



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 4th May 2023

Teams Video Meeting: 12:36-14:52

Present: Johanna Alkhafaji, Cerasela Botoroaga, Stephanie Buus, Marianna Cosco, Nicholas Costello, Romina Garbi, Angela Guarino, Dan Nicolae, Josephine Norris, Jane Okafor, Victoria Petrova, Dana Adriana Puia Morel, Iuliana Serbeniuc, Adja Awa Sissoko, Pénélope Vlandas, Diane Werhert.

Excused: Mariana Ghitoi, Tzvetomir Penev, Stefan Petrovski.

Proxy: Mariana Ghitoi to Dana Adriana Puia Morel, Tzvetomir Penev to Stephanie Buus, Stefan Petrovski to Johanna Alkhafaji, Adja Awa Sissoko to Pénélope Vlandas at 1:55 pm, Angela Guarino to Diane Werhert at 1:59 pm, Cerasela Botoroaga to Dan Nicolae at 2:04 pm, Jane Okafor to Diane Werhert at 2:32 pm, Romina Garbi to Diane Werhert at 2:44 pm.

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

Minutes 4.05.2023

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

1. Adoption of the agenda.

It is recalled that all Board members are equally financially responsible for the Association and accountable to parents. Therefore, when the Board is asked to make a decision with financial implications, all supporting documents should be distributed and made available to Board members prior to the meeting.

It is decided to postpone the vote on the recruitment of a new communication officer until the end of the Board meeting in order to allow all Board members to review the CV of the selected candidate as well as the financials.

The agenda is adopted as amended.

2. Approval of the Board Minutes of 30th March 2023.

Unanimously approved without any remarks.

3. Recruitment of a new Communication Officer.

The Vice President for Administrative Affairs and the Director of the APEEE of Brussels IV give an update on the recruitment process and provide an oral report on the selected candidate: background, professional experience, language and computer skills.

4. Update on Somerfesto.

a. Board members asked to volunteer.

Ms Buus thanks the Somerfesto Committee members for their hard work and dedication. She asks Board members to volunteer for the Somerfesto because it is a time-consuming event and then gives the floor to Mr Nicolae for an update on the 2023 Somerfesto edition. Mr Nicolae thinks that the Somerfesto will be a great success with 4.300 people already registered. He explains that all the items needed for this event have been ordered and we have not exceeded the Somerfesto budget. Ms Norris reminds the Board that the Royal Greenhouses will be open on 6th May, and this might cause traffic congestion in the neighbourhood. She clarifies that only the Somerfesto Committee members, organizers, and volunteers will have access to the school's parking lot. Therefore, it is highly recommended to come to school by public transport because it will be hard to park nearby. Board members are kindly asked to spread this message in our sections.

Ms Norris thanks the canteen manager for his help and points out that we need volunteers for both the day of the event and for the clean-up on Sunday. She would be grateful if the APEEE staff could print the final materials.

Ms Alkhafaji asks for volunteers to help with the APEEE stand at Somerfesto. She thinks that the APEEE stand would be better represented by some experienced members who interact with parents and answer their questions. Ms Buus, Ms Puia Morel, Ms Vlandas, and Mr Rega kindly offer their help for the APEEE stand.

The Board secretary explains that there will be a raffle ticket sale for adults and kids with different prizes. The possibility of offering a child's spot in the Summer Camp as a prize raffle is briefly discussed. Ms Guarino points out that registrations for the 2023 Summer Camp will be open on Wednesday 10th May 2023 at 12 pm and this communication will be sent out to parents tomorrow.

5. Debriefing Pedagogical Working Group.

Ms Puia Morel gives a debriefing on the last Pedagogical Working Group meeting. The Pedagogical Working Group did a brainstorming activity to determine its responsibilities at the section level and as a group. It also had a workshop session to identify its priorities. Ms Puia Morel briefly explains some concerns and priorities raised at the Pedagogical Working Group meeting, such as the need to improve communication between the school, parents, and teachers, to support better class materials, and to work more closely with the school so parents are seen as bringing solutions rather than raising problems. She refers that a few people expressed a willingness to work more to facilitate trust and empower students in fighting bullying and conflict. She will share with the Board a document with the outcomes once finalized.

#	Action	Owner	Deadline
01 CA 4/05/2023	To share the outcomes with the Board once finalized.	Dana Puia Morel	In the coming weeks

Ms Puia Morel informs the Board that they have had regular meetings with Ms Maset Calpe, the Deputy Head for the Secondary cycle, on pedagogical issues that have not been solved or that are important to certain sections. One of the points raised was that some parents had issues with the discipline rules and sanctions imposed on their children. Ms Puia Morel briefly explains the discipline rules, the procedure applied in the secondary cycle, and what parents can do. She will repeat this information in the Pedagogical Working Group and will request to share it with our sections.

#	Action	Owner	Deadline
02 CA 4/05/2023	To ask the pedagogical working group members to share information on discipline rules and detention with our sections.	Dana Puia Morel	In the coming weeks

Ms Puia Morel refers that it is important to learn from mistakes and agrees with the school's response that the goal of the detention is to reflect on what you have done and to take responsibility for the consequences of your actions.

Board members are encouraged to send any pedagogical points to be discussed with the school management or in the Pedagogical Working Group to Ms Puia Morel. Ms Vlandas thanks Ms Puia Morel for her debriefing and identifies as a pedagogical point to be discussed in bilateral with the school the gender policy and how it would be applied at the primary level. Another point to be discussed is the pedagogy of the teacher and how to support the class when a teacher lacks didactical and pedagogical skills and fails with more pupils. When there are several complaints or one serious case, it is our role to take parents' complaints to the school management.

#	Action	Owner	Deadline
03 CA 4/05/2023	To send any pedagogical points to Ms Puia Morel for discussion with the school management or the Pedagogical Working Group.	ALL	In the coming weeks

6. ALL – APEEE Team Building in September.

Ms Puia Morel would like to organize a team building between the Board and the APEEE staff at the beginning of the next academic year to bring people closer together and build the APEEE community. The idea is to spend a short day together (morning activity/lunch/afternoon activity) in the canteen premises on a Saturday or Sunday, ideally in early October.

#	Action	Owner	Deadline
04 CA 4/05/2023	To set a date for the team building and ask the school for permission to use the school facilities on a Saturday or Sunday.	Dana Puia Morel, Stephanie Buus, and Dan Nicolae	At the beginning of the next academic year

7. Vote on the recruitment of the new Communication officer.

The discussion focuses on the differences between an interim contract and a permanent contract in terms of costs and it is advised that at this stage an interim contract is the best option. After having analysed all supporting documents (CV and financials), the Board proceeds to the vote.

Vote: *Does the Board agree with Mr Nicolae and Mr Rega's proposal to hire the selected candidate as an interim for 100 days and then, on the opinion of Mr Rega, to have another vote of the Board to hire her permanently with the updated budget of the year?*

- 16 in favour
- 1 against
- 0 abstention

The Board agrees by a large majority to hire Ms Douvris as an interim for 100 days and then to have another vote of the Board to hire her permanently with the updated budget of the year. Ms Douvris should start working on 8th May 2023.

8. AOB

- Closure of the OIB after-school childcare centres on 9/05/2023.

Ms Vlandas informs the Board that the OIB after-school childcare centres will be closed on 9th May 2023 which is the official European Commission holiday. On that day, our school buses from school to the OIB childcare centres will be cancelled and buses from school to home will operate as usual. Ms Vlandas thinks that it would be good to inform parents that they can purchase tickets for the operational bus lines provided that the seating capacity of the required bus is available.

The Board meeting ends at 2:52 pm.