



## **Admin Board Meeting/Réunion du Conseil d'Administration**

**Brussels Tuesday, 10<sup>th</sup> July 2018**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 0C, 13:00-15:00**

**Present:** Kristin Dijkstra, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Victoria Petrova, Graziella Rizza, Ana Maria Zaharie.

**Excused:** Dorothee Farwerck Lefort, Alexandre Grigorescu Negri, Angela Muraca, Tobias Stricker, Iulian Vasile, Pénélope Vlandas, Sophie Weisswange.

**Absent:** Michela Beati, Mariana Ghitoi, Eleonora Pezzarossa.

**Proxies:** Dorothee Farwerck Lefort and Tobias Stricker to Ana Maria Zaharie, Alexandre Grigorescu-Negri to Kristin Dijkstra, Angela Muraca and Pénélope Vlandas to Emanuela Innocente, Iulian Vasile to Karim Kettani.

**Guest:** Milena Beumers-Le Doaré, Communication Officer, Manuela Pamio, Secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 10.07.2018**

The Board takes note that Ms Daguet-Babich and Mr Julvecourt are no longer Board members, the Administrative Board is now composed of 17 members. The quorum is present. Ms Dijkstra, who is President of the APEEE from 7/07/2018, opens the meeting.

#### **1. Adoption of the agenda.**

Adopted

#### **2. Written procedures - Votes to be recorded:**

##### **a) CFC application for "Caps & Gowns" – S7 graduation ceremony.**

**Vote:** The Board approved by written procedure the financing of the project "Caps & Gowns" for the S7 Graduation Ceremony. The expense to be financed is 1.237,50 Euro for 75 Caps and Gowns (Deadline: 20/06/2018, voting result: 12 votes in favour, 0 against, 0 abstention, 7 members who did not participate to the voting procedure).

**b) Approval proposed RoPs for the Social Fund.**

**Vote:** The Board approved by written procedure the "Proposed RoPs for the Social Fund "Revision June" (Deadline: 27/06/2018, voting result: 13 votes in favour, 0 against, 1 abstention, 5 members who did not participate to the voting procedure).

**c) Nomination of the new Social Fund Chairperson (K. Kettani).**

**Vote:** The Board approved by written procedure the appointment of Mr Karim Kettani as new Social Fund Chairperson (Deadline: 29/06/2018, voting result: 11 votes in favour, 0 against, 0 abstention, 8 members who did not participate to the voting procedure).

**d) Nomination of new LS-SN WG Coordinator (A. Muraca).**

The Board approved by written procedure the appointment of Ms Angela Muraca as new LS-SN WG Coordinator (Deadline: 29/06/2018, voting result: 13 votes in favour, 0 against, 0 abstention, 6 members who did not participate to the voting procedure).

**e) Purchase of 147 rulers for the BAC Ceremony+ "Caps and Gowns" proposal.**

By means of the written procedure ended on 28/06/2018, the majority of Board members voted in favour of the purchase of 147 rulers for the Bac Ceremony ( Voting result: 9 in favour, 0 abstention, 5 against and 5 members who did not participate to the voting procedure). But taking into consideration the proposal made by the APEEE Director to offer Caps & Gowns this year in order to solve the problem of Caps and Gowns in the future and the souvenir for the BAC S7 Students as well as the concerns express within the Administrative Board, the purchase should be kept on hold until a Board decision is taken on the proposal made by the Director of the APEEE.

The Board notes that urgent written procedures should be launched in really urgent cases and all decisions related to the BAC ceremony 2019 should be discussed by the Administrative Board well in advance.

**f) Approval CA Minutes of meeting 17/05/2018.**

**g) Approval CA Minutes of meeting 12/06/2018.**

According to the current Statutes, article 15.3, the Board can make valid decisions if at least half plus one of its members are present or represented.

The Secretary of the Board explains that the reason to put a written procedure is not just for the urgency but also not to waste too much time during the meeting.

When the written procedures were launched last week, the Board was composed of 19 members. It is clarified that the Minutes of Board meetings held on May 17<sup>th</sup>, 2018 and June 12<sup>th</sup>, 2018 were not approved by written procedure because the quorum was not met (Deadline: 9/07/2018, voting results: 9 in favour, 0 against abstention).

**Vote:** Approval CA Minutes of meeting 17/05/2018.

Approved without any remarks.

**Vote:** Approval CA Minutes of meeting 12/06/2018.

Approved without any remarks.

## **h) Performance Audit for vote selection of Company and increase in Budget for the 12<sup>th</sup> July 2018.**

The Treasurer of the APEEE of Brussels IV introduces another point for information. She has requested to the Board a vote via written procedure for:

- The approval of the performance audit company.

And

-An increase of the budget for the performance audit (35.961 euro) as the original estimation (25.000 euro) was lower than market price.

The deadline fixed for the vote is by 12<sup>th</sup> July 2018.

It is referred that 4 companies responded to the call for tenders: Ernst & Young, Leboutte Mouhib & C, Mazars, Moore Stephens. Their offers and all documentation regarding this written procedure were published on Bitrix platform and sent by e-mail to all Board members.

In order to have a performance audit in September, we need to send a notification to the company chosen by the end of this week. The Treasurer of the APEEE would like to start the performance audit by mid-September, ideally on 10 September 2018. The final objective is that the outcome of the performance audit may be published on the APEEE website along with the documentation sent for the General Assembly in the mid of November 2018.

All Board members are warmly invited to take part of the vote considering that the performance audit should improve the way we work and better manage our time and all our efforts. Three types of voting responses are proposed: yes, no, abstention. It is also important that if a Board member is against the performance audit, he/she may provide a comment or a justification to his/her choice, this is the way how we can improve.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
#01 CA 10 July 2018	Reminder to vote on performance audit to all Board members	Emanuela Innocente	ASAP

The next Board meeting will be held on 6<sup>th</sup> September, the performance audit company could be invited.

### **3. APEEE IV Work Programme 2018/2019 (Meeting with the School in September).**

The President of the Apeee of Brussels IV will contact the school in order to fix a meeting with the Director of the EEBIV in early September, probably on 7<sup>th</sup> September. A clear overview of the APEEE Board, the Executive Committee, the APEEE Community Fund and the Social Fund is available on the APEEE website for information.

The Treasurer of the APEEE formulates a proposal regarding the functioning of the CFC to be confirmed and agreed with Ms Ghitoy, the Chairperson of the Apeee Community Fund Committee.

#### **4. Vote: Purchase Cargo Bike - extension project phase 1.**

#### **5. Canteen: presentation extension – part 2.**

On behalf of the Canteen Committee, Mr Piettre presents to the Board an extension project for the Cafeteria which is developed in two phases:

1<sup>st</sup> phase: the purchase of a Cargo bike to be launched at the beginning of the school year. A vote has been requested at today's Board meeting. Cost of the project: price of the cargo bike (5.003,55 euro) + employee cost.

2<sup>nd</sup> phase: The implementation of a Snack Shack (Cabane fixe) ideally for the next school year. Location proposed: near the Science building to be confirmed by the school later. The canteen manager is working on this project which will be presented with a business plan at the next Board meeting (CA 6/09/2019).

Mr Piettre explains to the Board that the Cafeteria is on a side of the school and most people using it are on the other side of it. Secondary students have about 30 minutes for lunch. The cargo bike could cut the distance and allows secondary students to enjoy lunches and to have more time available for other activities (for example study for exams). In addition, the aluminum cargo box will allow keeping the food warm or cold in line with the Food Regulations. The proposal to replace the cargo bike with a food truck is excluded due to security reasons.

**Vote:** Does the Board approve the purchase of the cargo bike to be flexible and serve other areas in the school premises? (Total amount: 5.003,35 euro, to be launched at the beginning of the academic year)

➤ Unanimity

The Board unanimously agrees the purchase of the cargo bike to be flexible and serve other areas in the school premises. (Total amount: 5.003,35 euro, to be launched at the beginning of the academic year)

The circuit of the cargo bike will be planned with the school on the basis of the secondary schedule (timetable).

#### **6. Vote: Presentation Pedagogical budget + establish management agreements. Prevention/Behaviour working group financial needs.**

Stop à la drogue and Virages have been successful projects at school. It is explained that Virages is an anti-bullying project which was given in P3, P5 and S1. Ms Farwerck Lefort did a lot of work to make sure that it was available in the three vehicular languages of the school (DE/EN/FR).

Stop à la drogue presentation was delivered for S4-S5-S6-S7. Next year there will be the implementation of Kiva project which is a preventative programme for the whole school community. Virages will be maintained for managing difficult cases even after the implementation of Kiva. The proposal from Virages group is to maintain the workshop for P3-P5 (total cost: 4.000 euro per year) and for S1 (total cost: 3.000 euro per year).

It is explained that parents attending the conference of Virages wanted to have a follow-up of Virages workshops. The presence of a psychologist from Virage two times per month at school (annual cost 8000 euro for primary and secondary) could ensure this follow-up. This extra psychologist could help pupils who have conflicts with other kids to better react to conflict situations.

It is discussed if the parents' association agrees the idea of hiring an extra-staff member for the school needs. The Board fully supports Virages and Stop à la drogue actions but is not in favour of hiring an extra staff member for the school needs. We need to be very careful by setting a precedent and not to take on expenditures that school should be facing.

It is important to make the behaviour group more visible, to raise awareness towards parents about the role that they can play and we could be more instrumental in helping parents to find the way to Virages. One Board member points out the school is responsible of pupils on the school site in terms of security and safety. The supervision of the playground and the violence prevention are two aspects of this issue.

**Note:** Does the Board agree to support and extend Virages to P3-P5 and S1, Stop à la drogue and Julien's project for a total amount of approximately 10.000 euro?

➤ Unanimity

The Board unanimously agrees to support and extend Virages to P3-P5 and S1, Stop à la drogue and Julien's project for a total amount of 10.000 euro.

### 7. New APEEE IV website.

The Communication officer gives a brief update on the new APEEE IV website which will be launched the last week of August. It is referred that:

- The URL will remain unchanged.

-All structures have been designed except the pedagogical one for which the Board needs to give its inputs to the Communication Officer as soon as possible. All comments and feedback from the Board are welcome. With reference to the responsibility of the new website, it is clarified that the Director of the APEEE of Brussels IV will be in charge of the whole content.

### 8. Somerfesto (Date and planning for the next year, final review of this year).

It is important to have a new Somerfesto Committee at the beginning of September. A dedicated meeting on Somerfesto should be planned soon. It is discussed if Somerfesto should be held on a school day, as EEB3, in order to guarantee the participation from the teachers and Secondary students or on Saturday as usual.

The VP IERP points out that Somerfesto was born as consolidation project of the school community and the APEEE of Brussels IV could take the lead in organizing this event with parents' help.

### 9. AOB

#	Action	Owner	Deadline
#02 CA 10 July 2018	Propose dates for the next meetings (Administrative Board, Executive Committee, etc.)	Emanuela Innocente	ASAP

The Board meeting ends at 3:00. Some attendees arrived late or left early.

The other agenda points will be postponed to the next Board meeting (6/09/2018) or taken on Bitrix platform.