



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 4th March 2021

ZOOM Video Meeting: 12:38-14:38

Present: Cerasela Botoroaga, Stephanie Buus, Marianna Cosco, Kristin Dijkstra, Mariana Ghitoi, Alexandre Grigorescu-Negri, Karim Kettani, Nadia Kichaout, Maria Koidu, Vladas Kukulskis, Horst Nickels, Dan Nicolae, Tzvetomir Penev, Victoria Petrova, Dana Adriana Puia Morel, Luigi Rosario Filippo Sciusco, Tobias Stricker, Iulian Vasile, Pénélope Vlandas, Diane Werhert.

Excused: Sophie Jeannon.

Proxy: Kettani Karim to Nadia Kichaout from 1:30 pm, Luigi Rosario Filippo Sciusco to Alexandre Grigorescu-Negri from 2:36 pm.

Guest: Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 4.03.2021

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

1. Adoption of agenda.

ADOPTED.

2. Community Fund Project for approval.

On behalf of the APEEE Community Fund Committee, Ms Ghitoi presents to the APEEE Board the English Theater project submitted by the English department of the EEBIV and asks to confirm its approval for the sum of 1.650 euro (1.350 euro for the initial licensing fee and 300 euro per year for access to the theatre's database and plays).

This project, whose beneficiaries are all pupils who study English as first, second or third language, is fully supported by the school. The idea is to have access to the plays of the National Theatre's database providing students the opportunity to visit the theatre from the safety of their classrooms. This is particularly important because it is impossible to organize theatre outings, performances, and workshops at this time due to the pandemic situation. In addition to using this database of plays available on an ongoing basis, the English department would like to organize a theater week in the second semester every year. During that week, classes will watch a play and do a variety of activities inspired by their experience for publication in the yearbook, on the website and or/communicated via the school radio. Activities may include writing reviews, recording literary discussions, or performing and reinterpreting parts of the play.

The President of the APEEE refers that the English Theatre project is a very positive initiative. Once the initial subscription fee is paid, all English teachers of the EEBIV will have unlimited access to the database and plays and may use this material in their classes. Ms Puia Morel refers that in terms of wellbeing, theater is considered one of the best initiatives to be chosen by parents because it brings boys and girls together and allows students to express a range of emotions both verbally and through facial expressions and body language.

The President of the APEEE Community Fund refers that that the amount available in the Community Fund account is approximately 18.311,86 euro and the amount available for new projects is 14.061, 86 euro.

Vote: *Does the Administrative Board support the request of 1.650 euro for EEBIV to subscribe to the National Theatre's database?*

- 17 in favour
- 1 abstention
- 0 against

The proposal to subscribe to the National Theatre's database is approved by the Administrative Board.

2. Pre-Call Online sessions for Parents/Microsoft Teams.

The discussion focuses on TEAMS training proposal submitted by the APEEE of Brussels I. The proposal is that the four European schools in Brussels may work with an external consultant and the OSG IT Ped Unit to put together training sessions for parents on Teams with regard to the Educational aspects of Teams. Each European school in Brussels should pay 525 euro for the first four training sessions scheduled for 120 people maximum (30 parents per session allocated to each school).

Mr Penev, our project coordinator, refers that the number of participants for the live session is restricted for technical reasons, but these sessions can be recorded and consulted afterwards. He explains that the school is using the Educational version of Teams which is different from the Commission Teams version. This Educational version will be updated including more functionalities: for example, regarding the preparation of tests, multiple choice questions etc. He strongly invites all Board members to support this initiative because it is very useful for secondary and primary parents. These sessions will enable parents to help their kids learn and study from home, to better support the school's distance/ hybrid /BYOD learning programmes and to become more informed about changing educational approaches. In Uccle, more than 98% of parents show interest in these trainings.

The President of APEEE of Brussels IV refers that we should consider this project because these sessions would be recorded and make available to parents offline and live, and we have a pedagogical budget line that is not being used due to the Covid-19 crisis. She invites the Board to vote on the project's approval at today's meeting or by written procedure because these sessions will start in the following weeks. With reference to the language, these sessions are planned in English and French. Mr Grigorescu-Negri refers that it would be good that the RO section and the other language sections have the possibility of providing a version in their respective national languages. He would like to have a basic version (for beginners) for parents.

Vote: *Does the Administrative Board support a donation of 525 euro to participate in the Pedagogical Teams training for parents organized for all Brussels APEEEs in March?*

- 14 in favour
- 2 abstentions
- 1 against

The Administrative Board agrees to donate 525 euro for the Pedagogical Teams training organized for the parents of the four Brussels European schools.

#	Action	Owner	Deadline
01 CA 4/03/2021	To inform Ms Máthé, the President of the APEEE of Brussels I, that the Administrative Board of the APEEE of Brussels IV supports the Pedagogical Teams training (Donation 525 euro).	Penev Tzvetomir	In the coming days

3. Transport: Updates.

Ms Petrova gives a background on how we run the APEEE services and our contribution as Board members. She explains to new board members that her role, as Board member responsible for transport, is to supervise and to improve the transport service. Ms Robertz, the transport manager, is running the transport service with her team.

Ms Petrova invites any interested Board member to spend some time in the transport office and see how the transport service is managed, what the people do before and after the bus departure. People will be amazed by the extreme efficiency of the transport team. She outlines that the parents' association has a dedicated professional staff working every day on the spot to take care of our kids as good as possible and to handle urgent situations in a professional way.

Ms Petrova reminds to all members that:

-Any question or issue related to the transport service should not be posted on Facebook or WhatsApp groups but addressed to the right people: the transport office first, and then to the Transport Working Group if needed. These steps should be followed in order to raise and solve the issue in an appropriate way.

-Any data related to bus routes must not be disclosed to anybody in any circumstances not only for complying with data protection regulations but also for security reasons.

-The transport office has a procedure in place that allows us to know who was on the bus on a specific day and where pupils were seated. It is explained that 90% of pupils are seated in the same place in the morning and afternoon buses.

Ms Petrova refers that we need to have a collegial approach and cooperate on a constructive basis to better fit the community needs and to evolve the service. Several topics are discussed at today's meeting: the importance of wearing the face mask on the bus correctly, the roadworks around the school and bus delays. Mr Nicolae raises the issue of bus delays in the morning and in the afternoon and the importance of relaunching the use of appropriate device to notify cancellations and delays to parents.

It is explained that the delays on the afternoon bus routes are also due to the works on Avenue des Ebéniers which have an impact on the exit of our buses. The Medori exit is completely blocked due to the roadworks. Having the bus exiting through Drève Sainte Anne should solve the majority of the delay issues.

It is pointed out that all technical issues related to the transport service should only be discussed in the Transport Working Group and the strategical problems should be analysed at the Administrative Board level. Another important issue is how to shorten the bus rides. Ms Petrova will be happy to discuss this matter with the Transport Working Group.

The President of the APEEE identifies the following steps:

- We need to follow up on the software programme for tracing students in the buses.
- We need to push the school to agree to seriously evaluate and not just to block the idea of allowing the school buses to exit on Drève Sainte-Anne during the works in the Avenue des Ebéniers, in order to reduce the considerable delays causing children to have very long travel times.
- Ms Petrova will follow up with the transport office on the wearing of masks and inform all parents in a bus where a case is signaled.

4. Situation of the S7 clusters.

There is a brief update on S7 clusters. As announced at the last Covid-19 Task Force meeting, a small group of S7 students were placed into quarantine as a precautionary measure, in order to stop the spread of the Covid-19 in our school.

The President of the APEEE of Brussels IV refers that every Monday morning there is a Covid-19 Task Force meeting between the following stakeholders: the parents of the EEBIV, the school management, the school nurses and the safety and security officer of the EEBIV. The minutes from this meeting are circulated among parents via the Class Representatives. Ms Buus suggests posting these meeting minutes on the APEEE website. The President of APEEE fully agrees with this proposal.

Ms Dijkstra explains that the processing of a Covid-19 case notification and its contact tracing is managed by the school’s medical service. None of the data collected are transmitted to the APEEE or the OIB by the school. Parents are reminded of their duty to contact the APEEE or the OIB directly if their children, tested positive for Covid -19, use their services.

5. Setting certain dates/a timeline for annual meetings between the APEEE, parent representatives, and the Student Council regarding big topics such as P5 transition, S3-S4 transition, S7 PRE-Bac and Bac, etc.

Ms Dijkstra fully agrees with Ms Buus that the setting up of annual meetings between the APEEE, parent representatives and the Student Council on specific transition moments (P5 transition, S3-S4 transition, Bac) should be systematically done every year. The President of the APEEE explains that the Education Council meeting dates are still unknown, and the school calendar was transmitted by the school a couple of weeks ago instead of September due to the pandemic situation.

Ms Dijkstra will send the annual calendar to Ms Werhert, Ms Buus and Mr Kettani in order to plan certain meeting dates from now until the end of school year.

#	Action	Owner	Deadline
02 CA 4/03/2021	To send the calendar provided by the school secretariat to Ms Buus, Ms Werhert and Mr Kettani.	Kristin Dijkstra	In the coming days

6. Canteen: update from Mr Piettre.

The canteen service has partially reopened this Thursday 4th March 2021. The Board thanks the Director of the APEEE and the Canteen Manager for their efforts and good work in these challenging times. They are willing to find solutions with the school management in this complex situation.

It is explained that nursery children enrolled in the canteen service will eat hot lunches in the dining hall of the canteen building. A system of lunchboxes is provided to primary and secondary students. Parents will be able to pre-order and pay the packet lunches via our APEEE BRU IV application. Secondary parents will be able to choose, via the APEEE application, the place and the time according to the children’s timetable. It is explained that primary pupils will pick up their lunchboxes in front of the canteen building and will have assigned seats with the teacher at each table.

Mr Piettre gives a brief feedback on this first day by explaining that packed lunches have been distributed in accordance with the canteen manager’s plan. The Director of the APEEE announces that the Deputy Director for Finance and Administration of the EEBIV has decided to change the pick-up points for the secondary students’ lunchboxes. This new organization should be operational from tomorrow. The canteen manager’s plan is to spread the secondary students out across the school playground in time and the school’s plan is to reduce the pick-up points and have distribution points based on age groups. There is a brief discussion on picked points and delivery times. Ms Koidu thinks that it is not good to mix bubbles even outside or with masks because the face mask is not always worn correctly, and we have potential Covid-19 cases in our school.

Mr Piettre informs the Board that:

- The canteen manager has updated the APEEE application with the new data provided by the school.
- A communication regarding the new lunchbox picked points for secondary students will be sent out to parents this afternoon.

It is referred that that the class representative channel is not appropriate for urgent communications, the communication should be sent to parents directly.

With reference to the content of the lunchbox, the APEEE has agreed to follow the green school precepts as requested by the school: the 50cl bottle of still water included in the lunchbox will be removed from the box but water will be provided to the pupil if requested.

Mr Piettre clarifies that the school has the responsibility of where kids eat, and we have the responsibility of what they eat. On behalf of the APEEE Board, Mr Piettre has requested to the lawyer to know who is responsible for what. The Director of the APEEE refers that the school is in favour of the packed lunches' delivery, but it is against that cafeterias may sell à la carte food and drinks to students and teachers.

The discussion focuses on the EEBIV 's canteen timetable for the next school year. The President of the APEEE informs the Board that the school would like that all primary pupils (*tartinistes and_cantinistes*) may eat together in the canteen building next year. A meeting between the APEEE and the school management on the canteen timetable will be held tomorrow. The proposal is to provide school lunches over periods 4-5-6-7 as follows:

-Nursery pupils should be able to eat in the nursery building. The school is willing to invest in the equipment necessary for this purpose. This project might be feasible if the APEEE hires additional staff, and the school invests in the proper equipment. No decision can be taken until a full financial forecast has been made, and agreements confirmed with the school about the provision of equipment.

-All Primary pupils (tartinistes and cantinistes) should be in L2-L3 (Canteen Building) for periods 4 and 5. (Period 4: 11.00 to 11:45, Period 5: 11:50 to 12:35).

-Secondary students should eat in periods 6 and 7 (Period 6: 12:40 to 13:25, Period 7: 13:30 to 14:15).

-Secondary teachers might eat in the canteen restaurant in period 5. With reference to the lunchtime, it is proposed that students have lunch between 20 and 25 minutes. Mr Piettre emphasizes the importance of giving all students adequate time to eat, the lunchtime should be at least 30 minutes long. There is a concern that the time needed for crossing the school site to reach the canteen will reduce the time left for students to eat.

#	Action	Owner	Deadline
03 CA 4/03/2021	To send a communication to parents regarding the new lunchbox picked points for secondary students.	Eric Piettre	This afternoon

#	Action	Owner	Deadline
04 CA 4/03/2021	To contact Mr Bordoy and plan a meeting with the APEEE on the organisation of the canteen. Attendees: Mr Bordoy, Ms Dijkstra and Mr Piettre.	Eric Piettre	This afternoon

The Board meeting ends at 2:38 pm.