



**Board Meeting/Reunion du Conseil d'Administration
Brussels Thursday 9 October 2008
SPA 3 1/1
12.30-14.00 (CET)**

MINUTES

PRESENT: Guido Ricci, Ivan Torre, Aedin O' Byrne, Filomena Russo, Agnes Trarieux, Monika Paulus, Thomas Frenzel, Hilary Crowder, Natalya Simons.

1 – Proposals of additions to and subtractions from the agenda.

Additions: a) Education Committee; b) Process of taking decision: suspension of the transport service on Monday 6th; c) Information Meeting and General Assembly.

Subtractions: point 3.

2 – Adoption of last meeting's minutes.

APPROVED

3 – Presentation of the draft program for extracurricular activities and approval.

POSTPONED

4 - Adoption of organigram for the staff:

- 1 cook (Christophe)

- 1 cook to be selected in order to start after Christmas holyday. (If it happens to be the present interim worker, by then we should be able to recruit her without penalty).

- 1 secretary of the association and office support for the canteen (Manuela)

- 1 part time accountant and office coordination (Maryse) New contract after All Saints break.

- 1 manager for extracurricular activities (recruitment under way to be affected to this task, for 13,5 hours per week, i.e. the difference between the full time agreed by the GA for an accountant-administrator, and the hours of the recruited accountant. Possibly more hours in the extracurricular



start up phase)

- 1 transport manager (to be recruited at the end of the contract of the present transport manager , roughly 3/4 of time).

Mrs Crowder states that in her opinion it is impossible to approve an organigram if there are no exact data about the provisional budget for the present school year.

Mr Torre points out that when the budget was first set up everything was underbudgeted, especially the chapter concerning staff yet it should be clear that the Association needs a minimum limit of staff without which it is impossible to go on and therefore decisions concerning the organigram should not be postponed.

Mr Frenzel and Mrs Paulus agree with Mr Torre and say that in their opinion staff needs should be designated and fulfilled before the budget, that is the budget should be tailored on the association's needs, not the contrary.

Mr Torre points out that concerning the second cook while taking a decision it should be taken into account the fact that upon one hand it is true that offering her a direct contract would be apparently less expensive but on the other hand if she stays as an interim the APEEE only pays her 37 weeks a year while as a direct employee she should be paid 52 weeks as the first chef so in the end it would be more expensive.

A decision about this point of the organigram is postponed.

Mrs Paulus takes the floor to say that as a member of the Transport Committee she has been observing the work done by the transport manager and states that in her opinion it would be the best solution to extend his contract up to the end of the school year before opening a competition for the job of a permanent transport manager, otherwise, in case the collaboration of the present transport manager with APEEE should end (as foreseen by the present contract) on November 11th there would be a breakdown of the transport service. Also Mrs Schulze, who is not present, shares this idea and has sent a letter to the Board via Mrs Paulus.

Mrs Crowder states that in her opinion it would be better to unite the $\frac{3}{4}$ contract of a transport manager with the $\frac{1}{4}$ of an administrative unit to make a full time contract and that this contract may be since now permanent with a probation period of 6 months.

The Board APPROVES with unanimity to offer the present transport manager a full time permanent contract with the statutory probation period to cover the transport manager position (3/4) and the administrative position (1/4). It is decided that in case he should refuse the full time contract he will then be offered a permanent



contract only for $\frac{3}{4}$ as transport manager and the Panel named during the Board Meeting of September 18th will proceed to contact people who already sent the CV for the previous recruitment offer.

4a – Mandate to selection committee for transport manager.

Proposal:

Cenini, Trarieux + 1 member of transport committee between Paulus and

Schulze. A name should be proposed to the Board in 2 weeks.

CANCELLED due to the previous decision.

5 – Clarification on double representation of classes.

The President and the Secretary inform the Board that two persons had been elected as representatives in two classes. After the Secretary had informed them that this was not possible one of the two had immediately renounced to be representative in two classes while the other one insisted that it was possible and it was also possible to have a double right of vote. The President has then made clear that the Statutes do not clearly exclude the possibility of being elected in two classes but the consequence of this cannot be that a membre effectif has double voting right, because this is excluded by the law

Everybody agrees with this interpretation of the Statute.

6 – Next meeting proposal 16 October, SPA 3 1/1

APPROVED

7 - Any other business.

a) Education Committee.

Mrs Crowder and Mrs Simons point out how the school has been late in circulating the Agenda of the meeting making it difficult for parents' representative to exert their role to collect in time from other parents suggestions of amendments. Moreover, the suggestion of fixing the number of parents who could take part to meeting does not comply with the General Rules of European Schools. Finally it has been remarked that the minutes of the Education Meeting are published with great delay.

The Board APPROVES to ask during the Meeting of the Education Council of today that:

1) the draft agenda should circulate at least two weeks before the meeting so to allow parents' representatives to gather suggestions from other parents and that the final agenda should circulate one week before the meeting;



2) concerning the number of parents to participate to the meeting the reference should be Art. 21 of the General Rules of the European Schools;

3) the draft minutes of each Education Meeting should be circulated within two weeks.

Mr Frenzel leaves the meeting.

b) Process of taking decision: suspension of the transport service on Monday 6th

Mrs Trarieux has asked further explanations about this decision taken by the Board at its previous meeting. The President explains that, as clearly pointed out during the last Board meeting, the decision had children's safety as a priority. In fact, although Eurobussing had informed APEEE that the busses would be available at the same time the school and all means of information had foreseen hard problems of circulation for the day of the general strike and this would have meant keeping the children on busses long hours. Moreover, the school had informed the President and the Transport office that teachers would be absent, classes merged and absences waived., The bus monitors could not get to work on that day and this would have meant that nobody would have been on the busses to ensure safety belts fastened, right boarding and unboarding, etc. In fact, differently from other European schools' transport service, in our school's service we cannot count on the presence of secondary school pupils who act as monitors.

c) Information Meeting and General Assembly.

The Information Meeting for parents will take place at school on Thursday 16th at 19.00.

The General Assembly will take place at Charlemagne building on January 19th. It is suggested to reserve the room from 19.00 to midnight, and to start the meeting at 19.30.