



## **Administrative Board Meeting/Réunion du Conseil d' Administration**

**Brussels Thursday, 11<sup>th</sup> July 2019**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 2C: 12:41-15:40.**

**Present:** Luca Dussart Ilies, Mariana Ghitoi, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Victoria Petrova, Tobias Stricker.

**Absent:** Angela Muraca.

**Excused:** Stephanie Buus, Kristin Dijkstra, Dorothée Farwerck Lefort, Alexandre Grigorescu Negri, Vladas Kukulskis, Dan Nicolae, Dana Adriana Puia Morel, Graziella Rizza, Iulian Vasile, Anneli Veispak, Pénélope Vlandas.

**Proxies:** Stephanie Buus and Kristin Dijkstra to Ambar Hernandez Pacheco, Dorothée Farwerck Lefort to Luca Dussart Ilies, Alexandre Grigorescu Negri and Dana Adriana Puia Morel to Mariana Ghitoi, Vladas Kukulskis to Tobias Stricker, Dan Nicolae, Graziella Rizza and Pénélope Vlandas to Emanuela Innocente, Anneli Veispak to Victoria Petrova, Karim Kettani to Ambar Hernandez Pacheco from 14h35.

**Guest:** Renan Minoche, Canteen manager, Manuela Pamio, Secretariat of APEEE and, Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 11.07.2019**

The quorum is present. Ms Innocente chairs the Administrative Board meeting.

#### **1. Adoption of the agenda.**

One item is added to the agenda under OIB:

- Update on LRT.
- Point 3 is deleted.
- Point 10 is moved before point 7.

The agenda is adopted as amended.

#### **2. Approval AB minutes of meeting 06.06.2019.**

Unanimously adopted without any remarks.

#### **3. VOTE: Community Fund "English Theatre Company".**

On behalf of the APEEE Community Fund, Ms Ghitoi submits to the Board the "English Theatre Company" project for approval. This project consists on financing three performances played by the English Theatre Company for a total cost of 2.160 euro.

It is explained that Nursery and Primary children from the EN section as well as P5 L2 EN pupils are invited to attend this event at school. The audience will be composed of approximately 370 pupils.

The English Theatre Company project, submitted by a class teacher, aims at strengthening literacy, the intercultural skills and the ability to express ideas in a variety of ways and contexts.

**Vote:** *Does the Administrative Board approve to finance the "English Theatre Project" for a total amount of 2160 euro?*

- Unanimity in favour.

#### **4. VOTE: Contracts School Bus 2019-2020.**

The discussion focuses on the draft contract submitted for school buses. The Board agrees on the concept but some articles need to be updated or removed to be consistent. Mr Piettre points out that all new contracts with the bus companies need to be signed before the start of the new school year, ideally by the next week or between the middle of August and the beginning of September.

**Vote:** *Does the Administrative Board agree to delegate the signature of bus contracts for the 2019-2020 school year to Mr Piettre as Director of the APEEE and Ms Petrova as Board member responsible for transport?*

- Unanimity in favour

With reference to the transport service, there is a comparison of costs with the other APEEEs based in Brussels. The difference in prices can be explained by the following reasons:

- A flexible schedule for older and younger students;
- The density and extension of our bus network;
- The security aspects. There are monitors on all buses and we offer free training to kids and aid training for bus monitors.

Ms Petrova would like to present at the next General Assembly the possibility of having "Green buses" at EEIV. One of the options discussed is to cover the use of a maximum of 5 hybrid buses by using the reserve funds.

#	Action	Owner	Deadline
01 CA 11/07/2019	To produce a report on "Green buses".	Victoria Petrova	In the coming months

#	Action	Owner	Deadline
02 CA 11/07/2019	Discussion on "Green buses" will be made in September or October depending on the availability of the report.	ALL Board members	In September or October

**Vote:** *Does the Administrative Board approve the signature of 2019-2020 transport contracts with the revision requested in terms of signature and articles for a total amount of 2. 189.053 euro?*

- Unanimity in favour

## 5. VOTE: Vacancy Notice staff Cafeteria & Snack Shack (replacement).

In Camera.

## 6. VOTE: Contract award subcontractor for the Canteen.

It is explained that the current subcontractor for the table service doesn't fully comply with our needs. The canteen manager informs the Board that a tender offer for the table service was sent to 5 companies for the new academic year. 4 offers were received but only 3 candidates met our needs. The Canteen Manager presents to the Board a summary of the offers received. Rebecca Cleaning Company got the highest number of points and proves to be the most advantageous offer.

Ms Innocente gives a recommendation for the future: In order to better support the APEEE decision making process, a Board member should be involved in the evaluation of the tender. This support should be requested in due time.

The Director of the APEEE points out that for the subcontractor for the Canteen, we need the approval for today because the business starts in September.

**Vote:** *Approval of tendering winner which is going to be Rebecca Cleaning for the 2019-2020 school year (Budgetary implications: 573 k euro)?*

- 14 in favour
- 4 abstentions
- 0 against

The decision has been adopted by large majority.

## 7. VOTE: Increase prices Canteen and Cafeteria 2019-2020.

The Board takes note that for the canteen figures and options have been received but for the cafeteria a full overview to proceed for a vote on price increase is not available. It is decided to split the vote on increase of prices for the next academic year in-two: canteen and cafeteria.

### - Increase Cafeteria prices 2019-2020.

It is pointed out that the quality of the food is very high at the cafeteria. The Board responsible for transport refers that it is important to give an inclusive offer because not all kids can afford to buy high - end sandwiches. In order to have a final decision by the next week, the Board decides to go for a written procedure. The Canteen Manager will provide all related documents.

#	Action	Owner	Deadline
03 CA 11/07/2019	To launch the written procedure on the increase of cafeteria prices for 2019/2020.	Emanuela Innocente	<i>Post meeting note: launched on 18 July.</i>

#	Action	Owner	Deadline
04 CA 11/07/2019	To provide all related documents for the written procedure.	Renan Minoche	<i>Post meeting note: additional questions have been raised.</i>

### **-Vote: Increase Canteen prices 2019-2020.**

Mr Stricker, the Board member responsible for the canteen, explains that Mr Minoche has prepared 5 different scenarios for the increase of canteen prices. The first scenario is to continue with the current price with an estimated loss of approximately 113.982 euro (Management fee included) which is really high. Mr Stricker refers that this option is not a sustainable price and we need to increase the canteen prices in order to cover costs. If we choose the scenario 5, we could have a little surplus.

It is explained that a price increase for the canteen is required for the next academic year for the following reasons:

- In the last three years there was no increase in canteen prices because we had a lot of profits before. Now the reserves are distributed.
- We had a rise in food costs between 8 % and 10 % over the last three years.
- We adapted the canteen registrations of secondary students to the school timetable so we have less income.

	<b>Price per meal for Subscription of 4 meals/ week</b>	<b>Increase Rate</b>
Scenario 1	4,75 €	0,0%
Scenario 2	4,99 €	5,0%
Scenario 3	5,13 €	8,0%
Scenario 4	5,23 €	10,0%
Scenario 5	5,35 €	12,0%

There is a discussion on different scenarios as well as on which measures could be adopted to mitigate the canteen prices. First of all, we should clearly communicate to students that the canteen service provides only one meal per day/per student, as sometimes students re-fill too many times. The canteen service is working on different aspects: increase the quality of the way in which the food is prepared, ensure an appropriate stock management, and negotiate prices with food suppliers. Ms Kichaout points out that it is important to control the evolution of costs in the coming years.

Following this discussion, Mr Stricker proposes to choose between scenario 3 and scenario 4.

There is a round table to check the scenario chosen by each Board member. The majority of votes recorded are in favour of scenarios 2, 3 and 4. The vote is now focused on the choice among these possible scenarios: 2, 3 or 4.

***Vote: Who is for option 2?***

- 7 in favour

***Vote: Who is for option 3?***

- 4 in favour

***Vote: Who is for option 4?***

- 6 in favour

After the above vote, it is agreed to choose between scenario 2 and scenario 4.

**Vote:** *Who is in favour of scenario 2 with a 5 percent increase?*

- 11 in favour

**Vote:** *Who is in favour of scenario 4 with a 10 percent increase?*

- 6 in favour

The Administrative Board decides to increase the canteen prices by 5% (scenario 2).

### **8. VOTE: Addition investments Snack Shack.**

The Canteen Manager gives an overview of the Snack Shack project and its evolution. The Parents' Association has received a temporary approval from the Urbanism Department for this project but due to some misunderstandings with the *Régie de Bâtiments*, the APEEE needs to have a Certificate of urbanism ("Permis d'urbanisme"). Following the audit from the Responsible for the Security of the European Schools, a few additional modifications were required.

Mr Minoche informs the Board that some unexpected additional costs should be taken on Board for the completion of the Snack Shack. He presents to the Board a detailed list of added costs for a total amount of approximately 25 k.

**Vote:** *Does the Administrative Board agree to cover the extra-costs as submitted in the proposed scenario?*

- Unanimity in favour

### **9. VOTE: Agreement supply bottled water.**

The canteen manager explains to the Board that if we have only one water supplier, we could have an agreement of 0.10 euro credit for each liter of water purchased. It is requested to the Board to approve the proposed convention with Spadel SA, the water supply provider. It is clarified that the convention is without any obligation of volume purchased.

**Vote:** *Does the Administrative Board agree to sign the convention with Spadel SA?*

- Unanimity in favour

### **10. VOTE: APEEE Coffee morning on the first day of school.**

Every year the Parents' Association welcomes parents at school with a coffee. Ms Hernandez Pacheco has contacted the canteen manager in order to host this event in the Snack Shack Cafeteria. She would like to welcome teachers with a drink on 3<sup>rd</sup> September 2019. At this occasion, it could be useful to use some lanyards in order to identify the APEEE Board members and staff with colours. It is important that the APEEE stand may be clearly visible to parents by ensuring that signs are located in appropriate places. The budgetary implications of this proposal are: around 0,50 euro per parent (for a coffee) or 2 euro per parent (coffee + croissants), and approximately 4 euro per lanyard.

**Vote:** *Does the Administrative Board agree with the proposal made by Ms Hernandez Pacheco for organising the APEEE coffee morning and lanyards?*

- Unanimity in favour

### **11. Planning AB meeting for 2019-2020.**

In June 2019, the AB decided to continue the tradition of scheduling the AB meetings the first Thursday of the month except for September and December. In line with this principle, Ms Innocente, drafted the AB planning until December 2019.

**Vote:** *Does the Administrative Board approve the APEEE AB meeting planning 2019-2020 as presented?*

- Unanimity in favour

With reference to the 2019-2020 General Assembly meeting, two options are submitted to the Board for approval:

- 1 option: to fix the GA the 1<sup>st</sup> week of December 2019 in the Albert Borschette Congress Center (CCAB), when a meeting room is available
- 2 option: to plan the GA after mid-January 2020.

The Secretary of the Board points out that if we fix the GA in December the new Board members could really start working in January.

**Vote:** *Who is in favour of option 1?*

- 16 in favour
- 1 abstention
- 0 against

The option 1 is adopted by large majority.

## **12. Access system: status quo.**

Mr Piettre has prepared a summary of the different phases for the setting up of DAO applications. He explains in detail the different phases with the payments related.

There are three phases: the first and the second phases are dedicated to the access to the canteen/cafeterias/cargo bike and the third phase is dedicated to the transport and extra-curricular activities. Mr Piettre clarifies that DAO contract is a partnership between DAO which is managing the access system and Vetasoft which is managing the IT development. In fact, DAO system is becoming de facto a useless intermediary and they can't provide the turnstile system. It was discussed and agreed to replace DAO contract with Vetasoft contract from the third phase. In order to completely close the second phase, the parents' association must pay an amount of 16.315, 48 euro. The application for the canteen should be fully operational in September 2019.

Mr Piettre proposes to pay the settlement of the second phase in order to be fully operational in September 2019 and to pay two invoices for transport for the third phase in order to start the development for the transport and the extra-curricular activity applications. Once all invoices have been paid, the applications for the transport and the extra-curricular activities may be tested in October/November 2019. These applications should be fully operational in January 2020.

**Vote:** *Does the Administrative Board agree to pay and close the phases 1 and 2 and then to go on with the first payment for the phase 3 covering transport and the extra-curricular activities which is mentioned in the budget foreseen?*

- Unanimity in favour

The Secretary of the Board kindly asks to give regular updates and reporting in order to be ready for the General Assembly.

## **13. Update on Somerfesto Financial results.**

Ms Hernandez Pacheco presents to the Board the detailed 2019 Somerfesto budget. To date, we have at least 9000 euro of profits and 3000 euro will be given to the charities chosen by the people who attended the Somerfesto.

Her suggestion is to give 2000 euro for the 2020 Somerfest edition and to use the remaining money for financing Community building projects within the school to be voted each time by the Board.

Ms Hernandez Pacheco announces that the next Somerfest edition should be held on 9/05/2020. Most of the Committee members including people in the staff and class teachers agree that the Somerfest should be a combination of all different Community members. There was an evaluation of different stands and a couple of those will not be proposed next year. Ms Hernandez Pacheco would like to work for the organisation of next Somerfest edition from September 2019.

#	Action	Owner	Deadline
05 CA 11/07/2019	To send a communication to parents on Somerfest.	Ambar Hernandez Pacheco	In the coming months

**14. AOB**

**-Meeting with PMO.**

Ms Petrova reports the meeting on transport expenses between the APEEEs based in Brussels and the Paymaster Office of the EU (PMO). There was no specific decision taken by the PMO but they have taken on Board the remarks from the transport managers and the Directors of the APEEEs.

**-Update on LRT.**

Ms Petrova gives on update on status of LRT at EEBIV. She points out that there was a joint action between the APEEE, the representatives of locally teachers and the trade unions with Mr Bordoy. The result was very constructive. There was no mass dismissal, everybody who will be leaving school has found a place and some solutions have been found for sensitive cases.

The Board meeting ends at 15:40 pm. Some attendees arrived later or left early.

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The following points are postponed:

- Action Plan draft audit report following Extraordinary meeting.
- Update Transport.
- Appeals – update.
- For Info: Prevention – Result survey on BYOD.
- Review action/decision list.