



## **Administrative Board Meeting/Réunion du Conseil d' Administration**

**Brussels Tuesday, 14<sup>th</sup> January 2020**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 2B: 12:45-14:45**

**Present:** Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Mariana Ghitoi, Ambar Hernandez Pacheco, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Horst Nickels, Dan Nicolae, Tzvetomir Penev, Dana Adriana Puia Morel, Luigi Rosario Filippo Sciusco, Tobias Stricker, Iulian Vasile.

**Excused:** Alexandre Grigorescu Negri, Angela Muraca, Victoria Petrova, Pénélope Vlandas.

**Proxies:** Alexandre Grigorescu Negri to Luca Dussart Ilies, Angela Muraca to Ambar Hernandez Pacheco, Victoria Petrova to Stephanie Buus, Pénélope Vlandas to Dorothee Farwerck Lefort, Tzvetomir Penev to Kristin Dijkstra from 1:30 pm, Karim Kettani to Nadia Kichaout from 1:50 pm.

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

### **Minutes 14.01.2020**

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

#### **1. Approval of agenda.**

APPROVED with additional points.

#### **2. Approval of Minutes from November 7<sup>th</sup> and December 12<sup>th</sup>, 2019.**

ADOPTED without any remarks.

#### **3. Recording of resignation Graziella Rizza.**

The President of the APEEE announces that Ms Graziella Rizza has resigned from the APEEE Board on 11/01/2020 after years of excellent service and many achievements on our Board.

The Board takes note of Ms Rizza's resignation as Board member from 11/01/2020. The discussion focuses on what steps we need to take in the future in order to prevent Board member resignations.

Ms Puia Morel, appointed as coach at the kick-off meeting, refers that it is important to advance and work as a team. Everyone should take care of their own and their colleagues' well-being. She encourages collaboration and open communication among members. It would be good that all of us could improve the problem-solving process and find solutions quickly.

The VP for Pedagogical affairs points out that we need to establish clear procedures about contracts, financial transactions in order to ensure transparency and at the same time we should be more interested, on the human level, in managing conflicts. Mr Sciusco refers that we need to work on processes which need to be properly implemented. We should establish good board practices for

example to send out the supporting documents a couple of days before the related meeting. The Board agrees in principle to have a teambuilding on these topics. The location might be at the Nato Staff Centre. Ms Dijkstra will look for a date in March 2020.

#### **4. 2019-2020 Calendars.**

The Board decides to maintain the same meeting planning for the 2019-2020 school year:

- The Administrative Board meeting will be held on the first Thursday of each month at lunchtime.
- The Executive Board meeting will be held on the third Thursday of each month at lunchtime.

Exceptions will be made for the upcoming meetings which are scheduled on the following dates:

- 3/02/2020 for the AB meeting.
- 30/01/2020 for the Executive Committee meeting.

#### **5. Call for Board Secretary (Nadia Kichaout currently acting as interim).**

The President of the APEEE of Brussels IV refers that it is a statutory obligation to have a Board secretary. Ms Kichaout Nadia has kindly stepped forward acting as Board secretary until we find another candidate. The President of the APEEE kindly asks if any other Board member is interested in taking over this role. The Board secretary should: attend two meetings per month, take the minutes at the Executive Committee meetings, manage the agenda, get the minutes out for approval, maintain a to-do list of decisions, etc. No Board member has applied for this position at today's meeting.

#### **6. Feedback from Kickoff meeting.**

Ms Dijkstra provides a report from the Kickoff meeting held on 11/01/2020. She presents the new design of the APEEE structure based on the auditors' recommendations. At the top there is the APEEE Board and three pillars: Services, Pedagogy and Community which will be supported by the APEEE staff. The President of the APEEE explains that the APEEE Services are grouped together in one pillar. Having a communication overview among three services is very important and useful. It is explained that the Executive Committee is basically a service focused group. It is composed of the President, the Board Secretary, the Treasurer, the VP for Pedagogical affairs, the VP for Administrative affairs, and a Board member responsible for each service. If there are specific topics, other people can be invited to join the Executive Committee meetings.

At the Kick-off meeting, the Board decided to assign the functions within the Board and the back-up positions if possible. The functions were distributed as follows:

- *Kristin Dijkstra, President*
- *Nadia Kichaout, Board Secretary ad interim*
- *Alexandre Grigorescu-Negri, VP Administrative affairs and Treasurer*
- *It is clarified that a double function is not forbidden by the new Statutes. Luigi Rosario Filippo Sciusco was designated as back-up for the Treasurer*
- *Ambar Hernandez Pacheco, VP Community*
- *Karim Kettani, VP for Pedagogical affairs*
- *Dorothee Farwerck Lefort, Prevention*
- *Angela Muraca, LS-SEN*
- *Iulian Vasile, Health & Safety*
- *Stephanie Buus, Interparents*

#	Action	Owner	Deadline
01 CA 14/01/2020	To provide inputs to the document sent by the President of the APEEE	ALL	ASAP

#	Action	Owner	Deadline
02 CA 14/01/2020	To add the e-mail addresses to the editable version sent by the VP Community. Once completed, the document (who does what) will be shared with the APEEE staff, the school and parents	The VP IERP	ASAP

### 7. Electronic signatures.

The Board unanimously agrees to add Mr Tzvetomir Penev and Mr Luigi Rosario Filippo Sciusco as backup signatories for our bank account. The bank signatories will be: Mr Grigorescu-Negri Alexandre, Mr Piettre Eric, Mr Tzvetomir Penev and Mr Luigi Rosario Filippo Sciusco.

### 8. Vote on Somerfesto budget.

On behalf of the Somerfesto Committee, Ms Hernandez Pacheco kindly requests to the Board:

- a vote for a provisional budget of 37.000 euro for Somerfesto based on last years' expenses, with a final budget to be communicated by the 15<sup>th</sup> of April 2019. The Board's approval on the budget will allow the Somerfesto Committee to start planning the event and signing contracts with suppliers.
- A vote for the transfer of a donation of 3.300 euro to the Community Fund from the Somerfesto account based on the final balance of SF 2019.

The Board unanimously agrees to approve the proposals submitted by written procedure. It is explained the charities were present at the 2019 Somerfesto edition and parents decided the distribution of benefits generated by this event amongst these charities directly.

#	Action	Owner	Deadline
03 CA 14/01/2020	To send the supporting documents for the written votes	The VP IERP	In the coming weeks

#	Action	Owner	Deadline
04 CA 14/01/2020	To launch on Bitrix platform the written procedure	The Board secretary	In the coming weeks

### 9. Reimbursement expenses for a Board member.

Mr Nickels would like that at least the President of the APEEE of Brussels IV may have his /her transport expenses reimbursed in connection with his/her service to the non-profit association. It is a fair measure because the President attends so many meetings per week, spends a lot of time travelling and devotes many hours per week to non-paid voluntary activities for the APEEE.

The reimbursement of expenses for a Board member was already discussed last year but this point was not raised at the Board level. Only on specific cases some expenses are regularly reimbursed, for example, those incurred to attend the Interparents meeting.

#	Action	Owner	Deadline
05 CA 14/01/2020	To check the General rule, applicable in Belgium, for the reimbursement of expenses incurred during the volunteering activity.	Eric Pieltre	In the coming days

#	Action	Owner	Deadline
06 CA 14/01/2020	To circulate the documents produced last year for the reimbursement expenses for Board members. This point could be discussed at the Executive Committee meeting	Ambar Hernandez Pacheco	In the coming days

**Vote:** *Does the Board agree that the President of this Association has fully reimbursed his/her annual public transport pass?*

- 14 in favour
- 2 abstentions
- 1 against

The vote has been adopted. The Director of the APEEE reminds that any paper receipts must be kept for our bookkeeping.

#### **10. Recruitment of stock assistant /Quality and Prevention assistant Cafeteria collaborator.**

The Director of the APEEE explains that the stock assistant position is a new post needed for a strict management and analysis of the stock and storage flows IN and Out. The budget of the stock assistant was included into the 2020-2021 budget approved at the last General Assembly. This point will be discussed at the next Executive Board meeting (30/01/2020).

#### **11.Feedback on SAC meeting.**

The school announced at the SAC meeting the idea of building a +- 500, 000 euro temporary structure in the central courtyard in order to increase capacity for common spaces: tartinistes, sport infrastructures, science labs, teaching kitchen, examination space, graduation ceremony space. This idea was announced without plans or pictures so the President of the APEEE needs to have as much as detailed information on paper as possible. Mr Bordoy would like the strong support of parents, teachers and students at the AB meeting in February with the Commission in order to convince the Commission to grant the request. It was mentioned during the SAC meeting, that if the Commission refuses to fund this project, maybe parents could help financially.

The President of the APEEE announces that student population grows of about 400 pupils per year in Brussels. In this context of overcrowding, we need to be very careful about increasing our capacity.

It is outlined that there is not much more space in the playground and kids need it. With reference to the security aspects, it is outlined that there is no space to put all pupils in the playground in case of fire already now. All Board members are against not only to a possible APEEE contribution but also, they are against this project. It is outlined that the host country must respect its obligations and we have already difficulties in putting pressure on host country to deliver the fifth European school.

#	Action	Owner	Deadline
07 CA 12/12/2019	To fix an appointment with the Director of the EEBIV in order to communicate the APEEE position on this matter by 4 <sup>th</sup> February 2020.	Kristin Dijkstra	By 4 <sup>th</sup> February 2020

## 12. January 16<sup>th</sup> meeting between 4 APEEE Presidents & 4 EEB Directors: what do we want to ask?

The President of the APEEE informs the Board that a meeting will be held on 16<sup>th</sup> January between the 4 APEEE Presidents (Brussels I, II, III, IV) and the 4 EEs Directors. The meeting will be focused on the joint convention/framework agreement between EEs and APEEEs and the Chinese project. This is the opportunity for the parents' associations to bring other school issues to the meeting. All Board members are invited to send their points to the President. The VP Community asks if APEEE might use SMS system to contact parents and teachers and if in the future representatives from the Chinese embassy will come to the Somerfesto they would like that the school may pay for the security and the cleaning costs.

## 13. State of play: updates on Periscolaire and Canteen.

The Director of the APEEE presents to the Board the state of play. He points out there are a lot of open questions regarding the implementation of the access system at EEBIV. The launch of the test phase for accessing to the APEEE canteen and buses needs to be confirmed with the school management. This phase, originally foreseen after Easter holiday to July 2020, should involve all pupils of the EEBIV. Now tests can be made only for secondary students because they are the only ones who have badges. It is referred that two years ago, the school distributed tokens to pupils from nursery to S5 cycles and badges to S6 and S7 students. It seems that the Director of the EEBIV decided two years ago not to use tokens anymore. The use (or not) of tokens and their replacement with badges is still under discussion.

The President of the APEEE points out that it is important to go back and see what agreements have been made. A meeting with the school management will be fixed in the following weeks.

Mr Piettre informs the Board that the extracurricular service has adopted a series of measures to improve the 2019-2020 results:

- To conduct a follow up of key costs weekly. Particular attention will be given to the evolution of costs during the years as well as on comparison of prices with the other APEEEs based in Brussels. Mr Piettre is currently making the analysis of past five-year budgets. In addition, a comparison of prices with the other APEEEs based in Brussels is now available.

- To exchange as much as possible information with the other APEEEs. Mr Piettre reports his visit to Woluwé with Mr Herrera, the extra-curricular manager. His feedback was very positive, several matters were discussed regarding the organisation of the service provided (type of activities proposed, stages, monitoring etc.). The information collected will be discussed at the next Working group on extra-curricular activities.

Particular attention is also given to the quality of the extra-curricular activities. Ms Dana Morel insists on the fact that our pedagogical goal is to increase motivation in teachers and increase their performances. Ms Kichaout refers that it could be interesting to identify the activities which generate losses and investigate the availability of infrastructures near Laeken school. She asks if it is feasible to extend the time of the extra-curricular activities.

The President of the APEEE clarifies that the quality of the extra-curricular activities will be discussed at the next Executive Committee meeting together with the Vetasoft access system and the recruitment of the stock assistant. Mr Piettre adds that another point should be discussed at the EC meeting: the payment of the annual APEEE membership fee for the cafeteria users. According to the APEEE Statutes, the annual fee must be paid before any use of the services and facilities of the Association.

#### **14. Feedback from Behaviour/Prevention on Pedagogical Day.**

On 6<sup>th</sup> January 2020 for the pedagogical day, the EEBIV organised a general presentation of KIVA to S1 teachers followed by a series of workshops. Ms Lefort attended one of the afternoon workshops with teachers on how react or prevent bullying situations. Her feedback was very positive. All attendees were well motivated and found KIVA presentation very interesting.

Ms Lefort announces that a conference on addiction to video games, organized by the APEEE of Brussels IV, will be held at CCAB on 28/04/2019. The invitation letter to parents and the other APEEEs based in Brussels (I, II, III) will be sent in the coming months.

#### **15. P5 school trip 2019 reimbursement.**

It is referred that some parents could take a legal action against school to obtain the UK school trip 2019 reimbursement.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
08 CA 12/12/2019	To write a letter to the school management regarding the P5 school trip 2019 reimbursement.	Ambar Hernandez Pacheco	In the coming days

#### **16. Bullying (OSGES WG and article by students).**

Ms Dijkstra gave an interview to Uccle students on bullying before Christmas holiday. An article written by these students will be probably published in European Schools in Politico.

#### **17.Functional e-mail address.**

Mr Nickels would like a functional e-mail address as Board member. The President of the APEEE invites anyone who is interested in having a functional e-mail address to contact the Director of the APEEE.

The Board meeting end at 2:45 pm. Some attendees arrived later or left early.