



## **Minutes of the Management board meeting of the 6<sup>th</sup> of June 2006**

**Attendees:** Odile Beniflah, Caroline Cuvillier, Maria Giovana Incerti, Maria Carla Magni, Barbara Miele, John Defayette, Mauro Nocca, Elzbieta Ceglarska, Paola Notari, Reinhilde Schoonjans, Marie-Ange Rigaux, Barbara Storci, Maravillas Lopez, Maria Chiara Coscelli, Marielle Sauvage, Giancarlo Zannaca

### Introduction

This is the last management board meeting of the year. The main goal of the meeting is to confirm the roles and responsibilities (bureau, section representatives, additional members, task forces) but also to identify new, specific responsibilities for the school year 2006-07 so we are ready when school starts in September.

We regret that 5 members could not join the meeting as there is much work to be done. Everyone should review the list of “open positions” at the end of this document and express their interest if at all possible. Note that if positions are not taken, the activities will not take place (I,e: today, no parent has volunteered yet to organize musical instrument lessons after 16h30)

On a side note, we also ask that every parent who does not wish to hold their position within the mgt board in 2006-07 should let us know so we can organize elections and fill the open positions as early as possible in September.

### **Garderie**

Next year, will be between 16h30-18h00.

- Need volunteers to help Reinhilde.  
One person from Parma needed.
- Maria Carla proposes to help building a project for activities after 16H30.  
Could be dance, activities out of the school and also babysitting. Maria Carla will talk with Caroline to see how this could be done.
- Reinhilde explained what is the service used this year: Italia. servizi  
Service is fine because is in charge of hiring people, contracting, finding replacement in case of sickness, etc....  
Issues: one of the childminders is not adequate  
And the company doesn't pay the childminders a lot.

- Barbara suggests to compare Italia servizi and the hiring of two people by the association, legally and officially.  
We should pay attention to the responsibilities we have with an “intermediaire”.

**Volunteers :**

***Barbara Miele to organize it with Reinhilde for 2006-07***

***Marielle Sauvage for administrative aspects***

**Calendar**

We don't have it yet. But will be similar to the calendar 2005-06.

- Start of school: 5<sup>th</sup> of September
- One week off in November, two weeks for Christmas, one week in February, two weeks for Easter
- Difference is : school won't take in charge the organization of the activities during the holidays. Want PA to organize the activities.
- Ms Zanatta will contact Parma Infanzia to explain our specificity and our need for activities. She is aware the school has to help.
- Need volunteers to propose and organize the activities during the school closing times, at least for 3 weeks, at least 3 people (one for each period or one for each cycle)

**Volunteers :**

***Maria Carla Magni (mat), Giancarlo Zanacca (mat), Barbara Miele (prim), Barbara Storci (sec).***

**Events**

- Paola has been the point of reference for all the social events in 2005-06.
- She wants someone responsible for each event and will be happy to help.
- Social event task force needs to be contacted to check for more volunteers

**Volunteers :**

***Maravillas Lopez Robles for Mercatino di Natale or Festa di Carnevale (to be discussed offline)***

***Nicole Giovanardi, Emanuela Mossini for the Gita sulla neve  
Maria Giovana for the “Festa di Primavera”***

**Internet site**

- For the maintenance and updates, we need volunteers

**Volunteers :**  
***Marielle Sauvage, Odile Beniflah***

### **Newsletter**

- Odile resigns for the newsletter, is ready to help but will leave responsibilities to someone else

**Volunteer: Open position!**

### **Welcome drink for the new parents**

- We would like to organize a welcome drink around the end of September/ October for new parents

**Volunteer:**  
***Maria Giovana***

### **Promotional Gadgets**

**Volunteer :**  
***Maria Giovana***

### **Letter of Presentation of AGSEP**

- We would like to write a letter about the AGSEP to put in the package that the school will distribute the first day of school. Should be precise and explain what our projects are and how people can become members and get involved in the school community.

**Volunteers:**  
***Caroline Cuvillier, Maria Chiara Coscelli***

### **Election of the class representatives**

- Organization of the election

**Volunteer :**  
***Marielle Sauvage***

### **Educational Committee**

- We need names of volunteers to be part of the Educational Committee
- Must be section representatives

**Volunteers:**

**Still to be defined - Chiara will get more details from the school on the number of people required for the next meeting.**

**Resignations**

- In order to organize the elections and to fill the open positions within the mgt board, we ask people who would like to leave the management board to let us know.

**Resignations :**

**Elzbieta Ceglarska (too much work, does not feel she can do the job well enough) Caroline Cuvillier, (change of section, will apply for Prim FR section rep)**

**Other issues**

**Monthly fees of the maternal section:**

- It seems that the commune is charging for the canteen and other costs for the maternal sections.  
But we are also paying the school for the other services.  
So, this means that maternal sections are paying more and the mistake is probably on the side of the commune. The AGSEP bureau will report this issue to Ms Zanatta.

**Library**

- All the Italian books arrived for the maternal, primary and secondary sections
- All books requested by the teachers have been ordered
- Some numbers: 30000 eur for books, 8000 eur for furniture
- Still some work to do before opening the library to students: labeling of books and entries on the computer. Fortunately, parents are actively involved in the project (Marie-Ange and Barbara)

**Summary of Roles and Responsibilities for 2006-07**

Bureau: no change

Section Representatives: need to fill out a couple of open positions after resignation

Garderie: Reinhilde, Barbara M.

Activities after 16h30 (musical instrument, dance): OPEN POSITION

Holiday Camps: Maria Carla, Giancarlo, Barbara M., Barbara S.

Mercatino di Natale: OPEN POSITION

Festa di Carnevale: Mavi (to be confirmed)

Gita sulla Neve: Nicole, Manuela (to be confirmed)

Festa di Primavera: Maria Giovanna

Web Site: Marielle, Odile

Newsletter: OPEN POSITION

Welcome Drink: Maria Giovanna

Promotional Gadgets: Maria Giovanna

AGSEP Presentation Letter: Chiara, Caroline

Election of Class Representatives: Marielle

Library: Marie-Ange, Barbara S.

*Minutes taken by Marielle Sauvage @ [marielle.sauvage@mac.com](mailto:marielle.sauvage@mac.com)*