# APEEEL2 Annual General Meeting

# Monday 14 December 2020 – online via TEAMS

## AGENDA

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| 1. Opening remarks, adoption of the agenda and approval of the minutes of the Annual General Meeting of 5 December 2019 |
| 2. Presentation of the BELENIOS platform |
| 3. Election of two Tellers |
| 4. Presentation and vote of the audited accounts 2019-2020 via the online BELENIOS platform |
| 5. Presentation and approval of the annual activity report 2019-2020 |
| 6. Presentation and vote of the provisional budget 2020-2021 via the online BELENIOS platform |
| 7. Appointment of the auditor for accounts 2020-2021 |
| 8. Presentation and vote via the online BELENIOS platform of the amendments to the electoral regulations regarding the Management Committee members' conditions of elections |
| 9. Discussion on the Canteen management<br>The School Board has officially requested that APEEEL2 takes over the management of the Canteen at the end of the contract with EUREST |
| 10. Miscellaneous |
| 11. Final remarks and closing of meeting |

## 1. Opening remarks, adoption of the Agenda and approval of the minutes of the AGM of 05/12/2019

- **The meeting starts at 18:30** with a total number of **38 voters,** including proxies.
- APEEEL2 President, André Schmutz (ASC) welcomes all participants in the assembly in German, French, and English. This is the first time the APEEEL2 AGM is held online, and therefore some Participants' rules have been defined and sent to all participants prior to the meeting, such as how to raise your hand, present yourself before intervening etc…



APEEEL2, École Européenne Lux2, 6 Rue Gaston Thorn, L- 8268 Bertrange

Tel: +352 273 224 5127 Email: office@apeeel2.lu Website: www.apeeel2.lu

- There are no additional points to be added to tonight's Agenda.
  **18:40 The Agenda is adopted by all voters (no abstention).**

- ASC presents the minutes of our last Extraordinary General Meeting (EGM) of 5 December 2019, emailed to all participant on 11/12/2020 and published on our website https://www.apeeel2.lu/apeeel2-statutes-and-general-meetings/
  **18:42 The minutes of the EGM of 5 December 2019 are adopted by all voters (no abstention).**

## 2. Presentation of the BELENIOS platform

ASC presents the BELENIOS platform: an easy-to-use online voting system, guaranteeing state-of-the-art security (the vote privacy relies on the encryption of the votes) as well as verifiability on the fact that voters can check that their ballots have been received. An *APEEEL2 BELENIOS User Guide* is published on our website on https://www.apeeel2.lu/apeeel2-statutes-and-general-meetings/.

## 3. Election of two Tellers

ASC explains the role of the Tellers who will count and check the votes during the AGM, as well as the APEEEL2 annual elections in June, in accordance with the APEEEL2 statutes.

## 4. Ann Kohn and Ursä Lamovec are the only 2 candidates. ASC thanks them for volunteering for this task.18:49 Mrs Kohn and Mrs Lamovec are elected as Tellers by all voters (no abstention). Presentation and vote of the audited accounts 2019-2020 via the online BELENIOS platform

**18:50** Achim Schaefer (AS) and Caroline Rabeau (CR), APEEEL2 co-Treasurers, present the APEEEL2 audited accounts 2019/2020 included in the *Financial Report* section of the **APEEEL2 Annual Report 2019/2020** published on our website https://www.apeeel2.lu/apeeel2-statutes-and-general-meetings/

- AS highlights the following points:
  - This was only our second year organising the Periscolaire activities, and we were pleased to see an increase in APEEEL2 memberships.
  - Periscolaire activities remained our biggest expense (it will decrease this year, due to the Covid crisis).
  - The Merite Jeunesse programme was cancelled due to the Covid crisis, as many other events.
  - Credit card fees remained similar to previous years.
  - Accounting & auditing fees include the fees of our outsourced accountancy firm CABEXCO.

**Questions & Comments :**



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- **Q**: Why is the CAS subsidy (Comité des activités sociales) not appearing in the Income section?
  **A:** (CR) It is listed as "Other operating income".

- **Delphine Ballaguy (DB), our Secretary General**: last school year, we saw an unexpected high increase of Periscolaire and memberships registrations, as well as expenditure lower than estimated.

- ASC invites all parents to read the *Financial Report* section in the **APEEEL2 Annual Report 2019/2020.**

- **Q:** What is *Fonds Social*?
  **A:** (CR) A financial assistance to eligible Lux2 families for the payment of mandatory P5 and S6 school trips. The possibility to extend the assistance to Cat 3 parents paying for the School Minerval is under study.

- **Q:** Why is the budgeted expense for Contract maintenance estimated to double for the next school year?
  **A:** (DB) APEEEL2 plans to improve our Periscolaire registrations platform (PAMS).

**19:01** Our auditor Tania Kohn presents the *Auditing Report* included at the end of the *APEEEL2 Annual Report 2019/2020***.**

**19:08** Mrs Kohn invites participants to ask questions.
There are no questions from any participants.

## 5. Presentation and approval of the annual activity report 2019-2020

DB presents some sections in the *APEEEL2 Annual Report 2019/2020*.

- **Periscolaire activities**: Thanks to a good preparation of our team and their ability to match new sessions with parent's needs, more Periscolaire sessions and new activities have been organised for our pupils, hence the boost in the number of registrations for 2019/2020.

- **Class representatives:** Elections were organised by APEEEL2 as usual at the start of the school year.

- **APEEEL2 representatives participated to many School meetings**: The Educational Councils for the three cycles, the School Advisory Councils and the School Administrative Boards - see individual sections in the *APEEEL2 Annual Report 2019/2020*
  .

**19:21 Questions & Comments :**

- **ASC:** Since last September, APEEEL2 had to demonstrate great flexibility in organising Periscolaire activities for our pupils, as last-minute new sanitary restrictions were introduced each week. We have done as much as we possibly could to reduce the risks of spreading the virus.
  Participants are encouraged to contact our office if they have any suggestions on this topic.

  We also want to improve our feedback to parents on the various meetings our Management Committee members attend, representing all Lux2 parents. These include meetings with the



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School management and other APEEE. We are working towards improving our communication and better exchanging with our parents' community. To do so, we are planning to increase our office staff, currently still only three persons.

- **Q:** (Ann Kohn) Mrs Kohn is a Lux2 parent and one of our Periscolaire instructors (dance). She was recently aware that some parents have complained on Facebook, in a private group, about the lack of quality control for our Periscolaire activities.
  **A:**(ASC) We were also made aware of this parent's group on social media and felt really concerned. We would like to urge any parent experiencing any incident or wishing to make a complaint regarding our Periscolaire activities, to contact our Periscolaire team directly via the communication means we have provided: the Periscolaire email address, telephone number, or our Periscolaire coordinator Yann Gendron's mobile telephone. All contacts are clearly published on our Periscolaire website and detailed in our Periscolaire communications. We endeavour to follow-up all quality-related issues with great concern, and at all levels. Clearly, communicating with parents has been made more difficult this year, since they are not allowed in the School buildings due to the Covid crisis. However, our team remains fully available to investigate and resolve all claims. The members of our Periscolaire Committee have taken good note of Mrs Kohn's concern to ensure quality control for all our activities.

## 6. Presentation and vote of the provisional budget 2020-2021 via the online BELENIOS platform

- The 2020/2021 budget is included in the *Financial Report* section of the *APEEEL2 Annual Report 2019/2020.*
- CR highlights the fact that 78% of our estimated expenses will be spent on salaries (office staff and Periscolaire instructors), as we plan to increase our office staff to improve our communication to parents.
- A participant asks a question regarding the Periscolaire refund policy for sports activities cancelled during the lockdown. ASC asks the parent to email our Periscolaire team directly on this issue. However, he confirms that our Periscolaire General Rules and Conditions state that no refund will be granted for cancelled sport activities in case of a lockdown.
- **19:43 Participants do not have any more questions on the proposed budget 2020/2021.**

## 7. Appointment of the auditor for accounts 2020-2021

**19:44** Tania Kohn is proposed as the auditor for APEEEL2 2020-2021 accounts.



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## 8. Presentation and vote via the online BELENIOS platform of the amendments to the electoral regulations regarding the Management Committee members' conditions of elections

- Claudia Lange-Tramoni (CLT), APEEEL2 Vice-President for Secondary, presents the proposed amendments to the electoral regulations. These are necessary to adapt to the possibility of organising online voting, probably using the Belenios voting platform as will be used for tonight's voting process.
- The Word document *Proposed amendments to the Electoral Rules* was emailed to all participants on 11/12/2020 and is published on our website https://www.apeeel2.lu/apeeel2-statutes-and-general-meetings/. All proposed changes are highlighted using Track Changes.
- CLT invites participants to ask questions. There are no questions.

**19:49 TIME TO VOTE** using the online Belenios voting platform.

- ASC invites participants to ask questions on the use of Belenios. There are no questions so participants can start voting.
- The document *Belenios online voting - User Guide* was emailed to all participants on 11/12/2020 and is published on our website https://www.apeeel2.lu/apeeel2-statutes-and-general-meetings/

## 9. Discussion on the Canteen management

**19:53** Chris Knight (CK), member of our Canteen Committee, introduces the discussion and explains the situation: The School Board has officially requested that APEEEL2 takes over the management of the Canteen at the end of the contract with EUREST.

- Some parents may believe this is a good opportunity.
- *Horesca*, Fédération Nationale des Hôteliers, Restaurateurs et Cafetiers du Luxembourg, has warned us it would be an extremely difficult task.
- The School management feels there is a legal obligation for APEEEL2 to take over the Canteen management, but we believe there is not.

**The discussion is now open to participants to express their views on the subject:**

**Q**: What happens in local schools in Luxembourg?
**A:** (Stefan Wunderlich, APEEEL2): The Canteen is run by the commune or the state.

**20:00 Per Frithiofson, Lux2 Director**: It is not true that the School wants to stop managing the Canteen due to the work involved. Brussels has confirmed that, giving a time for transition, the right way forward is for all APEEE to run their school's canteen. Mr Frithiofson proposes to forward the legal framework as requested. Together with Mr Wedel, Lux1 Director, they have sent a formal letter on 8 December, offering APEEEL2 (and APEEEL1) their experience of the canteen management to help during the transition period. Mr Frithiofson confirms that, in the meantime, he has prolonged the Eurest contract by one more year.



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**Stefan Wunderlich,** member of our Management Committee, believes that it could be a good opportunity for APEEEL2, as other APEEE are already running their own canteen. The recent split from FAPEEEL strengthened our association and similarly, this could enable us to grow further.

**Q:** Would the canteen management include CPE use of the Canteen?
**A:** (CK) This is a good point, to be reviewed.

Two other participants express their opinion that this could be a good opportunity for our association.

**Enza Petrone**, member of our APEEEL2 Canteen Committee, explains that our Canteen Committee is only allowed to visit the canteen every 6 weeks, whereas APEEEL1 Canteen Committee can visit Lux1 canteen anytime. She stresses that our School and APEEEL2 must work together on the current issue.

**Q:** What is the timeframe in this issue?
**A:** (DB) Eurest current contract will expire in 2022 and cannot be extended anymore. Therefore, we need a solution as from September 2022.

**Q:** Where would the funds for APEEEL2 to manage the canteen come from?
**A:** (CK) All canteen services are paid by the parents' payments for food.

**CK closes the discussion, reminding parent that many issues have not yet been addressed. So far APEEEL2 has only answered our School management that we are not legally required to take over the canteen management.**

## 10. Miscellaneous

**20:32** There are no participant raising their hand, and therefore no miscellaneous topic to discuss.

## 11. Final remarks and closing of meeting

- **20:37** Votes are now closed and are being counted with the assistance of the two Tellers.

  **Results of the votes**:
  ASC confirms that all 5 proposals listed below have been adopted. Vote results are archived on the Belenios platform (copy enclosed on pages 7 & 8) and can be viewed on https://belenios.loria.fr/elections/3hSuKGsgXFuuaz/.
    - **Approval of the accounts and discharge of the Management Committee**
    - **Approval of the Annual Report**
    - **Approval of the budget for 2020/21**
    - **Approval to appoint the proposed auditor**
    - **Approval of the proposed amendments to the electoral rules**
- ASC thanks all participants for their attendance and the Tellers for their assistance.
- ASC reminds all participants that we still have 2 open seats in our Management Committee. Anyone interested should contact our office on office@apeeel2.lu, all support will be welcome.

**As there are no more topics to be discussed, the meeting closes at 20:41**



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# APEEEL2 AGM VOTING RESULTS
# as archived on the Belenios platform

## APEEEL2 AGM 2020

A service outage is planned on January 22-25, 2021.

Langue : fr Appliquer
(Vous souhaitez aider à traduire ?)

En utilisant ce site, vous acceptez notre politique concernant les données personnelles. Accepter

**Cette élection est archivée.**

- ***Do you approve the accounts and discharge the Management Committee ?***

| | |
|---|---|
| Yes | 36 |
| No | 0 |
| Vote blanc | 3 |

- ***Do you approve the annual report ?***

| | |
|---|---|
| Yes | 37 |
| No | 1 |
| Vote blanc | 1 |

- ***Do you approve the budget for 2020/21 ?***

| | |
|---|---|
| Yes | 33 |
| No | 1 |
| Vote blanc | 5 |

- ***Do you agree to appoint the proposed auditor ?***

| | |
|---|---|
| Yes | 39 |
| No | 0 |
| Vote blanc | 0 |

- ***Do you approve the proposed amendments to the electoral rules ?***

| | |
|---|---|
| Yes | 35 |
| No | 0 |
| Vote blanc | 4 |



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## Nombre de bulletins acceptés : 39

Vous pouvez également télécharger le résultat avec les preuves cryptographiques.

## Voir les bulletins acceptés

Cette élection est administrée par André Schmutz.
La liste électorale comporte 53 électeur(s) et a pour empreinte QAski6dAFyLyEtRs5qjdnQmivV2bUo+JGIc43ooirGc.
Toutes les autorités de confiance suivantes (clés de vérification) sont nécessaires pour déchiffrer le résultat :

- server (86Pn4wuHo4OpdMsTDO6Hc4JIkTcQV0CMiI8U23HMEEw)



Les codes de vote ont été générés et envoyés par server et ont pour empreinte wWZB0sh44ECC//G21KNURfVDSstcbTrIcS53q9pu9JE.
L'empreinte du résultat chiffré est Sa3ChEFotC+D+4pSoCzOBTB1QyZk78b2c+x8VuGQFho.

Empreinte de l'élection : 19CJ4Q5LVvYa8EjaR9CMT3Dr1FxvpdOro/SkwfQANhE
Données d'audit : paramètres, autorités de déchiffrement, clés de vérification, bulletins.

Propulsé par Belenios 1.13 (1.13-25-gb8b6d39). Obtenir le code source. Politique de confidentialité. Administrer cette élection.



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