

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

American School of Brasilia

Board Meeting – August 9, 2016: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Caio Prado	CP	June 15, 2012
Vice-President	Mr. Robert Frazier	RF	November 17, 2015
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Treasurer	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Head of School	Mr. Barry Dequanne	BD	July 1, 2010

ATTENDANCE

Signature (If Present)

Caio Prado, President

Robert Frazier, Vice President

Adelle Gillen, Secretary

Holly Kirking, Treasurer

Anne Posthuma

Janice Mills

Barry Dequanne

Board Members Joining: None

Board Members Resigning: None

MINUTES

Call to Order at 16:00

1. Consent Agenda (MW)

- a. The following item was approved by the Board as part of the consent agenda:
 - June 2016 Board Meeting Minutes
 - Board Members signed Conflict of Interest/Confidentiality Policy document
 - Committee Chairs and Members confirmed (Anne Posthuma added to Development Committee)
 - Finance: Holly Kirking (Chair), Caio Prado, Rob Frazier, Barry Dequanne, Liz Sullivan
 - Development: Holly Kirking (Chair), Caio Prado, Anne Posthuma, Barry Dequanne, Andrea Cabrera, Della Henry
 - Facilities: Rob Frazier, Caio Prado, Barry Dequanne, Pedro Oliveira, Luiz Gustavo, Marcio Queiroz, Liz Sullivan
 - Audit: Janice Mills (Chair), Anne Posthuma, Adelle Gillen
 - Governance: Adelle Gillen (Chair), Caio Prado, Janice Mills, Barry Dequanne
- b. Cartorio present at start of meeting to register the signatures for the new Board Officers
- c. EAB's new Lower School Principal, Toni Boush, spoke with the Board as part of a formal introduction

2. Admissions Review

- a. Board reviewed and confirmed admissions process with a focus on students with special needs
- b. BD shared EAB's Special Needs program and associated admissions process
- c. EAB's school psychologist offered to conduct workshop at U.S. Embassy

3. International Baccalaureate (IB) Presentation

- a. EAB's IB Coordinator, Katrina Charles, presented the May 2016 IB results
 - Highlights included:
 - Diploma Scores
 - a. Average EAB IB Diploma Score = 34 points
 - b. Average World IB Diploma Score = 30 points (2015)
 - Subject Scores
 - a. Average EAB IB Subject Score = 5.39 points
 - b. Average World IB Subject Score = 4.70 points (2015)
 - Continued Improvement

- a. EAB scores have improved every year since the program started in 2010
- Focus Areas for Growth for 2016-2017
 - Improve the integration of IB feedback into teaching and learning instruction to continue the improvement in Grade levels
 - Fully integrate TOK rubric into subject lessons, which will enhance the TOK Grade Distribution.
 - Implementation of IB Approaches to Teaching and Learning, which will be integrated with EAB Assessment policy.

4. Board Calendar & Events

a. Board Calendar:

- The Board confirmed the 2016-2017 meeting calendar
- Board members confirmed attendance at the August 27, 2016 AASB Governance Retreat
- It was confirmed that CP, HK, AG, and RF would attend the AASSA Governance Conference scheduled for September 22-24

b. Head of School Transition

- The following dates were proposed and subsequently approved via an email vote for the new Head of School transition (Allan Bredy – AB)
 - **VISIT 1: November 13-19**
 - a. November 14: FINCOM Meeting at 08:00
 - b. November 14: Board Meeting at 16:00
 - c. November 15: Lunch with Board Members, Leadership Team (Republic Proclamation - School will be closed)
 - d. November 16-18: Free days to be scheduled meetings and activities that will be organized by the Transition Committee (at the Board Meeting it was decided to create this committee to act specifically in the transition of the new director was also decided that the next Board Meeting it will be presented the Committee's scope of work and number of vacancies for Board Members, Leadership Team, Parents, Teachers, and Students, in addition to Barry)
 - e. **November 18-19: Annual Board Retreat**
 - **VISIT 2: March 18-26**
 - a. Transition Committee will be responsible for setting the agenda for this visit
 - b. Reschedule Board and FINCOM Meeting in March to the week 18 – 26.
 - c. Draft entry plan for first hundred days for AB at EAB.
 - d. AB's goals for his first year at EAB.
 - e. Logistics for AB and spouse moving to Brasilia (with administration office support).
 - f. Support for AB and spouse in July-2017

- g. Intensive Portuguese course offering for AB and spouse during July-2017.

5. Board Calendar & Events

- a. Board reviewed projected 2016-2017 enrollment report
 - Enrollment is expected to remain at or over capacity at 670
- b. The Board also discussed the school's challenges regarding some class sizes that are now exceeding recommended maximum numbers
The Board will continue

6. Accreditation Update

- a. Reviewed AdvancED accreditation process to date
 - Self Study was completed during 2015-2016
 - External Review to be conducted during October 23-26
- b. Looking Ahead
 - Barry Dequanne (BD) proposed that EAB consider a joint accreditation process with the Council of International Schools (CIS).
 - BD has been meeting with the Director of CIS over the last two years, who is recommending that EAB first complete its current accreditation process and then begin the process of becoming a CIS member school after the October visit.

7. Finance Committee – Part 1

- a. The Board reviewed the June and July financial reports. All indicators demonstrate that the school is on track to meet and/or exceed budget expectations.
- b. The Board reviewed the end-of-year financial report. All indicators demonstrate that the school has meet and/or exceed budget expectations.
- c. The following decisions were approved by the Board:
 - 2.5% of received tuition is transferred to EAB's Capital Fee fund
 - A tuition surplus of R\$1 million is transferred to EAB's Contingency Fund
 - Transfer of R\$2.8 million from Security Fund to Fundo DI investment fund
- d. As recommended by FINCOM, the Board approved a new policy with regards to unpaid tuition: After three consecutive months of unpaid tuition, the person responsible for the tuition payment will have his/her name list with Serasa (Brazilian Credit Bureau).
- e. Board will continue to review a financial aid proposal

8. Finance Committee – Part 2

- The Board agreed to carefully review teacher retention strategies.

9. Head of School Transition Committee

- CP overseeing process to establish a Head of School transition committee
- Carney Sandoe to follow-up after new AB has started at EAB to provide feedback about transition

- HOS Transition Committee – need to establish expectations and responsibilities of the committee, and scope of the Committee’s work. Final committee membership will be established once the new board members have joined the board.

10. Facilities Committee

- Work associated with Master Facilities plan continues to move forward with respect to obtaining required licenses
- Board has approved proposal to work with an architect to design Early Childhood upgrade. Facilities Committee will oversee this process

11. Goals

- BD shared school-wide goals of: Policies and Procedures, Data, and Student Wellness
- Proposed Head of School Goals: Communication, Transition
- Proposed Board Goals: Transition: New Board Members, New Head of School, Retaining Best Teachers), Facilities
 - Goals to be finalized at next Board meeting

12. Governance Committee

- The Governance Committee presented plans to finalize new Board member recruitment

Board President
Caio Prado

Board Secretary
Rob Frazier

Key Board Dates & Events

2016-2017

Date	Event	Time/Location
1st Semester		
August 8	FINCOM Meeting	08:00/HOS Office
August 9	Board Meeting	16:00/US iCommons
September 12	FINCOM Meeting	08:00/HOS Office
September 13	Board Meeting	16:00/US iCommons
September 22-24	AASSA Governance Conference	Miami, Florida
October 17	FINCOM Meeting	08:00/HOS Office
October 18	Board Meeting	16:00/US iCommons
October 23 (week of)	Board Meeting with AdvancED – Meetings and Dates TBD	TBD
November 14	FINCOM Meeting	08:00/HOS Office
November 14	Board Meeting	16:00/US iCommons
December 12	FINCOM Meeting	08:00/HOS Office
December 13	Board Meeting	16:00/US iCommons
2nd Semester		
February 6	FINCOM Meeting	08:00/HOS Office
February 7	Board Meeting	16:00/US iCommons
March 13	FINCOM Meeting	08:00/HOS Office
March 14	Board Meeting	16:00/US iCommons
April 10	FINCOM Meeting	08:00/HOS Office
April 11	Board Meeting + Budget Approval	16:00/US iCommons
May 15	FINCOM Meeting	08:00/HOS Office
May 16	Board Meeting	16:00/US iCommons
May 20	Senior Graduation	18:30 Reception 19:30 Ceremony
June 5	FINCOM Meeting	08:00/HOS Office
June 6	Board Meeting	16:00/US iCommons