



Brussels IV Advisory Board

Minutes of meeting #3 held on 22 March 2007

Those presents : Michael Stenger, Jean-Paul Soyer, Ute Bolduan, Erwin Van Dijk, Philippe Navarre, André Meyer, Jean-Marie Cauwelier, Jean-Luc Langrand, Daniel Vincent, Gilbert Luciani, Reinhard Becker, Joëlle Salmon, Carola Streul.

1- Approval of the agenda and follow-up of pending actions

The agenda is approved.

Actions decided during previous meetings

	<i>Action (Pending actions only)</i>	<i>Status</i>	<i>Remarks</i>
1	MS to ask for an office at the EC	In progress	Asked for, agreement in principle but location to be decided upon
2	MS/CS to send a list of students by March 15 if we have received it to AM	In progress	Done. Final list to be sent after the closure of enrolments.
3	CS/JPS to copy pictures of Adv. Board with names to BB	Not Started	To be done
4	GL : To organize Périscolaire visit	Not Started	To be reactivated
5	AL to organize meeting with Garderie Gestionnaire	In progress	Asked for. Reminder to be done if no reaction.

Michael presents C. Streul, a parent from Woluwe having asked to be transferred to Berkendael. She explains she wants to participate to the promotion of the school to other parents.

2- Feedback on the visit of the school

Parents were invited to visit the premises on 21/03/07. Around 80 parents were present. Questions were related to:

- the security in the school
- the future transfer to Laeken
- the garderie
- the school timetable
- the transport

DG/ADMIN sent the invitation the previous day, some parents could not come and are asking for a second visit. As the inscriptions will be closed, it is felt that the next visit should be the one traditionally organized by the school, on the 'rentrée des classes'.



Action : JPS to publish the photos of the visit on the website

3- Cantine

Michael explains that it was in everybody's mind that the kitchen would only be used for warming up food prepared elsewhere. However, it is now clear that the current equipment is not suited for this purpose.

The Régie has no budget for the kitchen. Michael asked for 100 K€ to the CAF, but this was not accepted. However, the school has 50 K€ for the cantine (tableware) and 250 K€ of 'miscellaneous', a portion of which could be used for the cantine, with the agreement of Mrs Bustorff.

Two hypothesis should be studied :

a) Full kitchen able to prepare food on the spot.

This is the option which is the best, in term of quality. D. Vincent presents a budget composed of 33 K€ for the equipment of the dining room (to be in any case paid by the school) and 86 K€ for the equipment of the kitchen. This supposes that the Régie puts in place an égouttoir and deals with the electric board.

Action : DV to indicate the electric consumption of the hardware to M.S. who will transmit.

b) Kitchen limited to warming up

This scenario is necessary for the file. However, it felt that it is not the best option as we run sanitary risks. It has also an ecological impact (packing). The cost of this option would be around 66% of the previous option.

Actions :

- DV to draft a budget for both options
- DV to draft a short memo explaining why option 1 is better and to discuss it with JPS.

We should target a kitchen able to serve the maximum number of children (800).

The dining room is adequate (capacity 480 with large space between tables).

About cleaning, we should discuss with the school a call for tender 'à la Woluwe' for staff.

Actions :

- M.S. to propose to Mrs Bustorff following the example of Woluwe for ancillary staff
- M.S. to set up a meeting with Kivinen and Bustorff with a view to discussing with the Régie the arrangements for the kitchen in Laeken, as we are not consulted for the time being.



4- Transport

2 choices to be proposed to the General Assembly :

- a) complete outsourcing of the service to an integrator, with a Transport Committee in charge of the management of the contract and the supervision of the operations;
- b) management of the network and operation via the Transport Committee of XL with the medium term aim to transferring this responsibility to a newly formed Transport Cttee in Bxl4.

The enrollment form will be put on the web site by the end of this week : at this stage it is only an intention as bus routes and tariffs are unknown. But pre-inscription is needed for forecasting and designing the network.

Decision : Bus routes will not extend beyond the one hour limit. Parents living outside this limit will have to bring their children to one stop on the line of their choice.

The team to address the following issues :

- Recruitment of ALE bus supervisors ;
- Follow-up of redesign of the entrance gates and parking lots ;
- Creation of a kiss & ride lane (to be tested after Easter, with busses).

Actions :

- Propose a start of the school day at 8:15 hrs (rationale to be drafted)
- Draft a letter asking the CEA to send the Transport form to all parents (Urgent for next Thursday)

5- Périscolaire and Garderie

The team in charge to discuss with OIB. The decision to open a garderie on site will be function of the number of pupils.

Action : Ask Parents via a letter added to the Transport form if they will make use of an on-site garderie.

Decisions :

- No periscolaire in 2007-08 for Maternelle children
- No bus service after periscolaire activities

6- Any other Business

• **Printing passes for cars**

Outside our remit : to be done by the School.



- **School day**

Decision: M.S. is mandated to reject the proposal of having the Friday afternoon free for Maternelle and 1 & 2 Primary

- **Survey SOS**

No action : it is too late to make use of this survey. However Mrs Dorte will have the possibility to speak during the next General Meeting.

- **Communication**

Action : Ute to confirm the process for communicating with staff from Parliament, Council, Regio....

- **Legal aspects**

Erwin is in charge of drafting an executive summary proposing :

- a) the choice between Statutes 'à la Woluwe' and 'à la XL'
- b) insurance schemes
- c) standard contract for staff and règlement intérieur

The aim being to present as a turn-key package what is needed for a clean start of the association, but no more.

7- Next meeting

26 april 2007

Provisional Agenda

	<i>Item</i>	<i>Remarks</i>
1	Approval of the Agenda	
2	Follow-up of actions	
3	Legal aspects	
4	Cantine	
5	Transport	
6	Périscolaire and Garderies	
7	Preparation of the Founding General meeting on 7 June 2007	
8	Any other business	
9	Date of next meeting	