents - very few participated in the AG in October 2023 - Flavio Carsughi suggested organising an event in June to promote the PA and invite parents, especially new families, to join the board. All agreed on the proposal.

8. Services update

Canteen: Fabrizio Marrone said that he had discussions with Organic Garden (OG) about their service and the objective of maintaining the price of the meal at 6 euros maximum. OG made substantial suggestions (increase in the offer in the cafeteria, drastic reduction in the proportion of meat in meals, choice of local rather than organic products, etc.) to maintain the price under 6 euros. OG added that with an increase of 20 cents in the price of the meal, they could offer the same service as today. Fabrizio Marrone said that he was not fully satisfied with the proposal and that he and Katia Sittler will have a meeting with the CEO of the company in April. They would also discuss the products on sale in the cafeteria and at the vending machines. Inês Lampreia suggested asking OG to open its account books to assess the margin made on meals. Other participants said that pupils complained about small portions in the HS canteen.

To solve the problem of communication between the IT systems of OG and the PA, OG offered to manage the booking process. Board members disapproved of this proposal to prevent the provider from having a sole view of the subscriptions and to facilitate a possible change of service provider.

Fabrizio Marrone mentioned that the working group on food policy was still ongoing and that the draft of the new food policy would include a reduction in meat in the meals (one or two times per week).

Fabrizio Marrone started a comparative study of different canteen providers and contacted six caterers. One declined the invitation for lack of capacity, and two proposed a meeting. Fabrizio said that this indicative benchmark would take a lot of time and that he would request the help of a second representative. Some members stressed that the PA could sign different contracts with different providers in the future (for example, one for primary and one for secondary, or one for the canteen and another for the cafeteria).

ESM management said that the Rennertstraße primary school requested to be able to use the ESM canteen during the duration of the work at their school. If the PA agrees, ESM will then request the agreement from BImA, which owns the school premises. Board members unanimously approved the suggestion.

IT: Flavio Carsughi said that, in order to update its server, the PA needs to increase the service hours of Com21 from 20 to 40 hours. Board members already approved a budget of 1300 euros for 20 hours in a previous meeting, but the amount must be doubled now (40 hours for 2600 euros). Present participants approved this increase, but with less than half of the board members being present after 8 p.m., agreement will also be requested by email.

Flavio Carsughi mentioned that Com21 sent two invoices and that the PA would pay half of the amount because the delivery was not complete.

Flavio also said that specifications for the transport and NSA (cancellation confirmation) modules have been made.

Transport: Maciej Madaliński announced that the transport offer for the next school year was available on the [website](#) and has been communicated to families.

NSA: Antje Stoller said that the newsletter with the registration information for next year would be sent before the Easter break. She added that she was working on the start of services in September.

9. Next board meeting

The next board meeting will take place on April 17th at 18:30 pm (face-to-face, ESM Neuperlach).

The meeting ended at 21:15 pm.

Minute writer:

Elise Chapoy