

**Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL**  
Parents Association of the European School, Brussels IV  
Elternvereinigung der Europäischen Schule Brüssel IV  
Associazione dei genitori della Scuola Europea di Bruxelles IV  
Oudervereniging van de Europese School Brussel IV



Board Meeting/Réunion du Conseil d'Administration

Brussels Thursday 19th November 2009/Jeu di 19 novembre 2009

SPA 3 1/1-12.30-14.00

<b>MINUTES</b>
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**Presents: Ms Schulze Erika, Mr Bouter Arjen, Mr Cenini Antonio, Ms Paulus Monika, Mr Nemitz Paul, Ms Salmon Joëlle, Mr Zunker Hugo, Mr Sabatini Roberto, Mr Di Fonzo Luciano, Mr Fabbri Fabrizio, Mr Sergio Giovanni.**

**Absents (apologies): Mrs Aedin O' Byrne, Ms Popa Adela Raluca.**

**Absents: Mr Frenzel Thomas.**

**Observers: Ms Russo Filomena.**

Ms Schulze opens the board meeting at 12.45.

At 12.50 Ms Russo enters as observer.

**Point 1 Adoption of the agenda.**

The agenda is ADOPTED with the following additions:

Point 11 For information: demand from the auditors to have a list of administrators indicating their functions, date of nomination and date of resignation.

Point 12 Mandate for Ms Streul to be recognized/appointed as coordinator for extra curricula activities.

Point 13 Answer to a parent's complain concerning the publication of the Minutes.

Point 14 Somerfesto (point discussed during point 4 Budget).

**Point 2 For decision: adoption of the last minutes ( dated 5<sup>th</sup> November 2009 and 12<sup>th</sup> November 2009).**

Both minutes are ADOPTED as amended.

**Point 3. Canteen situation ( Thomas, Pablo).**

Mr Prando informs the board that the freight elevator and the telephone inside the kitchen elevators will be repaired tomorrow. The cutlery delivery, spoons, glasses, forks etc...will be done next days. Pablo adds that the school will give the response about call for tender for the cleaning service as soon as possible.

On the request of Ms Russo, Ms Schulze explains that the children attending the extra curricula activities cannot be served hot lunch as there is no supervision for children not attending the garderie on Wednesdays. The board confirms that there should be no exception on case-by-case basis.

**Point 4. For information: Draft budget 2009-2010 as to be presented at the GA. (Arjen)**

Firstly with reference to the procedural steps to be observed according to the statues, Ms Schulze explains that 2 weeks before the General Assembly the agenda and the accompanying documents have to be made public on the website, via the class reps and by posters in the school. -The report of the auditors for the discharge of the board as well a presentation of the budget are indispensable. Besides, a general report and a report for every service -will be prepared to take the opportunity to inform parents about what is going on in the APEEE.

According to the Statute point 7 any subject of discussion at the General Assembly and any motion to vote on the GA will be presented to the Board no later than three weeks before the official date the General Assembly. Therefore, the date of the GA has to be published 4 weeks beforehand. Additionally, Mr Nemitz will prepare a letter asking to parents to express their proposals for the agenda which will be sent by Ms Schulze and published on the website.

For the interpretation during the General Assembly, Mr Cenini asks that the interpretation is ensured in Italian and which will also be the object of a formal request to the Commission.

Furthermore, Mr Bouter presents the draft budget 2009-2010 using an Excel and PowerPoint version and invites the board members to ask him questions.

The idea is to expose a table of receipts, a table of costs and a table of clarifications at the GA.

Ms Russo adds that for the General Assembly it's important to check which class representatives if they have paid the membership fee.

Mr Bouter affirms that next year more revenues are needed in particular via the canteen.

These revenues will be used to pay back the loan or for urgent cash flow. A corresponding request to the GA will be presented via a resolution of the board.

**Point 5 Modification of transport rules. ( Monika).**

ADOPTED. The board decides that, from now on, parents leaving the transport service will have to pay the whole amount for the trimester in which they leave. The price should be calculated on the basis of the prices taking account of the subsidy to be attributed by the BoG.

In this respect, Mr Bouter clarifies that all transport prices invoiced are in general subject to the fact that the APEEE receives the subsidy and cannot be guaranteed beforehand.

**Point 6 For discussion and, if applicable, Decision: Review of reaction to Letter concerning Laeken/Berkendael sites and related follow up.**

Mr Bouter describes the situation of overcrowding of the European schools and a lack of space, emphasizing that the infrastructures of the Berkendael school have been object of a separate document.

The letter received by VP Kallas concerning Laeken/Berkendael is perceived as a good starting point. Mr Zunker and Mr Nemitz will propose follow-up actions.

Mr Cenini insists on putting pressure on the Belgian federal Government to solve the situation.

**Point 7 For information: Timetable respected by the school especially in the afternoon ( Joëlle).**

The board agrees to include that issue to the next Educational Council and to send it to Ms Popa.

**Point 8 For information and, if applicable, for decision: Week end use of sports ground and sports hall.**

Mr Nemitz asks to investigate if the sport facilities of school could be used for activities also at the week end for leisure activities. The board is not against provided the cost for this are clearly understood.

**Point 9 For information and, if applicable: Closing of gaps in fences around school.**

Mr Nemitz raises the issue of the security at school, there are doors in which it is easy to enter and to exit. Ms Schulze proposes that Mr Bettiol talks to Ms Bustorff about this issue.

**Point 10 For information and, if applicable: List of open board portfolios for which new Members of the CA are sought.**

REPORTED

**Point 11 For information: demand from the auditors to have a list of administrators indicating their functions, date of nomination and date of resignation.**

Ms Schulze asks Ms Pamio to check the list of APEEE administrators published on the Moniteur Belge and to update with the new members. She asks the Administrators to give a copy of their ID card.

**Point 12 Mandate for Ms Streul to be recognized/appointed as coordinator for extra curricula activities.**

Ms Salmon recalls Ms Streul's request to be recognized by the board as coordinator for extra curricular activities as it was agreed with Mr. Cenini. This could help to organize meetings with the Working Group PÉriscolaire or having contacts with school in case of emergency.

The board does not support the idea of a general mandate for Ms Streul. Only if absolutely needed, this could be done on case by case basis.

**Point 13 Answer to a parent complaining about the publication of the Minutes.**

The board affirms that it's not possible to put on the APEEE website minutes before they have been formally approved. The Board acknowledges its commitment to avoid unnecessary delays in publication.

**Point 14 SOMERFESTO ( point discussed during point 4 Budget)**

Few weeks ago, Ms Salmon informed the parents who were in charge last year about the date suggested for the next Somerfest. An important part of 2009's team express its agreement to take part of the 2010's organization. Ms Rocio Uriarte Chávarri contacted her to get, after the donation of last year, a formal agreement regarding the guarantee promised in June. This guarantee concerns the cash flow to buy the necessary set to organize the party ( plastic glasses, plates, napkins, drinks, etc....) as well as the guarantee that costs will be cover by the APEEE. Mr Bouter explains the context and confirms that this agreement was already orally given. The Board agrees on this.

At 14.35 Mr Prando and Ms Pamio leave.

The board discusses staff issues in Huis clos.