



**Board Meeting/Réunion du Conseil d'Administration  
Brussels Thursday 2 April 2009  
SPA 3 1/1  
12.30-15.30 (CET)**

**MINUTES**

The meeting is chaired by Mr Zunker, VP for Communication.

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

At the proposal of the chairman and with unanimous approval, point 7 is advanced as point 3.

At the request of Ms Soriani and with unanimous approval, point 6 is advanced as point 4.

*2 – Adoption of last meeting's minutes. Mrs Schulze asked to suppress the paragraph on the discussion of the transport manager except the very last sentence.*

*APPROVED with this amendment*

Points for decision:

*7 - terminaison du contrat de travail du Transport manager au 10 mai 2009, ou adoption d'autres décisions en matière de personnel (voir annexe).*

For the reasons discussed during the previous meetings it is proposed to end the present contract of the Transport manager after the probation period and go for the publication of a vacancy notice for a new person. The publication through mailing lists and free ads is envisaged. The chairman asks for a vote on the decision to open a process of recruitment of a new manager, and the cancellation of the contract of the current one. APPROVED (unanimity)

Ms Schulze leaves.

At this point the chairman calls for a break in the discussion of Point 7 and gives the floor to Ms Soriani for point 6 as she is due to leave imminently because of work commitments.

*6 – Behaviour Group meeting (18.03)*

Ms Soriani reports about the Behaviour Group Meeting of March 18<sup>th</sup>. This group is formed by the Deputy Director, one teacher for each linguistic



section (primary) and Ms Soriani as representative of the Parents' Association. The group is meant as an operational group to improve the well being of children at school.

The school component of the B-Group reported that at the moment in BXL IV the ratio monitors/pupils is 1/50 which is in their opinion a good one considering that in other EE schools the ratio is 1/100. The school also wishes to put up a system of green and red boxes where pupils can put their positive and negative remarks about the school. Much work is also being done for the setting up of a Pupils' Council.

It has been confirmed that the budget requested by the school for a part-time school psychologist has not been approved by the schools administrative board. There is however some budget for few hours a week on a work contract basis.

(Mr Torre enters at 13.30)

Ms Soriani provides the Board some documents concerning these issues and asks the Board to read them and provide feedback in order to reach an official position of the Parents' Association to bring to next meeting of the Group which will take place on April 23<sup>rd</sup>.

(Mr Ricci enters at 13.40)

Ms Soriani leaves.

Ms O' Byrne leaves.

The chairman brings back the discussion to point 7 to examine the request of the Canteen Committee to recruit a Canteen Manager.

There is a discussion about the job description in terms of education and work background required and tasks to accomplish. Some changes are made on the original version proposed by the Canteen Committee.

Ms Popa leaves.

The chairman asks for a vote on the decision to open a process of recruitment of a 50% canteen manager (with the option of full time at a later time), to suppress the requirement of an education as cook, and to soften the requirements on experience and qualification. APPROVED (6 in favour, 1 abstained).

Ms Paulus leaves.



The chairman brings the discussion on the request proposed by the Bureau to open a position for a coordinator of services.

Mr Torre formally asks to put in the Agenda of next meeting the point "Check that all members of the Board do not have personal conflicts of interest interacting with the role they cover in the CA".

Ms Russo leaves saying that she would be in favour for opening a position for a coordinator of services.

The chairman asks for a vote on the decision to open a process of recruitment of a 50% coordinator of services. APPROVED (unanimity).

It was decided to nominate the selection panels for the openings as follows:

Transport Manager: Zunker, Schulze, Salmon  
Canteen Manager: Russo, Frenzel, Cenini/O Byrne  
Coordinator: Ricci, Bouter, O Byrne/Cenini

Information points:

3– Preparation of forms for membership and enrolment to services 2009/10.  
POSTPONED

4 – Outcome of Extraordinary GA 06.03.09. POSTPONED

5 – Publication / deposit of documents concerning composition of the Board and modification of Statutes.  
POSTPONED

8 – Next meeting proposal 23.04.09. APPROVED

9 – Other. ///