



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 7th February 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: 3B, 12:45-14:55.

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothée Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Dan Nicolae, Dana Adriana Puia Morel, Tobias Stricker, Anneli Veispak, Pénélope Vlandas.

Absent: Nathalie Marchioro-Holzer.

Excused: Angela Muraca, Victoria Petrova, Graziella Rizza, Iulian Vasile.

Proxies: Angela Muraca and Graziella Rizza to Emanuela Innocente, Victoria Petrova to Stephanie Buus, Pénélope Vlandas to Emanuela Innocente from 2:15 pm, Karim Kettani to Stephanie Buus from 2:20 pm.

Guest: Manuela Pamio, Secretariat of APEEE and, Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 7.02.2019

Ms Dijkstra opens the Administrative Board meeting and gives the floor to Ms Puia Morel for an introduction. There is a brief round table to check our motivation for today and what our intentions are. Ms Puia Morel talks about the importance of listening and speaking. We should listen others with attention and see if we can change our minds and speak with intention and always in a kind way.

1. Adoption of the agenda.

ADOPTED

2. VOTE: Approval Minutes General Assembly 2018/2019.

With reference to the Draft minutes of the last GA meeting, the Secretary of the Board takes note of Ms Vlandas' comments posted on Bitrix platform and that some minor aspects need to be fine-tuned.

The Administrative Board agrees to approve the draft minutes of the General Assembly meeting held on 4th December 2018 by written procedure. It is clarified that the comments received before and during this meeting will be incorporated into the draft Minutes submitted for approval.

The Secretary of the Board invites all Board members to take a week's time to read the reviewed draft minutes and proceed with the approval. She reminds that the minutes will be reflected on the Moniteur belge, their approval is a legal duty.

#	Action	Owner	Deadline
#01 CA 7/02/2019	To launch the approval of the GA Draft Minutes by written procedure on Bitrix platform.	Emanuela Innocente	Deadline for approval: within a week

Ms Innocente invites all attendees to use the Bitrix platform regularly or for those who are not using a laptop/desktop to download the application. Bitrix is the platform where we should share information and it is really practical as you can post messages and comments easily.

3. VOTE: Approval AB Minutes of meeting 10.01.2019.

ADOPTED - unanimity

4. VOTE: Approval AB Minutes of meeting 24.01.2019.

ADOPTED - unanimity

5. VOTE: Recruitment Administrative Assistant 50% Transport 50% Canteen (CDI).

It is clarified that the recruitment of an Administrative Assistant 50% for the Transport and 50% for the Canteen is already included in the APEEE budget 2018-2019.

For the canteen, we decided to have an extra 50% administrative assistant in order to follow some tasks: follow up of payments, e-mails, telephone requests, communication with parents, top up school's badge for the cafeteria. The canteen manager is really busy with the implementation of new projects such as the snack shack. For the transport we need an extra-person because the transport manager is taking over all invoicing to the European Institutions.

The Director of the APEEE presents to the Board all documents, previously published on the Bitrix platform, related to this recruitment (vacancy note, budget estimates and salary grid). It is clarified that the administrative assistant and the manager assistant have the same status and that the position reports to the managers (canteen/transport) running the concerned services.

Vote: *Does the Board approve to launch the recruitment procedure for the post of Administrative Assistant 50% for the Transport and 50% for the Canteen (CDI)?*

- Unanimity in favor.

The recruitment procedure can be launched. The APEEE Director shall publish the vacancy note in the French and English languages on the APEEE website.

A Selection Panel will be established, consisting of the Director APEEE of Brussels IV, the service manager for the area in which the vacancy has been advertised and one Member of the Administrative Board responsible for the service concerned. According to the Internal Regulation setting out the Policy for the Recruitment of Staff, the Administrative Board will be requested to approve the recruitment of the selected candidates.

6. VOTE: Projects submitted to the Community Fund.

Ms Ghitoi, the Chairperson of the Community Fund Committee, informs the Board that at the end of December, the CFC approved a very interesting project concerning the Holocaust Remembrance Day. Tomorrow there will be a wonderful event at school for S6-S7 sections. The EEBIV will welcome two sisters, Shoah survivors, invited to share their memories and experiences. There will be also a concert played by a Gipsy musician representative from another community affected by this tragedy.

On behalf of the CFC, Ms Ghitoi submits to the Administrative Board three projects presented by the EEBIV for approval.

-Project: Playground equipment

The first project submitted by Mr Mattus, the Deputy Head Nursery/Primary, is to equip the playground with three pick-nick tables with benches. Primary pupils will benefit from this project.

This equipment should be placed in the middle of the playground between the primary building and the secondary building. It is explained that this is a good project because kids playing in the playground do not have benches at all. This round form allows children to talk, play games and even have classes outside. The proposal of the CFC is to vote in favor of this project and if it is possible to put on each of these tables the following text: financed by the Community Fund of the APEEE. The total cost of the project is around 5.000 euro but it is a professional material designed for an intensive use. It is clarified that the maintenance of the material will be in charge of the EEBIV.

Vote: *Does the Board approve the purchase of playground equipment (3 tables with benches) for a total cost of 4.908,51 euro?*

- 1 abstention
- 18 in favor
- 0 against

The Project is approved by large majority.

- Web radio project.

The second project presented by Ms Verwilghen, the Deputy Head Secondary, is to create a school radio station to communicate school events. This project includes the setting up of a radio-club for secondary students. It is explained that volunteer students should create the content with the teachers' support. Ms Ghitoi and the others members of the CFC fully support this project which brings a value added to the whole school community. The amount request for funding is: 2137,40 euro. The maintenance, the storage of the equipment and the training will be ensured and paid by the EEBIV.

Vote: *Does the Board approve the web radio project to communicate school events for a total cost of 2137,40 euro?*

- Unanimity in favor.

- Sensory path hallway project.

The sensory path hallway project, submitted by Ms Lazar, the Nursery coordinator, is a polyvalent activity intended for the children from all language sections of the Nursery school.

The sensory path encourages children to walk, hop and squat according to the signs on the stickers. The idea is to put sensory path stickers on the corridor of the nursery building (wall and floor). Nursery children could follow the path in the morning, after lunch or during the break times when the weather is bad.

Ms Ghitoi points out the innovative character of this project which helps children to learn or practice both numeracy and literacy but also being mindful of their whole bodies and wellness. The sensory path has also health benefits for children with difficulties and disorders stimulating concentration and relaxation. The total cost of the project is: 5.450 euro (TVA excluded). The maintenance will be in charge of the installation company. The most important part of the cost is not the sticker itself but the creation of the stickers: having a team coming to the school studying, conceiving, designing, pressing. This project consists of 2 phases:

- 1. The concept of developing, layouts and layout into ready-to-use.

-2. Pressing on floor sticker.

Vote: *Does the Board approve the sensory path hallway project for Nursery children for a total cost of 5450 euro?*

- Unanimity in favor.

The project has been approved.

The Secretary of the Board invites everyone to look at the minutes of the CFC meeting on Bitrix: in a few pages they give a full overview of the projects presented and the decisions taken.

In addition to the APEEE website and other communication materials, it is proposed that all projects financed by the APEEE CFC may be included in the year book to improve the visibility of projects. The year book, prepared by the EEBIV, could also mention in an anonymous way the financial helps granted from the Social Fund because they are for the whole school community.

The President of the APEEE informs the Board that she will have regular monthly meeting with the School's Director. The next meeting will be held on 19th February 2019.

She invites all members to communicate agenda points on the Bitrix platform for this meeting.

7. VOTE: Social Fund – New Committee member.

Mr Kettani, the Chairperson of the Social Fund Committee, reminds to the newcomers that the Social Fund Committee provides financial assistance to parents or to the school community members in case of financial hardship. The assistance may cover the costs related to the payment of school trips, obligatory equipment such as "Bring own device", school fees (minerval) and other costs. The workload is not huge but the documents are confidential and the Social Fund Committee members must respect the confidentiality disclosure and the data protection agreement.

Ms Kichaout expresses her interest in joining the Social Fund Committee as well as in becoming more involved. The Secretary of the Board thanks Ms Kichaout for expressing her availability to join the Social Fund Committee.

Vote: *Does the Board agree to appoint Nadia Kichaout as a new member of the Social Fund Committee?*

- Unanimity in favor

Ms Kichaout is the new Social Fund Committee member. Mr Kettani refers that the appointment of a fifth member would be welcomed. It is important to have an odd number in the Social Fund Committee in case of divergent opinions on an application.

8. Report on the APEEE Work Group 'New Building'.

Ms Vlandas briefly presents to the Administrative Board the conclusions of the feasibility study conducted by the APEEE working group set up to assess the feasibility of purchasing a building adjacent to the school. The conclusion is that this project is not feasible and the following areas of concern were identified:

- The purchase of the building would represent an added value if a direct internal access to the school could be possible and if security standards would be fulfilled. The APEEE has written to the Secretary General of the European Schools to explore this feasibility. It seems at the moment that it is not possible from a legal point of view.
- The building has been registered at the "Commune" as private property, the Commune should also give its approval on the new use of the building. If we succeed in this, the future sale of the building will be problematic.

- There are serious concerns on the environmental aspects which may require additional costs/time to depollute the field as previously there was a printing shop.

- It is a high investment requiring around 3 million euro, leading the APEEE to ask for at least 15/20 year loan to a bank. There could be issues in having access to a long-term credit.

The WG on feasibility study provided a negative opinion on the purchase of the building and recommends that this project be abandoned. In fact the added value is minimal in relation to risks and costs.

Ms Rizza, the overall coordinator, has written a draft report which should be finalized. This report is also available on Bitrix platform.

Note: *Does the Board approve to announce the result of the WG on feasibility study in the next APEEE Newsletter?*

- Unanimity in favor

The next APEEE Newsletter will be sent to parents before the Carnival week. The Secretary of the Board thanks all people who devoted their time to finalize the result in a short time.

#	Action	Owner	Deadline
#02 CA 7/02/2019	Send the APEEE IV Newsletter including the update of the "new building" project	Communication Officers	Before the Carnival break

9. Follow-up from Team Building: setting priorities + APEEE strategy + Communication Strategy.

Ms Puia Morel presents to the Administrative Board a document called APEEE strategy that summarizes the main points discussed at the Team Building held on 2nd February 2019. The document indicates our values at the top then the objectives and our actions (how to achieve our objectives) at the bottom.

During the Team Building, there were a lot of talks on how to improve the communication and the APEEE services. Regular meetings with the School Management, parents, Board and Staff were requested. Ms Puia Morel refers that the APEEE staff gave good inputs in particular on how to improve APEEE services. This is a starting point but we need to advance and decide together how to realize it.

Different points of view are expressed during the meeting on how to develop the strategy and who does it. It is referred that the result of the audit report is also a base for the strategy as well as the current APEEE organigram. Before starting to develop the communication plan, we have to define the strategy. Ms Puia Morel would like to set up and coordinate a WG on strategy. Ms Dijkstra, Ms Innocente, Mr Stricker, Ms Buus, Mr Kettani, Ms Kichaout, Mr Piettre express their interest in joining this new WG.

#	Action	Owner	Deadline
#03 CA 7/02/2019	Organise the 1 st meeting of the Strategy Working Group	Dana Puia Morel	ASAP

10. Somerfesto: update & way forward.

At the request of the APEEE Executive Committee, Ms Pacheco Hernandez gives an update on Somerfesto. It is clarified that the current Somerfesto Committee represents the following school communities: teachers, students and parents. Ms Pacheco Hernandez announces that the Somerfesto Committee meeting will be held next week. They will try to give a provisional budget by the next APEEE AB meeting (7/03/2019).

Ms Hernandez Pacheco would like to meet the canteen manager and the extra-curricular manager in order to involve these APEEE services in this event. It is explained that a lot of damage was done to the canteen infrastructure consequently Somerfestos volunteers will not have access to the canteen infrastructure. The support from the Canteen to the Somerfestos is welcomed.

It is important to understand how the APEEE Board can support the projects directly or indirectly and what we really need. With reference to the surplus of the last Somerfestos edition, the 2018 Somerfestos coordinators decided to distribute the surplus as follows:

- 3000 euros would be given to the "green classroom project" submitted by Mr Rowland and approved by the School Management.
- 1000 euro would be used for a Charity in Laeken.
- 1000 euro would be given to different fund raising stands that work in Somerfestos to encourage students to do such actions again in the future.
- 2000 euro would be given to the canteen to launch eco-projects.
- The rest which is approximately over 4000 euro would be given to the Community Fund.

It is explained that historically Somerfestos was not an event 100% APEEE and volunteer parents involved in the organization decided the distribution of future incomes. This event was managed by volunteer parents (NO APEEE) and some APEEE Board members helped for the coordination.

#	Action	Owner	Deadline
#04 CA 7/02/2019	To prepare the provisional Somerfestos budget for the next Board Meeting along with a proposal on how the surplus, if any, would be used.	Hernandez Pacheco Ambar	7/03/2019

Some Board members are not comfortable that the APEEE takes a lot of risks and efforts and the surplus does not come entirely to the Community Fund.

The Secretary of the Board points out that there are many parents available, namely the Somerfestos representatives, and we need to involve them as soon as possible.

11. Update contract procedures + budget & unpaid debts.

The Director of the APEEE of Brussels IV informs the Board that the first draft on contracts is in progress and will be discussed with the Treasurer and the VP Pedagogical affairs as planned. Mr Piettre has published on Bitrix platform all reserves decided by the General Assemblies and allocated to specific projects.

#	Action	Owner	Deadline
#05 CA 7/02/2019	To present the budget & the unpaid debts at the next Board meeting.	Eric Piettre and Graziella Rizza	7/03/2019

12. Resignation as VP Administrative Affairs.

Alexandre Grigorescu Negri informs the Administrative Board that he has decided to resign from his position of VP Administrative Affairs for personal reasons. It is clarified that he will remain on the Board and will help to ensure the smooth handover to his successor. Mr Nicolae expresses his interest in standing as candidate for this function and asks for help at the beginning.

#	Action	Owner	Deadline
#06 CA 7/02/2019	To launch a call for the vacant VP Administrative Affairs role Formal appointment will be made at the next Board meeting	President ALL	7/03/2019

13. School Administrative Board (25/01/2019).

The President of the APEEE has drafted a letter to the school management and kindly invites all Board members to provide comments. The discussion focuses on sensitive matters in particular the situation of teachers at EEBIV and their recruitment process. It is referred that there are good practices that may be shared with other sections but a coherent approach among Member States is needed in order to have a similar process in place.

The President of Brussels IV gives a positive feedback from the School Administrative Board meeting held on 25th January 2019. There are several plans for the buildings of the EEBIV for example: the conversion of the "préau" outside the canteen in sport infrastructures, more bike infrastructures to encourage people to come to school by bicycle, the setting up of a big screen in the secondary for the absences of teachers, two new rooms in Secondary for the Educational Support students etc.

14. AOB

With reference to the proposed APEEE Procedure for using APEEE account for activities promoted by School teachers, the Secretary of the Board will ask the Treasurer to re-formulate the vote submitted by written procedure.

The Board meeting ends at 14:55 pm. Some attendees arrived later or left early.