

MINUTES of the APEEE Board Meeting
Thursday, 19 November 2020
as an online Video Conference for titular Board Members

ATTENDEES:

Voting Board Members: Nils BEHRNDT (VP Administration, DE Sec), Noemie BEIGBEDER (Berkendael, FR), Marek BOBIS (Berkendael, SK), Sara DAGOSTINI (IT Prim), Henning EHRENSTEIN (VP Berkendael, DE), Brian GRAY (Treasurer, member elected by GA), Marc GUITART (VP Pedagogy, ES Sec), Anne Marie HAMMER (member elected by GA), Karin HUNDEBØLL (DA Sec), Kathryn MÁTHÉ (President, EN Sec), Pere MOLES PALLEJA (Bureau, member elected by GA), Valentina PAPA (Secretary, EN Prim), Julien REICHSTADT (Dep Sec Information, FR Prim), Emese SAVOIA-KELETI (HU Sec), Diana SENCZYSZYN (PL Sec), Ivan TORRE (IT Sec), Istvan VANYOLOS (HU Prim), Monika VELIKONJA (SWALS).

Voting by Proxy: Thomas SPOORMANS (FR Sec, by proxy to Nathalie KALOGERAS),

Deputy Board Members (non-voting): Michael KOENIG (DE Prim), Nathalie KALOGERAS (FR Sec)

Other Participants: Magali BARRAL (CE FR Prim), Simon DERRY (Observer, future Deputy CA EN Sec), Almudena FUERTES (Observer, future CA ES Prim), Bianca JITEA (Observer, future Deputy CA Berkendael, EN), Veronica ORTIZ (CE FR Sec), Alba MARINO (Observer, future Deputy CA Berkendael, ES), Sara MARTELLI (Observer, future CA Berkendael. IT), Sigfrido RAMIREZ (Observer, future CA ES Sec), Ioana SANDU (CE FR SEC), Malene SCHATT-EPPERS (Observer, future CA DK Prim), Marialuisa TAMBORRA (CE FR Sec)

APEEE Secretariat: Guendalina COMINOTTI, Selena GRAY, Fiona TAYLOR

Board members can find all supporting documents in the shared folder in One Drive (2020-11-19 APEEE Board Meeting)

1. Technical check

Participants join successfully.

2. Adoption of the agenda

The President Kathryn MATHE apologises for the Minutes of 15/10/20 meeting not being finalised and suggests a formal written procedure to approve them.

ACTION: Written procedure to be organised to approve 15/10 minutes

The President proposes to discuss point 16 with point 19 as they are related.

3. Approval of draft minutes of the Board meeting on 15 October 2020; action points reviewed

The minutes will be approved by formal written procedure (see above). Action points are reviewed.

ACTION: Noémie BEIGBEDER, Thomas SPOORMANS and Julien REICHSTADT to issue a call for proof-readers within their Section in view of creating a pool of names that the APEEE can contact. The French colleagues have not gotten back to APEEE on this point.

ACTION: Legal Working Group to pick up on Rules of Procedure.
Action completed: Meeting held. To be discussed under point 14 of Agenda.

ACTION: The APEEE will publish the Autumn Call for Project Funding on 16 October 2020.
Action completed. To be discussed under point 11 of the Agenda.

ACTION: The APEEE will contribute 1000 EUR to the German Court Action. This was agreed. Uncertainty as to whether it has been followed up by the Germans. APEEE has not been approached.

ACTION: Henning EHRENSTEIN will work on a revised version of the letter reinstating the guarantee for current Berkendael pupils before the Board of Governors meeting of 20 October.
Action completed. Future Berkendael students have a place guaranteed in Uccle

ACTION: The APEEE will remove document "COVID in EEB1: current situation and possible mitigating measures" from the website, circulate it to the Board for revision and then assess if and in what form it should be sent to the School
Action completed. Document removed. To be discussed under point 18 of the Agenda

ACTION: The APEEE will draft a letter to parents reminding them of their own responsibilities during Covid. It will be circulated to the Board for approval beforehand.
Action completed. APEEE did not draft a letter as it was decided that the Website provides sufficient information.

ACTION: With regards to the handling of COVID-19, the APEEE will continue engaging with the School in a constructive way on prevention, communication and pedagogical issues
Action in progress: APEEE does have bilateral meetings with the school Director on the subject.

ACTION: Green Parent Group: better air quality and call for interest. APEEE to send out communication of Green Group to all parents.
Action completed: Newsletter was sent.

ACTION: IT Section Reps letter to school on Covid. Section Reps who wish to do so shall circulate the letter within their Sections and give feedback to Ivan TORRE.
Action completed: The IT section has taken on board the comments and is discussing whether to redraft a revised version of their letter.

ACTION: Open letter/petition from some parents on Covid. Section Reps can decide freely whether to forward the petition to their Classes and clarify that it is not an APEEE initiative.
Action completed.

Oral Points for Information

4. Secretariat Update: Membership Payments, Minutes Update, Ongoing Projects Update, Annual Report, Staffing, Xmas Party, etc.

Kathryn MATHE presents an overview:

- Membership payments: Many parents confuse bank accounts between APEEE and APEEE Services and also use the wrong communication when making payment. This creates chaos in the accounts and a lot of time is spent correcting the system. 400 people still have not paid APEEE membership fee. Secretariat is chasing.
- Translating Board minutes into French: Difficult as outsourcing costs 500EUR per translation for one meeting minutes, and you cannot count on volunteers to do it. Belgian legislation and statutes have been checked and nothing has been found so far that would require the minutes to be in French, so for the time being they will be done only in English, except for the General Assembly.
- Call for Projects: The Webpage has been updated with all current and past projects.
- The Annual Report: The report is being finalised.
- A Virtual Christmas Party: This will be organised for the next Board meeting.
- New logo: This was recently finalised, showing clear differences between APEEE and APEEE Services and with a more modern touch to them. (This was shown in the meeting.)

5. Section Meeting Update

Kathryn MATHE reports on the meeting which took place on 5/11/20 with over 200 Uccle class representatives attending. Uccle section representative elections were held. The virtual meeting was a success as it attracted more people than *in situ* would.

6. Berkendael Update

VP Berkendael Henning EHRENSTEIN reports about the issues arising from the kiss&ride and the on-going discussions with the police and the local community. APEEE believes that the school and not the parents should be managing this. New Smart boards were received in all the classes during the Autumn break. There is concern over windows that cannot open in certain classrooms, particularly in basement classrooms. Parents are not happy with this situation as Covid measures require windows to open.

Distance learning: case of a teacher in the DE section who is teaching from home to students *in situ* with an assistant who does not speak DE. Parents are very unhappy about the situation but the school does not see an issue and proposes a 2-3 week pilot phase before assessing the situation. Henning EHRENSTEIN proposes that class reps in the Uccle Primary give feedback on the situation there as there seem to be several classes in this situation.

ACTION: Marc GUITART will gather feedback from the class reps in the Uccle Primary on the situation there.

7. Update on Enrolment Guidelines

Henning EHRENSTEIN presents the recent developments. Although the Board of Governance reached an agreement to guarantee access to Uccle Secondary for Berkendael P5 students, the Central Enrolment Board seems to be backtracking and is proposing a paper that would not guarantee this. "The fight must go on".

8. Future of the Brussels Schools: Staff Committee's Open Letter to EU Presidents, 13 November

Kathryn MATHE gives an update. The APEEE was asked to approve a letter written by Staff Committees. This was done in an internal written procedure and unfortunately, a few changes were made after approval. These are not considered substantial but next time it would be good to clarify the procedure with the Staff Committees. The letter has now been sent.

Evere site: the school is planned to open in Autumn 2021 but the Belgian Government is saying that the works will only be completed 5 days before the 'rentrée' which puts in doubt the feasibility of the timescale and may have an impact on enrolment numbers.

Points for discussion and decision

9. Confirmation of CE Representatives 2020-2021

Kathryn MATHE presents the CE Members elected in the Section Meeting. The Board formally approves the CE members by consensus.

10. Preparation of General Assembly

(i) election update, proposed agenda and modalities

Kathryn MATHE presents the plans for the upcoming meeting. The GA Agenda is presented and approved by consensus. There are ~4000 members and more than 630 voting members. Webex and Zoom are being considered as a platform, with Webex offering advantage of having 3000 participants. Difficulty with voting tools and which reliable system would work best for us. Ivan TORRES agrees to help identify a tool and implement the procedure.

Two free posts are available on the Board this year with so far only one formal application from Marc GUITART.

ACTION: Ivan TORRE will explore different voting options with the Secretariat.

(ii) financial report 2019-2020 and proposed budget 2020-2021

Treasurer Brian GRAY presents the financial report and proposed budget. The Board approves both the financial report and proposed budget by consensus. We are running a deficit because of extra staff costs due partly due to COVID, GDPR requirements and staff changes. We are looking to cap deficit cost at 18000EUR next year. APEEE has reserves of 148000EUR. We need to invest in a new web platform which will cost 25000EUR which will be amortised over 5 years.

Financial hardship fund – APEEE has provided 12 PCs on a payment scheme for parents who struggled to pay for them.

Subscription for this year: 97000EUR has been received so far and roughly 20000EUR is still to be collected.

ACTION: The Secretariat will continue to follow up with parents who have not paid membership.

11. Call for Projects: report on applications received and proposal for panel

Kathryn MATHE presents the application results. 17 applications have been submitted, with 15 new projects and 2 recurring projects. Green initiatives and promoting support clubs were the least applied for this time round. Supporting healthy mind and body initiatives were the most applied for.

A panel is approved by consensus to prepare a recommendation. The panel will include: Gundars OSTROVSKIS (financial advisor); Marc GUITART (PedGroup); Samantha CHAITKIN (Community Building); Kriszta SZABO (Well-Being); Georg BECKER (Safety&Hygiene), and Board members, Kathryn MATHE, Marek BOBIS and Ivan TORRES. The Secretariat will solicit additional members from the school and the Student Committee. The panel will meet before the next meeting.

ACTION: The Secretariat will contact the school direction and the Student Committee to have them send panel members. Recommendations will be gathered from Working Groups and the Panel called to deliberate.

12. CdE Proposal for Basketball Court Resurfacing

Brian GRAY presents the proposition to fund the resurfacing of the basketball courts. The student Committee has identified a supplier of basketball court surfaces made up of plastic tiles, costing from 8400 € per court. This project seems particularly worthy of support for reasons of safety, and for the promotion of sporting activities. The amount likely to be sought from the APEEE exceeds the maximum of 2000 € for project proposals. However, as this project will give value over many years, the APEEE could draw on its reserves to offer significant co-financing. APEEE approves with consensus to allow Brian GRAY and Samantha CHAITKIN to negotiate a possible co-financing deal with the school, in a similar way to the financing of the football field but probably with less financial commitment this time round. It is noted that the Student Committee does not have funds available this time, so it is important that the school lead the project.

ACTION: Brian GRAY will coordinate with the Community Building WG and the CdE.

13. Proposed Handover of Class Rep Data to APEEE Services

VP Administration Nils BEHRNDT explains that parents who become class representatives under APEEE, automatically become class representatives of APEEE Services (APEEE Services Statutes). Class reps have not been informed of this. APEEE Services need us to provide them with the list of class reps for their General Assembly. This could be an issue with regard to GDPR even if Services share the same database as APEEE and already has most of the data.

In view of the short time frame before Services GA, there was consensus agreement to write a joint letter with APEEE Services to Class reps. On the longer term, GDPR agreements and supporting documents will have to be updated.

ACTION 13 : Short term: before giving APEEE Services the list of class reps, Kathryn MATHE and the Secretariat to prepare a joint communication from APEEE and APEEE Services to all Class Reps informing them of the situation and giving them the option to resign from APEEE Services.
Medium term: The Bureau, Legal Working Group and Secretariat APEEE Data Sharing Agreement, Representative Charter and vademecum need to be updated.

14 APEEE Statutes and Rules of Procedure: proposal to seek legal support

Nils BEHRNT presents the findings of a meeting between members of the Legal Working Group and members of the Bureau. There are new laws on AISBL so our Statutes should be confirmed to ensure that they comply. The Rules of Procedures also need to be updated, and this has been on the table for almost a year. All this will require legal help and a budget of up to 2000 EUR is proposed. A vote was taken to support getting professional legal help: 15 votes in favour and 3 abstain.

In the discussion, several points were raised. Some members wondered how to keep legal cost down to below 2000EUR. Some members questioned why this could not be done by volunteers or by Commission lawyers. It was argued in return that this job needed to be done by professionals, and it was very doubtful that Commission lawyers would help our AISBL as it is not their area of expertise or in their interest. One member agreed to look into the Commission lawyers.

ACTION 14: Kathryn MATHE will contact Ixelles task force and explore possibilities to combine efforts and cut costs. Almudena FUERTES will consult Commission legal service to see if they can help.

15. School Communication: soliciting delegate for School Communication Policy Working Group

Kathryn MATHE states that Working Group was proposed last year and will be run by the school and will consist of management, students and APEEE representation with the aim to develop a whole school Communication Policy.

Thomas SPOORMANS is already a delegate. Simon DERRY volunteers to be delegate and is approved by consensus.

16. Proposed APEEE statement Pedagogical Continuity and Distance Learning

Point 16) discussed with point 19)

Points for discussion

17. Trips and Projects: Classe Neige and Secondary Trips proposed way forward

Monika VELIKONJA presents this twofold issue. Unfortunately, this past year and current year have seen much disruption and cancelations due to COVID.

Primary: Many parents are not in favour of the new dates the school has presented for the ski trips and many are not aware of important changes proposed. The dates have been moved from January to February, the week preceding the Carnaval break. This means trips would be done by bus instead of by train, which has been the preferred means of transportation of parents as it is considered safer. In general parents are unhappy about not being consulted by the school. It was proposed in the primary CE Uccle in October to create a Classes Transplantées Steering Committee including parents and management to follow the trips year after year and provide early consultation. This was previously done with Snow Classes. The APEEE decides to create an internal group to take on the issue and seek the opinion of parents from Mat-P3 to come up with a position for next year's trips.

The following members volunteer to be part of the Class de Neige Group: Brian GRAY, Istvan VANYOLOS (leader), Almudena FUERTES and someone from Berkendael.

ACTION: Istvan VANYOLOS and the Class de Neige Group will seek the opinion of parents from Mat-P3 and come up with a position to present to the PedGroup and Board.

Secondary: There is a discrepancy between Sections and Classes on the number of trips students go on and/or special projects they undertake during project weeks. Parents proposed a Working Group at the secondary CE in September to work with the management, teachers, and students to assess the situation, better support teachers and develop a more coherent policy that would include equally all Sections. An internal APEEE group is proposed.

The following members volunteer to be part of the Secondary Projects and Trips Group: Kathryn MATHE, Monika VELIKONJA, Marialuisa TAMBORRA and Ionna SANDU.

ACTION: Secondary Trip: The Secondary Projects and Trips Group will prepare a position to present to the PedGroup, Board and the Secondary CE meeting.

This year, with everything on hold due to Covid, it gives an extra 6 months to put in place a new policy for both primary and secondary trips next year. Both groups could work under the aegis of the PedGroup.

18. Report on Bureau Meeting with Director and review of COVID measures

VP Administration Nil BEHRNT reports on a bilateral meeting between the Bureau and the Director Mr Goggins on 6/11 to discuss the following points:

-The Christmas holidays are extended by a week to act as a circuit breaker. Students will have online classes just before and after break and are expected to be in Belgium. Many early primary parents are deeply unhappy about this situation.

-Prevention: Ventilation is an issue with several windows not opening, in Berkendael and in Uccle (basement). The Director said at the meeting that no classroom should be used if it could not be aired.

Several members suggested that this issue needs to be raised with him again as several classrooms in Berkendael and some of the basement classrooms in Uccle (e.g. DaVinci) do not have opening windows and are still being used.

APEEE pushed for CO2 testing devices to be installed in the classrooms. The school is willing to purchase devices but they need to be professional level.

Overall, the mask rule is applied. The school is reflecting on how to deal with the 'bubbles' vs language classes and European Hours where there is mixing and keeping to a 'bubble' is not feasible.

-Services measures (canteen, buses and periscolaire): This is the responsibility of Services. The question was raised whether in view of the canteen being closed for hot meals, it could not provide cold lunch boxes or sandwiches. According to FWB law, this is not permitted. Some parents suggested having microwaves in the classrooms but this was turned down by the school. There was a discussion on whether this could be pushed further.

One Board attendee, who works as a health economist (currently on COVID) for the Commission has agreed to draft weekly reports. It is noted that they provide a lot of interesting information, but it is unclear how they can be circulated. It is agreed to circulate them to the Board list as soon as they come out, but they should not be published on the website as they are not a Board position.

ACTION: The weekly reports will be circulated to the Board.

19. Pedagogical Continuity and Distance Learning Strategy Update

President Kathryn MATHE asks if there are any concerns about the recent Distance Learning or Rotation Schemes:

One attendant expresses great concern felt at Berkendael that external support teachers are not allowed to enter the school, unlike Uccle and other schools where they may enter. Many children need the external pedagogical support.

Some members report on the dissatisfaction from parents about the extended Christmas break. Parents would like the school to ensure in-situ teaching at least for the nursery, P1 and P2. It is impossible for parents to work and supervise young children at the same time, and one member suggests distance learning could perhaps be customised according to level.

Some think that the school is doing its best in difficult circumstances. The extended Christmas break is to enable families to travel abroad and to see their families and spend a week in quarantine before returning to school, thus limiting contamination. One adds that that the extended break will also enable teachers to travel and quarantine.

Finally, a member from Berkendael informs that the FR section at Berkendael is drafting a report on how distance learning is going so far. There is an additional issue of some of the French teachers also being L2 teachers which is very difficult for them to manage and affects the delivery of L1 classes. There is fear of burn outs and increased sick leave.

Overall, it is noted that parents still have not seen an effective Distance Learning strategy to which all teachers from all sections are adhering. APEEE has asked for this consistently and minimum standards since the first lockdown, and the school has yet to provide it. Kathryn MATHE proposed to ask for feedback on the recent Distance Learning programme from the different sections so that we can report back to the school with the results.

ACTION: Kathryn MATHE will raise the issues of ventilation in Berkendael and Uccle and the issue of Maternelle and early Primary not coping with distance learning at the next SAC meeting

ACTION: Section reps will ask parents of their sections for feedback on distance learning. These reports will be given to the school

(Pt. 16) Proposed APEEE statement Pedagogical Continuity and Distance Learning:

President Kathryn MATHE proposes a position statement on Distance Learning that can be used as web text and can guide members in formal meetings with the school (e.g. CE, SAC, Admin Board). A discussion takes place over the wording of the last paragraph of the statement. A member proposes redrafting the text to make it less positive about recent developments as well as to emphasize differentiation and to allow teachers to have a more flexible approach. Others insist on the need for a holistic and harmonized approach in the school. Agreement is reached on redrafting the text to include reference to a more harmonized programme and flexible modalities.

ACTION: Kathryn MATHE will update the document and send it to the Board as a Written Procedure.

20.SAC Meeting 25 November, solicitation of points

Proposed points: Ventilation of Rooms; January arrangements for the youngest children; Distance Learning Strategy (possibly GDPR and streaming as well); Pedagogical continuity for vulnerable and quarantined children; Educational support under COVID; Primary L1 teachers who teach L2 (short and long-term solutions); Working Group Calendar.

21.INTERPARENTS: Distance Learning Policy, Secondary Assessment and Baccalaureate

Point not discussed. Too late.

ACTION POINTS MEETING 19/11/2020:

Point on Agenda	Action
2	Minutes approval: Kathy MATHE: Written procedure to be organised to approve 15/10 minutes
6	Marc GUITART will gather feedback from the class reps in the Uccle Primary on the situation there.
10	General Assembly: Ivan TORRE will explore different voting options with the Secretariat
10	APEEE Membership fees: The Secretariat will continue to follow up with parents who have not paid membership
11	Call for Projects: The Secretariat will contact the school direction and the Student Committee to have them send panel members. Recommendations will be gathered from Working Groups and the Panel called to deliberate.
12	Resurfacing basketball court: Brian GRAY will coordinate with the Community Building WG and the CdE.
13	Handover of class rep info to services: <u>Short term:</u> before giving APEEE Services the list of class reps, Kathryn MATHE and the Secretariat to prepare a joint communication from APEEE and APEEE Services to all Class Reps informing them of the situation and giving them the option to resign from APEEE Services <u>Medium term:</u> The Bureau, Legal Working Group and Secretariat APEEE Data Sharing Agreement, Representative Charter and vademecum need to be updated
14	APEEE Statutes and Rules of Procedures: Kathryn MATHE will contact Ixelles task force and explore possibilities to combine efforts and cut costs. Almudena FUERTES will consult Commission legal service to see if they can help
17	Ski Trips Primary: Istvan VANYOLOS and the Class de Neige Group will seek the opinion of parents from Mat-P3 and come up with a position to present to the PedGroup and Board
17	Secondary Trip: Secondary Trip: The Secondary Projects and Trips Group will prepare a position to present to the PedGroup, Board and the Secondary CE meeting.

18	Covid Reports: The weekly reports will be circulated to the Board
19	Distance Learning: Kathryn MATHE will raise the issues of ventilation in Berkendael and Uccle and the issue of Maternelle and early Primary not coping with distance learning at the next SAC meeting
19	Distance Learning: Section reps will ask parents of their sections for feedback on distance learning. These reports will be given to the school
19 (16)	Proposed APEEE Statement Ped continuity: Kathryn MATHE will update the document and send it to the Board as a Written Procedure