

**FRENCH SCHOOL IN ZAGREB – EUROCAMPUS  
ASSOCIATION FOR THE MANAGEMENT OF THE FRENCH  
SCHOOL**

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**SUMMARY OF THE GENERAL ASSEMBLY OF  
2nd October 2007**

Present :	Mr. Adam	Mrs. Marcotte
	Mr. Dobo-Schoenenberg	Mrs. Moukarzel
	Mr. and Mrs. Dubot	Mrs. Prévot
	Mrs. Gabelica	Mr. Rouchon
	Mrs. Kassis	Mrs. Studer
	Mr. Kleiser	Mr. Taillandier
	Mr. Maiffredy	

Chairman of the  
meeting: Véronique Marcotte

Secretary of the  
meeting : Gabi Gabelica

**Agenda :**

1. Organisation of the school and presentation of the managing association
2. New school year 2007/2008
3. Short presentation of the budget 2007
4. Real estate project
5. Cooperation within the EuroCampus
6. Use of the parking lots
7. Extra school activities
8. Election of the new executive committee members

**1. Organisation of the school and presentation of the managing association**

The French School of Zagreb co-operates officially with the AEFÉ, Agency for French Education Abroad, a publicly-owned establishment under supervision of the French Ministry of Foreign Affairs. Founded in 1996 on the initiative of a parents' association and companies, the French school of Zagreb ensures a teaching according to French teaching methods. The education is given by qualified professors. Some of them have been financed and provided to the AEFÉ by the French Ministry of Education, the others are employed on a local contract paid by the school.

Since October 2005, the French school of Zagreb has been managed by a non-profit-making association under Croatian law, the so-called *Association for the development and support of the French School of Zagreb*. Its main objective is to let the pupils' parents take part in the administrative and financial management of the school.

On the top of the association stands the executive committee which consists of min. three persons: a president, a cashier and a secretary. To become an active member of the association and take part in the decision making, the parents can choose between two possibilities:

- a. Either they take part in the general assemblies only (election of the executive committee, presentation of the financial balance...), see also article 15 of the association's rules.
- b. Or they become direct members of the executive committee and take part in all the administrative and financial decisions of the school (see also article 22 of the association's rules).

In contrast to the *Parents' Association*, the *Association for the Development and Support of the French School in Zagreb* deals mainly with the financial management. While Mr. Rouchon, the school's headmaster, manages all pedagogical questions, the executive committee deals above all with the financial and administrative tasks of the school. All decisions are to be taken in accordance with the headmaster and under the guidance of the French Embassy.

## **2. The new school year 2007/2008**

At the French School of Zagreb, there are 69 pupils registered at the moment, against 60 pupils registered last year. This represents an increase of approximately 15% in comparison to the number of pupils a year ago. The number of pupils has increased especially in the kindergarten classes.

On May 30th, 2007, an agreement had been signed between the French Ministry of Foreign Affairs and the Croatian Ministry of Education. This agreement recognizes the French School of Zagreb as an institution, which can also be attended by Croatian pupils in accordance to the Croatian standard of education (the text of the agreement can be found on the school website [www.ecole.zagreb.free.fr](http://www.ecole.zagreb.free.fr)).

During the summer holidays, some investments had been undertaken by the school : i.e. painting of the classes, construction of a mezzanine in Mrs. Čačija's kindergarten class, purchase of furniture and pedagogical material.

Since June 2007, the school has had a new secretary, Mrs. Ivanka Studer, who helps the executive committee with the daily management of the school.

Mrs. Studer will distribute to the parents a paper with additional lists and information about the school. There will also be put up a new registration form containing a new school regulation as well as new conditions of payment.

## **3. Short presentation of the budget 2007**

The French School has a budget of about 1.9 million HRK. 37% of the budget is spent for the rent and current charges, 35% for the personnel. 95% of the school income is guaranteed by the school fees while 5.0% comes from the AEFÉ subsidy.

In general, the school needs about 100.000,00 HRK per month in order to cover all the charges.

The CNED budget amounts to 160.000,00 HRK with 70% being spent for the personnel.

Last spring, the school had serious difficulties in collecting both the school fee and the amount of canteen bills. This was due either to payment delays or to no payment at all. Thanks to the new payment conditions and penalties, a major part of the unpaid invoices could be settled.

In general, the balance of the French school is stable. There has even been made a small profit which will be used for future investments at the school.

#### **4. Real estate project**

The rent for the present school building has been granted until June 2009. After that date, the school will have to move to another place. Therefore, a French and German real-estate committee has been set up in order to look for a new location. Till now, this committee has had several contacts with the Mayor's office in Zagreb hoping to find a solution suitable to both the French and the German school.

One of the possible alternatives would be to build a common EuroCampus school on the site of an already existing Croatian school, the AG Matoš school in the Zagreb district Ravnice (on the opposite side of the Maksimir zoo) with a site of about 16 200 m<sup>2</sup>. This common project would allow all three schools (Croatian, French and German) to share common utilities such as the playground and the canteen. However, the negotiations for this project are at the only beginning. There are still many open questions to be answered, above all the legal character and status of the EuroCampus school.

#### **5. The cooperation within EuroCampus**

Since September 2005, the French School of Zagreb is part of the EuroCampus, a common project with the German International School. Both schools have signed up for a French and German co-operation putting up a pedagogical exchange between the pupils of both schools. Consequently, German and French pupils take part in common activities such as sports, arts and music lessons. Moreover, the French pupils of cycle III will enjoy German lessons with Mrs. Pohler, headmaster of the German school, while Mr. Rouchon will teach French to German pupils.

The children of cycle I also get together with the German kindergarten children for a common sports activity once a week.

The main objective of the EuroCampus co-operation is to build up, the so-called « bi-bac », a common A-level for both French and German pupils. This project could be realized within

about 10 years transforming the present EuroCampus “2 different schools” into a EuroCampus “one common school”.

The EuroCampus co-operation is not only a pedagogical project. It also implies an intense co-operation between the executive committees of both schools. A so-called EuroCommittee had been put up last June, consisting of the two presidents and an additional member of each executive committee. Its main task is to deal with the management of common affairs such as the common EuroCampus budget, the redaction of a common newsletter, the organisation of common festivities etc. However, as to pedagogy, the two directors of both French and German school continue to decide on pedagogical matters.

We would like to emphasize the fact that it is due to the EuroCampus project (« Two schools under one roof ») that the French school was granted the AEFÉ subsidy, which is an important financial support for a good management of the school.

## **6. Use of the parking lots**

As the parking lots are not very large in comparison to the number of cars using them every day, especially in the morning, the school administration has decided to impose the following parking rules :

The parents are allowed to use all the three parking lots in the morning until 9 o'clock. After 9 o'clock, the small parking lot just in front of the school entrance as well as the parking lot inside the wooden gate will be used exclusively by the pupils during their recreation time. Therefore, we kindly ask you not to park your car on that space after 9 o'clock.

As to the third parking lot, the one outside the wooden gate, which normally is reserved for the teachers and other school personnel, the parents are also kindly asked not to park their cars there longer than really necessary.

Thank you for your comprehension and co-operation!

## **7. Extra school activities**

The executive committee has organized and put up the planning for the extra school activities. Their pedagogical content had been checked by the headmaster before. As to the following up of these activities, Mrs. Prévot was so kind to accept being the contact person between parents and teachers of these activities. Other mothers and fathers are welcome to join Mrs. Prévot in that task. In general, the executive committee is thankful for any help and support from the parents.

## **8. Election of the new executive committee members**

The executive committee is composed of min. 3 persons. For the school year 2007/2008, the following members have been voted for:

- President : Véronique Marcotte
- Vice-president : Olivier Raphanaud
- Treasurer : Marie-Sarah Moukarzel
- Deputy treasurer : Karien Geyskens
- Secretary-General : Gabi Gabelica

Attachment:

- article 15 and 22 of the association's rules
- organisation of the association.

## **Article 15**

The General Assembly of the Association deals with the following tasks :

- To make up the rules and other general acts of the association
- To vote for or dismiss the executive committee members
- To receive the president's summary about the work done within the association
- To approve of the budget and other financial decisions
- To decide about the budget made by the executive committee for the forthcoming year
- To give an expert opinion on financial questions
- To decide about modifications of the association's rules and organization, to dissolve the association
- To decide about the amount of the annual membership subscription
- To vote against the decisions made by the executive committee
- To make decisions about any problem or action not taken into account by the executive committee.

## **Article 22**

The executive committee :

- Prepares the rules and other acts of the association
- Organizes the general assembly meetings, makes up its agenda and prepares all the points to be discussed by the assembly members
- Carries through the decisions made by the general assembly
- Accepts the new members of the association and decides about the nomination of honorary members
- Decides about the exclusion of members
- Decides about the change of address of the association's head office
- puts up the membership list of the association
- draws up the annual budget of the association
- decides how to use the association's financial funds
- proposes the amount of the membership subscription.

# Association for the Development and Support of the French School in Zagreb

## President of the Association - General Assembly – Executive Committee : legal and executive representative

<b>Users</b>	<b>Active members : General Assembly</b>	<b>Active members : Executive Committee</b>
<b>Who</b> - all the parents who pay school fees	<b>Who</b> - those who pay the annual membership subscription - members of the executive committee - the headmaster of the school (only consultative function, no right of vote)	<b>Who</b> (only odd number, minimum 3 persons) - president - cashier - secretary
<b>Function</b> - to support the actions and projects of the association	<b>Function</b> - makes ideas and projects for the development and support of the French school - see article 15 of the association's rules	<b>Function</b> - deals with financial affairs of the association - puts up the budget (with the headmaster's support) - see article 22 of the association's rules
<b>Frequency of meetings</b> minimum once a year : General Assembly.	<b>Frequency of meetings</b> at least once every three months	<b>Frequency of meetings</b> as often as necessary.

All the parties of the Association, and especially the Executive Committee, are under the guidance of the French Embassy, representative of the AEFÉ abroad.

Honorary members of the association can become all those who help the executive committee with the accomplishment of the association's projects and objectives.