



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 12th September 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 1B: 12:41-14:35

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothée Farwerck Lefort, Mariana Ghitoi, Emanuela Innocente, Karim Kettani, Vlasdas Kukulskis, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker, Iulian Vasile, Pénélope Vlandas.

Absent: Angela Muraca, Victoria Petrova, Anneli Veispak.

Excused: Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Nadia Kichaout, Dan Nicolae.

Proxies: Alexandre Grigorescu Negri to Mariana Ghitoi, Ambar Hernandez Pacheco to Kristin Dijkstra, Karim Kettani to Kristin Dijkstra from 13:00 pm, Emanuela Innocente to Graziella Rizza from 13:15 pm.

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

Minutes 12.09.2019

Ms Dijkstra, the President of the APEEE, welcomes all attendees to the first Administrative Board meeting of the 2019-2020 school year. The quorum is present. She chairs the Administrative Board meeting.

1. Adoption of the agenda.

The President of the APEEE clarifies that points 7-8-9-10-11 are information points which will be discussed in detail at the Pedagogical Group meeting (13/09/2019).

With reference to the EEBIV mobility programme (point 9), if any Board member is interested in supporting the school on this matter, she would be very happy to hear about it.

The agenda is adopted as such.

2. Vote: Approval AB minutes of meeting 11.07.2019.

Unanimously adopted without any remarks.

3. RECORD: resignation Administrative Board member (Ms Anneli Veispak).

Ms Anneli Veispak has resigned from the APEEE Board by e-mail on 31st August 2019. She will remain member of the Learning Support Working Group. The Board takes note of her resignation as Board member as per e-mail. The President of the APEEE thanks Ms Veispak for her dedication during her term on the Board. Ms Innocente, the Secretary of the Board, announces that the APEEE Board is now composed of 19 members and the quorum is 11 voting members.

4. General Assembly 2019/2020.

The next General Assembly of the APEEE Brussels IV will be held in the CCAB building on 2nd December 2019. Ms Innocente points out that we need someone from the Board to take the lead in organizing the GA and in the past it was usually the VP for Administrative Affairs, being the position with a better overview of all services and the other concerned Board members have to provide their report. We need to be organized in order to be on time with the deadlines. It is important to set the deadlines in order to have a clear view at the next AB meeting (3/10/2019).

#	Action	Owner	Deadline
01 CA 12/09/2019	To contact by e-mail the VP for Administrative affairs in order to check his availability to take on the organisation of the next GA (2/12/2019).	Emanuela Innocente	ASAP Post-meeting note: the VP Admin accepted to lead the GA organisation

5. Work Plan 2019/2020.

The Secretary of the Board points out that it is important to have a work plan and the actions need to be undertaken throughout the school year. There is not only the General Assembly but many administrative and operational tasks relevant to the smooth running of the Association. It would be useful to have a calendar of all important dates so we can plan accordingly. The Working Groups as identified in June should be start working and launch call for volunteers to join the efforts.

#	Action	Owner	Deadline
03 CA 12/09/2019	To provide a timeline for this academic year with actions and big initiatives to be taken care of.	Eric Piettre and each Board member in charge of a service	ASAP

#	Action	Owner	Deadline
02 CA 12/09/2019	To share the latest discussion that we had in June about the composition of Working Groups and the way forward.	Graziella Rizza	ASAP

#	Action	Owner	Deadline
04 CA 12/09/2019	Launch call for volunteers and fix a timeline.	The leader of each Working group	ASAP

6. School Administrative Board 19th September 2019.

The 1st School Administrative Board meeting is on pedagogical matters, the second one in January is covering financial aspects. The President of the APEEE and the VP for Pedagogical affairs will attend a preparatory meeting with Mr Bordoy and Mr Beckmann tomorrow meeting. After tomorrow, they will have more information to share with the Board.

#	Action	Owner	Deadline
05 CA 12/09/2019	To send to MS Dijkstra and Mr Kettani the points that they wish to raise at the School Administrative Board meeting	ALL	ASAP

#	Action	Owner	Deadline
06 CA 12/09/2019	To publish the documents for the next week's School Administrative Board meeting on Bitrix platform (confidential use)	Kristin Dijkstra	After tomorrow's meeting

7. Update survey BYOD and Virages.

Ms Lefort submits to the Board the results of BYOD's survey for information. A summary of the survey results were transmitted to the Deputy Head of Secondary School last July. 139 parents took part in the survey and 13 secondary students participated in this inquiry. Ms Lefort reports that there is a great disparity between sections: the English section has the highest satisfaction rate while the French speaking section shows the greatest difficulty in integrating or accepting BYOD. One proposal to improve BYOD at school would be a better training for teachers. Ms Lefort identifies two aspects emerged from the survey:

- The implementation of BYOD's system at EEBIV should be improved;
- There is a pedagogical problem due to the difficulties in managing children's screen time.

Ms Lefort announces that a psychologist from Virages will come to school 2 times per month instead of 1 time per month. These sessions, financed by the APEEE, will help a larger number of students and will ensure a good follow-up.

With reference to the pupils' addiction to vide-games, internet, the Board is not in favour of financing a psychologist for this matter, as kindly requested by the school, but we can provide a contact list to parents. The Director of the APEEE, Ms Martens and the school's psychologist will meet next week in order to prepare an anti-bullying procedure. With reference to the anti-bullying programme, Ms Ghitoi, the Chairperson of the CFC, informs the Board that the Community Fund Committee has received from the direction of the school a request of funding for a new project "Extension of Kiva in the Secondary cycle". The amount requested from the Community Fund is approximately 5.000 euro and the total cost of the project is 9.000 euro. The purpose is to finance a 5 day training in Finland for five school staff members. It is discussed if this project should be financed by the APEEE Community Fund or the APEEE pedagogical budget. Several Board members refer that Kiva should be financed by the CFC because it has a positive impact on the whole school community. The Board agrees to support in principle this project whatever the money comes and to continue the good work with the CFC.

8. Appeals – Update.

Mr Kettani gives an update on the appeals related to the school's fire on 19/03/2019. The appeal against the decision of a temporary exclusion for one student was rejected by the Complaints Board. The decision of a permanent expulsion of one student from the school was squashed by the Complaints Board because it was disproportional and violating his rights to schooling. The lesson from this last case was very positive, the student's right was defended, we established some kind of balance of power with the school and the visibility of the APEEE to parents increased. The VP for pedagogical affairs explains that we should present in a pedagogical way the rights and the remedies available to parents in case of expulsion or other educational concerns. We need to continue working with school and defending our

rights against school if needed. The President of the APEEE proposes to switch this discussion to the Interparents group forum.

9. Increase prices Cafeteria 2019/2020: next steps.

The approval of the increase of cafeteria prices 2019/2020, by written procedure, failed due to lack of quorum. The Director of the APEEE refers that the presentation of the increase in cafeteria prices for 2019/2020 school year was not correct and could generate confusion. There is a brief discussion on what should be included in the cafeteria cost price calculation. The Treasurer of the APEEE refers that if we include the labour costs we need to take into consideration all direct and indirect costs. Mr Piettre explains that costs were calculated on the basis of received invoices (real-costs).

#	Action	Owner	Deadline
07 CA 12/09/2019	To send a new explanation of cafeteria prices to the Board responsible for the canteen and the Executive Committee	Eric Piettre	16/09/2019

Mr Stricker refers that in previous years, the controlling of costs was not really in place and the calculation of costs was not done correctly. The new canteen manager is making the right calculation. Mr Piettre reminds that we have a young experience in the management of cafeterias. Ms Rizza points out that we need to be able to justify to parents why we are increasing cafeteria prices by 300%. Collectively, we need to take the decision that all we understand. With the question that we have raised and with Mr Piettre's inputs, we would be able to justify the increase and present it at the General Assembly.

As requested by Ms Petrova at the last AB meeting, we are now offering less expensive products in the cafeteria, such as "pain de mie".

10. Update on the change of provider for the canteen/cafeteria.

As decided at the last Board meeting (11/07/2019), the Parents' Association of Brussels IV changed provider for the table service in the canteen and cafeteria. Rebecca Cleaning Company won the tender for this school year. Mr Piettre reminds that there was a trade-union demonstration at the school entrance on 4th September 2019 because some people from the former table provider were not recruited to work with the new team. On the same day, an explanatory communication in English and French was published on the APEEE website as well as on our Facebook Page. Mr Piettre clarifies that the APEEE is not responsible for Rebecca Cleaning's recruitment and this technical problem regards the two subcontractors. It is referred that Rebecca Cleaning guarantees a quality service for our children, the first feedback is positive.

Mr Piettre refers that at the beginning of the school year there was a problem of queue in the entrance hall of the canteen building for secondary students due to the secondary timetable. This problem was quickly solved by the canteen manager and his team.

11. Update: State of play on the services (registered users/variation).

Mr Piettre gives the enrolment figures until 6th September 2019:

-General Affairs: 1758 membership fees registered and 1669 paid (+4,64% compared to last year).

-Transport: 2545 enrolments (2465 paid). The Director of the APEEE explains that the transport office has received approximately 100 new registrations in the course of the first week of September 2019. Consequently, some pupils have not place on the school bus. All transport contracts have been signed and will be countersigned by the Board responsible for transport in the coming days.

-Canteen: 1771 enrolments recorded (payment request will be sent on 15th September 2019). It is explained that this year the secondary parents can enroll their children to the canteen service for two, three, four or five times per week.

-Extra-curricular activities: 1341 enrolments registered (691 paid) and 13 activities on waiting list. (+ 14,91 % compared to the previous year). Ms Vlandas, the Board responsible for extra-curricular activities, explains to the Board the big changes for this academic year:

- A wider range of extra-curricular activities are proposed to Nursery children on Friday.
- New types of extra-curricular activities are offered (for example: Theater activity in Greek, in Italian, Let's play in Spanish).
- We have an agreement with Action sport, a new partnership, in order to use the sports facilities in Woluwé Saint Lambert Sports Hall.

Mr Piettre announces the start dates of extra-curricular activities:

- on 13th September 2019 for nursery and primary pupils;
- on 14th October 2019 for secondary students.

It is clarified that the price of the activity depends on the length of the activity, the time of the teacher and the material requested. Mr Piettre adds that the supervision has also an impact on costs due to the fact that children must be accompanied to the Garderie, to the bus and the parent meeting point.

With reference to the canteen access system, it will be tested on 23rd September 2019.

12. Update on the financial matters.

With reference to financial matters, the Treasurer of the APEEE will fix a meeting with the Director of the APEEE and the APEEE Accountant next week in order to set a plan. Once it is set up, it would be good to have a continuity, a commitment of at least of one year and half. Ms Rizza announces that we will upload the budget, we will have a specific file on financial matters per month on Bitrix platform. The Treasurer would like to activate an on-line access for those who are interested in having a view.

13. Audit: status quo and next steps.

The Treasurer reminds that we have sent out to the auditors the request to revise the audit report with our comments. The Treasurer informs the Board that to date, no response has been received.

14. AOB.

- Flemish Community.

Ms Dijkstra informs the Board that the VGS, the Flemish Community, works together with certain Belgian schools. They would like to have some activities at school after school's hours. Before presenting this possibility to the school and having some discussions with anybody, she would like to ensure that the extra-curricular activities are completely finished on the school's site. The extra-curricular timetable is published on the APEEE website. The Treasurer refers that we have an intuitive and user-friendly website. We have to acknowledge that our website has improved since last year.

- Information meeting on 3/09/2019

Ms Dijkstra thanks Mr Piettre for having had the idea of presenting the APEEE and the OIB to the teachers during the information meeting held on 3rd September 2019. This meeting was very interesting. It was a valuable addition to have all school stakeholders in that moment.

- Traffic Mobility in Drève Sainte Anne.

Mr Piettre refers that Drève Saint Anne is blocked 30 minutes in the morning and 30 minutes in the afternoon due to traffic congestion. A couple of days ago, he met the police officers in order to find a solution. The police would like that the school buses may come from the church side instead of the top of Drève Sainte Anne in order to have one side of the street more fluid. A solution needs to be found in

order to improve the traffic flow and the mobility around school. Mr Piettre will give the bus planning to the police officers next week.

The Board meeting ends at 14:35 pm.