



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

**Brussels Thursday, 15<sup>th</sup> April 2021**

**ZOOM Video Meeting: 12:35-14:35**

**Present:** Stephanie Buus, Marianna Cosco, Kristin Dijkstra, Alexandre Grigorescu Negri, Karim Kettani, Nadia Kichaout, Maria Koidu, Vladas Kukulskis, Horst Nickels, Victoria Petrova, Dana Adriana Puia Morel, Luigi Rosario Filippo Sciusco, Tobias Stricker, Diane Werhert.

**Absent :** Cerasela Botoroaga, Mariana Ghitoi, Sophie Jeannon, Dan Nicolae, Tzvetomir Penev, Iulian Vasile.

**Excused:** Pénélope Vlandas.

**Proxy:** Pénélope Vlandas to Karim Kettani, Horst Nickels to Kristin Dijkstra from 2:00 pm.

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

### Minutes 15.04.2021

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

#### 1. Approval of agenda.

One item is added to the agenda:

1) Report of two incidents and how to prevent them from happening again.

The order of the agenda points is modified. The proposed items related to services are moved up the agenda.

The agenda is adopted as amended.

#### 2. Approval of previous Administrative Board Minutes: AB 14/01/2021, AB 6/02/2021, AB 4/03/2021.

The Administrative Board decides to approve the draft Minutes of the Administrative Board meetings held on 14<sup>th</sup> January, 6<sup>th</sup> February and 4<sup>th</sup> March by written procedure.

#	Action	Owner	Deadline
01 CA 15/04/2021	To launch the approval of the Draft Minutes (AB 14/01/2021, AB 6/02/2021 and AB 4/03/2021) by written procedure on Bitrix platform.	Kristin Dijkstra	Deadline for approval: 19/04/2021

### 3. Canteen: closure or not?

The Belgian circular, dated 14<sup>th</sup> April 2021, clearly states that hot lunches may be served to nursery and primary pupils provided that all sanitary measures are respected in the refectories, classrooms etc. Despite this favorable recommendation, it is not possible for our parents' association to resume the canteen service. It is explained that the continuing pandemic situation and the prevailing uncertainty with regard to Covid-19 outbreak do not allow the canteen to operate without accumulating significant financial losses. At this stage, we have not received any official communication from the school management with regard the return to school next week and the school's plans for the rest of the school year.

In this context of uncertainty, the Administrative Board decides therefore to suspend the canteen service until the end of the 2020-2021 school year. No meals or lunchboxes will be served. Cafeterias will also stay closed. It is explained that no snacks will be provided to the children enrolled in the after-school childcare centre managed by the OIB.

Ms Puia Morel invites the Board to pay attention to the message that will be sent out to parents. This communication must be carefully and thoughtfully worded in order to respond to all parents' questions regarding the closure of the canteen.

The canteen staff will remain under temporary unemployment except the canteen manager who is also prevention advisor for all APEEE services. He will work on the proposal of the new business model for the canteen as well as the canteen enrolments for the 2021-2022 school year. With reference to the extracurricular activities, Mr Piettre explains that the extracurricular staff was placed under temporary unemployment for a week during Easter holidays and they are now managing 28 online activities. According to the Belgian circular, it is allowed to provide extracurricular activities for nursery and primary kids, especially the outdoor activities.

Ms Kichaout refers that it would be good for pupils and parents that our canteen service may provide snacks to the children enrolled in the afterschool childcare centre. This service, provided to the OIB, is also a source of revenue for our association. Mr Piettre will check with the canteen manager its feasibility.

#	Action	Owner	Deadline
02 CA 15/04/2021	To investigate the feasibility of providing snacks to the pupils enrolled in the after-school childcare centre and then to inform the Board accordingly.	Eric Piettre and Renan Minoche	In the coming days.

With reference to the functioning of the APEEE services from 19<sup>th</sup> April 2021, the Administrative Board decides that:

-School buses will continue to operate as normal with the sanitary measures implemented by the transport service.

-The canteen service will be suspended until the end of the 2020-2021 school year. No hot meals or lunchboxes will be served. Cafeterias will be closed.

-The Extracurricular activities will run regularly for nursery and primary pupils. The sanitary measures implemented by the extracurricular activity service will be applied. The extracurricular activities remain suspended for secondary students.

A communication regarding the functioning of the APEEE services from 19<sup>th</sup> April 2021 will be sent to parents shortly.

#	Action	Owner	Deadline
03 CA 15/04/2021	To prepare and send the communication regarding the functioning of all APEEE services as of 19 <sup>th</sup> April 2021.	Milena Beumers-Le Doaré	By 16 April 2021.

There is a brief discussion about the management of the canteens in the European school system. Mr Stricker was contacted by the APEEE Board responsible for the canteen in Luxembourg to exchange information about running canteens. He will be happy to give his help on this matter with the canteen team's support.

#### 4. Report of two incidents and how to prevent them from happening again.

The Board member responsible for transport gives a full picture of two incidents occurred on March 8<sup>th</sup>, 2021. Two pupils were left alone on school buses. Ms Petrova outlines that the transport office acted immediately and took all necessary steps to correct the situation and communicate with the concerned families.

Dedicated meetings were held with bus companies and bus monitors on the importance of complying the safety rules because we are responsible for kids on buses, and it is essential that children who travel on the school bus are safe. It was also reminded the legal responsibility related to this type of incidents with the legal consequences and financial sanctions.

Ms Petrova explains that the transport office has some procedures in place. Both drivers and monitors must walk through the entire vehicle and check that all students have disembarked from the bus at the end of each journey (morning and afternoon bus lines). It is explained that the ALE (Agence Locale pour l'Emploi) bus monitors have an exceptional dedication, and their recruitment process is very selective. The transport office chooses the best candidates who are submitted to one-week test. There are monthly meetings with bus monitors where the transport team regularly reminds the higher responsibilities of their functions.

The discussion focuses on how to prevent such incidents in the future. Mr Piettre is working in close contact with the after-school childcare centres in order to put in place a new procedure. The easiest way is to communicate to the OIB the number of pupils taking the bus after the bus departure. The educational people of the after-school childcare centres will check the number of students dropped off at the bus stop. Another important step is to activate the automated access system in the school buses. Mr Piettre announces that the transport office will start testing different bus lines in two weeks. It will be requested to pupils to scan their tokens on any school bus when they are picked up or dropped off. If the number of passengers getting on and off the vehicle is not the same, it is not possible to close the school bus journey. Mr Piettre announces that the access system will also be extended to the extracurricular activities. It is important to remind parents to give tokens (the same tokens received from the school and used to access lockers in secondary and canteen/cafeteria) to their child(ren).

#	Action	Owner	Deadline
04 CA 15/04/2021	To give complete information on the access system to the Board before officially launching the system.	Eric Piettre	In the coming weeks.

The discussion focuses on the status of the works around school and how to manage the exit areas for school buses in the afternoon. The school does not agree that school buses may leave school using the Drève Sainte Anne exit. According to the school's point of view, it is a risky proposal. The

Director of the APEEE and the transport team consider that this option is not dangerous. It might significantly reduce the transport delays in the afternoon.

Ms Petrova refers that the risk of collision with pedestrians and the other actors of the road traffic is much higher when buses are approaching Drève Sainte Anne rather than when they are leaving the school ground in the afternoon. Basically, the school buses leave school around 20 minutes or 30 minutes after the end of classes and children get out in different hours in the afternoon. The use of the school bus exits is still under discussion with the school. The Director of the APEEE will have a dedicated meeting on this issue with the Deputy Director for Finance and Administration and the school's safety officer next week.

The President of the APEEE fully agrees with the Administrative Board responsible for transport that a third entity (a Belgian authority) should come to school, evaluate the situation, and clarify this issue. It is referred that Mr Beckmann, the Deputy Secretary-General of the European schools, clearly stated that in questions of safety and security it is the national law that applies. The Treasurer of the APEEE refers that if the school considers Drève Sainte Anne exit not to be safe, we should suspend to provide the transport service. The Director of the APEEE announces that the roadworks around school should be completed within three weeks.

## **5. Recruitment of new APEEE Director.**

Mr Piettre gives an update on the recruitment procedure for his succession. He had a meeting with the VP for Administrative affairs on this matter this week. The idea was to find the successful candidate at the end of June, to fix the signature of the contract in September or early October. The successor should start working in early November at least. In order to ensure a smooth transition, the training might be done one month and a half before Mr Piettre's departure.

The Director of the APEEE refers that Mr Grigorescu-Negri, Mr Nickels, Mr Nicolae and Mr Stricker have expressed their interest in being part of the WG on recruitment. A dedicated meeting with this group will be launched next week.

With reference to the recruitment process, the Treasurer of the APEEE would like to be reassured that Mr Nickels is the one leading this recruitment. The Treasurer of the APEEE points out that we need time to recruit the good person.

## **6. Covid -19 Procedure.**

The Treasurer of the APEEE would like to modify and simplify the communication procedure with parents when there is a case of Covid-19 on a school bus or in an extracurricular activity. We should provide to the school the list of pupils in each bus and in each extracurricular class and the school should inform us on which bus or activity there is a positive case. Ms Petrova refers that it is the school's responsibility to communicate with the parents' association the specific Covid-19 cases and to share this information with the concerned parents. According to the school's procedure, individuals at low risk are not invited to have a Covid-19 test. At the moment, if there is a Covid-19 case on a bus or in an extra-curricular activity only the people seated around the student tested positive are informed and isolated. Due to the new Brazilian variant arriving in our school, the President of the APEEE refers that the track and tracing procedure should be extended to the entire group and not just to the people seated around the positive case.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
05 CA 15/04/2021	To discuss the proposed procedure with the school management at the next Covid-19 Task Force meeting.	Kristin Dijkstra	19/04/2021

## **7. Services/reimbursements.**

A communication on reimbursements for services not provided due to the Covid-19 situation will be sent to parents within a month maximum. The figures will be presented at the next Executive Committee meeting (22/04/2021) and then they will be submitted to the Administrative Board for approval.

## **8. PWC audit.**

Ms Kichaout gives a brief feedback from the follow-up meeting held this morning. She informs the Board that the PWC team was drastically reduced to only one person and they were confronted with a lot of questions and comments on calculations. During this follow-up meeting, new exemptions and calculations were presented. The idea of having this capacity audit is to have an external view to prove that the school is already over capacity.

A final meeting is planned the week of 6<sup>th</sup> May 2021 because the Deputy Director for Finance and Administration of EEBIV needs a feedback/report before the beginning of next holidays.

## **9. Interparents / BoG feedback.**

Ms Dijkstra and Ms Buus have received some feedback from the BoG meeting via the WhatsApp Group created for this purpose. Several matters were discussed. Ms Dijkstra informs the Board that the temporary site in Evere is scheduled to be delivered in the second half of August. With regard to the equivalence tables and the Bac, it seems that a number of Member States have admitted in the BoG that they have committed some mistakes and they will be reviewing their equivalence tables. A Task Force will work on this matter. There was a nice intervention on sustainability and how it can be better integrated in the European School curriculum.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
06 CA 15/04/2021	To share the BoG feedback produced by Interparents with all Board members when available.	Kristin Dijkstra	In the coming weeks

## **10. Non-Disclosure Agreement that all representatives of InterParents are being asked to sign.**

The discussion focuses on the Non-Disclosure Agreement that all representatives of Interparents are being asked to sign. They expressed the possibility that IP members who do not sign the NDA will have no access to information.

According to the President's point of view, the best way forward would be to find a compromise or an understanding with the Interparents Bureau about the wording of the NDA. Ms Buus refers that we should discuss to have better protocols and clear guidelines rather than signing the NDA. It would be good to have a discussion with the Interparents Bureau in order to underline any problem and explain our position.

The Treasurer of the APEEE is not in favour that the representatives of Interparents for our association may sign this non-disclosure agreement even before the beginning of negotiations. His position will be explained in the IP Bureau.

## **11. AOB**

### **-Pedagogical Reform Working Group.**

The President of the APEEE brings to the attention of the Board that there is growing support within Interparents for setting and streaming of L2 in the European school context. Ms Dijkstra will share with the Board members the document presented in Interparents last week as soon as it is finalized.

She will inform the Board when the Pedagogical Reform Working Group meeting is scheduled, probably at the end of May.

Ms Dijkstra points out that we need a Board decision, in order to have an Interparents standpoint to be presented before the next Pedagogical Reform Working Group meeting.

**-Proposal from S7 student of EEBIV.**

The President of the APEEE was contacted by a S7 student from our school regarding a pilot project. It seems that at the end of every school year there are a lot of artworks that are given away, destroyed and sometimes these materials are used again in our school. A S7 student from the German section would like to set up a website that could be used to sell these artworks as fundraising.

Ms Dijkstra points out that we need to be very careful about managing expectations and make clear that the website is set up for fundraising purposes. It is important to guarantee that someone may maintain the website after the student's departure. The Deputy Director for the Secondary cycle fully supports this project because it generates funds for school activities, but the school is not in position of gathering money directly.

With reference to the payments, there are two possibilities: payments can be made by CDE account or via the Community Fund account.

The Treasurer of the APEEE considers this project a very good idea and offers his help. He refers that we should have a kind of online boutique where we can sell mugs, t-shirts, sweatshirts with the school's logo. This project should involve the Pupils' Committee who will maintain the content of the platform and the EEBIV because we use the school's logo. The idea is to share these potential revenues with the school, the Pupils' Committee and the APEEE.

The President of the APEEE will make a list of all remarks raised at today's meeting and will set up a follow-up meeting to talk about details with the S7 student, the President of the Pupils' Committee, the Treasurer of the APEEE, the Deputy Director for the Secondary cycle and the Director of the EEBIV.

#	Action	Owner	Deadline
07 CA 15/04/2021	To prepare a list of remarks to be sent to the S7 student.	Kristin Dijkstra	In the coming weeks

#	Action	Owner	Deadline
08 CA 15/04/2021	To set up a follow-up meeting about this project with the S7 student, the President of the Pupils' Committee, the Director of the EEBIV and the Deputy Director for the Secondary cycle.	Kristin Dijkstra	In the coming weeks

**-Update on the APEEE transport staff.**

The Board member responsible for transport informs the Board that a transport assistant will be leaving the association in the middle of July 2021. His tasks were not only to manage the bus departures with the transport team, but also to run the recruitment of monitors for the bus parking and bus lines. He also supported the APEEE on IT issues. Ms Petrova underlines that we need to launch the recruitment process and prepare the job advertisement as soon as possible.

The Board meeting ends at 2:35 pm.