



Board Meeting/Réunion du Conseil d'Administration
Brussels Tuesday, 9 October 2012
Commission, JII -79, 2/03, 1040 Brussels: 12.30-14.30

ATTENDANCE

Presents: Marc Henriques de Granada, Serge Lebel, Anja Mangels, Pascal Manzano, Horst Nickels, Monika Paulus, Joëlle Salmon, Erika Schulze, Martina Sindelar, Maximilian Strotmann, Daniella Terruso, Eric Piettre.

Absent (excused): Lucian Cernat, Martijn Hesselink, Kunka Ilieva, Jacopo Lombardi, Isabelle Mangold-Lecocq, Carola Streul, Jacqueline Troquet, Andrea Weber, Ralph Wischermann.

The following delegations have been sent for this meeting:

1. Kunka Ilieva gives her proxy to Horst
2. Isabelle Mangold-Lecocq gives her proxy to Joëlle
3. Carola Streul gives her proxy to Joëlle
4. Jacqueline Troquet gives her proxy to Joëlle
5. Ralph Wischermann gives his proxy to Horst

Some Board members come late, some leave soon. The order in which the minute items are reported in this document does not necessary reflect the actual order in which they were discussed during the meeting.

Horst Nickels chairs the meeting.

AGENDA

1. Adoption of agenda
2. Adoption of minutes
3. APEEE Services – update of situation
Decision on:
 - Employment of CDD and ALE for 2 month (transport)
 - Overtime of transport manager
4. Separation of offices in smaller ones (installing walls). Purchase of gsm contracts.
5. Contracts of managers
6. Info/feedback on meetings
 - Class-reps
 - SEN
7. Laeken-site infrastructure
8. Budget
9. General Assembly
10. AoB

MINUTES

1. Adoption of the agenda

Two items are added:

- Bullying kids in the bus and misbehaviour of their parents.
- Ralph's point on transport

2. Adoption of minutes of previous CA meetings

The minutes of CA meeting held on 27th September, and comments done in the meantime are adopted.

The minutes of the CA meeting held on 21st August will be submitted under a written procedure (Serge + Joelle)

3. APEEE services

Eric gives an updated state of play of the services:

3.1 Canteen: The softener (which had had some problems before) is OK now. As this system has been reviewed and two reports have been produced, a certification is not needed. The water pressure seems to be OK now. For the gas pressure, there is a problem when all machines are working simultaneously. The fridges as well as the lifts are now working properly.

3.2 Périscolaire: It is proposed to advance the time schedule by 15 minutes, then starting at 12:45 instead of 13:00. As the number of attendees is now stabilizing, the vacant places will be published next week on the web site.

3.3 Transport: One staff member is still absent for health reason. We then have to find somebody to replace him. As we must stabilise the employees at the transport

service and the budget has already been planned for such recruitment, we need urgently somebody at a short term. There are two candidates (a CDD and an ALE). Nevertheless, we have to look for a long term solution because next year, the number of transport enrolments will increase.

Decision 2012-10-09_1: The CA decides to give Eric the power to recruit the 2 candidates. The first is to replace the absent employee, at full time job. The second is a 50% time job (ALE, 70 hours a month) for the next two months. The decision is voted at unanimity.

The CA asks the transport manager not to make any more overtime in his job.

4. Separation of APEEE offices in smaller ones. Purchase of gsm contracts.

Eric reports that the APEEE offices should now be fitted out with walls in order to divide offices into smaller rooms, and isolate them from noise. This is especially needed when parents visit APEEE offices, which causes disturbances to the work comfort of the other employees. Horst recently visited the premises. It is suggested the access by parents to APEEE offices should be restricted to timeframes of one hour twice a day.

It is also suggested to ask the school administration to provide with a quiet room for the transport manager. Yet, we must be aware this is only a temporary solution because next year the school administration may pre-empt that room and convert it into a classroom if needed.

Eric reports that APEEE bought three mobile phones to make up for the fixed telephone lines made unavailable due to an accidental disruption in August. As these phones are prepaid ones, they turn out to be fairly expensive. It is then suggested to buy subscription contracts for them.

5. Contracts of managers.

Eric initiates a discussion about a Human Resource strategy for APEEE. Such a strategy would help APEEE give its employees a longer term professional perspective at a better planned cost.

First, a more stable staff would be expected, yielding accordingly a better continuity business. Secondly, it would help better clarify and differentiate the assistant versus manager position and profile.

Erika mentioned that the CA had already designed some elements in that respect in the past when EEB4 was a small school.

It is decided Eric makes a proposal with Carola and Joëlle on a work programme about this topic to establish position profiles and salary scales.

6. Info/feedback on meetings:

6.1 Class reps. Martina reports she had a meeting with the class reps. She got a structured feedback, very useful for the Educational Council. There were about 100 persons, and most questions were about the transport. Questions about the canteen and périscolaire could not be dealt with due to lack of time. Meetings per services will be organised later to better address concerns. JS will take care of meeting for périscolaire and Carola for canteen.

6.2 SEN: At the meeting with the class-reps, it was explained that a SEN-WG was created by the end of last school-year. Everybody willing to contribute is welcomed. So far we met once and started working on the new proposed SEN-policy documents (contributing via Interparents) and started reflections how we can put things into practice in our school. Contact information is available on the website.

7. Laeken site Infrastructure.

Monika makes a report on the situation. The back gate (rue Médori, through which the busses should exit the parking) is regularly blocked. APEEE is still waiting for an answer from Mr Schlabe to its email sent 3 weeks ago.

8. Budget.

Marc gives a short report on the budget. The result is greater than 100K€. About 30K€ to 40K€ should be dedicated to the IT (hardware and software) of the APEEE.

9. General Assembly. Joëlle sends the parents an email about the next GA.

10. AOB

A bullying kid in the bus 21AM/18PM and the misbehaviour of his mother are reported. Eric will interview the mother. She will be reminded the basic rules for parents.

The meeting is closed at 14:30.