

Canadian School Committee Meeting  
**06 September 2017**  
AFNORTH International School

Réunion du Comité d'école canadien  
**06 septembre 2017**  
École internationale AFNORTH

**Introduction:**

The Chair welcomed all the members present. The meeting commenced at 13h30.

**Voting members present:**

LCdr Nicole Bennett-Boutilier, Chair/  
Niederheid Rep  
Cpl Jonathan Butrym Marcotte, Treasurer  
Cpl Carla Prowse, Secretary

**Non-voting members present:**

Mr. Erich Remisch, Principal, Canadian  
Section

**Validated absences:**

LCol Patrick MacNamara, Vice-  
Chair/Brunssum Rep

**Additional stakeholders present:**

Ms. Maria Lunney, Guidance Counsellor-  
Canadian Section  
Capt Martin LaFerriere Simard, Canadian  
CFSU(E) Social Worker

**1. Introduction:**

The Chair welcomed everyone to the meeting at 13h30. The Chair welcomed Cpl Jonathan Butrym Marcotte as the incoming Treasurer for the S/Y 17/18.

**2. Review of the Minutes:**

The Chair reviewed the Minutes from the last meeting which took place 01 June 2017. Nothing new was brought forward.

**Ouverture de réunion:**

La présidente souhaite la bienvenue à tous les membres présents. La séance commence à 13h30.

**Membres votants présents:**

Capc Nicole Benette-Boutilier, présidente/Rep  
Niederheid  
Cpl Jonathan Butrym Marcotte, trésorier  
Cpl Carla Prowse, secrétaire

**Membres non-votants présents:**

M. Erich Remisch, directeur de la section canadienne

**Absences motivées:**

Lcol Patrick MacNamara, vice-président/Rep  
Brunssum

**Autres personnes présentes:**

Mme Maria Lunney, conseillère en orientation de la section canadienne  
Capt Martin LaFerriere Simard, officier canadien de service social de l'USFC(E)

**1. Préambule:**

La présidente accueille toutes les personnes présentes à la réunion à 13h30. La présidente souhaite la bienvenue au Cpl Jonathan Butrym Marcotte en tant que nouveau trésorier pour l'AS 17/18.

**2. Procès-verbal de la réunion précédente:**

La présidente révisé le procès-verbal de la réunion précédente qui a eu lieu le 1<sup>er</sup> juin 2017. Rien de nouveau n'a été apporté.

### **3. Financial Report:**

- a. The Treasurer (Cpl Butrym Marcotte) read the financial reports and shared updates, as per below.
- b. General Fund: Expenditures for the recent purchases of the Brugge trip canal fees (€ 280.00), Brugge trip bike fees (€ 296.00) and AFN Magazines (€ 29.83) totalling 605.83. The General Fund balance as of 29 June 2017 is €2563.73;
- c. Awards Fund: Expenditures in the amount of €70.00 for engraving recipient's names on the Canadian medallions have been processed. There was a Land Lord donation of €20.00. This offset total expenses to the account to be €50.00 (€70.00 minus €20.00) The School Awards Fund balance as of 29 June 2017 is €329.75.
- d. The Proposed Budget for S/Y 17/18 will be discussed at a later date pending clarification from the Director of Non Public Funds regarding the spending limitations according to the Committee Constitution. See attached Constitution.

### **4. Old business:**

- a. The School has fully recovered from a virus that compromised the School's software over the 2016 Christmas holidays.

### **5. New Business:**

- a. See Principal and Guidance Counsellor's Reports.

### **3. Rapport financier:**

- a. Le trésorier (Cpl Butrym Marcotte) lit les rapports financiers et partage les mises à jour présentées ci-dessous.
- b. Fonds général: Les dépenses pour le récent paiement des coûts du canal (280,00 €) et des frais des vélos (296,00 €) pour le voyage à Bruges et des magazines AFN (29,83 €) totalisant 605,83 €. Le solde du fonds général est de 2 563,73 €, en date de 29 juin 2017;
- c. Bourses d'études: Les dépenses d'un montant de 70,00 € pour la gravure des noms des récipiendaires sur les médaillons canadiens ont été effectuées. Il y avait un don de la part d'un locateur de 20,00 €. Il a compensé les dépenses totales sur le compte à 50,00 € (70,00 € moins 20,00 €). Le solde du fond des bourses d'études en date du 29 juin 2017 est de 329,75 €.
- d. Le budget proposé pour l'AS 17/18 sera discuté à une date ultérieure en attendant une clarification du directeur des fonds non publics concernant les limites des dépenses selon les statuts du Comité. Voir les statuts ci-joints.

### **4. Affaires précédentes:**

- a. L'école s'est complètement rétablie d'un virus qui avait compromis le logiciel de l'école pendant les vacances des fêtes 2016.

### **5. Affaires nouvelles:**

- a. Voir les comptes rendus du directeur et de la conseillère en orientation.

- b. Review of Parents Concerns:  
See Representatives reports below.

**6. Principal's Reports:**

- a. The Principal's report included: school start up, upcoming expected staff changes, enrolment, verification sheets, Emergency Notification System, Sodexo lunches, altered bus routes, open house and school activities.
- b. It was a successful school start with minimal disruptions.
- c. Postings for S/Y 18/19 have gone out. A significant staff changeover is expected.
- d. Enrolment for S/Y 17/18 is currently full with approximately 115 students. Additional enrolment will be limited to Canadian students only.
- e. Parents are encouraged to update the verification sheets sent home with students and to register with the Emergency Notification System. See attached Directorate for the ENS.
- f. There is a technical issue with the Sodexo Lunch's website where students living in Germany cannot register their bank account information. A solution is currently being sought. More to follow.
- g. A number of topics were mentioned as outlined in the attached Principal's Report.

- b. Révision des préoccupations parentales: Voir les comptes rendus des représentants ci-dessous.

**6. Compte rendu du directeur:**

- a. Le compte rendu du directeur inclus: la rentrée scolaire, les changements de personnel prochains prévus, l'enrôlement, les feuilles de vérification, le système d'alerte en cas d'urgence, les repas de Sodexo, les modifications des trajets d'autobus, les portes ouvertes et les activités scolaires.
- b. Le début d'année scolaire était fructueux avec un minimum d'interruptions.
- c. Les affichages pour l'A/S 18/19 sont sorties. Un changement de personnel considérable est anticipé.
- d. À présent, l'enrôlement est complet pour l'AS 17/18 avec environ 115 étudiants. Les inscriptions additionnelles seront réservées à des étudiants canadiens.
- e. Les parents sont encouragés de mettre à jour les feuilles de vérification données aux étudiants et de s'enregistrer auprès du système d'alerte en cas d'urgence. Voir l'instruction sur le SAU ci-jointe.
- f. À présent, il y a un problème technique avec le site web des repas de Sodexo, qui fait que les étudiants vivant en Allemagne ne peuvent pas enregistrer les coordonnées de leur compte bancaire. Une solution est actuellement recherchée. Plus d'information à venir.
- g. Un certain nombre de thèmes ont été mentionnés comme détaillé dans le compte rendu du directeur.

## **7. Counsellor's Report:**

- a. Topics such as a great school start up, New Student Welcome, Post-Secondary planning, AIS College and University Fair, E-learning, and Extra-curricular opportunities were mentioned topics as outlined in the attached Guidance Counsellor's Report.
- b. The grade 12 students have their first session to plan for after high school. Going forward sessions will be done individually with the Guidance Counsellor.
- c. The School is encouraging parents and community members who are alumni to attend and represent their school for this year's AIS College and University Fair.

## **8. Representatives' Reports:**

- a. International Rep: Not Applicable.
- b. Brunssum Rep: No Brunssum Rep present.
- c. Niederheid Rep: Positive comments were given regarding the updated school website.
- d. Buses. The altered bus routes have required minimal adjustments. Route adjustments should be finalized next week. The school and bus company worked together to ensure information was relayed to families in a timely fashion.
- e. International Rep. Principal Erich Remisch will reach out to parents in an attempt to find an International Rep. More to follow.

## **7. Compte rendu de la conseillère en orientation:**

- a. Des sujets comme la rentrée scolaire fructueuse, l'accueil des nouveaux étudiants, la planification des études postsecondaires, le salon des universités et des collèges AIS, l'apprentissage en ligne, et les activités parascolaires ont été mentionnés comme décrit dans le compte rendu de la conseillère en orientation ci-joint.
- b. Les étudiants de 12e année auront leur première session pour planifier leurs études après l'école secondaire. Des sessions de suivi se feront individuellement avec la conseillère en orientation.
- c. L'école encourage les parents et les membres de la communauté qui sont des anciens étudiants de participer et représenter leur école au salon des universités et des collèges AIS de cette année.

## **8. Compte rendu des représentants:**

- a. Rep international: Ne s'applique pas.
- b. Rep Brunssum: Aucun rep Brunssum n'est présent.
- c. Rep Niederheid: Des commentaires positifs ont été reçus concernant la mise à jour du site web de l'école.
- d. Bus. Pour les trajets d'autobus modifiés des ajustements minimaux ont été requis. Les changements des trajets devraient être finalisés la semaine prochaine. L'école et la compagnie de bus ont travaillé ensemble pour assurer que les renseignements ont été relayés aux familles dans un délai convenable.
- e. Rep international. Le directeur M. Erich Remisch communiquera avec les parents afin de trouver un rep international. Plus d'information à venir.

**9. Next meeting:**

Thursday, 09 November 2017 at 13h30.  
Location TBC.

**10. Closure of the meeting:**

The meeting was adjourned at 14h25.

**Attachments:**

Financial Report  
Principal's Report  
Guidance Counsellor's Report  
AFNorth International School Directorate,  
Emergency Notification System  
AfNorth International School Canadian  
School Committee Constitution

**9. Prochaine réunion:**

Jeudi le 09 novembre 2017, à 13h30. Lieu de  
rencontre à confirmer.

**10. Levée de la réunion:**

La séance est levée à 14h25.

**Pièces jointes :**

Compte rendu financier  
Compte rendu du directeur  
Compte rendu de la conseillère en orientation  
Instruction de l'école internationale AFNORTH,  
Système d'alerte en cas d'urgence  
École internationale AFNORTH  
Statuts du Comité d'école canadien

*Original Signed By/Original signé par*



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LCdr Nicole Bennett-Boutillier  
Chair of the School Committee  
Présidente du Comité d'école

*Original Signed By/Original signé par*



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Cpl Carla Prowse  
Secretary of the School Committee  
Secrétaire du Comité d'école

*Original Signed By/Original signé par*



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Approved by/Approuvé par

SCO JFC Brunssum  
OSC JFC Brunssum

## Canadian School Committee

### Principal's Report – 6 September at 13:30

#### Principal's Report:

1. 2017/2018 school start
2. Patrick Sullivan and Matthew Baglole off and running
3. Postings for next year have gone out
4. Ms Lunney extended for two years
5. Enrolment currently at approx. 115 (full)
6. Jason Bourgoin lunch supervisor, Jacqueline Sullivan supply teacher
7. Verification Sheets
8. Emergency Notification System
9. Sodexo lunches well received
10. Bus issues in first week (some routes being tweaked)
11. Open house last week
12. MS activities starting this week
13. Terry Fox Sept. 28 at 14:00 for whole school
14. Students researching HS spring trip

## **Treasurer Report as of 29 June 2017**

### **General Fund:**

As of 20 March 2017, the General Fund balance was €3169.56

3 expense occurred on 13 Jun 17:

Brugges Canal Fees: €280.00

AFN Magazines: €29.83

Brugges Bike Fees: €296.00

Total expense €605.83

Leaving a balance of €2563.73 as of 29 Jun 17

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### **Award Fund:**

As of 20 March 2017, the Award Fund balance was €329.75

Expense occurred on 16 Jun 17

Engrave Cdn Medals: €70.00

Donation occurred on 23 Jun 17

Land lord donation: €20.00

Total expenses to account €50.00 (€70.00 minus €20.00)

Leaving a balance of €329.75 as of 29 Jun 17



## **Guidance Counsellor – September 2017**

### **School Start Up**

Great start to the school year. Met with new students the week before classes to select courses and finalize timetables. All students received timetables in Period 1 of the first day of class. Met with students on the first day of school with “holes” in their timetable as final timetables require some US class support (eg for language classes other than French). Last Friday was the last day for course change requests. Thank you to the whole school team, staff, admin assistants, students for the smooth transition.

Second year – more familiar with the various sections of the school that impact on our students timetable and day to day activities (US office, bus office, business office) etc

### **New Student Welcome**

All students new to AFNORTH were invited to a New Student Welcome on the Thursday before school started. Current students were very receptive and super helpful in showing the students around the school.

### **Grade 6 Scavenger Hunt**

First Friday the American counsellor and myself organized a mingling activity for the Grade 6s of the American and Canadian Section to introduce them to each other, allow them to get to know the middle high school sections of their school and mingle.  
(Signature Bingo game, scavenger hunt, ice cream)

### **Post-Secondary Planning**

Post-Secondary Planning workshop for Grade 12s will be Friday, September 8 2017. Students were provided a Student Information Sheet to complete for Friday which incorporates Student’s education, achievements, volunteer/work experience, post-secondary plans. This will be a working document as the year evolves. Only 1 Canadian student is in the graduating class of 15. Other students are a mix of nationalities (Italian, Spanish, German, Norwegian, British, French and Turkish – thus a general focus to the presentation. Individual appointments will assist with the planning.

### **AIS College and University Fair**

Due to the success of AFNORTH International School (AIS) College and University Fair in January, we will host one Wednesday, November 8 2017 from 17:00-19:00; this time in the fall. For a variety of reasons, it is challenging for our students to visit post-secondary institutions and explore their various options. This provides students an opportunity to speak with school representatives’ right here at AFNORTH. As many representatives are unable to attend, we invite alumni to represent their school. If you

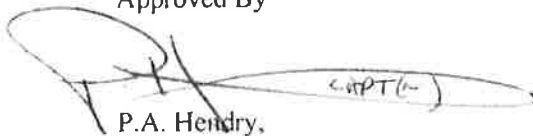
AFNORTH INTERNATIONAL SCHOOL

CANADIAN SCHOOL COMMITTEE

CONSTITUTION

JAN 2014

Approved By

A handwritten signature in black ink, appearing to be 'P.A. Hendry', with a horizontal line extending to the right. The signature is written over the printed name and rank.

P.A. Hendry,  
Capt(N)  
SCO JFC Brunssum

31 Jan 14.

# **AFNORTH CANADIAN SCHOOL COMMITTEE - CONSTITUTION**

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## **GENERAL**

1. This constitution forms the general terms of reference for items not governed by existing Policy and Regulations. The DND Overseas School Administration Policy and regulations remains the primary guidance for the function of the Canadian School Committee hereafter referred to as the Committee. The Committee is formed under the authority of DND Overseas School Administration Policy and Regulations and shall act as a supporting council to the AFNORTH International School, hereafter referred to as the School.

## **PURPOSE**

2. The purpose of the Committee is represent the parents of the Selfkant and Brunssum communities and serve in an advisory role providing a vital link between the parents, the military and the School, providing advice to the School Administration when warranted.

## **MEMBERSHIP**

3. The Committee will consist of volunteer members and school position incumbents, 5 voting members and 1 advisory members. The voting membership will be structured as follows, where two members come from each of the two locations:

- a. Chairperson (Maj/above from Niederheid or Brunssum),
- b. Vice-Chairperson (Maj/above from Niederheid or Brunssum) ,
- c. Secretary (Niederheid or Brunssum),
- d. Treasurer (Niederheid or Brunssum), and
- e. International Parents Representative.

The advisory members will be the incumbent of the following AFNORTH position from the Canadian Section;

- f. Administrator, or their designated representative., and

4. The committee will normally meet quarterly to discuss ongoing and new issues, and to plan and prepare for upcoming activities. Minutes of meetings will be open and available to the communities via the AIS Website.

## **FUNDING, BUDGET AND ACCOUNTING**

5. The Committee will receive funds remaining from previous years as well as solicit donations from the two community unit funds. Available funds will be utilized in support of school activities that cannot be funded through normal school budgeting. Funds are utilized as subsidies for field trips, celebrations, resources that are not directly part of the curriculum but support delivery. Funds may also be used to recognize academic achievements/excellence.

6. Signing authorities for the fund will be limited to the Chairperson, Vice-Chairperson and the Treasurer.

## **AFNORTH CANADIAN SCHOOL COMMITTEE - CONSTITUTION**

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7. Funds will be deposited to and held by NPF Accounting. Official accounting for the funds will be carried out by NPF personnel but monitored and reported to the Committee by the Treasurer.
8. The Committee Chairperson will ensure that voting members determine and assign funding during meetings and that such decisions are captured and recorded in the minutes. There may occur slight variations to the approved funding decisions (such as but not limited to: taxes, shipping charges, changes in exchange rates, and price fluctuations). The Committee has agreed that the Chairperson has discretionary powers that allow adjustments to the minute/budget approved expenditures up to €250 in order to ensure bills are paid on time and IAW the spirit of the Committee approved expenditure. If variations in the approved expenditure exceed €250 then the Chairperson can call for Committee approval by an email (to be attached to the payment request) or defer the issue until the next meeting where the decision will be approved in minutes.
9. The Committee will prepare and vote on a Budget proposal at the start of each School year (Sep/Oct) based on the plans, intentions and requirements of the School representatives. The budget is only a guidance tool and variations to the budget may be made with a quorum vote (3) at any meeting.

### **ELECTRONIC VOTING**

10. In the unusual event that an item must be considered for approval prior to a regularly scheduled meeting, the Chair may forward to the voting members, with an information copy to the Administrator, a proposal upon which members may make comment and ultimately vote to accept or reject. If this does occur, the next meeting's minutes must capture the decision so that it can be promulgated to the communities.

### **AMENDMENTS**

11. This constitution may be amended by a resolution adopted by a two-thirds (3 mbr) majority vote at a regular Committee meeting. Amendments must be presented in writing and included in minutes as voted and will not become effective until approved by SCO JFC Brunssum.



AFNORTH International School  
*Directorate*

Emergency Notification System

**Emergency Notification System → Please Sign Up before September 4th, 2017**

AFNORTH International School is implementing an Emergency Information System. You need to subscribe if you want to be part of the system. This system ensures we are able to contact you immediately in case of severe emergencies or in case we have to send important and urgent messages to you. We ask that you sign up to be included in this system before September 4th. If you have any questions regarding this system, please contact the Directorate or your National Section.

**Information**

The service we are using is provided by Picasse (see <http://picasse.com>). AIS is not allowed to use the personal information we have on file, because it was not collected for that purpose.

In case of critical occurrences we will inform all registered parents by using a text message plus phone (voice message) and e-mail. You will need to have a smartphone or an "old school" cell phone. People with a smartphone have the additional option to install the "Picasse Ontvanger" (android/IOS/windows phone) application.

**To Register**

For registering we do need the following information from you:

- The e-mail address,
  - the first name
  - the last name
  - cell phone number.
1. Visit our schools website: <http://afnorth-is.com/info-center/parent-support/>
  2. Choose: Parent Support
  3. Use the password: *secret*
  4. Complete the Google Form
  5. Hit the Send Button. This information will be sent to: [erie@afnorth-is.com](mailto:erie@afnorth-is.com)
  6. Wait for an acknowledgement e-mail
  7. Within 3 to 4 days, you will receive confirmation of your registration
  8. Check your information is accurate. Contact [erie@afnorth-is.com](mailto:erie@afnorth-is.com) if the information is incorrect.
  9. You can install the Picasse Receiver app at this point, if you wish to use this additional tool.

*Please put this information in an accessible place*



AFNORTH International School  
*Directorate*

Emergency Notification System

**In case the building is not safe the following notification will be used.**

7. Full evacuation: School will be evacuated. Do not contact or come to the school, more information will follow ASAP

The school will evacuate to JFCB HQ or - on advice of the authorities - another location deemed to be safe. In this case it is very important that you do not block the school telephone lines and streets around the school. Please do not call the school or your child. Keep the lines free. Please, do not come to school. The security forces of JFCB HQ and the Netherlands will do their best to protect your children. You will receive further information as soon as possible.

**How to use the "Picasse Ontvanger" app:**

1. Add the following Picasse contact on your phone: +31642500091 and name the contact: AFNORTH Alert
2. Configure the app "Picasse Ontvanger" to prevent power drainage on smartphone: deactivate GPS (just in this app), deactivate Bluetooth (just in this app)

In case of concerns or questions please do not hesitate to contact the Directorate via: [erie@afnorth-is.com](mailto:erie@afnorth-is.com)

*Please put this information in an accessible place*