



Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.

American School of Brasilia

Board Meeting – January 26, 2021: 14:00 - 16:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Annette Windmeisser	AW	June 5, 2018
Vice President	Ms. Megan Gernes	MG	July 1, 2019
Secretary	Ms. Anna More	AM	May 22, 2018
Treasurer	Mr. Márcio Queiroz	MQ	June 02, 2020
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Katherine Valdez	KV	June 02, 2020
Board Member	Ms. Laura Hohmann	LH	June 02, 2020
Board Member	Ms. Márcia Farias	MF	August 08, 2016
Board Member	Mr. Patrick Massenburg	PM	June 02, 2020
Board Member	Mr. Pedro Cortegosso	PC	July 31, 2020
Board Member	Ms. Rebecca Clark	RC	July 1, 2019
Board Member	Ms. Siriana Nair (Ambassador's Representative/Non voting member)	SN	June 02, 2020
Head of School	Ms. Lesley Tait (Ex-Officio)	LT	September 1, 2020

ATTENDANCE

Signature (If in Attendance) / N/A (If Not in Attendance)

Annette Windmeisser (President) - p

Megan Gernes (Vice President) - p

Anna More (Secretary) - p

Márcio Queiroz (Treasurer) - a



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João Victor Mokdissi- p

Katherine Valdez - p

Laura Hohmann - p

Márcia Farias- p

Patrick Massenbourg- a

Pedro Cortegosso- p

Rebecca Clark - p

Siriana Nair - p

- P - Present
- A - Absent

MEETING MINUTES

- Members Joining the Board: none
- Members Leaving the Board: none

Call to Order at 16:05

1. Consent Agenda

- The Board of Directors approved all the items from the Consent Agenda
 - AW moved the action
 - LH seconded
 - All in favor

2. HOS Report

- LT presented the Interim HOS report. The report approached the following topics:
 - Current Enrolment
 - Staffing
 - Recruitment
 - PASS Results
 - MS. Tait and Mr. Albasri, the physics teacher, presented the PASS (Pupil Attitudes to School and Self) Survey results. This survey was created by two Educational Psychologists from the UK. It is an early detection system to support student well-being;



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- A way of identifying and understanding issues that could prevent a student reaching their full potential;
 - A way of identifying trends and tracking the effectiveness of interventions;
 - A guide for SEL programs across the school, at grade levels and individually;
 - A way of identifying invisible groups such as fragile learners.
 - The results show that across school, the main areas of strength are shown as:
 - Positive feelings about school
 - Preparedness for learning
 - The results also show the various weakness at some cohort level
 - Learner self-regard
 - General work ethic
 - AM suggested to have a follow up on this topic, creating a summary on how the PASS fits into other qualitative assessments.
- Early Childhood Program
 - LT suggested a reduction of the number of classes and therefore number of teachers and teaching assistants, from 3 x K3 and K4 sections to 2 x K3 and K4 sections. In this way, we will be able to meet our financial staffing plans while also maintaining options for the future. This will also enable us to measure the market, in a timely manner;
 - The Board left this decision to the Leadership Team, but asked for more data to show how this decision is related to the pandemic situation.

3. H&K Presentation

- H&K Team presented the results of the brand perception survey to the Board of Directors.

4. Enrollment Report

- Noela Xavier, the Admissions Director, presented the enrollment report to the Board of Directors. The report approached the following information:
 - Number of students per grade level and semester;
 - Number of Scholarship students;
 - Number of withdrawals in December;
 - Number of new students in January;
 - Number of expected students in February.
- The Board requested to include the following data to the next presentation:
 - Where are the students who withdrew from EAB going;
 - Where are the new students coming from?
 - How is the school using the Admissions office as a portal for information?
 - Create an exit survey for departing families;
 - Record of inquiries and where families are going if not to EAB.



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5. Governance Committee updates

- Board Self-Evaluation Mid-term survey
 - AM presented the results for the Board Self-Evaluation Mid-term survey;
 - RC demonstrated the strengths and areas for improvement;
 - The Governance Committee will meet to discuss a way of improving the time to send reports and materials, also to have this material available to the Board of Directors in a simpler way;
 - KV suggested that new Board members have training on the tools available to the Board and explain in detail all the process connected to the Board of Directors.
- Board evaluation of HOS
 - The survey will be designed and sent by next week.
- Recruitment of New Board members
 - AM and MG updated the Board of Directors about the recruitment process and announced the number of spots that will be available for the next school year;
 - AW, MG and RC will be leaving the Board of Directors.

The Board meeting finished at 6:15 pm. There was no Executive Session in this meeting.

Board President
Annette Windmeiser

Board Secretary
Anna More