

**APEEE BXL II – WOLUWE
REPORT**

Date : **10 March 2020 from 20:00 to 22:00**
Location : **Webex conference call**
Present (16) : Tatiana ALMEIDA - Vanessa AULEHLA - Bengt DAVIDSSON - Giles HOUGHTON-CLARKE – Szilvia KALMAN - Natalia KARPENKO - Roberta MAGGIO - Minna MELLERI - Renate REPPLINGER-HACH – Sara RODA - Andreas ROGAL – Suzana ROSEIRO - Bettina SCHMIDBAUER-MOGENSEN – Michael TEUTSCH – Francesca TUDINI– Anna YAVORSKA

Had problems with connection and/or sound and/or microphone and only attended the conference call partially (4) : Sanjee GOONETILAKE - Elita PETRAITIENĖ - Christine THOMAS - Marjo TOIVO

Could not attend due to technical problems (2): Anthony BISCH – Raquel JIMENEZ LOPEZ
Others : Anja GALLE, Director of the APEEE
Ferhan Pelister – Responsible Administration APEEE

I Agenda:

Approval of the agenda: Agenda is approved.

II Agenda points:

Task force, organization of APEEE vs school and position :

The Compliance & risk assessment WG had already identified the need for actions to address the risk of coronavirus and reached out to the school to coordinate preparations. R. Maggio, the coordinator, worked closely with the school management over the Carnival once the virus broke out in Europe to put necessary measures in place at the school and to ensure appropriate communications to parents.

The group acts as the crisis management contact point with the school, to coordinate feedback from the Board and parents to the school management and vice versa, not to take positions. It also works with the school management to ensure key risks and tasks are addressed and to ensure a coordinated and supportive approach to the school from the APEEE.

Other WG coordinators will provide assistance by coordinating the input of their WG when topics arise i.e. M. Melleri for transport, F. Tudini for the extra-curricular activities, B. Schmidbauer for the canteen, V. Aulehla for budget questions and N. Karpenko for communication matters.

A number of Board members express support for this way of working and are happy with the way the Board is being updated and consulted. No objections were raised hence it is agreed that Compliance and Risk Management WG will continue to act in this capacity.

E-learning:

It is agreed that the E-learning will be the next key phase of activity. Renate proposes a WG to address this topic and gather feedback/learnings that can be passed to the school to facilitate faster and more successful adjustment. S. Goonetilake, C. Thomas, S. Roseiro, T. Almeida, M. Teutsch and B. Schmidbauer offered their help.

Communications:

There needs to be an improvement in the communications coming from OSGES, which contain incorrect information that causes confusion. It is expected that there will be such issues when decisions are taken quickly, however it is important going forward to iron out such problems as

maintaining parental trust and confidence will be key as the crisis evolves and parents take a greater role in ensuring distance learning. Suggestions will be emailed to OSGES on how communications may be improved.

N. Karpenko proposed to put a short text and FAQ on the APEEE website so that parents know whether the APEEE services are functioning, who to contact in case they have questions etc.

APEEE services:

A Galle informs about actions taken in the different services:

- APEEE supervisors are handing out disinfectant gel to the secondary students during their lunch
- Hygiene rules are published on the TV screens
- Allergene policy have been changed from 2 week publication to 1 week publication, in order for the Canteen Manager to reduce the ordering of food to 1 week and not 2 weeks. This will lower the loss in case of a sudden closure of the school
- Bus supervisors have access to disinfectant gel in the bus parking and have received a brochure informing them about the hygiene rules. As well as to stay alert and intervene in case they hear that children are harassing other children because of Covid-19 virus.
- Extra-curricular activities: monitors & supervision team have been instructed to inform the children about the hygiene rules before the start of every class
- All staff, as well as Group Cleaning Services and bus companies were asked to check whether anybody has travelled to the affected regions. Group cleaning and the bus companies informed in writing that nobody from their staff has travelled to the affected regions.

In case the school would close APEEE is in contact with Partena to see whether staff with a definite contract can be eligible for "chômage technique". We are awaiting their reply.

Concerning the bus companies, in case we inform them of a closure more than 48 hours in advance the APEEE doesn't have to pay any indemnity for the 3 first days. If the school closes longer than 3 days then a committee will be constituted exiting out of APEEE representatives, representatives of the bus companies and of the bus company federation in order to set a % of indemnity to pay.

If the APEEE informs the bus companies less than 48 hours about the closure then the first 4 days we have to pay them 50% of the cost. After that, in case the school closes longer, then the committee will have to be consulted.

Concerning GroupCleaning there will be no cost to pay because all staff can be put on "chômage technique".

For your information on the services, we are working on a common approach agreed among all Bxl APEEEs.

Tools for the Board:

Question is asked which tools the Board can use for communication and meetings. The conference call is good during extra-ordinary times during which the Board has no access to the school. Information is given that WhatsApp is not an official communication channel for the Board. All official communication should be done via email.

Next Board meeting will take place on Thursday 19/3/2020 at 19:00 via Webex conference call. Ferhan will send the details.