



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Tuesday, 7th May 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: 1B, 12:45-14:45.

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, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Pénélope Vlandas.

Absent: Nathalie Marchioro-Holzer, Angela Muraca, Iulian Vasile.

Excused: Tobias Stricker, Anneli Veispak.

Proxies: Tobias Stricker to Emanuela Innocente, Anneli Veispak to Kristin Dijkstra.

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

Minutes 7.05.2019

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting.

1. Adoption of the agenda.

The agenda is adopted with a change to the planning,

2. VOTE: Approval AB minutes of meeting 4.04.2019.

ADOPTED without any remarks (14 in favour, 3 abstentions, 0 against).

Abstentions refer to members not having attended the meeting in person.

3. Prevention.

Ms Farwerck Lefort gives an oral report on prevention at school. During this school year, 15 students have had the opportunity to take part in 5 sessions provided by Virages and two additional sessions have been planned. It is explained that these sessions can help students to understand and resolve their problems and make positive changes.

In order to ensure a good follow-up and help a larger number of students, Ms Farwerck Lefort insists on the fact that it might be useful to have two Virages sessions per month. It is referred that the school gave a positive feedback on Virages actions as well as on Julien's consultations from "Stop à la drogue".

Ms Farwerck Lefort announces that the APEEE Prevention Group is organizing a projection of the movie "Screenagers" that will take place on Friday 17th May 2019 pm from 12:00 pm to 2:00 pm in Brussels (European Commission's Charlemagne building). The screening will be followed by a question-and-answer session between the parents and the school's psychologists. The movie, directed by Delaney Ruston, is

about the impact of the digital age on children and how to help them find the right balance. A screening for S2-S3-S4-S5 students will be hosted at school in the following weeks.

#	Action	Owner	Deadline
01 CA 7/05/2019	To prepare the e-pass for the EU building Access (event: Screenagers 17/05/2019)	Victoria Petrova	In the coming days

#	Action	Owner	Deadline
02 CA 7/05/2019	To submit the Pedagogical Budget on Prevention at the next AB meeting (6/06/2019).	Ms Farwerck Lefort	By 6/06/2019

4. Somerfest: update + involvement of the Administrative Board (Executive Committee vote).

Ms Hernandez Pacheco, the Somerfest coordinator, thanks the school and the APEEE staff for their help and support in organizing this event. She then presents to the Board the 2019 Somerfest budget published on Bitrix platform. Every detail is analyzed. Ms Hernandez Pacheco explains that the costs of security and cleaning are higher than last year because we are using more buildings and having activities on Friday evening and Saturday. The Board approves the security expenses but it could be useful to contact people involved in previous Somerfest editions in order to understand the reason behind the difference of prices.

The presence of monitors in each stand will ensure that all activities will have an adequate supervision even if we do not have enough parents volunteering to help. The Administrative Board sticks with the agreement that a priority will be given to the extra-curricular monitors and the school's supervisors for this task.

#	Action	Owner	Deadline
03 CA 7/05/2019	To contact the extra-curricular manager in order to finalise the payments for the Somerfest monitors.	Penelope Vlandas and Eric Piettre	In the coming days

The Somerfest coordinator explains that last year we ran out of free water but this year there are not enough water fountains available for this event. The Board decides to remove the cost of water, approximately 3000 euro, from the Somerfest budget being too expensive.

#	Action	Owner	Deadline
04 CA 7/05/2019	To inform parents to bring their own water bottles for this event.	The Somerfest Committee	ASAP

#	Action	Owner	Deadline
05 CA 7/05/2019	To communicate the list of Somerfest monitors to the Treasurer of APEEE of Brussels IV.	The Somerfest Committee	In the coming days

Ms Hernandez Pacheco explains to the Board the programme of the Somerfest and the activities proposed.

She would like that all APEEE Board members may be present for each activity, their help is needed.

There will be an APEEE stand, the main information point, with the Communication officer and the VP for Information and Communication.

The President of the APEEE thanks Ms Pacheco Hernandez for her efforts and time spent in organizing this event.

5. Update on canteen/transport assistant (Executive Committee vote).

The Secretary of the Board gives a brief update on the recruitment of the canteen and transport manager assistant. At the March AB meeting held on 07/03/2019, the Administrative Board gave the mandate to the Executive Committee to finalize the recruitment process. Taking into consideration that the Recruitment Procedure was not completely applied, the Executive Committee agreed on 11/04/2019 to review the applications received for the vacancy, to share the outcome of this new evaluation and to submit the best way forward. The outcome can be summarized in two options:

1. approve the recruitment of Ms Sokphallin Keo as best candidate from the interviews during round #1
2. re-open the selection procedure and interview at least five of the shortlisted candidates from round #2

Vote: The Executive Committee approved by written procedure the option 1: to approve the recruitment of Ms Sokphallin Keo, being the most qualified profile, without re-opening the selection and interview of other suitable candidates. (Deadline: 28/04/2019, voting result: option 1: 4 in favour, option 2: 2 in favour, 1 abstention, 1 member who did not participate to the voting procedure).

Ms Innocente informs the Board that the selected candidate will start next week, as announced by the Director

6. Appeals – update and way forward.

Appeal AB Decision to exclude EN mother tongue teachers from the list for seconded posts

The VP Pedagogical Affairs informs the Board that the appeal lodged by the APEEE on 8th March 2019 against the 27th decision taken by the Administrative Board of the EEBIV dated 4/10/2019 has been rejected by the Secretary-General of the European schools.

Discipline Councils

Mr Kettani would like that the APEEE Board gives its support morally and financially to the parents who will appeal against the decisions taken by the Discipline Councils following the fire at the school on 19/03 (1 permanent expulsion from the EEBIV with immediate effect for one student, 1 temporary exclusion of four days for the other student). For these two cases, there would be three procedures to submit to the Complaints Board, the estimated cost is approximately 3000 euro. To be noted that two more students were concerned by a warning and a 2-hour suspension.

The Board thinks that the sanctions were disproportional towards these two students due to the fact that the fire held at school on 19/03 was involuntary in its nature. The aim is to react against an extremely harsh a decision, as well as to protect the interests of current and future parents. Ms Vlandas is in favour of supporting the parents' appeal because the right of having a role in this process and being present as APEEE was not recognized. The Board insists on the fact that the Parents' association should sit in the Discipline Councils in any case.

Vote: *Does the Board agree in principle to support three appeals for a maximum amount of 3000 euro?*

- Unanimity in favour

7. Services: financial results & way forward.

In the light of the recommendations made by Moore Stephens, the Treasurer of the APEEE focused on the streamlining of the reporting process in particular on the financial management and the unpaid debts.

Ms Rizza has analyzed in detail the bank accounts of three services (canteen, transport and extra-curricular activities) in order to understand the main issues and to find a way forward. The purpose is to present the current situation, to compare cost analysis with the other APEEEs based in Brussels, to propose the way forward in terms of reporting and informing the Executive Committee and the Administrative Board. Ms Rizza points out that we have to set up a focused discussion for each group and establish an action plan. We should know what is realistically possible and what we have to make for the short, the medium and the long term.

She announces that there will be an ad hoc meeting with the VP Administrative affairs, the Director of the APEEE and the Accountant this Thursday 9th May, 2019. The purpose is to look at all contracts and organize the timing for the next steps. Individual meetings with the different service managers will take place by the end of May 2019.

The President of the APEEE thanks the Treasurer for her constructive work as well as the Director of the APEEE and each service manager.

8. ADP meeting on the practical aspects of the ES (23/05/2019).

Ms Vlandas reminds that the information meeting on European schools, organized by ADP, will take place in the Charlemagne building on 23rd May 2019, at lunchtime. All APEEEs based in Brussels have been invited to present their services. This is also the opportunity to explain the role of the parents' association to new parents. The update of our presentation is on progress.

The President of the APEEE informs the Board that she will attend the WG meeting on the induction of teachers at the Office of the Secretary-General of the European schools on 23rd May 2019. The date of the next Executive Committee meeting planned the same day will be modified (date to be confirmed).

9. Registration deadlines – services 2019/2020.

The enrolment to the transport service for the 2019-2020 academic year has been launched on 2nd May 2019. It is explained that all registrations for our transport service received by 31st May 2019 will be used to adapt the bus stop network to the children's needs as much as possible. Ms Vlandas, the Board member responsible for the extra-curricular activities, asks that this phase may be extended after 31st May in order to consider the requests of new parents. She explains that some parents have to modify their transport enrolment on the basis of OIB response or/and the confirmation from the extra-curricular activity service. Ms Petrova explains that we could keep the deadline open for new parents but the transport office has to fix and check the bus routes. The aim is to reduce the number of bus stops in order to reduce the time spent on school buses.

It is agreed that the registration's deadlines to the canteen service and the extra-curricular activities for the 2019-2020 academic year will be decided by e-mail or written procedure.

10. Revised ROPS Social Fund.

The approval of the revised Rules of procedure for the Social Fund has been launched on Bitrix platform by written procedure. The written procedure is open until 12th May 2019, the result will be recorded in the Minutes of the next Board meeting (6/06/2019).

11. Update – 4 APEEE Finance/Services meeting (2nd May 2019).

All Board members are kindly invited to send any questions by e-mail to the President of the APEEE. Ms Dijkstra refers that the investment policy could be discussed at the next Executive Committee meeting.

12. Secondary Education Council (SEC) & School Advisory Council (SAC).

13. Active functional APEEE mailboxes.

The Board takes note that these information points (12/13) have been already discussed on Bitrix platform.

14. AOB.

There is no other business to note.

The Board meeting ends at 14:45 pm. Some attendees arrived later or left early.