



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

**Date: 7<sup>th</sup> March 2024**

**Quartier Léopold, rue de Mot 24, 1049 Bruxelles, room 149,12:35-14:35.**

**Present:** Johanna Alkhafaji, Rachel Aviotti, Pavlina Canova, Marianna Cosco, Angela Guarino, Noémie Hangya Lachmann, Dan Nicolae, Stefan Petrovski, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Iordan Toujarov, Pénélope Vlandas, Diane Werhert.

**Excused:** Marzia Brofferio, Alexandre Grigorescu-Negri, Josephine Norris, Jane Okafor, Tzvetomir Penev, Dana Adriana Puia Morel.

**Proxy:** Marzia Brofferio, Tzvetomir Penev and Dana Adriana Puia Morel to Johanna Alkhafaji, Alexandre Grigorescu-Negri to Stefan Petrovski, Josephine Norris to Angela Guarino, Jane Okafor to Diane Werhert, Ionut-Adrian Sandu to Dan Nicolae from 2:16 pm, Iordan Toujarov to Rachel Aviotti from 2:20 pm.

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

### Minutes 07.03.2024

The quorum was reached. Mr Nicolae welcomed all attendees and chaired the Board meeting. Before proceeding to the agenda, each Board member briefly introduced themselves.

#### 1. Adoption of Minutes of 7/12/2023, 11/01/2024, 02/02/2024.

The Minutes of the APEEE Board meetings held on 7/12/2023, 11/01/2024, and 2/02/2024 will be approved by written procedure as not all minutes were available at the time of the meeting and Board members did not have the possibility to review them.

It was clarified that the newly elected Board members would only approve the Minutes of the Board meeting held on 2/02/2024 after the APEEE General Assembly meeting. The other Board Minutes will be approved by the Board members who were also on the previous Board.

#### 2. Adoption of the Agenda.

Pénélope Vlandas requested the addition of the Status of Survey on mobile phones to the agenda under OIB. The agenda is adopted as amended.

#### 3. Vote on Board positions.

The Board members revised the table of Board positions and agreed to approve it by written vote.

Before reviewing the various Board positions, a distinction was made between two roles: the role of back-up (passive), and the role of co-responsible person (active). Some positions only required one person to be identified as responsible, and back-up ensured continuity of service. Other positions could be assigned to two or more Board members (co-responsible persons) who share tasks, duties, and responsibilities equally. Marianna Cosco explained the difference between a Committee and a Working Group. A Committee is made up of Board members and makes decisions that can be submitted to the Executive Committee and the Board, whereas a Working Group which can also include non-Board members, is more flexible, with people coming and going, and has an advisory function. It was clarified that each service has a Board member responsible for the service and a Working Group in which everyone can actively contribute. Stefan Petrovski encouraged the newcomers to look at the organizational chart published on Wiki with the dedicated pages on Board positions and responsibilities and to add any comments they may have. He explained that the content of the Wiki pages was updated by all Board members.

Some modifications to the table of Board positions were formalized:

-It was clarified that the Interparents representatives (IP) were: Rachel Aviotti, Marzia Brofferio, Angela Guarino and Noémie Hangya Lachmann. The members of the IP Working group were: Pénélope Vlandas (Board member) and Judith Ecker (parent of the EEBIV and secondary representative for the DE section).

-Johanna Alkhafaji was added as co-responsible for Community Affairs.

-Jane Okafor is responsible for the Social Fund Committee together with Marianna Cosco and Diane Werhert.

It was agreed that the Board secretary would update the draft table of Board positions with contributions provided by Board members in the following days. Once revised, this final table would be approved by the Board by written vote.

With reference to the President's function, an appeal was made among board members to find a volunteer. Dan Nicolae announced his candidacy for the presidency and laid out the division of responsibilities that he is envisaging for his presidency. He was the only candidate for this position.

**Vote:** *Does the Administrative Board agree to nominate Dan Nicolae as the new President of the APEEE of Brussels IV?*

- *20 in favour*
- *0 against*
- *0 abstention*

The Administrative Board unanimously nominated Dan Nicolae as President of the APEEE of Brussels IV.

Angela Guarino and other Board members reiterated the importance of coordinated communication and called for the reinstatement of the position of VP Communication (see below AOB).

#### **4. Canteen.**

Dan Nicolae announced that there will be an update on the Snack Shack at the next Board meeting. Stefan Petrovski and Adja Awa Sissoko informed the Board that the school management had not notified the canteen service of the school trips and outings for several times.

This lack of information had an impact on the APEEE budget, as the parents' association had to reimburse parents for meals that were not consumed. In addition, there was a waste of food in the canteen for meals prepared and not consumed. It was therefore decided that in the event of non-notification, the school would be charged for the unused meals.

#### **5. Finances:**

- **Board votes: Budget principle (Share of management fees & minimum 2% net profit).**
- **Board votes: Stop or continue all special conditions for each service.**
- **Board votes: Logo launch (Procedure, cost of change, gifts).**

Stefan Petrovski clarified that there will be a global vote on the APEEE budget principles (share of management fees & minimum 2 % net profit for each service), as well as a Board vote on the decision to stop or continue all special conditions for each service. Both votes will be launched on Wiki by written procedure. There was a preliminary discussion about whether the APEEE should continue to organize events for pupils or provide free canteen meals for Ukrainian pupils etc.

Adja Awa Sissoko explained that the European Schools' canteen services are not subsidised neither by the European institutions nor by the national governments and that extra activities, such as events, are needed to generate income. The Food & Beverage department worked not only to provide a quality service for the EEBIV pupils, but also for other people (events) to create a community building spirit.

With regard to the APEEE logo, Johanna Alkhafaji recalled that the previous APEEE Board had decided to replace the current logo with a new one which was more dynamic and represented our services. The APEEE logo should be replaced on various APEEE documents and displayed on different media (website, campaign monitor) with minor costs. It would also be sent to Vetasoft (for the canteen) and Together School (for the transport). Other expenses concern promotional material (beach flags, water bottles, business cards, etc.).

The vote on the logo launch was postponed because the Board had not received all the supporting documents (financial figures) and would take place via written procedure on Wiki.

## **6. Wiki. Info: Give/Remove access to Wiki.**

### **-Restricted area: COMEX meeting Wiki pages to be opened to Board members (view only).**

Pénélope Vlandas stated that it would be good for all Board members to have access to the COMEX Minutes, without editing rights, in order to better understand certain service-related issues discussed at Board meetings. With regard to the COMEX meeting WIKI pages, it was decided to give view-only access to all Board members.

### **-Wiki Access to Manuela (APEEE operational secretary)?**

It was decided that the APEEE operational secretary will have the same Wiki rights as the APEEE Director.

### **-Info: Declaration of confidentiality - Guidelines - Social Fund.**

Point not taken.

## **7. AOB**

### **-Status of Survey on mobile phones.**

At the last APEEE General Assembly meeting, it had been decided to ask EEBIV management to carry out a survey of parents on the use of smartphones at school.

Diane Werhert and Johanna Alkhafaji provided a brief update on this issue, explaining that the launch of a survey did not imply that the EEBIV would change its mobile phone policy according to the survey results. Both school management and teachers were in favour of launching this survey to the entire school community: parents, teachers, and pupils. Pénélope Vlandas informed the Board that a survey on mobile phone use had been launched at the European School of Brussels III (Ixelles). She would be happy to share it with the Board shortly.

Note: Diane Werhert received the survey and forwarded it to the Secondary school management for information on 13/03/2024. In a meeting on the same day with the VP Ped, the school clarified that the survey would be launched within this school year.

### **-VP Communication or Board Secretary.**

In order to facilitate a more uniform and coordinated communication, the Board decided to reinstate the position of VP Communication.

Johanna Al-Khafaji expressed her interest in the position stating that she was already working on various communications (Eureka! and Somerfest news) and collaborating with the Communication Officer on the overhaul of the APEEE website. She has also established a good working relationship with the school communication officer. If she were to assume the position of VP Communication, the position of Board Secretary would become vacant. If another Board member was interested in VP Communication she would remain Board Secretary.

Responsibilities of the VP Communication: to be defined.

### **-April Board meeting.**

Due to the Easter holidays, it was decided to postpone the April Board meeting by one week to 11<sup>th</sup> April.

The Board meeting ended at 2:35 pm.