



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

**Brussels Friday, 10<sup>th</sup> July 2020**

**ZOOM Video Meeting: 12:00-14:15**

**Present:** Kristin Dijkstra, Luca Dussart Ilies, Dorothée Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Karim Kettani, Dan Nicolae, Victoria Petrova, Dana Adriana Puia Morel, Tobias Stricker, Iulian Vasile.

**Absent:** Nadia Kichaout, Vladas Kukulskis, Angela Muraca, Tzvetomir Penev, Luigi Rosario Filippo Sciusco, Pénélope Vlandas.

**Excused:** Stephanie Buus, Horst Nickels.

**Proxy:** Stephanie Buus to Karim Kettani, Horst Nickels to Kristin Dijkstra, Ambar Hernandez Pacheco to Kristin Dijkstra from 13:09 pm.

**Guest:** Manuela Pamio, Secretariat of APEEE and, Eric Piettre, the Director of the APEEE of Brussels IV.

### Minutes 10.07.2020

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

#### 1. Approval of agenda.

Adopted

#### 2. State of play.

The Director of the APEEE presents to the Board the state of play:

-Transport situation during the coronavirus pandemic. The Transport service resumed from 8<sup>th</sup> June to 30<sup>th</sup> June 2020 following the instructions of health authorities. An average number between 5 and 10 pupils were present on school buses and no COVID-19 cases were recorded. The wearing of face masks made mandatory for pupils, drivers and bus monitors was respected on school buses. The provision of hand gel and the physical distancing were also ensured.

-2020-2021 Contracts with Bus Companies. Mr Piettre refers that bus companies have announced a price increase between 10% and 12% for the next school year. The parents' association of Brussels IV is engaged in negotiations with bus companies in order to have a better price and on the other hand, it is closely in contact with the other APEEEs based in Brussels in order to exchange information on prices for the next school year.

-Reimbursement of services not-provided during the coronavirus pandemic. The canteen service and the extra-curricular activities were reimbursed for parents who have already paid. An invoice based on fixed costs was sent to those parents who did not pay the third instalment for the canteen service. The APEEE of Brussels IV is now calculating the transport reimbursement taking into account the period in which the service was provided (17 days).

### 3. Transport costs.

The Director of the APEEE refers that the parents' association of Brussels IV has incurred a series of costs due to the resumption of the transport service in June for example the cleaning and disinfecting of school buses, etc.

This matter was discussed with the other Brussels parents' associations and at the Executive Committee meetings. With reference to the 80 % of invoices received, there are nearly 63.000 euro of additional costs associated with the coronavirus.

### 4. Communication on Reimbursement.

The Treasurer of the APEEE refers that the APEEE of Brussels IV has received many inquiries from parents seeking clarification about how reimbursements were calculated. The Director of the APEEE suggests giving two general explanations. One explanation regards the figures on the current situation and the other one should explain what the fixed costs are. It is important to remind parents that we need to be ready to resume services at the last minute and we succeeded in doing with the transport. We should explain to parents that we had few days to make the transport service running.

For people who are working for the EU Commission, it is clear that the PMO will cover the fixed costs being asked as third instalment. The President of the APEEE refers that there are a lot of concerns about the impact that the coronavirus is going to have and the uncertainty linked to how the school will reopen or not in September and the impact that would have on our ability to provide the services.

Yesterday there was a call between some Board members and the school management. Several topics were discussed: the ICT Charter, the distance learning survey, the different scenarios for the return in September and the difficulties of maintaining the "bubble" scheme for secondary. The school management is preparing for a normal return in September, but they are not excluding the possibility that, in order to find the solutions based on reality, we must start in a lockdown situation in September. Several meetings will be held next week in order to prepare different scenarios.

#	Action	Owner	Deadline
01 CA 10/07/2020	To draft the communication on reimbursement by making reference to the possibility for families in hardship to call upon financial support from the APEEE Social Fund.	Alexandre Grigorescu-Negri and Eric Piettre	In the coming days

### 4 bis. Self-payers/extra sanitation costs from reserves. VOTE

The proposal submitted to the Board is that the parents' association of Brussels IV may use its reserves to pay the fixed costs and the additional costs related to COVID-19 to the self-payers. This financial support to the self-payers has been estimated to be between 20.000 and 50.000 euro. It is referred that our parent body would not support this proposal. The President of the APEEE refers that it is important to point out to parents that our School is different from the other European Schools in Brussels because they have a higher level of reserves. Since the EEBIV was set up, it is part of our strategy to keep our reserves as close as possible to the legal required social reserve.

It is agreed that we will not use our reserves to cover self-payer fixed costs, but we could pay on a case by case basis in case of financial hardship.

### 5. Recruitment of the Stock Supervisor / Quality and Prevention Assistant.

The Director of the APEEE explains that the Executive Committee approved two recruitments:

-The recruitment of the stock supervisor and quality and prevention assistant. The rationale of opening this post is to reduce our Food and Beverage costs. Mr Piettre refers that an increase of these costs is expected next year.

-The replacement of the canteen and transport assistant.

There is a long discussion on how tasks should be distributed among the different organs of this association such as: the Administrative Board, the Executive Committee and the Director. Ms Ghitoi refers that we need more clarity and consistency. It is good to have clear votes to avoid long discussions in the future. It is important to develop internal rules in order to better define the tasks. Each agenda topic that has a financial impact should be submitted to the Board with the relevant documentation.

It is referred that according to the current statutes (article 10.4), the daily management of the association is done by the Director. The Director appoints and dismisses employees and contracts service providers under the supervision of the Administrative Board. The Administrative Board determines employment and contracting conditions as well as recruitment procedure. It is clarified (article 11.4) that the Administrative Board delegates the supervision of the day-to-day management of the Association to the Executive Committee in accordance with article 10.4.

The Board decides to put on hold the recruitment of the Stock supervisor /Quality and prevention assistant until September due to the uncertainty related to COVID-19. As requested by the Director of the APEEE, the recruitment procedure will be added to the agenda for the upcoming Executive Committee meeting (16/07/2020).

Mr Piettre informs the Board that the Belgian Government has extended the 'temporary unemployment' (chômage temporaire) scheme until the end of August. This extension could be applied to a part of the APEEE staff.

The Director of the APEEE has received from the lawyer some remarks regarding the 'force majeure' clause included in the future contracts with the bus companies. This clause could be applied to the contracts with other suppliers.

#	Action	Owner	Deadline
02 CA 10/07/2020	To send the lawyer's remark to the VP for Pedagogical affairs.	Eric Piettre	This afternoon

## 6. Distance Learning /ICT/BYOD.

Mr Kettani gives a brief overview of all topics discussed with the school management yesterday: ICT Charter, BYOD, Distance Learning perspectives for return to School in September. Two surveys on distance learning during the COVID-19 crisis were launched at EEBIV: one from the school to the secondary students and another one from the APEEE to all parents of the EEBIV (Nursery, Primary and Secondary). Mr Kettani refers that there were a lot of positive results for both surveys: many teachers were present and active during the confinement period, the on-line system technically worked well, most courses went smoothly. With reference to the negative aspects, some difficulties in teaching and learning were identified in some subjects as chemistry, physics requiring the access to laboratory activities, according to parents the 40% of teachers were not present on-line, there were issues of workload. Our survey underlined the inequality of parents in front of distance learning because some families in difficult situation cannot equip their kids with laptops. The President of the APEEE refers that the school was really impressed by the APEEE survey. Mr Kettani announces that the results of the APEEE survey could be communicated to parents at the beginning of the next school year. In fact, this survey was very long and included many questions. All responses collected need to be analyzed and summarised. The President of the Apeee invites any Board member who is interested in receiving the APEEE survey results

(the big document) to contact the VP for Pedagogical Affairs or the VP for Community. A summary report is envisaged in September 2020.

It was discussed that the ICT Charter was very GDPR in its perspective. There was a discussion to preserve some areas from the use of smartphones. We could launch online pools on specific IT issues.

Ms Farwerck Lefort announces that the BYOD letter has been sent to the School Management. She would like that this letter could serve as the basis for discussion on BYOD and the digital at the European school.

At yesterday's meeting, it was decided to create a WG made up of parents, school management, teachers and students in order to give a holistic approach to using digital tools and IT tools intelligently. The purpose is to increase the digital competence in terms of good usage and life skills for students, teachers and parents.

## 7. BAC + Appeals.

The VP for Pedagogical affairs gives a positive feedback from the BAC 2020. With reference to the figures, there were 200 candidates and one failure in our school. The success rate was higher (99.5 %) compared with last year. Due to the coronavirus crisis, there were two BAC ceremonies for S7 students: one for the French speaking section which represented roughly the 50% of 'bacheliers' and another one for the other language sections (DE, EN, IT, NL).

Both Bac ceremonies were quite nice despite the masks and social distancing. Mr Kettani also gives an update on appeals. There were two appeals concerning the repeat, one appeal against a class council's decision and one appeal from a SWALS pupil who wanted to change L2. It is explained that each appeal is a time-consuming process and the involvement is high.

Mr Kettani was pleased to help parents on appeals but it is really important to have a kind of team to help parents with appeals next year. It could be helpful to make a call for volunteer parents next year. In fact, we need to better inform all parents by September and give some practical advice to avoid problems and the risk of repeat. The information could be given to parents through our website.

The Treasurer of the APEEE would like to reopen the discussion of hiring, as part of the APEEE staff, a legal assistant for the pedagogical matters. This person should fully understand the functioning of the European School System and the General Rules of the European Schools. This proposal could be discussed in a small group composed of the Treasurer, the President, the VP Community, the Interparents representative and the Director of the APEEE.

#	Action	Owner	Deadline
03 CA 10/07/2020	To have a meeting with SB, KD, AGN, AHP, KK, EP and identify the required tasks and those which could be covered by another person. And then, we will move back to the Board.	Stephanie Buus, Kristin Dijkstra, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Karim Kettani, Eric Piettre.	In the coming weeks

## 8. COVID-19 Protocol.

The Director of the APEEE has drafted a COVID-19 Protocol together with the school safety security officer and the school nurses. This guidance, on how to deal with suspected cases of Covid-19 in our school, has been transmitted to the Security and Health Working Group. It seems that the Data Protection officer is not in favour of sharing pupils' personal data with the parents' association. There is an open discussion within the school on this matter.

With reference to the data protection part, the Treasurer of the APEEE refers that we could provide the school with a list of bus numbers and names of pupils registered in each bus line. Using this procedure,

the school may inform us if a bus line is at risk without sharing the pupils' personal data and infringing the General Data Protection Regulation (GDPR) followed by the school. In this case, we do not know the name of the pupil who is potentially infected, but the school can inform us in which bus he/she is in order to protect the other pupils. Ms Petrova, the Board member responsible for transport, does not agree on sharing the lists with names of the bus lines with the school because pupils are much more vulnerable to external threat outside the school ground. We may share classes but not the names of pupils.

The President of the APEEE points out that we need to discuss and clarify with the school how to share personal data in case of suspected cases of coronavirus before the school starts. There is no feedback on how the Belgian tracing system would be used in this context in September. It is important to take advice on the Belgian tracing system and find what is more important between the respect of the GDPR or the Belgian rules. This matter should be discussed with the Director of the school and the school safety officer.

#	Action	Owner	Deadline
04 CA 10/07/2020	To take a look at the functional mailbox <a href="mailto:hswg@bru4.eu">hswg@bru4.eu</a> .	Eric Piettre	In the coming weeks

The Office of the Secretary-General of the European Schools has set up a Task Force for the preparation of the 2020-2021 school year which is composed of national Inspectors, Directors' representatives, staff of the OSG, representatives of Interparents, the teaching staff, the Accredited European Schools and the EU Commission. Particular attention will be given to the risk assessment, distance learning, quality assurance. The first task force meeting will be held next week. With reference to the documentation, Interparents has received all documents and made interventions on these.

If it is not possible to go back to school in September 2020, distance learning solutions need to be improved.

## 9. AOB

### -Approval of Minutes from 28<sup>th</sup> May 2020.

The Board decides to approve the Draft Minutes of the Administrative Board meeting held on 28<sup>th</sup> May 2020 by written procedure.

#	Action	Owner	Deadline
05 CA 10/07/2020	To launch the written procedure on Bitrix platform. Deadline: 14 <sup>th</sup> July 2020	Kristin Dijkstra	ASAP

The next Executive Board meeting will be held next Thursday (16/07/2020).

The Board meeting ends at 14:15 pm.