



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 14th September 2023

Teams Video Meeting: 12:35-14:33

Present: Johanna Alkhafaji, Stephanie Buus, Marianna Cosco, Nicholas Costello, Romina Garbi, Angela Guarino, Dan Nicolae, Josephine Norris, Tzvetomir Penev, Stefan Petrovski, Dana Adriana Puia Morel, Iuliana Serbeniuc, Adja Awa Sissoko, Pénélope Vlandas, Diane Werhert.

Excused: Jane Okafor, Victoria Petrova.

Proxy: Jane Okafor to Diane Werhert, Victoria Petrova to Johanna Alkhafaji, Josephine Norris to Diane Werhert from 1:56 pm, Adja Awa Sissoko to Pénélope Vlandas from 2:00 pm, Dana Adriana Puia Morel to Johanna Alkhafaji from 2:04 pm.

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

Minutes 14.09.2023

The quorum is present. Ms Buus welcomes all attendees and chairs the first board meeting of the new academic year.

1. Adoption of Agenda.

It is clarified that an update on Together School will be discussed under point 5.

Adopted.

2. Adoption of Minutes Board Meeting 4th May 2023.

Unanimously adopted without remarks.

3. Adoption of Minutes Board Meeting 1.06.2023.

Unanimously adopted without remarks.

4. Outgoing Board members – Empty positions.

- **Cerasela Botoroaga**
- **Mariana Ghitoi (Community Fund, Somerfestto).**

The President of the APEEE of Brussels IV recalls that Ms Botoroaga, who was a member of the Extracurricular Committee and the Community Fund Committee, left the Association when her daughter graduated in July 2023. She adds that Ms Ghitoi, who served as the Chairperson of the Community Fund Committee and member of the Somerfestto Committee, resigned from the Board in early September due to her child's departure from the EEBIV.

The Administrative Board takes note that Cerasela Botoroaga and Mariana Ghitoi are no longer members of the Board. The APEEE Board has now 17 members.

Following these resignations, Ms Buus appeals for volunteers for the Community Fund Committee, in particular for the Chair's position filled by Ms Ghitoi. There is a brief discussion on the composition of the Community Fund Committee. Ms Norris thinks that it would be good to have a diversity of Board members in the Social Fund Committee, Somerfesto Committee, and the Community Fund Committee as well as a diversity of language sections represented in the Community Fund Committee (CFC) in order to have a balance across language sections and encourage different language sections to put proposals to the CFC.

It is explained that, according to the CFC rules, the Board of the APEEE must appoint one of its members as Chairperson of the Community Fund Committee and must be consulted and approve any application for project funding above €750. Following this call for volunteers, Mr Costello offered his help and Mr Penev applied to be one of the 5 members of the CFC.

The Board unanimously approves the appointment of Mr Penev Tzvetomir as Chairperson of the Community Fund Committee. The Community Fund Committee is composed of the following members: Mr Penev, the Chair, Ms Puia Morel, Mr Nicolae, Ms Okafor, and Ms Ironside who is not a member of the APEEE Board. The names of the members of the Community Fund Committee will be published on the APEEE website.

5. In-person Board meeting 5.10.2023 or 2.11.2023.

As proposed by the President, the Board agrees to meet physically on October 5th, 2023, at lunchtime. Location to be confirmed. Ms Vlandas will check the availability of a meeting room in the European quarter area (Merode) on that date.

6. Transport – Issues & Working Group.

Mr Rega updates the Board on the situation of the transport service at the beginning of the school year.

The transport office faced several issues in these first weeks: bus delays and cancellations, a lack of bus monitors in some bus lines. In addition, the shortage of bus drivers combined with new bus drivers learning new routes was a source of problems.

The Director of the APEEE identifies two main challenges:

-the reorganization of bus routes in order to optimize the bus lines. The Director of the APEEE explains that the reorganization was a huge work for the transport office, and it was not possible to meet all parents' requests.

-the implementation of Together School in the transport service which was not operational at the beginning of the school year. Mr Nicolae invites all Board members interested in testing this new application to send a request to the transport manager. Mr Rega adds that there are some concerns about the efficiency of this new application when it is not used properly.

It is clarified that Ms Petrova is formally the board member in charge of the transport service and Ms Cosco and Mr Nicolae will help and support the transport team. Ms Cosco, Mr Nicolae, Ms Buus, and the Director of the APEEE had a transport meeting this Monday. It was decided to improve the communication and reactivate the Transport Working Group in order to have a more in-depth discussion about how we want to run the transport service. To formalize the answers, it is clarified that only the staff of the APEEE should respond to parents' requests related to transport service. All transport questions or complaints must be addressed to the transport office with a copy to the Director in order to share harmonized information with all parents. The most sensitive communications about transport must be formally approved by the Director after previous consultation with the President, and the two Vice-Presidents for the Administrative Affairs.

Some concerns were expressed after pupils were put on the wrong buses or were dropped off at the wrong bus stops. The Board points out that the safety of pupils is our first priority, and that we must put appropriate measures in place to prevent some incidents from happening again. It is important to improve the functioning of the transport service and the communication with parents when problems arise (delays, incidents) and when bus routes are changed or when some bus stops are cancelled.

#	Action	Owner	Deadline
01 CA 14/09/2023	Produce a report of incidents that we have faced during the first days.	The Director of the APEEE and the Transport Manager	In the coming days

#	Action	Owner	Deadline
02 CA 14/09/2023	To revise the transport report that will be shared with Board members.	Eric Rega	In the coming days

Some Board members point out that we need to resolve the question of who is in charge of the transport service at the Board level. Ms Puia Morel refers that we need to have a Board member as backup or an interim when the person in charge of the service is not available. After a collective discussion, it is decided that the President of the APEEE will ask the current Board member in charge of the transport service to step down from this role. In the meantime, Ms Cosco and Mr Nicolae will continue to work with the Director of the APEEE and the transport office until the next Board meeting, when a new board member will be elected to fill this ad-interim position. They will be in touch very shortly about the meeting of the transport working group together with the Director of the APEEE and the transport manager, if possible.

#	Action	Owner	Deadline
03 CA 14/09/2023	To ask Ms Petrova to step down from her role as Board member responsible for transport.	Stephanie Buus	ASAP

#	Action	Owner	Deadline
04 CA 14/09/2023	To give their support to the Director of the APEEE and the transport office and work together on transport issues.	Marianna Cosco and Dan Nicolae	In the coming days

#	Action	Owner	Deadline
05 CA 14/09/2023	To plan a Transport WG meeting with the Director of the APEEE and the transport manager, if necessary for tomorrow or at the beginning of the next week.	Marianna Cosco and Dan Nicolae	ASAP

7. Discussion and vote on the new APEEE Logo.

Ms Alkhafaji thanks Ms Douvris, the APEEE communication officer, for her work in developing a new APEEE logo. Three different logo shapes are submitted to the Board for discussion before the vote. Ms Alkhafaji explains that the new logo should represent our services, what we do as parents' association and what our values are.

The Board agrees to have a written vote on the new APEEE logo on WhatsApp. The Board is kindly asked to choose one of the three proposals from now to 5:00 pm:

Vote: *Vote on the new APEEE logo:*

- *Proposal 1 (yellow figure)*

- Proposal 2 (blue figure)
- Proposal 3 (rainbow figure)

Deadline: 14 September 2023, by 5:00 pm.

8. Nomination of 3 Board Members for Website Overhaul Group.

Ms Vlandas informs the Board that Ms Sissoko would like to be part of the Website Overhaul Group. Ms Alkhafaji is also interested in joining this new Working Group. Ms Buus invites all Board members interested in joining this group to contact Ms Alkhafaji separately.

#	Action	Owner	Deadline
06 CA 14/09/2023	To contact Ms Alkhafaji if you are interested in joining the Website Overhaul Group.	The Board	In the coming days

#	Action	Owner	Deadline
07 CA 14/09/2023	To put on Wiki page all suggestions you have for the new APEEE website.	The Board	In the coming days

9. Debriefing Student Assemblies.

Postponed.

10. Procedures on Wiki.

Mr Petrovski refers that all issues regarding WIKI will be discussed at the next Board meeting. He informs the Board that this platform has been already used between the signatory Board members and the APEEE Director and the accountant every week to share financial payments. The Treasurer of the APEEE will prepare and conduct a Wiki training session for Board members in October: dates to be confirmed.

#	Action	Owner	Deadline
08 CA 14/09/2023	To prepare and conduct a Wiki training session for Board members.	Petrovski Stefan	October 2023.

a) Preparation of meeting (agenda, vote, minutes)

The Board secretary invites all board members to use Wiki as much as possible. She indicates the advantages of using this tool for the preparation of meetings. We do not have to send e-mails or meeting documents, but everyone can directly have access to the agenda and look at the supporting documents. In addition, if there are modifications in the board positions, the procedure is much faster and easier, but we need to participate.

#	Action	Owner	Deadline
09 CA 14/09/2023	If you have any difficulties using Wiki or have access to this IT tool, please contact Mr Petrovski or Ms Alkhafaji.	The Board	In the coming days

b) Quarterly reporting only.

As proposed by the Treasurer of the APEEE, it is decided that the Director of the APEEE will produce a financial reporting every three months instead of every month. There will be a dedicated page on Wiki where you can read the history of all reportings, put some comments, and raise questions directly to the Director and the Treasurer of the APEEE.

11. Information points:

- **New Videos for Class Representatives' Elections.**
- **Welcome Coffee for New parents.**
- **EEBIV Administrative Board Meeting 25.09.2023**

The Board secretary invites all Board members to have a look at these points published on Wiki page for information.

#	Action	Owner	Deadline
10 CA 14/09/2023	If you have any questions regarding these information points, please contact the Board secretary.	The Board	In the coming days

The Board meeting ends at 2:33 pm.

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The following points will be discussed at the next Board meeting (5/10/2023):

-Debriefing Student Assemblies

-Procedures on Wiki