

**APEEE BXL II – WOLUWE  
BOARD REPORT**

<b>Date</b>	:	<b>13 February 2019 from 19:00 to 23:00</b>
<b>Location</b>	:	<b>Canteen – Woluwe</b>
<b>Present (22)</b>	:	Tatiana ALMEIDA - Luís AMORIM - Vanessa AULEHLA – Anthony BISCH - Ana DUMITRACHE - Bengt DAVIDSSON - Sanjee GOONETILAKE – Giles HOUGHTON-CLARKE - Szilvia KALMAN - Saïda KHANBOUBI - Natalia KARPENKO – Marius LAZDINIS - Roberta MAGGIO - Johan MELANDER - Minna MELLERI - Akvile MOTIEJUNAITE - Elita PETRAITIENĖ - Pia PISTOL DIBOINE - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
<b>Absent (0)</b>	:	
<b>Others</b>	:	Anja GALLE, Director of the APEEE

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**I Agenda points:**

1. Approval of the agenda: Agenda is approved.
2. Approval of the minutes of the Introduction meeting of 31/1/2019: minutes are approved, and decision is taken that these minutes will not be published on the APEEE website because the introduction meeting is not an official Board meeting.
3. Meetings & attendance question: every Monday morning the document with meetings & events is mailed to all Board members. The document shows whom from the Board will attend which meeting. If one Board members can't attend a meeting he/she can be replaced by another Board member. The upcoming meetings are:
  - a. On 15/2 Health, Safety & Security meeting organized by the school management. J. Melander and B. Davidsson will attend.

**II Elections:** F. Tudini, outgoing President of the Board, welcomes the Board members and congratulates them on their election. The various functions of the bureau members and working group coordinators are outlined and before the election of the new President is organized, a tour de table is done so that each Board member can introduce him/herself.

Election bureau:

B. Davidsson and J. Melander were elected to be election bureau to handle the different votes and to conduct the voting, count the votes, verify the votes, and announce the results.

- 1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.

**Chairperson & Bureau:**

- **Vote number 1** for President: G. Houghton-Clarke and J. von Pfaler had mailed their candidature to the Board members y. Both candidates are given the floor. J. von Pfaler informs the Board that he's withdrawing his candidature, therefore only G. Houghton-Clarke remains candidate for the Presidency.

Result of the voting for G. Houghton-Clarke: 14 votes for G. Houghton-Clarke, 4 voted "yes", 3 abstentions and 1 "no"

**Decision: G. Houghton-Clarke is elected**

The newly elected President, G. Houghton-Clarke, thanks the former President F. Tudini for everything she has done for the APEEE.

Discussion is held on whether in future the election of the Bureau members should be done later in the year when the new Board members get to know the people. Another

proposition is made to ask the candidates to come forward beforehand and inform about their candidature. Suggestion is made to add this topic to the agenda of a future Board meeting.

Proposition is made to consider organizing a team building event for the Board.

**Vote:** Board members vote in favour to organize a team building event for the Board.

**Action point:** A. Amorim is invited to send ideas to the Board for discussion.

Information is given that unless there are 2 candidates standing for election the voting will be open. Only when more people stand for election the election will be done via closed voting, or in case this is specifically asked.

**Decision:** all Board members agree to only organize a closed voting in case more than 1 person is standing or in case a request for closed voting is asked by a Board member.

- **Vote number 2** for Vice-president Administrative affaires: J. Melander is standing.  
Result of the voting: 19 votes in favour  
**Decision: J. Melander is elected**
- **Vote number 3** for Vice-president Pedagogical affaires: there are 2 candidates: Bettina Schmidbauer-Mogensen and Sanjee Goonetilake  
Result of the votes: 14 votes in favor for B. Schmidbauer-Mogensen and 8 votes in favor for S. Goonetilake.  
**Decision: B. Schmidbauer-Mogensen is elected**
- **Vote number 4** for Treasurer: M. Lazdinis is standing  
Result of the voting: all Board members voted in favour  
**Decision: M. Lazdinis is elected**
- **Vote number 5** for Secretary: F. Tudini is standing  
Result of the voting: majority of the Board votes in favour  
**Decision: F. Tudini is elected**
- **Vote number 6** for Information secretary: **A. Rogal is standing**  
Results of the voting: majority of the Board members votes in favour  
**Decision : A. Rogal is elected**
- **Vote number 7** for Board member without Portfolio: information is given that the previous Board proposed to give this function to the Health, Safety and Security working group coordinator. B. Davidsson is standing.  
Results of the votes: majority of the Board members votes in favour  
**Decision: B. Davidsson is elected**

#### **Working group coordinators and the members of the pedagogical groups:**

- **Vote number 8:** Working group coordinator for Interparents: A. Rogal is standing.  
IP representative: J. von Pfaler is standing  
IP representative: V. Aulehla is standing

Discussion is held on the transfer of information from Interparents to the Board. Proposition is made to create a support group in order to help the coordinator and second member in transferring information to the Board.

**Vote is taken:** Board members vote in favour for A. Rogal as IP representative.

**Vote is taken:** Board members vote in favour for J. von Pfaler as IP representative

**Vote is taken:** Board members vote in favour for V. Aulehla as IP representative

A. Rogal, J. von Pfaler and V. Aulehla are elected as IP representatives and will agree among themselves who is representative or observer.

**Vote is taken** to create a working group for Interparents consisting out of several working group members. Board members vote in favour.

**Decision:** a support group / working group for Interparents is created.

Members for this working group are: A. Dumitrache, S. Goonetilake, B. Schmidbauer-Mogensen and S. Kalman

- Working group coordinator for kindergarten and the primary (CEP&M):
  - **Vote number 9:** Working group coordinator: **A. Bisch is standing**  
**Result of the voting:** all Board members vote in favour  
**Decision:** A. Bisch is elected
  - Members:
    - German section: Anthony Bisch – Back-up: Akvile Motiejunaite
    - Anglophone section: Saïda Khanboubi – Back-up: Andreas Rogal
    - Finnish section: Minna Mellerie – Back-up: Pia Pistol Diboine
    - French section: Ana Dumitrache – Back-up: Szilvia Kalman
    - Italian section: Roberta Maggio – Back-up: Francesca Tudini
    - Lithuanian section: Elita Petraitiene – Back-up: Marius Lazdinis
    - Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
    - Portuguese section: Tatiana Almeida – Back-up: Luis Amorim
    - Swedish section: Bengt Davidsson – Back-up: Giles Houghton-Clarke
- Working group coordinator for secondary (CEES):
  - **Vote number 10:** Working group coordinator: **V. Aulehla is standing**  
**Result of the voting:** all Board members vote in favour  
**Decision:** V. Aulehla is elected
  - Members:
    - German section: Bettina Schmidbauer-Mogensen – Back-up: Anthony Bisch
    - Anglophone section: Andreas Rogal – Back-up: Saida Khanboubi
    - Finnish section: Jan von Pfaler – Back-up: Pia Pistol Diboine
    - French section: Szilvia Kalman – Back-up: Ana Dumitrache
    - Italian section: Vanessa Aulehla – Back-up: Francesca Tudini
    - Lithuanian section: Marius Lazdinis – Back-up: Elita Petraitiene
    - Dutch section: Sanjee Goonetilake – Back-up: Natalia Karpenko
    - Portuguese section: Luis Amorim – Back-up: Tatiana Almeida
    - Swedish section: Giles Houghton-Clarke – Back-up: Johan Melander

## 2) Identification of working group members

### **Working group coordinators and the members of the operational groups:**

- Canteen group: **coordinator: Bettina Schmidbauer-Mogensen**
  - Members: G. Houghton-Clarke, J. Melander, R. Maggio, S. Goonetilake, S. Khanboubi, A. Bisch
- Transport group: **coordinator: Minna Mellerie**
  - Members: J. Melander, B. Davidsson, B. Schmidbauer-Mogensen, A. Rogal, V. Aulehla, G. Houghton-Clarke, A. Bisch, S. Goonetilake
- Extra-curricular activities: **coordinator Francesca Tudini**
  - Members: J. Melander, S. Goonetilake, S. Khanboubi, A. Dumitrache, A. Bisch, A. Motiejunaite, G. Houghton-Clarke, E. Petraitiene
- IT Group: **Coordinator: Johan Melander**
  - Members: A. Bisch, G. Houghton-Clarke, J. von Pfaler, S. Khanboubi, M. Lazdinis

- Health, Safety & Security: **Coordinator: Bengt Davidsson**
  - Members: P. Pistol Diboine, E. Petraitiene, B. Schmidbauer-Mogensen, S. Khanboubi, S. Goonetilake, A. Dumitrache, S. Kalman, L. Amorim, J. Melander
- Communication working group: **Coordinator: Andreas Rogal**
  - Members: F. Tudini, E. Petraitiene, S. Goonetilake, A. Dumitrache, J. Melander, P. Pistol Diboine
- Budget group: **coordinator: Marius Lazdinis**
  - Members: J. Melander, G. Houghton-Clarke, J. von Pfaler, V. Aulehla, B. Schmidbauer-Mogensen
- Enrolment policy working group:  
**Coordinator: Francesca Tudini** – Back-up: B. Schmidbauer-Mogensen and J. von Pfaler.
  - Members: all members of the Board.
- Compliance & risk assessment: **coordinator: Roberta Maggio**
  - Members: J. Melander, T. Almeida, B. Davidsson, G. Houghton-Clarke, J. von Pfaler
- Welcome Policy working group: **coordinator: Ana Dumitrache**
  - Members: E. Petraitiene, S. Goonetilake, T. Almeida, L. Amorim, V. Aulehal, B. Schmidbauer-Mogensen, F. Tudini
- Active Community working group: **coordinator: Elita Petraitiene**
  - Members: S. Goonetilake, N. Karpenko, A. Rogal, S. Khanboubi
- Educational support working group: **coordinator: Tatiana Almeida**
  - Members: E. Petraitiene, A. Rogal, B. Schmidbauer-Mogensen, J. von Pfaler, A. Dumitrache, S. Kalman, N. Karpenko, S. Goonetilake, A. Motiejunaite
- School Community building working group: **coordinator: Sanjee Goonetilake**
  - Members: N. Karpenko, E. Petraitiene, S. Khanboubi

#### **Task forces**

- Brexit: decision is taken that the Brexit will be discussed at the the Board meetings every time it's needed.
- Mobility programme: exchange programme for S4 & S5 students. **Coordinator: Andreas Rogal**. Members: B. Schmidbauer-Mogensen, F. Tudini and S. Khanboubi
- Arts-Loi project **coordinator: Giles Houghton-Clarke**  
Members: B. Schmidbauer-Mogensen, S. Goonetilake, B. Davidsson, L. Amorim, V. Aulehla, J. von Pfaler, T. Almeida  
Parent volunteer: C. Degrandis

**Action point:** A. Galle to fill out the APEEE structure document with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website.

- 3) Identification of working group members / focal points: has been done under point II.

- 4) Next steps for working groups are: each working group coordinator to meet with the members of his/her working group in order to agree on the priorities for the upcoming year.

**Action point:** Each working group to prepare a presentation with the priorities for 2019 to be presented at the March Board meeting. If possible, communication should be circulated in written by 15/3 in order to speed up discussion.

**Action point:** J. Melander to inform the Board at the next Board meeting on the Delegation of Authority

### **III. Discussion points and vote:**

1. Tentative dates of Board meetings 2019 are proposed to the Board members. Proposition is made to change the date of the November Board meeting from 20/11 to either 19/11 or 22/11.

**Decision:** tentative dates of Board meetings 2019 until the June Board meeting included are approved. The approval of the dates for the Board meetings as of September will be discussed before summer.

### **IV Any other business:**

- 1) Results of the General Assembly of 24/1/2019 - document with mandates: All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office are published on the APEEE website, as well as the document concerning the mandates.
- 2) The Interparents meeting outcomes: postponed to the next Board meeting
- 3) Follow-up Arts-Loi: will be discussed at the next Board meeting  
Short discussion is held on sending out the resolution of the Annual General Meeting and the letter of Interparents. It is agreed these are separate letters

Board members agree to send out the letter with the resolution of the Annual General Meeting to the parents by Friday 15/2. The Interparents letter, which will focus on the technical drawbacks of the Arts-Loi site will come later.

- 4) Following the creation of official email addresses for the Board members, question is asked about the availability of a common space to share documents and about the company which has access to the data of Office 365. J. Melander explains that the IT company has not responded yet concerning the creation of common space. A meeting will be organized with them in order to be able to move forward on this as soon as possible.

Proposition is made for A. Bisch to organize an information session on data protection for the new Board during which all questions concerning where the data is stored etc will be answered.

**Next Board meeting will take place on Tuesday 19/3/2018 at 19:00 in the canteen of the teachers.**