



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 18th November 2021

Teams Video Meeting: 12:40-14:35

Present: Cerasela Botoroaga, Stephanie Buus, Marianna Cosco, Kristin Dijkstra, Alexandre Grigorescu Negri, Karim Kettani, Nadia Kichaout, Maria Koidu, Dan Nicolae, Tzvetomir Penev, Tobias Stricker, Iulian Vasile, Pénélope Vlandas, Diane Werhert.

Absent: Mariana Ghitoi, Dana Adriana Puia Morel, Luigi Rosario Filippo Sciusco.

Excused: Vladas Kukulskis, Victoria Petrova.

Proxy: Vladas Kukulskis to Stephanie Buus, Nadia Kichaout to Pénélope Vlandas from 2:15 pm, Maria Koidu to Alexandre Grigorescu Negri from 2:28 pm.

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

Minutes 18.11.2021

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting and clarifies that the update on the Access system (point 8) will be removed from the agenda because it was already encapsulated under point 3.

1. Approval of Minutes from last CA (7/10/2021).

Unanimously approved.

2. GA planning: date January 25th, 2022. Deadline for reports January 11th, 2022. What electronic voting system (<https://www.belenios.org>)? Succession President, IP, VP Ped, ACI/CEA, etc?

The Annual General Assembly meeting of the APEEE of Brussels IV will take place on Tuesday 25th January 2022 from 7:30 pm to 11:30 pm. Due to Covid-19, this meeting will be held virtually. The President of the APEEE invites all Board members to look at the GA retro-planning as well as the list of administrators, whose mandate come to end, published on Bitrix platform. She reminds the Board that the deadline for posting all General Assembly's documents is January 11th, 2022.

With reference to the organization of the General Assembly, Mr Piettre refers that Onetec, the company in charge of setting up and manage the online voting process and CII, the interpreters' company, worked very well last year. The Director of the APEEE explains the functionalities of Onetec voting system:

- The voting member may only vote once for each question and his/her vote will be counted according to the number of proxies he/she has received. The proxy votes will be the same as that of the persons he/she represents.

-The setting up of proxies must be made one week before the date of the General Assembly.

Ms Dijkstra refers that if we are interested in exploring other alternatives, Uccle and Woluwe are using another voting platform, Belenios. This voting system, created by university researchers in France, works very well.

#	Action	Owner	Deadline
01 CA 18/11/2021	To look at the Belenios online voting system as an alternative option.	ALL	In the coming weeks

The President of the APEEE announces that there are currently 10 vacancies on the Board. She invites every Board member who is coming in the end of mandate to reflect to stand for re-election. We should have a discussion on how to reach parents in order to have new candidates. The Vice President for Pedagogical Affairs reminds that we should have in parallel an Extraordinary General Assembly meeting in order to modify our Statutes and comply with the new Code for Companies and Associations. He refers that it could be useful to include in the Statutes a provision for holding online meetings when the Covid-19 situation disappears and another one to co-opt Board members until the end of the next General Assembly in the event that an administrator resigns or leaves in the middle of the mandate. He explains that there is no legal risk in holding an Extraordinary General Assembly meeting online because we are going through a pandemic situation. It is important to certify that the quorum is reached, to clearly identify the votes and ensure that those eligible to vote have voted.

With reference to the nomination of Board members, Ms Vlandas refers that we could modify our Statutes in order to make sure that the Administrative Board represents the school better. According to her point of view, it is important that small sections are represented on the Board but also that larger sections have as well a certain number of people on the Board. She thinks that it would be good to introduce a minimum number of votes for being elected on the Board. The President of the APEEE invites any Board member interested in working on the APEEE Statutes to contact Mr Kettani, the WG coordinator. Ms Dijkstra invites the Working Group on Statutes to present a proposal regarding the revision of Statutes at the next Administrative Board meeting scheduled on 2nd December 2021. Once approved by the Board, it should be included in the General Assembly's documents.

#	Action	Owner	Deadline
02 CA 18/11/2021	To contact Mr Kettani if you are interested in joining the Working Group on the APEEE Statutes.	Board members	In the coming weeks

#	Action	Owner	Deadline
03 CA 18/11/2021	To submit to the Board a proposal regarding the revision of the Statutes at the next Administrative Board meeting (CA 2/12/2021).	The WG on Statutes	By 2/12/2021

3. Budget: approval by CA (vote). Update on access system. Cleaning costs in Canteen. Support from EC on losses generated by Covid, Social reserve. New APEEE accountant.

The President of the APEEE clarifies that the APEEE budget 2021-2022 will not be voted at today's meeting, but all Board members will have the opportunity to discuss and ask questions about it. On behalf of the Treasurer, Mr Piettre presents to the Board the draft budget for the 2021-2022 school year with different scenarios. The Director of the APEEE informs the Board that there is a first version of the budget (V1) for all services based on the current figures without any price increase and

other options including a price increase for the Transport and the Food and Beverage services. For the extra-curricular activities, there is only one version without any price increase because the figures are positive. This can be explained because we revised the price of extracurricular activities this year and we have received more enrolments in the extracurricular activities for the 2021-2022 school year.

AFFAIRES GENERALES	
V1	Only 1 version - based on today 's figures
V2	
V3	
V4	
Food & beverage	
V1	Base 1.640 enrollements (today) - price increase 0 %
V2	Base 1.850 enrollements (target) - price increase 0 %
V3	Base 1.640 enrollements (today) - price increase 5 %
V4	Base 1.850 enrollements (target) - price increase 5 %
Transport	
V1	1 extra employee part-time (today) - price increase 0 %
V2	1 extra employee full time (target 1) - price increase 0 %
V3	1 extra employee full time (target 2) - price increase 3 %
V4	
Periscolaire	
V1	Only 1 version - based on today's figures
V2	
V3	
V4	

Ms Vlandas is not in favour of proposing again a budget increase for the canteen at the next APEEE General Assembly. She would like to know how many enrolments in the canteen service would be required, without changing our current rules, to get a net result of 0 and break-even. For the transport, she thinks that a budget with a slight price increase might be proposed at the next GA because the cost of energy (fuel/gas) has increased. In addition, it might be justified if we decide to move to electric buses.

The President of the APEEE refers that the school management has very vocally supported students being subscribed to the canteen service. They are offering their support in making any marketing campaign in support of the APEEE canteen. Ms Kichaout proposed to present a budget 2021-2022 without any price increase. She thinks that it could be more useful to invest more time in preparing budget scenarios without any price increase rather than proposing these two other versions with price increase. The discussion focuses on the cleaning costs in the canteen. According to the Treasurer's point of view, our association is incurring significant costs for cleaning the plexiglass dividers installed in the canteen building. He refers that plexiglass shields do not prevent Covid-19 transmission because the virus spreads through the air. He thinks that maybe we could remove the plexiglass dividers and the people in charge of cleaning them without infringing the Belgian regulations. We could adopt other sanitary measures, such as HEPA filters, which are more effective at preventing infection and may be less expensive. Mr Piettre clarifies that if we remove the plexiglass panels in the canteen building, we need to check that the 1.5m physical distancing rule is respected because there is a limited space in the canteen.

#	Action	Owner	Deadline
04 CA 18/11/2021	To check if the 1.50 m physical distancing rule may be applied in the canteen building due to infrastructure constraints.	Renan Minoche	In the coming days

The President of the APEEE reminds the Board that the Belgian circulars (812 and 813) contain a recommendation that schools are subjected to a ventilation risk assessment. We should push the school to have this captor of ventilation in the canteen building as well in the sports facilities because students do not wear a mask in these spaces.

Ms Vlandas clarifies that increasing the prices for parents is not the only way to have the break-even in our results, we could also decrease the costs and make our services more efficient. We should think about these costs and review our sanitary measures such as: plexiglass dividers in the canteen or fixed seating plans and tracing on the school buses. According to her point of view, when all passengers wear a face mask on a school bus, there is no need to assign seats and make contact tracing. A lot of time and resources are spent on these tasks.

It is decided to assess what type of costs we can reduce and depend on that we can decide what budget versions we can propose. The Board agrees to continue any questions and discussions on the budget on Bitrix platform and have a formal vote on the draft budget 2021-2022 at the next Administrative Board meeting scheduled on 2nd December 2021.

-Update on PMO.

Mr Rega informs the Board that the parents' association made an accrual of 340.000 euro last year following the PMO's request to receive back the amounts wrongly invoiced from 2012 to 2018. After a series of negotiations between the APEEE and PMO, the amount was reduced to 125.000 euro and we currently have a positive difference. The accountant confirms that this issue has been resolved for the years between 2012 and 2018 and we invoiced the PMO with 92 K euro. The rest of this accrual must be validated by the external auditors and then the Board might decide to reintegrate it in the result or allocate it in other projects.

-Update on Access system.

Mr Piettre informs the Board that the access system works well in the canteen service. We are now conducting some tests in the school buses and the extra-curricular activities due to some bugs in these applications. The target is that the access system may be fully operational in both services in December, before the Holiday period. It is clarified that all new pupils have received from the school the tokens which need to be activated to test the access system.

-New APEEE accountant.

Mr Rega announces that we have received two good applications for the accounting position. The job interviews will be held tomorrow.

#	Action	Owner	Deadline
05 CA 18/11/2021	To prepare and send a new budget version as requested by Ms Vlandas to the Board.	Alexandre Grigorescu Negri, Eric Piettre, Eric Rega.	In the coming days

#	Action	Owner	Deadline
06 CA 18/11/2021	To send any questions or comments on the budget on Bitrix platform, if any.	ALL	In the coming days

#	Action	Owner	Deadline
07 CA 18/11/2021	To prepare the updated budget 2021-2022 which will be submitted to the Board's approval at the next AB meeting (CA 2/12/2021).	Alexandre Grigorescu Negri, Eric Piettre, Eric Rega.	By 2 nd December 2021

4. Enrolment policy, overcrowding, future planning for Brussels schools, language sections.

There is a brief discussion on important topics: the enrolment policy for the next academic year, the overcrowding of the EEs, the future planning for Brussels schools and the regrouping of language sections. The President of the APEEE announces that there will be a Steering Committee meeting tomorrow, and we are doing our best to bring up these points. Ms Dijkstra reminds the Board that the OSG still has the idea of having for the four Brussels schools two active participants in their restrictive meetings and two observers. She outlines that each APEEE needs to be represented in these meetings. If you are not in the room as parent representative, you can't sufficiently represent the parents of your school. Mr Kettani explains that each school has its own specificities and not all schools have the same set-up of linguistic sections so the importance of being present in these meetings. Ms Vlandas refers that the ADP, which represents the future pupils of the European schools, is not invited in these core meetings. She wonders if the Brussels APEEEs and the ADP should not write a joint letter to the new Secretary-General of the European schools requesting that this core group be removed. Two APEEEs are not representative of all school population. The President of the APEEE refers that it is not our role to come up with solutions to these problems, but the Central Office should come up with proposals and consult us on them.

5. Procurement continuity of digital/non-digital learning materials in the language sections.

Ms Buus informs the Board that the English section has raised some concerns about the lack of access to certain materials bring up by others as well as queries concerning monopolies and what the school has in terms of IT materials and textbooks for the children and access to these materials. This is an English section problem but also a cross-section issue. The English section has created a survey that will eventually be circulated to all language sections, looking at what access we have, what IT tools and textbooks we have and who is paying for them. This might be presented to the school as a large cross-section issue. Mr Penev considers this initiative a good starting point.

#	Action	Owner	Deadline
08 CA 18/11/2021	To share with the Board the inventory of tools once finalised between the different section representatives. And then to present the final results at the SAC meeting or the next Education Council meeting.	Stephanie Buus Kristin Dijkstra	In the coming weeks

6. BYOD – easy4u.

Links:

- <https://rentcompany.be/en/esbu> (EEB1)
- <https://rentcompany.be/en/esb> (EEB2)

Ms Dijkstra informs the Board that EEB1 and EEB2 have started working with the Rent Company on digital education. This company was identified and approached by the school directly. The parents' association only supports this project. The President of the APEEE of Brussels IV refers that the Rent company's website looks very interesting. She encourages everyone to visit this website as soon as

possible. The school can decide what devices are available and you can pay for and rent a laptop per month at the end of which, you can order it or give it back.

#	Action	Owner	Deadline
09 CA 18/11/2021	To look at the Rent Company website and decide whether or not to explore this proposal with the school management. In the event of a positive decision, to raise this issue at the next available meeting with the school management.	ALL Kristin Dijkstra	In the coming weeks

7. Non-Disclosure Agreement (NDA) with Interparents.

Mr Kettani informs the Board that a temporary solution has been reached with the Interparents Office. They have produced a new revised document which is not called non-disclosure agreement but communication policy. This document is not an agreement, but an acknowledgement of receipt based on transparency, openness, access to information rather than confidentiality. Mr Kettani points out that we should safeguard the advantage we have got and make a formal request as a Board in order to make the temporary document permanent. He would like to have a mandate from the Board to request that the temporary compromise be made permanent and possibly to request that the Interparents General Assembly, which is made up of representatives from 13 APEEEs, decides on such a document. The Board unanimously supports Mr Kettani and Ms Buus in their request for a permanent solution. The President of the APEEE informs the Board that the next Interparents meeting will take place before the BoG meeting, in early December 2021. The Interparents General Assembly will be held later, most likely in February 2022. Ms Dijkstra thanks Ms Buus and Mr Kettani for their work on that point.

8. Statute reform.

Mr Kettani announces that Ms Buus, Ms Cosco are interested in being part of the Working Group on the Statutes. He points out that we need to start working on the revision of the Statutes and identify which provisions need to be changed by the end of this week. A Working Group meeting on the Statutes must be scheduled for the next week.

9. AOB.

-Call for expressions of interest in joining the Canteen Working Group.

The President of the APEEE clarifies that all parents interested in being part of Canteen Working group can contact Mr Stricker, the Board member responsible for the canteen and Mr Minoche, the canteen manager by e-mail: canteen@bru4.eu. This call for expression of interest should be included in the next APEEE Newsletter.

-Teams training for the APEEE staff.

Mr Pieltre informs the Board that the APEEE staff will follow a training session on Teams next Thursday.

The Board meeting ends at 2:35 pm.