

## APEEE BXL III – Executive Committee Meeting (CE13)

22 June 2017, Rue Joseph II 54, 12.30 to 14.10

### Summary minutes

Present: GB, SC, KD, TH, RL, MSM, KN, FZ, AP, OdP

Excused: EJ, IK, HR

Point	Subject	Comments
<b>1</b> <b>Treasurer</b>	<b>a) Budget implementation</b>	<i>Budget implementation had been not provided by the accountant. Once received it will be submitted to all Board members.</i>
	<b>b) Translation of the e-enrollment system to French</b>	<i>SC presented the offer from the external translator to translate the e-enrollment system into French. The overall costs was approximately 3,290 EUR. KD confirmed that the costs were not budgeted but that there was some margin in the budget to cover such exceptionally needs. ExCo approved the cost of the translation.</i>
	<b>c) Springfest</b>	<p><i>KD presented the preliminary results of the Springfest.</i></p> <p><i>Revenues: approximately 74k EUR</i></p> <p><i>APEEE costs: approximately 24k EUR</i></p> <p><i>ExCo proposes to the Board to make a donation to the school of 33k EUR to cover the school's contribution to the Springfest. That would mean that there would be approximately 16k EUR profit to distribute between pupils, school and APEEE projects.</i></p> <p><i>ExCo suggested to indicate in the financial results of the Springfest the APEEE contribution (overtime worked by APEEE staff) not charged to the Springfest account.</i></p>
	<b>d) Cooperation with the school as regards financial issues</b>	<p><i>Based on a meeting with the school management attended by AP and KD, it is proposed to introduce as of school year 2017/18 investment costs as an item for each sector's budget (canteen, periscolaire and transport). The main concern of the school is extremely high repair costs for the cafeteria (drainage system).</i></p> <p><i>It was agreed that each sector would discuss investment needs with school representatives and present proposals to the Board (preferably in September 2017). Moreover, staff need to be aware that they should use durable assets with due diligence. It was proposed to include this requirement in the job description of APEEE staff.</i></p>

Point	Subject	Comments
2 Staff issues	a) Transport assistant	<i>The APEEE had received 53 applications and shortlisted 14 persons. The Selection Committee (FZ, KN, OdP) would interview all those persons and present the result to the Board on 27 June 2017.</i>
	b) Assistance for the canteen (Ms Catalano)	<i>Based on extremely positive feedback on the work of Ms Catalano, ExCo endorsed the recommendation from the canteen WG to continue employing her on a part-time basis during the 2017-18 school year. The feedback on Ms Catalano's work and proposed new tasks for her will be presented to the Board.</i>
	c) Staff regulation	<i>The conciliation allowed solutions to be found for the three open questions in discussion with staff:</i> <i>-Medical check-up: the wording from the Labour code will be kept in the Staff regulation</i> <i>- Other activities of our staff: during working hours, only with the permission of the APEEE. Outside working hours, APEEE staff has the obligation to inform us.</i> <i>-Temporary tasks given – staff agreed with the revised version of the staff regulation.</i>
	d) Training	<i>ExCo agreed to a training course on customer service for APEEE (€2600 + VAT). The aim is to organise it in early September, before children return to school.</i>
	e) Evaluation of the staff	<i>Partena will present their proposals to the Board on 27 June.</i>
3 Sectors	a) Transport	<i>FZ informed colleagues that the WG is currently working on the transport rules (for drivers, monitors, pupils, etc.).</i> <i>Bus lines were reviewed in order to simplify them and reduce travel time for pupils.</i> <i>Concerns about the quality control of the monitors and control of the payments to monitors were raised. WG will discuss this issue and report back to ExCO.</i>
	b) Canteen	<i>MSM informed colleagues that the canteen rules had been drafted in French and will be discussed next week with the school. Subsequently, they will be submitted to the Board for the approval. Translation to the English will have to be ensured.</i> <i>The contract with the company Atalian was confirmed via written procedure. WG intends to meet with Atalian representatives to discuss with them further cooperation in the next school year.</i>

Point	Subject	Comments
	<b>c) Extra-curricular activities</b>	<i>RL informed colleagues that, following further discussions with the school, the convention was ripe for adoption at the Board on 27 June.</i>
<b>4 AOB</b>	<b>a) Kiss and drive</b>	<i>AP informed ExCo about the discussions with the school as regards kiss and drive (either in the garage or on the street). Due to the refusal of the school to open the garage for kiss and ride, a proposal will be presented to the Board to start as of September 2017 with kiss and drive on the street (with volunteers from the parents).</i>