



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

**Brussels Thursday, 7<sup>th</sup> of October 2021**

**Teams Video Meeting: 12:35-14:15**

**Present:** Cerasela Botoroaga, Marianna Cosco, Kristin Dijkstra, Mariana Ghitoi, Alexandre Grigorescu Negri, Karim Kettani, Nadia Kichaout, Maria Koidu, Vladas Kukulskis, Dan Nicolae, Tzvetomir Penev, Victoria Petrova, Luigi Rosario Filippo Sciusco, Tobias Stricker, Pénélope Vlandas.

**Excused:** Stephanie Buus, Dana Adriana Puia Morel, Iulian Vasile, Diane Werhert.

**Proxy:** Stephanie Buus to Dan Nicolae, Dana Adriana Puia Morel to Mariana Ghitoi, Diane Werhert to Kristin Dijkstra, Luigi Rosario Filippo Sciusco to Karim Kettani from 1:25 pm, Karim Kettani to Alexandre Grigorescu-Negri from 1:27 pm, Pénélope Vlandas to Nadia Kichaout from 1:38 pm.

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

### **Minutes 07.10.2021**

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

#### **1. Adoption of the agenda.**

The President of the APEEE clarifies that the eviction procedure in the transport service following a Covid-19 case will be discussed under point 3 (state of play services).

The agenda is adopted as submitted.

#### **2. Approval of Minutes from 2/09/2021.**

Unanimously approved with one amendment on page 2, point 4.

#### **3. State of Play services.**

The Director of the APEEE presents to the Board the state of play of the APEEE services.

##### ➤ Canteen/Cafeterias

Mr Piettre gives the Board positive feedback on the canteen pilot project. The situation of 'tartinistes' (nursery and primary pupils) is evolving well in the canteen building. Each pupil ('cantiniste' or 'tartiniste') has a seat in the canteen building as well as teachers. The Director of the APEEE points out that we have not yet received the canteen pedagogical project from the school and ask what the pedagogical mission of teachers is.

The President of the APEEE will make an oral reminder to Mr McGrath on that point during the Nursery and Primary Education Council meeting this afternoon. Mr Piettre informs the Board that we need more equipment: two additional hot buffets and two clearing tables because we have less space in the dining halls. With reference to the entry access of packet lunch pupils in the canteen building, Mr Stricker would like to know if the time slot is respected, and these pupils enter in time in the building. Mr Piettre will raise this question to the school management next Monday. At the moment, we are not able to make a seating plan because we did not receive the exact list of pupils by the school due to the DPO of

the school. In fact, the SMS program does not allow to extract parents who are not in favour of sharing their personal data with the APEEE (10 or 15% of families in total). The Director of the APEEE points out that it is important to match the school data with the data provided by parents during the enrolment process because sometimes the class and the level do not correspond. He explains that the use of pupils' list has also an impact on the APEEE invoicing (for example the transport fees invoiced to nursery pupils). The President of APEEE refers that the Recital 52 of the GDPR specifies that a derogation from the prohibition on processing special categories of personal data may be made for health security, monitoring and alert purposes. With reference to the requests of reimbursements for quarantined students, Mr Stricker clarifies that, according to the canteen rules, only the pupils who have missed at least two consecutive weeks due to illness may be reimbursed for meals not taken dating from one week after having received notification and on provision of a medical certificate in French or English from a doctor practicing in the Kingdom of Belgium.

The Vice-President for Administrative affairs refers that we have to stick the canteen rules that parents should read and sign when they enroll their kids in the canteen service. With reference to the quantity of food provided in the canteen, Ms Cosco informs the Board that nursery parents of the Italian section are complaining about food quantities. This issue will be checked with the canteen manager. It is outlined that nursery pupils have at least 40-45 minutes for lunch and generally there is a problem of food waste because these kids eat quite little food. The following actions are identified:

#	Action	Owner	Deadline
01 CA 7/10/2021	To raise Mr Stricker's question regarding the access entry in the canteen building to the school management at the upcoming meeting.	Eric Piettre	Next Monday

#	Action	Owner	Deadline
02 CA 7/10/2021	To reply to Ms Kichaout's questions raised on the Powerpoint presentation submitted to the Board at today's meeting.	Eric Piettre	Next week

#	Action	Owner	Deadline
03 CA 7/10/2021	To check if there is a problem of food quantity in the canteen for nursery pupils.	Renan Minoche	In the coming days

Mr Piettre informs the Board that the test period for primary packed lunch pupils will be extended to early November. The test period for secondary tartinistes will start soon and will finish at the end of the first quarter. Once these tests are finished, the canteen staff will produce a written report regarding the integration of all packed lunch students in the canteen. The Director of the APEEE refers that after this report, the APEEE Board will be able to formally approve the canteen pilot project.

➤ Extra-curricular activities.

The after-school Learning support provided by the school has an impact on extra-curricular activities.

Mr Piettre informs the Board that we have now 25 cancellations of extra-curricular activities because the Learning support takes priority over our activities. He also discovered that school organizes:

- Extra-curricular activities for free to primary kids (It, Music, Languages) after the first bus departure.
- Sport clubs + Eurosport in the EEBIV to secondary students. Consequently, the parents' association is not allowed to use any gym or sports halls after 4:00 pm. The Director of the APEEE considers that the school's attitude is not fair towards our association. He will discuss this matter with the school management next week.

Ms Vlandas considers positively that school offers learning support to pupils and agrees on the fact that school should inform us beforehand because it has a high impact on our activities. The Board responsible for extra-curricular activities and the President of the APEEE think that we should welcome these additional activities organized by the school because these ones can provide a sense of connection among students during a time where many feel isolated and stressed. Ms Vlandas refers that we have launched new activities and the feedback is positive. With reference to the launch of extra-curricular activities, she notes that it was too late starting the extracurricular activities on 1<sup>st</sup> October for nursery and primary kids. She thinks that next year we should find a better balance. The Treasurer of the APEEE explains that the activities were launched one month later to reduce the deficit of extra-curricular activities. According to Ms Vlandas' point of view, the delay was due to logistical reasons. The secondary timetable is not confirmed by the school in early September, and we need some time to put everything in place.

➤ Transport.

Mr Piettre announces that the road works in the school's surroundings (rue des Artistes) should be finished by the end of the week. The transport office is facing two problems:

- The traffic congestion due to the road works around school.
- The lack of bus monitors on the school buses.

Mr Piettre informs the Board that there are 15 bus lines without bus monitors in the mornings (total AM bus lines: 57). Consequently, the transport office would like to have secondary students as bus monitors on the school buses. The first test will be made with one S7 student who has kindly offered his help. The Director of the APEEE explains that there will be a transport meeting on this topic in order to have more students as bus monitors. Ms Vlandas refers that in Uccle, the APEEE transport office uses secondary students as monitors on the school buses. She thinks that this is a good option. This system works well, and students take generally this task very seriously. Mr Kukulskis fully supports this proposal and adds that when there is a lack of bus monitors, the transport office might assign them to work on bigger buses rather than minibuses. Mr Piettre will keep the Board informed about any future developments.

Ms Vlandas introduces another topic: the eviction procedure in the transport service following a Covid-19 case. It seems that a pupil, who was supposed to be seated next to a pupil tested positive, was excluded from the transport service for 10 days. She explains that according to the school's rules, one primary or nursery kid who was in contact with a Covid case must go to school if he/she has no symptoms of Covid-19. The Director of the APEEE clarifies that when there is a Covid-19 case on the school bus, the transport office must inform the parents of children seated next to the person tested positive. It is the parent's responsibility to take the appropriate actions. Mr Piettre will check with the transport service this private case raised by Ms Vlandas.

Mr Piettre informs the Board that one transport assistant has left the parents' association. He has been replaced by Ms Van den Bosch who will join the association permanently. A part-time administrative assistant is needed in the transport office, this job position is still vacant.

#### **4. Vetasoft state of play.**

Mr Piettre gives an update on functioning of Vetasoft application in our services. He explains to the Board that problems encountered in the canteen/cafeteria applications last Friday were due to a congestion and weakness of the company's server. At the moment, we are working to solve this type of problem but also to face other problems regarding the updates of the security certificates and the quality of the hardware which is not good. The Director of the APEEE outlines that the reaction time of

Vetasoft company was too slow and we need a quick response when problems arise. The transport and canteen managers will have a meeting with this company next week in order to adapt the maintenance reaction to these types of problems. The Director of the APEEE explains that some Vetasoft tests have been done in our services. He explains that excepted the bugs from 1<sup>st</sup> to 5<sup>th</sup> October 2021, all applications for the canteen and cafeterias are now working well. For the transport, we are facing some bugs on the CMS files to be corrected: application logs do not reflect the reality (timing not corresponding, false balance between students IN and OUT, ticket dates not matching the current ones). Mr Piettre refers that some parents are using the application to check their children's presence on the school buses, and their feedback is communicated to the transport office. The feedback from bus monitors is positive but not all bus lines have been tested due to the lack of bus monitors in certain lines. Some bus monitors have still difficulties in using the application because we must give more training to manage the application.

Mr Piettre refers that the launch of the extra-curricular activities last Friday was time-consuming so the Vetasoft application will be used next week.

He explains that the Apee Communication officer is working on a tutorial video which will be showed to the Board before sharing it with parents.

## 5. Green school initiatives.

The European school of Brussels IV has decided to attain an Eco-School certificate. Before the pandemic, they had identified Mr Hua, the secondary teacher from the French section, to be the coordinator of any ecological or sustainability related projects that the school was embarking upon. Ms Ecker, a parent from the DE section, agreed to be the parent liaison with the school and she is having a meeting with Mr Hua. She will send some feedback, from her first meeting with the school, to the President of the Apeee this week. Ms Ecker is also in contact with all different class representatives of different schools, they had meetings and created Facebook groups. In parallel with that, across the European school system, the parents' associations are becoming quite mobilized on these issues.

#	Action	Owner	Deadline
04 CA 7/10/2021	To share with the Board the feedback produced by Ms Ecker this week.	Kristin Dijkstra	In the coming days

Ms Dijkstra refers that student representatives would like to meet with the APEEE representatives probably in early December and discuss together some green initiatives. They are interested in having more vegetarian options in the canteen and cafeteria, encouraging students to use bikes and public transport, discussing the use of electrical buses and the food waste in the canteen in terms of portions and general waste.

She points out that these topics are gaining more and more focus both by the school management, by the different parents' associations, and the student representatives as well. There is also a request from the EEIV students that the APEEE may support them in designing and selling a reusable water bottle.

Mr Stricker would like to be involved in these initiatives especially for the topics related to the canteen. With regard to the transport, during the school Administrative Board meeting, the school did also a mention, making a big push to encourage other transport methods to get to school for both students and school staff. The school parking lot capacity was reduced by 'Bruxelles Environnement'.

#	Action	Owner	Deadline
05 CA 7/10/2021	Anyone who is interested in supporting Ms Ecker in her role as lead and being involved in these topics, please contact the President of the APEEE.	ALL	In the coming weeks

## 6. Somerfesto.

The President of the APEEE was contacted a couple of weeks ago by the Deputy Director of Secondary asking if we have a date for Somerfesto. Mr Nicolae kindly offers his help to coordinate the organization of this event if we decide to take on the Somerfesto.

Ms Dijkstra points out that we should take a moment to reflect if we might re-evaluate how Somerfesto is organized in our school before going into actual planning or confirming anything. In fact, the way in which this event is structured is very big and it is important to know who is willing to take on this massive role. Mr Grigorescu Negri reminds that the APEEE General Assembly has voted that it is part of the APEEE's mandate to organize and manage the Somerfesto for the financial side at least. According to his point of view, the coronavirus is the main issue: the real and hard decision is about Covid-19 and not the organization of the Somerfesto.

It is agreed to have a dedicated meeting between the parents' association and the school management to discuss this issue generally and then to put a call for people who would be willing to discuss along with the class representatives who are interested in organizing.

## 7. Breydel office.

The President of the APEEE reminds that in the Breydel building the APEEEs (BXL I, BXL II, BXL III, BXL IV) have two offices and a meeting room that the four APEEEs of Brussels share. The APEEE of Brussels I has decided to actively use the Breydel office. Their idea is to try to have a weekly permanence for people who come along and raise questions. Ms Dijkstra wonders if it would be interesting for our secretary, our communication officer or somebody to go there and exchange ideas with the other APEEEs.

## 8. EP Cult Committee study of European Schools.

The EP Cult Committee study of the European schools is one of the points that will be discussed at the Joint Teaching Committee meeting today. The APEEE Presidents of the Brussels European Schools have been contacted this week by the person who will be conducting interviews and putting together this study. Ms Dijkstra reminds that 10 years ago the Cavada report, written by the European schools, identified some points that are still open problems today. The Cult Committee study looks at the governance, the accountability, the structure of the European schools.

The President of the APEEE refers that it is important to know who from our Board would be interested in following this matter in a longer term. She will send through the Interparents interventions to the Board.

#	Action	Owner	Deadline
06 CA 7/10/2021	To contact the President of the APEEE if you are interested in following the EP Cult Committee study of the European Schools.	ALL	In the coming weeks

## 9. Draft Framework Agreement.

The President of the APEEE informs the Board that the next OSG meeting will be held on 18<sup>th</sup> October 2021. It will involve the Head Unit of the Internal Control of the Secretary-General's Office and the Safety and Security Officer. Ms Dijkstra has shared with the Board the last communication that she sent, on behalf of the 4 APEEE Presidents, on the draft Framework Agreement. This communication includes a list of all our concerns and elements that we believe should be involved in the draft framework agreement. She explains that the APEEEs have very clear legal responsibilities and obligations in terms of safety and security because we follow the Belgian law. For the European schools, some elements need to be clarified about who is responsible for what.

The President of the APEEE invites all Board members to look at the draft framework agreement and send their feedback, if any. Mr Kettani is giving some elements to bring up in the meeting and all Brussels APEEEs are going through the draft.

#	Action	Owner	Deadline
07 CA 7/10/2021	To look at the Draft Framework Agreement and send the feedback, if any, to Ms Dijkstra.	ALL	In the coming days

## 10. AOB.

### -Transport update.

Ms Petrova gives an update on the transport service. She informs the Board that the APEEE communication officer has developed a form for parents in order to optimize the different requests sent to the transport office. It should be available online soon. The aim is to streamline the information and cut off the e-mails because parents will be able to contact the service through this form. Mr Piettre might send out the link to the Board members and invite them to test the connection to this form. The Board member responsible for the transport refers that there was a disciplinary incident on the school bus last Monday and the transport office took care of this case.

### - Pedagogical Working Group meeting.

The President of the APEEE announces that a Pedagogical Working Group meeting will be held tomorrow. Ms Dijkstra and Mr Kettani will provide a written report to the Board to bring everybody to speed on what is going on the pedagogical level and the Central Office's level in terms of pedagogical affairs.

### - Update on recruitment procedure of new APEEE Director.

The Vice President for Administrative affairs announces that the recruitment procedure of Mr Piettre's successor is over. The vote was taken by written procedure.

Tomorrow there will be a meeting between the President of the APEEE, the Vice President for Administrative affairs, the Director of the APEEE and the APEEE accountant. The name of the successful candidate (Mr Eric Rega) will be communicated to the APEEE staff and then to the school.

The Administrative Board meeting ends at 2:15 pm.