



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 3rd March 2022

Teams Video Meeting: 12:30-14:32

Present: Cerasela Botoroaga, Stephanie Buus, Marianna Cosco, Nicholas Costello, Mariana Ghitoi, Angela Guarino, Yannick Hartstein, Karim Kettani, Nadia Kichaout, Maria Koidu, Dan Nicolae, Josephine Norris, Jane Okafor, Victoria Petrova, Dana Adriana Puia Morel, Adja Awa Sissoko, Iulian Vasile, Pénélope Vlandas, Diane Werhert.

Excused: Romina Garbi, Vladas Kukulskis.

Proxy: Romina Garbi to Angela Guarino, Vladas Kukulskis to Diane Werhert, Dana Adriana Puia Morel to Mariana Ghitoi until 1:46 pm, Yannick Hartstein to Pénélope Vlandas from 2:09 pm, Nadia Kichaout to Pénélope Vlandas from 2:21 pm.

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

Minutes 3.03.2022

The quorum is reached. Ms Buus chairs the Administrative Board meeting.

1. Adoption of the agenda.

Adopted.

2. Canteen: Draft convention between EEBIV & APEEE of Brussels IV (canteen cleaning)/Recruitment canteen manager /Canteen Working Group.

Ms Sissoko, the Board member in charge of the canteen, emphasizes three main points:

- 1st point: the draft convention between the EEBIV and the APEEE of Brussels IV for the cleaning of the canteen (following the inclusion of 'tartinists' in the canteen building).
- 2nd point: the recruitment of the canteen manager.
- 3rd point: the setting up of a new Canteen Working Group.

Following the up-coming canteen manager's departure, we have launched the recruitment process. The job advertisement for the canteen manager position has been posted on the APEEE website, on a private job search website (www.optioncarriere.be) and on LinkedIn/Facebook pages (application deadline: 14/03/2022). The Board member in charge of the canteen announces that we have already started the transition of the Vetasoft file with Ms Robertz, the transport manager.

Ms Sissoko would like to launch a canteen working group restricted to a maximum of 6 people (the Director of the APEEE, the canteen manager, the Board member in charge of the canteen and her back-

up + one or two candidates). The objective is to examine all workable proposals that have received widespread support from parents in order to improve the canteen offer. Everyone is encouraged to submit proposals or ideas to Ms Sissoko via e-mail.

| # | Action | Owner | Deadline |
|--------------------|--|-------|---------------------|
| 01 CA 3/03/2022 | Anyone who is interested in joining the Canteen Working Group, please contact Ms Sissoko, the Board Member in charge of the canteen. | All | In the coming weeks |

The discussion focuses on the draft convention between the EEBIV and the APEEE of Brussels IV for the canteen cleaning. Some Board members made written comments on the text. As requested by Ms Vlandas, it is clarified that the cleaning of the floor can also be subcontracted by the school. This cleaning task, which was already mentioned in point 4, should therefore be added to point 5. Ms Cosco refers that a clear reference to the legal standards and Belgian laws should be added as an annex if this legal framework is not included in the General Convention. Our parents' association must ensure that the EEBIV will respect all standards and the Belgian laws on managing the cleaning of the canteen.

| # | Action | Owner | Deadline |
|--------------------|--|------------------------------------|---------------------|
| 02 CA 3/03/2022 | To check that the list of standards is included in the General Convention. | Adja Awa Sissoko and Karim Kettani | In the coming weeks |

Vote: *Who is in favour of the proposed canteen convention with the modification of the inclusion of the floor in the cleaning subcontracting?*

- 18 in favour
- 0 against
- 0 abstention

The Administrative Board approves the proposed canteen convention with the points brought up by Ms Vlandas and Ms Cosco.

3. APEEE Statutes.

The President of the APEEE of Brussels IV emphasizes the importance of complying with the process of amending the APEEE Statutes before the end of this academic year. Mr Kettani refers that the first and crucial step is to have a discussion with the notary in order to agree on a common date and check that every formal step follows the legal requirements. He identifies the following actions:

| # | Action | Owner | Deadline |
|--------------------|--|-----------------------------|----------|
| 03 CA 3/03/2022 | To have a discussion with the notary in order to agree on a common date and check that every formal step follows the legal requirements. | Karim Kettani and Eric Rega | ASAP |

| # | Action | Owner | Deadline |
|--------------------|---|---------------|--|
| 04 CA 3/03/2022 | To send an invitation to the WG on Statutes with some suggestions on the text and then possibly take a Board decision through a written procedure by the end of the month. | Karim Kettani | Next week By the end of the month |

It is clarified that all statutory modifications must be submitted to the Board for approval.

4. APEEEs & Ukraine.

There is a Board discussion on sensitive issues related to the Ukraine crisis such as: whether or not the school should talk to nursery and primary pupils about war and how, what the role of teachers is and whether or not the Ukrainian refugee children might be enrolled in the European schools. According to one Board member, the school should distinguish the cycle of nursery/primary on one side from the secondary cycle on the other while taking decision/communicating with parents. It is outlined that children have different sensibilities and levels of understanding based on their age.

Our parents' association will take a position on specific initiatives led by the school, students, or parents, but it is not our role to define a common political position on this conflict.

5. Electronic signatures for payments.

The Director of the APEEE explains the difficulties in signing payments with our bank when one does not have an ID Belgian card, which is the case with our current treasurer. He identifies two options: we could ask our bank to use the software developed by Isabel which provides more flexibility than Nagelmackers' application or we should envisage to change bank. He explains that we need a bank for a daily business. Our bank is more a '*banque d'affaires*' and it is less flexible than other banks working on a daily basis such as Belfius, BNP Paribas etc.

Mr Rega will investigate the additional costs of switching banks, the conditions that various banks apply, the cost per transaction, the rates for each account and will report back to the Board.

Ms Werherth and Ms Okafor will be happy to assist and sign payments electronically upon written approval of the APEEE treasurer while we wait for more information from other banks.

6. End of our collaboration with the bus company: MAB travel.

Mr Rega announces the end of collaboration with a school bus company: MAB travel. They decided to terminate the contract with our parents' association due to the company's financial issue. From January 31st, 2022, their bus lines were replaced and operated by other bus companies.

7. Handover project Vetasoft.

Due to the up-coming departure of the canteen manager, the Director of the APEEE of Brussels IV has proposed to Ms Robertz, the transport manager, to take the lead on the Vetasoft project. Mr Minoche is preparing Ms Robertz' handover. Mr Rega gives positive feedback on yesterday's meeting with Vetasoft company. Mr Nicolae points out the importance of fixing specific deadlines for each point by applying the related sanctions when the company fails to meet those deadlines.

The Director of the APEEE reports on the meeting he had with Point Be company on February 24th, 2022. It was decided to simplify not only the enrolment process for parents but also the data transfer from Point be to Vetasoft by setting up only one access point to enter data. He will keep informed the Board about any future developments.

Ms Vlandas would like to have a full presentation of Vetasoft for the new Board members at the next Board meeting.

| # | Action | Owner | Deadline |
|--------------------|---|-----------|---------------------------|
| 05 CA 3/03/2022 | To present Vetasoft project in details. | Eric Rega | At the next Board meeting |

8. APEEE Newsletter.

The Director of the APEEE of Brussels IV sent to the Board some statistical data for one year regarding the APEEE Newsletter. It seems that the APEEE Newsletter is a good communication tool because the average open rate is more than 50 percent. Mr Rega will submit a full report with figures to the Board as soon as possible. He announces that we have an increasing number of young parents on Board, so we should use new communication channels such as Instagram.

| # | Action | Owner | Deadline |
|--------------------|--|-----------|---------------------------|
| 06 CA 3/03/2022 | To report on the newsletter data and come up with a communication strategy proposal. | Eric Rega | At the next Board meeting |

9. Draft Minutes of the APEEE General Assembly meeting held on 25/01/2022.

Mr Rega will send the draft Minutes of the APEEE General Assembly meeting to the Board in the coming days. The Board agrees to adopt the draft Minutes of the APEEE General Assembly meeting by written procedure.

| # | Action | Owner | Deadline |
|--------------------|---|-----------|----------|
| 07 CA 3/03/2022 | To launch written procedure for the adoption of the GA minutes. | Eric Rega | asap |

10. Mandatory wearing of a mask aboard the bus for a selected number of children: how could it work?

It is clarified that these types of questions should be raised at the Executive Committee meetings or addressed directly to the Executive Committee members via e-mail or WhatsApp.

11. Somerfest /Ninja Run.

Ms Werhert and Mr Nicolae ask the Board to answer a question raised by a Physical Education teacher yesterday: can they do the Ninja Run for the next Somerfest edition? It is clarified that due to time and logistical constraints, the APEEE of Brussels IV will not be able to organize the Somerfest this year. Ms Werhert suggests organizing a smaller event with the school: a Ninja Run party for the school community.

The idea would be to have two separate events on the school site to avoid the overcrowding: a two-or three-hour event for nursery and primary pupils and another one for secondary students on the same day. This event should ideally take place on Saturday. Date to be confirmed: 7th May 2022. The school should pay the rent of the Ninja Run structure, a big bouncy castle, and the revenues should go to a Charity. It is explained that all costs incurred for this event should be limited (for example lower cleaning costs: no food stands but maybe just the bar, the popcorn and candy floss machines and one or two

food trucks). Ms Werhert explained that the APEEE of Brussels IV might organize the sale of food and drink tickets to cover the incurred costs.

The Treasurer of the APEEE of Brussels IV expresses some concerns about this project because we do not yet know the budget for this event and the financial implications for the APEEE. She would like to know if we can cover the costs and what the level of losses is, if any. Ms Norris suggests that we could vote on the principle of doing this joint event with the understanding that there is a cap on the budget. The Board decides to hold a vote only on the principle of collaborating with the school for the Ninja Run Party and come back with an extent of our commitment when the event budget is submitted.

Vote: *Does the Administrative Board agree in principle to collaborate actively with the school for the Ninja Run Party?*

- 19 votes in favour
- 1 against
- 0 abstention

The Administrative Board agrees in principle to organize the Ninja Run Party with the school subject to a summary budget calculation.

Once the event budget is submitted, the Board will decide how to fund this event. The funding should be taken from a dedicated fund. Ms Ghitoi, the President of the APEEE Community Fund Committee, refers that the Community Fund Committee could help to fund this event.

| # | Action | Owner | Deadline |
|--------------------|---|-------------------------------|---|
| 08 CA 3/03/2022 | To submit a short description and the budget of the event to the Board. | Diane Werhert and Dan Nicolae | In the coming weeks Or at next Board meeting |

12. Language tests for new enrolments.

Postponed.

13. Community Fund Application.

On behalf of the APEEE Community Fund Committee, Ms Ghitoi submits to the Board a funding request from a secondary pupil of the EEBIV for approval. The Administrative Board of the APEEE has been asked to contribute to the Philosophy Day with a maximum amount of 1,000 euro. This sum will be used to pay the experts who will run the workshops and the lecturers. The President of the APEEE Community Fund explains that this event, which will take place on 16th and 17th March 2022, is open to all S5/S6/S7 students from all language sections.

Ms Ghitoi invites all Board members to vote in favour of this project, because it not only engages students in philosophy-related activities, but it also promotes teamwork, interaction between students and professors and debates.

Vote: *Does the Administrative Board approve to co-finance the Philosophy Day Event for a total amount of 1.000 euro?*

- 17 in favour
- 0 against
- 0 abstention

APPROVED

14. AOB

-Approval of Minutes from last Administrative Board meetings (AB 20/01/2022 and AB 3/02/2022).

It is agreed to adopt the draft Minutes of the last Administrative Board meetings by written procedure.

| # | Action | Owner | Deadline |
|--------------------|---|---------------|----------|
| 09 CA 3/03/2022 | To launch written procedure for the adoption of CA minutes (20/01/22 and 03/02/2022). | Diane Werhert | asap |

The Board meeting ends at 2:32 pm. Some Board members arrived later or left earlier.