



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 6th June 2019

Location: Breydel building, avenue d' Auderghem 45, 1040 Bruxelles, meeting room: Auditorium, 12:45-14:50.

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker, Anneli Veispak.

Absent: Dan Nicolae.

Excused: Mariana Ghitoi, Alexandre Grigorescu Negri, Angela Muraca, Iulian Vasile, Pénélope Vlandas.

Proxies: Mariana Ghitoi to Karim Kettani, Alexandre Grigorescu Negri to Luca Dussart Ilies, Pénélope Vlandas to Emanuela Innocente, Nadia Kichaout to Karim Kettani from 13:45 pm, Karim Kettani to Kristin Dijkstra from 14:25 pm.

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

Minutes 6.06.2019

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

1. Adoption of the agenda.

Two items are added to the agenda:

- Yearbook
- Brexit

The agenda is adopted as amended.

2. VOTE: Approval AB minutes of meeting 7.05.2019.

Unanimously adopted with Mr Kettani's remarks (editorial only).

3. RECORD: Written procedure –RoPs APEEE IV Social Fund.

Vote: The Board approved by written procedure the revised Rules of Procedures (RoPs) for the APEEE IV Social Fund as proposed by the Social Fund Committee (Deadline: 12th May 2019, voting result: 12 in favour, 1 abstention, 0 against, 8 members who did not participate to the voting procedure).

4. RECORD: Resignation Administrative Board member (Ms Nathalie Marchioro Holzer).

Ms Nathalie Marchioro Holzer has resigned from the Board by email on 22nd May 2019. The Board takes note of her resignation as Board member as per her email. Ms Innocente, the Secretary of the Board, announces that the APEEE Board is now composed of 20 members, the quorum is 11 voting members.

5. Live demonstration: daily management Transport Office.

Ms Robertz, the Transport Manager, presents to the Board the daily activities of the transport office. She gives a live demonstration on how the data are managed using Microsoft Access Database and Microsoft Excel. Using some queries, we can easily know how much we have budgeted and how much we have spent for a specific line/bus company. The presentation is followed by a Q&A session with the Board. All Board members are invited to come and visit the transport office if they wish. The President of the APEEE thanks Ms Robertz for her presentation.

6. Vote: Follow-up actions Draft Audit Report.

Ms Rizza, the Treasurer of the APEEE, explains to the Board that the performance audit report produced by Moore Stephens presents some imperfections, to be fine-tuned in order to have a correct and objective written report. After a careful analysis, Ms Rizza has published on Bitrix platform the comments to the audit report up to Chapter 8, the detailed responses to all the observations made by the auditor in Chapter 9 and a proposed action plan. These documents are available to the Board members for their consideration and review. The discussion focuses on the draft letter written to Moore Stephens and the action plan on audit report proposed by Ms Rizza.

Vote: *Does the Board approve to send the letter to the auditors as drafted?*

- *17 in favour*
- *1 abstention*
- *0 against*

The decision has been adopted by large majority.

There is a detailed explanation of the action plan on audit report proposed by the Treasurer. For each action point, she has identified a leader on the basis of the function and knowledge of the specific task. The leader should assess the number of meetings, the required time and estimated efforts. The suggested working modality is to have an APEEE staff member involved in each working grouping. Different points of view are expressed on this matter. Ms Rizza would like to submit the result of the final audit report to parents at the next General Assembly. The Board member responsible for transport would like to identify the main topics and involve also new elected candidates in this process.

The Board agrees to have a dedicated session in June in order to have more time to discuss and approve the action plan proposed by the Treasurer. It was agreed to schedule this Extraordinary Meeting on 20th June replacing the Executive Committee.

#	Action	Owner	Deadline
01 CA 6/06/2019	Review and provide comments on the proposed action plan in preparation of the Extraordinary Board meeting on the performance audit report.	All	Before 20 th June

7. Appeals – update.

Mr Kettani, the Vice-President for Pedagogical Affairs, gives a brief update on the status of appeals related to the school's fire on 19/03/2019.

8. Prevention: debriefing Screenagers +letter to the school on BYOD.

- Debriefing Screenagers.

Ms Farwerck Lefort refers that the projection of the "Screenagers" documentary organized for parents on May 17th, was a great success. This event was attended by around 150 people from the EEBIV and the other European schools. The screening was also hosted at EEBIV for S2-S3-S4-S5 students. The Parents' Association is encouraged from the School and all interested parents to repeat that experience in the near future. The President of the APEEE reminds that the APEEE Prevention Group financed this project (the renting of the movie) and the APEEE financial support should be more visible in the school communication.

- Letter to the school on BYOD (Bring Your Own Device).

Ms Farwerck Lefort provides a report of the last Working Group meeting on BYOD. BYOD refers to the policy of permitting students and/or staff to bring personally owned mobile devices (laptops, netbooks, tablets, smartphones, etc.) into educational institutions and to use those devices to access institutional information, applications and services. Although there are a lot of advantages to using ICT devices, the Board takes note that there are a series of problems associated with the use of this technology:

- Pedagogical problems: some students can develop a dependence upon those tools, a lack of concentration and participation, a decline in writing skills.
- Health problems: back pain, eye problems, wave exposure, sleep disorders.
- Financial problems: all students in S5, S6 and S7 are required to have their own laptop or tablet at school but not every student is able to afford a laptop.

The Board points out that it is very important to know the points of view of parents and students on this matter.

The Board is in favour of launching a parent survey on the effects of BYOD implementation on students' work. Ms Puia Morel points out that we should focus on the entrepreneurial skills rather than IT skills.

#	Action	Owner	Deadline
02 CA 6/06/2019	To launch a parent survey on BYOD project and re-work on the document submitted.	Ms Farwerck Lefort	In the coming weeks.

- Prevention budget.

Ms Farwerck Lefort presents to the Board the provisional pedagogical budget for information. She indicates the expenses estimated on prevention: 2745,- euro for monthly visits from Julien (Stop à la drogue), 5000,- euro for 10 sessions provided by Virages, 750 euro for a new projection of Screenagers documentary, 6640,- euro for Virages training to Linda, 2000 euro for pedagogical conferences.

9. Planning AB meeting for 2019/2020.

With reference to the APEEE meeting planning for the 2019/2020 school year, it is decided that the Administrative Board meetings will be held as usual the first Thursday of each month at lunchtime.

It is explained that first week of September is a busy period due to the start of the new school year. For this reason the first AB meeting will be held on 12th September 2019.

#	Action	Owner	Deadline
03 CA 6/06/2019	To share the planning of the AB meetings for the 2019-2020 school year.	Emanuela Innocente	In the coming weeks.

The Director of the APEEE is organizing an information meeting at school in order to present the APEEE services to the teachers. Date proposed: 3rd September 2019. Mr Piettre suggests that the OIB and the APEEE Community Fund may be present at this meeting. It would be very useful if they could explain their role and their services.

10. Review action/decision list.

Ms Innocente has prepared and published on Bitrix platform the list of all actions and decisions taken by the APEEE Administrative Board from February 2018 to May 2019. These documents are very useful in order to easily know what is open and what should be implemented. All Board members are invited to review these documents and provide regular updates to the Secretary on the implementation of the actions and decision.

#	Action	Owner	Deadline
04 CA 6/06/2019	Report on a regular basis to the Secretary any update on the implementation of AB actions and decisions.	ALL	On a regular basis

11. Services: financial results.

Postponed.

12. Yearbook.

The Director of the APEEE, also on behalf of the Treasurer, clarify that the 2018-2019 Yearbook is managed by the School. The Parents' Association can only offer the facility to collect money from the parents in a specific APEEE bank account.

It is referred that normally the 2018-2019 Yearbook will be distributed to parents after the start of the new school year, probably in October (date to be confirmed by the school).

13. Brexit.

With reference to the UK's withdrawal from the EU, some board members raise the following question: is the European school system prepared for a no-deal scenario?

14. AOB.

Letter New Marking Scale: Ms Dijkstra and the other Presidents of the Parents' associations based in Brussels are preparing a letter to the Central Office on the new marking system.

#	Action	Owner	Deadline
05 CA 6/06/2019	Send draft letter on New Marking Scale to be sent to the Central Office	President	ASAP

The Director of the APEEE refers that to date we have received 300 responses to the parent survey launched on the APEEE services on 22nd May 2019.

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