

Brussels IV Advisory Board – Meeting Minutes

“Keep in mind that we are working for Laeken.” – *Michael Stenger*

Meeting Date: Tuesday, February 27 2007
Venue: Woluwe School Canteen
Start Time: 1230PM
End Time: 3PM

Participants: Michael Stenger (MS), Cynthia Simpson (CS), Jean-Paul Soyer (JPS), U. Bolduan (UB), Irina Sels (IS), Erwin Van Dijk (EVD), Philippe Navarre (PN), Andre Meyer (AM), Jean-Marie Cauwelier (JMC), Jean-Luc Langrand (JLL), Vincent Daniel (VD), Dimitri Sfingopoulos

Excused: Alain Kruys, Gilbert Luciani, Reinhard Becker

Agenda:

1. Objectives of the group - MS
 2. Tour de Table – Definition of the functions (role) of each + expectations - ALL
 3. Definition of the timeline for the set up - ALL
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1. Objectives:

MS has received an official mandate to organise the Canteen, Périscolaire, Transport; the mandate has been addressed to all 3 APEEEs. MS would like that at the Lisbon board meeting the general role of the APEEE's would be discussed.

The aim of the group is to launch the APEEE of the 4th school using the existing expertise in different sectors: XL for the transport, Uccle for the Périscolaire and Woluwe for the Canteen.

The new APEEE will be created after the AG (date to be confirmed).

After the AG, we will help APEEE BXL 4 set up their CA and advice them how to create an AISBL, advice on how to start the different sectors (Transport, Periscolaire and Canteen). At least 2 choices will be submitted for the creation of the different sectors.

AM agrees that; when have the list of parents, we should define guidelines (e.g. call bus companies); XL has experience with the large bussing companies; they could prenegotiate contracts. AM suggests to go further then just advise; we could go on with call for tenders.

JPS suggests that BxlIV might not want to run this service by itself but that they could subcontract one of the actual APEEEs for help or outsource to an “outside” company providing the service. AM suggests that if the new CA would like to subcontract any of the APEEEs – they would need to pay.

MS would like that we come to the AG with all possible options.

We have the Commission as partners; we must prepare a communication to Mrs Bardoux regarding the cost of the set up. .

JPS: We need to define in the statutes the amount we lent them, the extent of our responsibility and the coaching period. AM: the new president needs to sign the contracts; we must not sign any contract before the AG.

MS informs that all 3 sectors don't have the same priority:

- Transport = needs data (number of students); UB will eventually receive list next Monday. The transport needs to be up and running by Sept 4. In the bussing contracts there should be a clause indicating that if the transport doesn't start on Sept 4 no fees will be counted.

CS would like to know where the children will go if the school isn't ready. She suggests preparing a plan should this occur. MS informs that in this case the children would go to the different garderies. He informs that the capacity of the garderies is of 1000 (Wilson, Palmerston, Beaulieu, Van Maerlandt).

PN: suggests that we propose to new parents to organise their own Periscolaire; Uccle would be a "technical" support. They should be able to define their own activities.

Agnes needs to look at the Garderie possibilities. She should create a working group for the organisation of the garderie for BXL4.

As we are mandated, MS will go to the first Régie meeting with the new director – "which puts us in a comfortable position, we're seen as partners".

2. Definition of Functions – (see attached list with detailed information):

PN: General administration.

AM: Transport coordination – XL staff will be free of charge (XL will cover the cost as long as they don't have to hire somebody). XL will buy a map (1500 Euros).

MS: Chairman - will work in total transparency with the 3 APEEEs – information to their respective CAs, however, we will need no approval from them. The new CA must be able to take decisions themselves – we will coach them after their set up - shortest mandate would be until Sept 4.

CS: Personal Assistant to MS.

JPS: Information, website, brochure, communication – could help on different sectors. Website must be used, it will only live if we "feed" it. Part of the meeting minutes will be posted on the website. Yahoo group is the discussion forum, we all need to use it.

Need to communicate to new parents that it exists. As soon as we have the new parents' list, we could enrol them automatically, they will be informed that they can leave the group themselves.

Link to our website from the 3 APEEEs websites, the Institutions intranets as well as from the school web sites : all to contact their respective organisations to this purpose.

UB: link between Commission and APEEE – works in CLP. UB suggests to create a "Book" as soon as possible. MS informs that is not a priority.

Web Site: UB to advertise the website at the Commission.

JMC: HR, contract, accounting coordinator.

IS: HR, contract, accounting coordinator.

EVD: accountant BXLII 20 years of experience – will work with IS and JMC.

⇒ JMC, IR EVD to coordinate General affairs. They will need to contact the new directrice to assess her needs and expenses.

DV: Gestionnaire Canteen – 10 years of experience in BXLII. Suggests to visit the existing material, then price. As the school will include small children the canteen attendance will be high. Will not be able to give a same service as in Woluwe as rooms are different.

JLL: Don't need large kitchen to make good food! It needs to be functional. Need to think what they are going to eat...once we know then need to define the material and space. Please keep in mind that what is served to the children is also served to teachers.

MS informs that no budget has been allocated for the Canteen => DV, JLL to suggest a budget. No subcontracting forecasted for the moment.

Question to Director- Dimitri Sfingopoulos:

1. Plan B: If works are not ready? He believes all should be ready. They will work July/August.
2. Decision on the "horaire"? The organisation of the curriculum to be finalised by beginning July.
3. Who is responsible for the children during lunch hours: School is responsible from beginning to end of the day.
4. What time does the surveillance start? When the doors open

Mr Sfingopoulos informed that he is willing to help us in the next few months.

4. Definition of the timeline for the set up

Meetings always at the Woluwe school on Thursdays.

1. MS to ask for an office at the EC.
 2. MS/CS to send a list of students by March 15 if we have received it to AM.
 3. MS/CS need to prepare meeting date with Directrice + visit of the school before March 22. Suggest March 19 or 20 at 12PM.
 4. Next meeting date: March 22 at 12 PM
 5. April meeting date: April 26 at 12 PM
 6. Suggested dates for AG June 5 or 7. UB to confirm/reserve the meeting room at the Commission
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Proposed agenda for March 22:

- UB: bring the list of parents
- AM: to present a draft proposal for the transport
- MS/CS: Organisation of the AG- all parents of Bxl 4 may attend the AG.
- IR/JMC/EVD : Information on accountant , notary, cotisation, reviser
- DV/JLL: Inventory for Kitchen
- Any other business