



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 1st June 2023

Teams Video Meeting: 12:35-14:32

Present: Johanna Alkhafaji, Stephanie Buus, Marianna Cosco, Nicholas Costello, Romina Garbi, Mariana Ghitoi, Angela Guarino, Dan Nicolae, Josephine Norris, Jane Okafor, Victoria Petrova, Stefan Petrovski, Iuliana Serbeniuc, Adja Awa Sissoko, Pénélope Vlandas, Diane Werhert.

Excused: Cerasela Botoroaga, Tzvetomir Penev, Dana Adriana Puia Morel.

Proxy: Cerasela Botoroaga to Dan Nicolae, Dana Adriana Puia Morel to Stephanie Buus, Josephine Norris to Diane Werhert from 12:42 pm, Marianna Cosco to Diane Werhert from 12:45 pm, Mariana Ghitoi to Dan Nicolae until 1:32 pm, Adja Awa Sissoko to Pénélope Vlandas from 2:01 pm.

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

Minutes 1.06.2023

The quorum is reached. Ms Buus welcomes all attendees and chairs the Administrative Board meeting.

1. Adoption of the agenda.

Adopted.

2. Approval of the Board Minutes of 4th May 2023.

Postponed.

3. Proposal to re-establish the position of Vice-President for Community Affairs: nomination of Diane Werhert and vote.

The President of the APEEE of Brussels IV submits to the Board the following proposal for approval: to re-establish the position of Vice-President for Community Affairs, which existed on the Board before the Covid-19 pandemic and allow Ms Diane Werhert to step into this position. Ms Buus explains that it is very important to have someone in charge of this social role, related to community building, pedagogy, communication, and services for the Board and Ms Werhert, who was already involved in these tasks, is very interested in assuming this role.

Vote: *Does the Administrative Board agree to re-establish the position of Vice-President for Community Affairs and nominate Diane Werhert to assume this position?*

- 13 in favour
- 1 against
- 1 abstention

The Board agrees by a large majority to re-establish the position of Vice-President for Community Affairs and to appoint Ms Diane Werhert for this position. The Board takes note that Ms Werhert has stepped down from her role as Co-Vice-President for Pedagogical Affairs and Ms Puia Morel will continue to serve as Vice-President for Pedagogical Affairs.

4. Proposal for future use of Wiki instead of Bitrix: presentation and vote.

The Treasurer of the APEEE of Brussels IV presents his proposal regarding the future use of Wiki instead of Bitrix platform to all Board members. He explains in detail through a PowerPoint presentation how this new IT tool works and what its objectives and advantages are. He emphasizes that Wiki is similar to Wikipedia and its objective is not to be a copy/paste of our website but to facilitate the sharing and archiving of knowledge, documents, information, communication, and instructions between the Board and the Management of the APEEE. Another objective is to centralize all this in one place as a book. Ms Petrovski explains that we can easily access Wiki from anywhere through PCs and smartphones and its pages are easy to edit, manage and modify. In fact, the creator of the page is not the owner of the page, and anyone with permissions and editing rights can create, share, and edit the content on the platform. He adds that Wiki which also contains sensitive information is private and not public, and it is only accessible to the APEEE Board and the APEEE Management.

The other advantages are that we can save time because all information/documents are centralized, and the storage and internal sharing of information and documents are secure. It is possible to restrict access to Wiki pages according to our needs and create specific pages for the Board, the Executive Committee, and the Working Groups. Mr Petrovski explains that Wiki, which includes comment/notification functions, can improve communication. The Board can continue to use different ways of communication: e-mail, WhatsApp, and Wiki, which is a slower and more fixed communication. With reference to costs, there is a free version for 10 users and 2GB of file storage and another that could meet our needs for 50 users and 250 file storage for \$ 2,900. For the training, Mr Petrovski refers that we can use WIKI's support, but he will be happy to conduct a session training for all Board members and the APEEE management via TEAMS.

Ms Cosco outlines that before going ahead with Wiki, we should have a meeting and define the scope and structure of Wiki in writing. The Treasurer of the APEEE adds that we have different ways to view documents and we can manage how we want to be informed and that the structure of Wiki will be decided together.

Ms Buus thanks Mr Petrovski for his excellent presentation. Board members are asked to vote on the use of Wiki as of 1st June 2023 and the cancellation of Bitrix account ideally before its renewal on 20/09/2023.

Vote: *Does the Administrative Board agree that the APEEE of Brussels IV switches to Wiki as of 1st June 2023 with subsequent cancellation of the APEEE's Bitrix account by 1st September 2023?*

- 12 in favour
- 1 against
- 2 abstentions

The Administrative Board agrees by a large majority that the APEEE switches to Wiki as of 1st June 2023 and subsequent cancellation of the APEEE's Bitrix account by 1st September 2023. The Treasurer of the APEEE explains that he has downloaded all documents posted on Bitrix platform and will upload them to Wiki, all other information will be managed by the Director of the APEEE. He will finalize payments for Wiki subscription together with the Director of the APEEE.

5. Pedagogical Team Update.

Ms Werhert announces that there will be a Secondary Education Council on 15th June 2023 and a Nursery and Primary Education Council this afternoon. In addition to these meetings, a Pedagogical Team meeting will take place next Friday. Ms Buus informs the Board that as in previous years, Interparents will run its online BAC Support platform to help identify any content-related and/or procedural problems encountered by S7 students taking this year's BAC at the European Schools.

In the event that a student encounters a problem with one of his/her Baccalaureate Examinations, the student or his/her parents may register the complaint or 'ticket' on this platform for potential follow-up by either the APEEE at the local school level or Interparents at the central level before the results of the

BAC exams are published. The purpose is to ensure that if errors have occurred with an exam, corrective action is taken before the publication of results so as to avoid an appeal process. Ms Buus and Mr Costello will be the two local BAC School Coordinators tasked with aiding EEB4 students and their families with the BAC ticketing process. The President of the APEEE points out that this system is very useful and handling the BAC tickets is an intensive experience.

6. Together school.

Mr Nicolae and Mr Rega provide an update on the implementation of the Together School application in the transport service. Mr Nicolae explains that the testing phase with virtual individuals has been completed, and the results are positive, so we will soon start testing with real people (pupils and adults). The plan is to test the new application in the transport service for one or two weeks during the current academic year, with the aim of making it fully operational at the beginning of the next academic year.

Mr Rega explains that all mobile phones and passwords will be reset and that a link has been established between the new application and our online enrolment system. He announces that the next tests will start on Wednesday 7th June and will involve 6 adults and 2 students. If these results are positive, tests will involve more users. Ms Buus thanks Mr Nicolae and Mr Rega for their presentation.

7. Somerfesto Outcome.

Ms Okafor expresses her gratitude to all members of the Somerfesto Committee for their hard work and dedication. In her view, Somerfesto 2023 was a very successful event and a wonderful experience. On behalf of the Somerfesto Committee, she explains the first Somerfesto outcomes via a PowerPoint presentation: the key figures (income and expense), the main hiccups, the lessons learned, and the next steps. It is explained that we should improve the pre-order process next time as long queues were formed for the purchase of bracelets (activities) and Kuponos (tickets). It is also important to choose the next Somerfesto date as early as possible in cooperation with the school and start planning this event in advance.

Ms Okafor and Ms Guarino clarify that this is a preliminary presentation because some invoices are still pending and are not included in the figures provided. The Somerfesto Committee will share a final and accurate PowerPoint presentation when the Somerfesto budget is finalized and all figures are recorded, ideally within two weeks.

The discussion focuses on how the Somerfesto profits could be distributed. The Treasurer of the APEEE points out that this event could also generate a loss and no profit in the future. Therefore, it is important to keep some money aside on the Somerfesto account and have a contingency sum for Somerfesto. It is suggested that some of the money made from Somerfesto should be transferred to the APEEE Community Fund which is largely financed by Somerfesto donations. Another part could be used to buy tents for the APEEE events and to hire more games/attractions for the next Somerfesto edition. Mr Nicolae points out that the Community Fund Committee will come up with proposals once the Somerfesto budget is finalized. Ms Guarino outlines that we need to prepare a communication to parents about the final figures and what we are going to do with profits generated from Somerfesto. The following actions are identified:

#	Action	Owner	Deadline
01 CA 1/06/2023	To have a quick Somerfesto budget meeting to finalise the Somerfesto budget and discuss the distribution of profits generated from this event.	The Somerfesto Committee	In the coming weeks

#	Action	Owner	Deadline
02 CA 1/06/2023	To share with the Board the final PowerPoint presentation on Somerfesto outcomes.	The Somerfesto Committee	Once the Somerfesto budget will be finalised

#	Action	Owner	Deadline
03 CA 1/06/2023	To plan a meeting with the school management in preparation for the next Somerfesto edition.	The Somerfesto Committee	Before the end of the school year, if possible

#	Action	Owner	Deadline
04 CA 1/06/2023	To discuss and vote on the distribution of Somerfesto profits at the next Board meeting scheduled in September, and then to prepare a communication to parents regarding the final figures and how these profits are distributed.	Board members	September 2023

The discussion focuses on how the Board can best cooperate in the organization of future school fairs. Ms Okafor points out that the optimal size of the Somerfesto Committee consists of 5 or 6 members, and more volunteers responsible for stand coordination are needed. The President of the APEEE notes that some classes did not elect any class representatives for events this year, so it is important to increase both parents' awareness and participation when there are class representative elections at the beginning of the school year.

8. AOB.

- APEEE financial results: from 1/09/2022 to 30/04/2023.

Mr Rega sent to the Board the APEEE financial results for the period from 1st September 2022 to 30th April 2023. He is pleased to announce that our financial results are slightly better than budgeted.

-Update on the Performing Arts Day.

The Director of the APEEE of Brussels IV informs the Board that we had 700 participants at the Performing Arts Day last year, and we have now 800 registrations. This increase can also be explained by an increase in the APEEE visibility.

The Board meeting ends at 2:32 pm.