

American School of Brasilia

Board Meeting— September 10, 2013: 16:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Don Jacobson	DJ	June 12 th 2013
Vice President	Mr. David Millward	DM	September 14 th , 2011
Secretary	Mr. Caio Prado	CP	June 15 th , 2012
Treasurer	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Mr. Benjamin Garcia	BG	May 8 th , 2013
Board Member	Ms. Laura Chamberlin	LC	May 8 th , 2013
Board Member	Mr. Jack Thompson	JT	March 12 th , 2013
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Attendance

Present:

Signature

Don Jacobson, President

David Millward, Vice President

Caio Prado, Secretary

Pedro Oliveira, Treasurer

Benny Garcia

Laura Chamberlin

Jack Thompson

Barry Dequanne, Head of School

Board Members Joining: None

Board Members Resigning: None

Board Members Absent: None

MINUTES

1. Minutes of August 2013 Meeting

- a. August Meeting Minutes Approved by all Board members

2. Presentation of annual Audit

- a. KPMG presented the results of their audit of EAB's financial record for the period 1 January to 31 December 2012.
- b. Action Items:
 - i. KPMG will send English version of audit report directly to the President of the Board of Directors
 - ii. The annual audit cycle will be changed such that the audit begins in June of each year beginning in 2014.
 - iii. As a part of future audits, the external auditors will also present a cash report in addition to the compliance report.
 - iv. The Audit Committee will make a recommendation to the Board of Directors regarding which accounting firm to contract and which reports will be required. This will be done soon enough so that the external auditor can start working on the 2013 audit before the end of December 2013.

3. IB Program

- a. David Bair (Upper School Principal) and Eric Metee (IB Coordinator) presented an overview of EAB's IB program, including a review of recent results and an analysis of the first three years of the program.

4. Board Goals

- a. Board approved the 2013-2014 goals (see Appendix I to these minutes)

5. Head of School Goals

- a. Board approved the 2013-2014 goals (see Appendix II to these minutes)

6. Facilities Committee Update

- a. The Facilities Committee shared updates regarding the process associated with next steps for the master facilities project.
- b. The Board voted unanimously to approve the following action as the next step:
 - i. Start a conversation with Brazilian architectural firms about EAB's facility needs, with the goal of using a transparent process to sign a contract for architectural services by the end of December 2013.

7. Finance Committee Update

- a. Liz Sullivan (Business Manager) presented overview of August financial report
- b. All financial data are within expected norms as established through annual budget

8. Conflict of Interest Policy

- a. All Board members signed the Conflict of Interest Policy.

Meeting ended at 18:15

Mr. Donald E. Jacobson
Board President

Mr. Caio Prado
Board Secretary

EAB Board Goals

2013-2014

1. **Facilities**

By the end of December 2013 we will have a contract with an architectural firm to design a new school. By December 2014 we will be ready to break ground (i.e. the plans will be complete and all permits will have been obtained).

2. **Development Strategy**

By the end of February 2014 we will have a detailed strategy and plan for a development program that will include an annual giving campaign and a capital campaign to raise funds for construction of the new school buildings.

3. **Review of Data**

By April 2014 we will identify metrics that will be useful to the Board in assessing how well the school is meeting its Mission (and how effectively the Board is contributing to the advancement of the Mission).

Action: Don will lead a Metrics working group with David, Barry, and possibly others.

4. **Regular Feedback for the Head of School**

The Board President and Head of School will meet weekly during the school year. The Board President will provide the HOS with feedback about his performance at least every two months.

5. **Review of Mission/Vision Statement**

It was the consensus of the Board that, while it would be nice to have a more concise and inspiring Mission Statement, the current Mission/Vision statements are not a sufficient problem to warrant immediate attention, in light of other priorities. Given the resources required to move forward on the Goals related to facilities and fundraising, the Board decided to table the revision of the Mission/Vision statements for the time being. Time and energy permitting, we could initiate this effort in March 2014, after the completion of the Development Strategy.

Head of School Goals for 2013-14

Continuing Responsibilities:

1. Recruit and retain outstanding teachers and staff as a means of continually upgrading the quality of an EAB education.
2. Oversee a rigorous, continually revised, articulated curriculum that is supported by appropriate resources.
3. Responsibly manage the operating budget in order to protect the financial health of the school.
4. Ensure that EAB's curriculum, extra-curricular activities, and policies are in alignment with the school's Mission, Vision and Values.
5. Cultivate a climate at the school that builds bridges between EAB's Brazilian, U.S., and international communities.
6. Oversee the use of assessment to inform instruction and develop pedagogical skills among the faculty that represent best practice.
7. Promote the integration of technology into the school program through training and curriculum.
8. Oversee an effective evaluation process for faculty and staff as a tool to manage performance and develop their capacity.
9. Maintain the legal integrity of the institution.
10. Ensure that facilities at EAB are safe, environmentally friendly and cost efficient.

Specific Objectives for 2013-14

1. **Communication:** Establish consistent communication mechanisms that effectively engage parents as partners in the learning process and cultivate a sense of community.
 - a. Create a k-12 strategy and policy for external communication to parents by October 1
 - b. Increase parent participation across all forms of communication (e.g. PTO Coffees, Open House, Parent-Teacher Conferences, Bull-It and Docket readership) by 10% (where data is available) by the end of the school year.
2. **Facilities:** Work with the EAB Board to achieve its 2013-14 goal of having detailed architectural drawings for a new school complete by June 2014.
 - a. Finalize a contract with an architectural firm to design a new school by December 2013.
 - b. Finalize all plans and documents to begin construction by December 2014.
3. **Marketing:** Lay the groundwork for a major capital campaign by 1) enhancing the reputation of the school through active outreach that builds confidence in the school's programs and celebrates its successes; 2) developing an alumni database; and 3) building relations with potential donors.
 - a. Develop an internal and external strategic communications and targeted marketing plan to promote EAB's programs, services, activities, and achievements to target the key audiences (e.g. raise profile, dispel misconceptions, build trust) by November 1.

- b. Align all institutional communications with a view to establish the EAB brand (e.g. online, internal& external, publications, etc.) by the end of the school year.
 - c. Establish the basis of a sustainable and long lasting relationship with the alumni, (develop alumni database, website, events calendar, and sustained active outreach) by the end of the school year.
 - d. Establish donor profile list by December 1.
4. **Data and Decisions:** In collaboration with the EAB Board identify performance metrics that can assist in making informed decisions and that are in alignment with accreditation standards. Begin work on developing mechanisms to collect, analyze and display the data.
- a. Identify the data by department and division (Admissions / Business Office / Teaching and Learning / Lower School / Upper School) that will assist EAB in achieving its' mission and school-wide goals by December, 2013.
 - b. Identify a data management system to house all data by December.
 - c. Create an implementation plan for collecting and inputting data, including tagging data specifically connected to Mission and School-wide Goals by the end of the 2013 / 2014 school year.
 - d. Establish review system to examine data by department and divisions on an ongoing basis and alter programs and practices to improve efficiency and student learning by the end of the school year.