



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 7th March 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: 3C, 12:40-14:50.

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Dan Nicolae, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker, Iulian Vasile, Pénélope Vlandas.

Absent: Nathalie Marchioro-Holzer, Angela Muraca, Anneli Veispak.

Excused: Mariana Ghitoi, Victoria Petrova.

Proxies: Mariana Ghitoi to Alexandre Grigorescu Negri, Emanuela Innocente to Pénélope Vlandas until 13:00 pm, Victoria Petrova to Dorothee Farwerck Lefort.

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

Minutes 7.03.2019

Ms Puia Morel opens the Administrative Board meeting. She reminds the importance of listing others and speaking with kindness. There is a brief round table to check our motivation for today.

Ms Dijkstra chairs the Administrative Board meeting.

1. Adoption of the agenda.

Adopted

2. VOTE: Approval AB minutes of meeting 7.02.2019.

Unanimously adopted

3. VOTE: Budget for Somerfest 18th May 2019.

On behalf of the Somerfest Committee, Ms Hernandez Pacheco submits to the Board the 2019 Somerfest provisional budget for approval. She refers that the total estimated known expenses are 24.324,76 euro and the maximal estimated expenses 30.000 euro. It is clarified that this provisional budget includes the cost of food and drinks but not the potential incomes or the activities provided by the canteen or the extra-curricular activity services. It is important to vote on the budget in order to: contact the different providers, get the quotation, sign contracts and proceed with pre-payments. Some attractions might not be available at a later stage, their order should be placed as soon as possible. The Somerfest coordinator explains that the final budget should be presented before Easter holidays. It was

recommended to include in the final budget all costs to be considered to organise Somerfest, e.g. cost to be invoiced for the Canteen staff, who will be requested to work during Somerfest.

The discussion focuses on losses and benefits. The VP Administrative Affairs is in favour that the parents' association takes the losses and the benefits of this event and decides how to allocate the money afterwards in case of a positive result.

The Treasurer of the APEEE of Brussels IV clarifies that the Community Fund has a lot of uncommitted amounts. The APEEE cannot transfer any additional funds to the Community Fund bank account until we have a 70% of the amount that has been committed. We will transfer to the Community Fund once they have reached the capacity of absorption.

Vote: *Does the Board approve the provisional Budget of 30.000 euro as presented with the caveat that whatever profit or loss will be taken on board by the APEEE?*

- Unanimity in favour

The Secretary of the Board points out that we need to involve parents as much as possible to contribute, we can sell tickets if we have things to sell provided by the Parents as in previous years.

A meeting of the Somerfest Committee with the Somerfest Representatives and parents interested to be involved will be organised by the end of March, an invitation will be soon sent.

#	Action	Owner	Deadline
#01 CA 7/03/2019	To present the 2019 Somerfest final budget	Ambar Hernandez Pacheco	Before Easter holidays

4. VOTE: Handling process of funds raised by EEBIV School teachers.

The Treasurer of the APEEE of Brussels IV explains that during the school year there are a series of activities promoted by the school community such as the Flea Market, the Christmas market, the book fair. During these activities, teachers on voluntary basis gather the funds raised during these events and requests APEEE to deposit money into the APEEE bank account. The APEEE IV financial services have estimated that the number of transactions is approximately 50 per year and this is not a labour-intensive task. The idea is to formalize a process that has been ongoing for some time and to clarify what services the APEEE can offer and who has the responsibility. The parents' association can offer the facility to get this money in a specific APEEE bank account; the teachers have the responsibility to deposit physically the money in this bank account mentioning the source and the name of the teacher. The school teacher shall send a formal notification to the APEEE Director and the APEEE accountant and in copy the APEEE President and the APEEE Treasurer for the transfer made. Request for payments shall be accepted only from the teacher who transferred the amount.

Vote: *Does the Board approve the submitted procedure: handling process of funds raised by EEBIV School Teachers?*

- Unanimity in favour.

5. VOTE: Recruitment Administrative Assistant Manager for canteen /transport: candidates.

Mr Stricker, who is member of the Selection Panel, gives a brief report on the recruitment of the administrative assistant manager for the canteen and transport services. The Selection Panel interviewed five candidates on the basis of common criteria: education, experience, very good knowledge of English and French languages, IT background, writing skills. He refers that three candidates were really good. The Board is invited to approve the recruitment proposal from the Selection Panel which is also published on Bitrix platform. The Secretary of the Board notes that the documentation related to the recruitment process was posted on Bitrix platform late and the Board should have more time to review documents and ensure that the staff recruitment procedure has been followed. The Treasurer of the APEEE insists on the fact that:

- The approved RoP for the staff recruitment must be uploaded on Bitrix platform in order to verify that the recruitment process has been respected;
- One page report on the recruitment should be produced by the Selection Panel and uploaded on Bitrix.

#	Action	Owner	Deadline
#02 CA 7/03/2019	To upload the approved RoP for the staff recruitment on Bitrix platform (folder: recruitment assistant manager canteen/transport)	Eric Piettre	ASAP

Vote: *Does the Board agree that this point will be carried over for decision by the Executive Committee?*

- Unanimity in favour

6. VOTE: request credit on badge workers school.

The Director of the APEEE of Brussels IV explains that last year the APEEE of Brussels IV credited 125 euro on the badge of technical workers of the EEBIV for use in APEEE cafeteria and canteen. This thank you gift was offered for the free help provided to the parents' association of Brussels IV in exceptional circumstances (for example: technical assistance during the Performing Arts Day etc.).

Vote: *Does the Board agree to credit the cafeteria badge of 8 technical workers of the EEBIV on the bases of exceptional services provided to the APEEE of Brussels IV? (Total amount to be credited: 1000 euro, 125 euro per person).*

- Unanimity in favour

7. Audit report.

Moore Stephens, the audit firm, has produced a preliminary draft audit report which is published on Bitrix platform. It is clarified that the payment of the auditors' invoice is subject to the formal approval of the audit report. The Treasurer of the APEEE of Brussels IV announces that the formal approval is postponed because the report submitted needs to be analyzed by all Board members.

#	Action	Owner	Deadline
#03 CA 7/03/2019	To read the draft audit report and communicate any comments by e-mail to Ms Rizza	ALL	Within a week

Ms Rizza indicates the main points and risk areas identified by Moore and Stephens (for example, the extension of mandates, the responsibility of the Executive Committee, the Financial Management, the decision-making process, the day-to day management within the Board etc.)

The auditors have made a series of recommendations that need to be analyzed. The Treasurer of the APEEE would like that the APEEE Board may prepare a response to each recommendation made by Moore and Stephens with the indication of the action to be taken. This document might be published in order to show what the APEEE is doing to meet the needs and it might give some ideas to the strategy working group.

With reference to the financial management, Ms Rizza would like that the Administrative Board may discuss financial matters every three months.

#	Action	Owner	Deadline
#04 CA 7/03/2019	To upload the financial report on Bitrix platform	Eric Rega	Every month

The Director of the APEEE of Brussels IV explains that following the introduction of WinBooks, the financial results are published on Bitrix platform once a month. It could be useful to create a financial folder on Bitrix where all related documents are uploaded systematically.

8. Arts-Loi site – joint letter with APEEE Uccle.

The President of the APEEE of Brussels IV introduces this information point.

It is explained that initially Ixelles and Woluwe were targeted from this temporary site and officially voted against this project. The situation is going less and less clear and we might be concerned. As decided with the APEEE of Brussels I, we will draft a letter stating that the APEEEs of EEB1 and EEBIV are also concerned about the Arts-Loi project and that we urge that Belgian State may explore other solutions. This letter should be shared at the next "Group de suivi" meeting planned on 14th February 2019.

9. Question on Summary Executive Committee meeting 21.02.2019.

The Secretary of the Board has published on Bitrix platform the Summary of the APEEE Executive Committee meeting held on 21st February 2019. If there are any questions, she will be happy to answer them.

10.VP Admin to continue mandate (to be recorded in the minutes).

The Board takes note that Mr Grigorescu-Negri Alexandre will continue to serve as VP for Administrative Affairs.

11.Whole School Inspection March 2019 + LRT/non-native speakers/Brexit.

The "Whole School Inspection" will take place at EEBIV from Monday 11th March to Friday 15th March 2019. All documents available related to the Whole School Inspection have been published on Bitrix platform for information. During that week, the President of the APEEE of Brussels IV will have a meeting with the Inspectors together with the VP Pedagogical Affairs and Ms Puia Morel. It will be focused on pedagogical matters. In view of this upcoming meeting, all Board members are invited to give their feedback and observations. It is important that the Apeee gives a realistic picture as possible of the situation at school.

#	Action	Owner	Deadline
#05 CA 7/03/2019	To send to Ms Dijkstra, Mr Kettani and Ms Puia Morel the points that they wish to raise to the Inspectors.	ALL	ASAP

The discussion focuses on several topics: the supervision at EEBIV, the recruitment of teachers, the budgetary constraints, the need to increase the budgetary resources for the European schools. The President of the APEEE thanks all members who have shared their inputs at today's meeting. She informs the Board that tomorrow there will be a Pedagogical WG meeting dedicated to the whole school inspection, the issue of secondment, LRT, the assessment of the linguistic level of non-native seconded teachers and other pedagogical matters. It is referred that the parents' association will send an open letter to the National Inspectors on these subjects.

#	Action	Owner	Deadline
#06 CA 7/03/2019	To send an open letter to the National Inspectors with copy of Secretary-General of European Schools and Commissioner Oettinger.	President and VP Pedagogical Affairs	ASAP

With reference to the situation of teachers at EEBIV, it is explained that some students of the EEBIV want to organize a strike action on Tuesday 12th of March to show their solidarity to teachers who will be replaced by the seconded teachers at the beginning of the next school year.

12. Access and monitoring system.

Mr Nicolae presents to the Board another option to DAO: CustomSoft, a private company specialized in developing business applications in areas such as e-commerce, automotive, retail, distribution, manufacturing and telecommunications. It is explained that CustomSoft could develop a platform to monitor the pupils' trips from home to school and from school back to home and to control the access to the canteen. Mr Nicolae insists on the fact that this company gives a clear timeline and quotation. It is clarified that the Administrative Board chose DAO as access and monitoring system last year and the difficulties met in its development were due to the opposition of some Board members. The Board takes note that Customsoft could be an alternative reference.

13. Result: Written procedure "Approval Minutes of Meeting "Ega/GA 2018-2019".

Vote: *the Board approved by written procedure the draft Minutes of the General Assembly (EgA/GA) meeting held on 4th December 2018 (Deadline: 14/02/2019, voting result: 15 votes in favour, 0 abstention, 0 against, 6 members who did not participate to the voting procedure).*

14. Financial results APEEE up to end of January 2019 (on Bitrix).

The Board is reminded that the financial results are published on Bitrix platform for review.

15. Bitrix training.

The Secretary of the Board briefly explains the use of Bitrix platform. It is important to look at the Activity Stream where you can easily post messages and Bitrix 24. Drive, a centralized access point where you can share files and documents. The President of the APEEE of Brussels IV thanks Ms Innocente for her technical explanations.

16. AOB.

-P5 Trip to England.

It is referred that P5 trip to England is planned on 8th April 2019 after the Brexit day (29/03/2019, the UK's withdrawal from the EU). It is discussed if Brexit might have an impact on this school trip already paid by parents. The EEBIV should have an insurance to cover costs in the event of cancellation.

The Board meeting ends at 14:50 pm. Some attendees arrived later or left early.