



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Tuesday, 1st September 2020

ZOOM Video Meeting: 12:45-14:50

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothée Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Karim Kettani, Angela Muraca, Dan Nicolae, Tzvetomir Penev, Luigi Rosario Filippo Sciusco, Tobias Stricker, Pénélope Vlandas.

Absent: Ambar Hernandez Pacheco, Nadia Kichaout, Victoria Petrova, Dana Adriana Puia Morel, Iulian Vasile.

Excused: Vladas Kukulskis, Horst Nickels.

Proxy: Vladas Kukulskis and Horst Nickels to Kristin Dijkstra, Karim Kettani to Stephanie Buus from 14:42 pm.

Guest: Renan Minoche, the Canteen Manager, Manuela Pamio, Secretariat of APEEE and, Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 01.09.2020

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting.

1. Approval of agenda.

The following information point is moved to the top of the agenda after the administrative points:

-Any update from Board of Governors/Interparents

The agenda is adopted as amended.

2. Approval of Minutes from July 10th, 2020.

The Board decides to approve the Minutes of the Administrative Board meeting held on 10th July 2020 by written procedure.

3. Record: resignation Administrative Board member (Ms Ambar Hernandez Pacheco)

Ms Ambar Hernandez Pacheco has resigned from the APEEE Board by e-mail on 1st September 2020. She will continue her work in a different role for the community working group, as section representative and class representative. The President of the APEEE thanks Ms Hernandez Pacheco for her dedication during her term on the Board. The APEEE Board is now composed of 19 members.

4. Urgent call for Board Secretary.

The President of the APEEE refers that Ms Kichaout has put a fantastic effort into acting as Board Secretary but she is not able to continue in this role so we need help with managing documents, planning meetings and running the organization on administrative level. It is very important to appoint a Board member who can take over this role from now to the next General Assembly. This role, which is essential for the smooth functioning of our organization, could be shared with two people. The duties of the Board secretary are listed: she/he should take minutes of the Executive Committee meetings, maintain the list of decisions, fix the meeting planning, manage calendars, prepare the agenda etc. This job can be done remotely. A call for Board Secretary is made at today's meeting but there are no candidates. Ms Dijkstra invites all members to think about how this position might be filled. According to Mr Kettani, the Secretary of the Board might have a driving role to stick the procedures and have a second look on setting up the rules of procedures for the Administrative Board.

5. Any update from Board of Governors/Interparents.

Ms Dijkstra refers that President and the Vice-President of Interparents attended the BOG meeting held on 31/08/2020. An official Interparents report has not yet been released. Ms Buus gives a brief summary from the BOG meeting. The topic on the table was COVID-19 and the major measures taken and not taken. The biggest issue was that there is no structured plan in place for all European schools on how to handle teachers and kids who need to be at home due to quarantine reasons or because they belong to vulnerable population.

There is a lack of a systemic plan to ensure the continuity of education for vulnerable groups. Mr Grigorescu-Negri refers that many families could decide not to send their child(ren) to school due to coronavirus. In the event that these kids are expelled from school: what does the APEEE do to protect these families? Ms Vlandas points out that the request of providing distance learning for vulnerable groups should be raised at a higher level. She proposes that a joint letter, signed by the 4 Presidents of the APEEEs based in Brussels and the President of the Local Staff Committee in Brussels, may be sent to Mr Marcheggiano, the Secretary-General of the European Schools and the Commissioner of Human Resources. This proposal is fully supported by the President of the APEEE of Brussels IV. Ms Muraca points out that school is starting in two days and we need to insist with the school Director that courses may be available on-line to pupils who have to stay home.

#	Action	Owner	Deadline
01 CA 01/09/2020	To start drafting a letter to be shared with the Board for comments	Dan Nicolae	In the coming days

6. State of Play services /start of year.

Mr Piettre gives an update on the status of our services at the start of the school year:

-Transport: Our transport service will operate from Thursday, September 3rd, 2020 in the morning as well as in the afternoon following the health measures in place in our services. A communication to announce the start of transport service and its functioning in line with COVID-19 measures, was sent to all parents enrolled to the transport service last Friday. Mr Piettre explains that the wearing of masks is mandatory on school buses for pupils, bus monitors and drivers. Students will be required to clean their hands with hand sanitizer before boarding and when getting off the bus.

-Extra-curricular activities. As proposed by Ms Vlandas at the last Executive Committee meeting (25/08), the starting date of the extra-curricular activities for nursery and primary pupils, originally planned for September 11th, 2020 has been delayed by one week for organizational and security reasons following

the health measures put in place in the school. This delay allows us to have an official quarantine for all pupils coming back from red or orange zones in early September. The extra-curricular activities for nursery and primary pupils will begin on Friday, September 18, 2020 while the activities for secondary students will start on October 19th, 2020. To be more complete as possible, Ms Vlandas has also sent to Board members some suggestions to be added in the communication to parents.

Mr Piettre announces that the extra-curricular activity team is in close contact with the school management in order to check which rooms could be used for the extra-curricular activities. The Director of the APEEE explains that the extra-curricular activities have been limited to a maximum of 10 students per group.

-Canteen: The canteen service will be operational from September 3rd, 2020. A series of health measures have been put in place in order to reduce the risk of spreading COVID-19. It is explained that according to the *Fédération Wallonie-Bruxelles de l'enseignement*, we can have a table per class for secondary students. Mr Piettre informs the Board that:

- Nursery and Primary pupils will eat in the canteen without plexiglass dividers.
- Nursery and P1-P2 pupils will eat on the first floor of the canteen building (L2).
- P3-P4 pupils will eat on the second floor of the canteen (L3) without plexiglass protections during the period 5: 11h30-12h30. No secondary students will be present during this time slot.
- The meeting hall of the EEIV (salle polyvalente) will be used at lunchtime by "tartinists".

The discussion focuses on how to provide the canteen service for secondary students due to the current timetable and the lack of space in the canteen building. Mr Piettre explains that, according to the secondary timetable communicated last week, there are two lunch periods for secondary students:

- S1-S4 period 6 from 12.40 to 13.25
- S5-S6 period 7 from 13.30 to 14.15

For both periods we have a capacity of seating of approximately 250 persons per level (L1+L2= 500 in total) but the secondary students enrolled to the canteen service are nearly 800 pupils. The President of the APEEE reminds that our school site was not conceived for the current school population. The overcrowding and the lack of space are issues encountered in other common spaces: for example, examination space, graduation ceremony space etc.

Due to the restricted canteen space in relation to the size of our school population, combined with timetable limitations and COVID-19 measures, we are facing an extreme capacity shortage for S3 and S4 students. Different solutions are analyzed at today's meeting in order to find the best solution for students.

The delivery of food in classrooms is excluded not only because this option is not economically feasible but also for safety and hygienic reasons. The canteen manager points out that we can provide meals picked up in the cafeteria, but we cannot provide the space for this or provide a delivery service in classrooms.

The biggest issue is not to provide food but to find space at lunchtime for pupils.

The Board agrees that providing cafeteria vouchers for S3-S4 students is the best possible option with a clear communication that if parents do not agree they can cancel their canteen registrations. The President of the APEEE points out that this communication should emphasize that all health measures put in place in the canteen/cafeterias must be followed by everyone. Mr Minoche refers, that the measure to provide packed lunches, corresponding to the canteen meal for S3-S4 students enrolled to the canteen service, would be temporary. He refers that we need two days to start providing the canteen service and see how it could be improved in the coming days. Only when the plexiglass dividers will be installed, the canteen might run at full capacity. As confirmed by the school management, Mr Segers, the Deputy Head Finance and Administration, will be our contact person for all organizational issues related to the canteen. It is clarified that the APEEE was not involved in the planning of timetable for the secondary school despite several requests during these last three years. Mr Piettre hopes again that the parents' association may be involved in the secondary timetable planning next year.

7. Canteen Staff situation.

The canteen manager informs the Board that we need to hire extra-staff in the canteen in order to be in line with COVID-19 procedures. Extra staff is needed to serve food safely and create separate working groups in the kitchen/cafeterias in order to have a permanent contingency plan. It is explained that if we have a case of COVID-19, the canteen team who is in contact with the infected person will be isolated and the extra staff will take over of their tasks. Following this procedure, the canteen service will continue to be operational by respecting COVID-19 measures.

Mr Minoche points out the importance of recruiting a person to manage stock and ensure a quality control. This is particularly important in this context where a rise of food and beverage costs and additional costs associated with coronavirus measures are expected.

The main duties of the stock supervisor/quality and prevention assistant would be: to manage the stock, to check the flow of items into and out of our stock, to control all deliveries (quality, quantity, temperature), to ensure the follow-up of documents and processes (temperature readings, heat exposure, respect of the cold chain..). The cost of the recruitment would be around 50.000 and 60.000 euro. This person could increase our productivity and efficiency, improve the accuracy of inventory orders and reduce our costs.

Mr Stricker, the Board member responsible for the canteen, refers that we need to formally approve 300.000 € extra budget in order to reopen the canteen service.

The Board decides to vote on the extra package for COVID-19 preventive measures in the food and beverage department by written procedure. The written procedure will be launched by Mr Stricker.

Mr Piettre informs the Board that he is working with the canteen manager on the 2020-2021 canteen draft budget and all decisions taken in the current situation will be included in the budget and submitted to the Treasurer in the near future.

#	Action	Owner	Deadline
02 CA 01/09/2020	To launch the written procedure on Bitrix platform by submitting all costs included in this extra package. Deadline by 2/09/2020,3pm	Tobias Stricker	Today

#	Action	Owner	Deadline
03 CA 01/09/2020	To submit the updated 2020-2021 draft budget for the canteen to the Treasurer of the APEEE.	Eric Piettre	In the near future

The APEEE Board members thank the canteen manager for his hard work and his explanations.

8. Internal procedures Working Group.

The President of the APEEE would like to set up a Working Group on Internal Regulations with the goal of establishing clear guidelines that will avoid conflict and misunderstandings in the future. Any Board member, interested in joining this Working Group, is invited to contact the President of the APEEE by e-mail, WhatsApp. Ms Dijkstra will post this invitation on Bitrix platform. Once the WG is set up, its members will fix the meeting dates with an action plan.

Mr Kettani and Mr Nicolae are interested in joining this Working Group.

9. Back to School parent/teacher meetings via Teams: how to manage Class Representative elections?

The election of class representatives traditionally takes place during the parent teacher meetings organised by the school in September. This year, the parent teacher meetings will be held online via Teams due to coronavirus. The President of the APEEE reminds everyone how important these elections are. Class representatives are the core of the parents' association and form the foundation of the General Assembly. The worst-case scenario, no class representative elected, must be avoided.

The discussion focuses on how to organize the on-line class representative election and make it as simple as possible. Ms Ghitoi points out that it is important to set a procedure which is easy and simple to follow for both teachers and parents. The President of the APEEE is in close contact with the school management to gather more information on these meetings. In fact, the meeting dates need to be confirmed by the school management. Ms Dijkstra invites all Board members to have a look at her draft welcome message and work on the class representative election form.

#	Action	Owner	Deadline
04 CA 01/09/2020	To get in touch with the school management and gather all relevant information on parent teacher meetings organised by the school. Once the information is shared, to contact all Board members via e-mail or Teams and make plans accordingly.	Kristin Dijkstra	In the coming days

The Administrative Board meeting ends at 14:50 pm.